"MAJOR" DECISIONS?
See how our in-house career counselors can help you with choosing a major and exploring career options.

HANDSHAKE
The “Indeed” for Southern Miss Students

Browse through our ads to see which employers love hiring Golden Eagles!

See how to craft your professional résumé inside!
# TABLE OF CONTENTS

**ABOUT US**
1. MEET THE STAFF
2. OUR SERVICES
3. HOW TO SCHEDULE AN APPOINTMENT
4. SIGNATURE EVENTS
5. CAREER SERVICES LOCATIONS

**EXPLORE OPTIONS**
6. ADVICE FROM STUDENTS
7. 4-YEAR PLAN
8. 8 COMPETENCIES FOR PROFESSIONAL DEVELOPMENT
9. PLAN YOUR SUCCESS NOW
10. LEADERSHIP EXPERIENCE MATTERS
11. STUDENT SUCCESS: GRADUATE SCHOOL – ARE YOU READY?
12. ONLINE RESOURCES

**DISCOVER OPPORTUNITIES**
13. HANDSHAKE
14. JOB LOCATION AND DEVELOPMENT
15. CENTER FOR PATHWAY EXPERIENCES
16. CAREER EVENTS

**BUILD YOUR BRAND: JOB PREP**
17. DRESS FOR SUCCESS
18. PROFESSIONAL COMMUNICATION TIPS
19. BUILDING A PORTFOLIO
20. SOCIAL MEDIA BRANDING
21. BECOME A LINKEDIN ALL-STAR
22. LINKEDIN PART 2
23. 60-SECOND ELEVATOR PITCH
24. NETWORKING: DO’S AND DON’TS
25. MINI RÉSUMÉ CARDS

**TAKE ACTION: FIND YOUR JOB**
26. RÉSUMÉ GUIDELINES
27. RÉSUMÉ SAMPLE
28. ACTION WORD LIST
29. RÉSUMÉ HEADING SAMPLES
30. RÉSUMÉ SAMPLES
31. COVER LETTER GUIDELINES
32. COVER LETTER – SAMPLE
33. REFERENCE LETTER REQUEST EMAIL SAMPLE
34. REFERENCE LIST SAMPLE
35. FEDERAL RÉSUMÉ GUIDELINES
36. CURRICULUM VITAE (CV) TIPS
37. 7 STEPS FOR A SUCCESSFUL INTERVIEW
38. PHONE AND WEB-BASED INTERVIEW TIPS
39. DINING ETIQUETTE TIPS
40. OFFER OF EMPLOYMENT AND SALARY CONSIDERATION
MEET THE STAFF

Career Services assists students in finding meaningful career paths, developing job-seeking skills, and connecting with employment opportunities to become successful professionals.

WHO WE ARE

Our services are FREE and available to all Southern Miss students enrolled in a degree program and registered for classes, as well as alumni.

The Career Guide is made possible through advertising within the guide. Many of the organizations advertising hire for part-time, full-time, and internship opportunities. I encourage you to browse through the companies listed and aggressively seek career opportunities or internships with these organizations. Feel free to meet with our staff to learn more about connecting with these companies.

On behalf of the entire staff of Career Services, we look forward to helping you reach your career goals, and as always, SMITT!

RUSTY ANDERSON, DIRECTOR

HOW WE CAN HELP: OUR SERVICES

CAREER EXPLORATION

- Career Consultation
- Interest Assessments
- Identify Majors of Interest
- Discover Career Options

FIND A JOB

- Résumé and Cover Letter Tips and Critiques
- On-Campus Employment
- Full-Time and Part-Time Job Search
- Networking Tips
- Interview Tips and Preparation
- Interview Practice

CONNECT TO EMPLOYERS

- Handshake
- Internships
- Job Location and Development (off-campus student employment)
- Career and Job Events
- On-campus Interviews

FYI: Our website has an online resource center that you can access 24/7 from the comfort of your own space.

HANDSHAKE

FOR MORE INFORMATION ON THESE EVENTS, VISIT USM.EDU/CS

FOR MORE INFORMATION ON THESE EVENTS, VISIT USM.EDU/CS

HATTIESBURG CAMPUS

- Online at usm.edu/career-services with our appointment form
- Call Career Services at 601.266.4153
- Stop by the office in Mclemore Hall 125

Hours of operation are between 8 a.m.-5 p.m. Monday through Friday.
Walk-ins welcome based on availability

GULF PARK CAMPUS

- Call Mary Maner at 228.214.3330

SIGNATURE EVENTS

FALL 2020

- Part-Time Job and Internship Fair
- JCPenney Suit Up Event
- Career and Internship Expo
- Teacher Job Fair

SPRING 2021

- Part-Time Job and Internship Fair
- JCPenney Suit Up Event
- Career and Internship Expo
- Teacher Job Fair
- Gulf Park Career Fair

Handshake

REFER TO PAGE 15 FOR PROFESSIONAL DRESS TIPS!
STUDENT SUCCESS:
HELPFUL TIPS FOR STUDENTS

Hello! I am a new student at Southern Miss and would like some advice on how Career Services can help me.

Don’t be afraid to change your major if you think you need to. It happens all the time. Talk to your advisor or a professor and explore your options!

Be sure you understand our policies on plagiarism and other forms of academic integrity misconduct. It may not be what you think, and you can be given an XF on your permanent record for “failure due to academic misconduct” if you break the rules. Read the policy on the provost’s website and be very careful to follow it!

Invest time each semester in getting to know at least one or two of your professors. Talk to them after class, go to office hours, and seek feedback on your papers or tests. If you need advice down the road, or a letter of reference (you will), they will be there to help!

Career Services helped me to be able to find a major more suited for me and my tastes. I was originally going to work as a physicist, but found that I am far more eloquent than I am good at math. Rusty Anderson spent quite a few sessions on helping me explore career pathways, helping me with my résumé, and giving me advice on where to look for work and opportunities. He is the reason I am now working as a reporter and am so much happier. I am so glad USM offers Career Services to their students, and I thank Rusty for his time, and in most cases, his patience.

The Career Services Teacher Job Fair was absolutely essential in my job search. Not only did I make new connections and collect valuable information about schools around the state, but I was able to follow up with the district that ended up hiring me the very next semester. Southern Miss Teacher Fair TTT!

Ms. Beard helped me exponentially. My résumé was crafted in the right way, my career choice was refined, and a lot of resources were presented to me in order to better prepare me for the real world. Career Services gives you the tools to be successful!

Write a résumé your first semester and revise it at least once a semester after that. It will help motivate you to get involved and keep you from forgetting all that you do!

Make a list of ALL courses that you need to take to graduate and make your own road map. Then, take it to your advisor for feedback. You’re in charge of your career at Southern Miss, so make sure you know what you need to take!

Be sure you understand our policies on plagiarism and other forms of academic integrity misconduct. It may not be what you think, and you can be given an XF on your permanent record for “failure due to academic misconduct” if you break the rules. Read the policy on the provost’s website and be very careful to follow it!

Don’t be afraid to change your major if you think you need to. It happens all the time. Talk to your advisor or a professor and explore your options!

Be sure you understand our policies on plagiarism and other forms of academic integrity misconduct. It may not be what you think, and you can be given an XF on your permanent record for “failure due to academic misconduct” if you break the rules. Read the policy on the provost’s website and be very careful to follow it!

Invest time each semester in getting to know at least one or two of your professors. Talk to them after class, go to office hours, and seek feedback on your papers or tests. If you need advice down the road, or a letter of reference (you will), they will be there to help!

Career Services helped me to be able to find a major more suited for me and my tastes. I was originally going to work as a physicist, but found that I am far more eloquent than I am good at math. Rusty Anderson spent quite a few sessions on helping me explore career pathways, helping me with my résumé, and giving me advice on where to look for work and opportunities. He is the reason I am now working as a reporter and am so much happier. I am so glad USM offers Career Services to their students, and I thank Rusty for his time, and in most cases, his patience.

The Career Services Teacher Job Fair was absolutely essential in my job search. Not only did I make new connections and collect valuable information about schools around the state, but I was able to follow up with the district that ended up hiring me the very next semester. Southern Miss Teacher Fair TTT!

Ms. Beard helped me exponentially. My résumé was crafted in the right way, my career choice was refined, and a lot of resources were presented to me in order to better prepare me for the real world. Career Services gives you the tools to be successful!
4-YEAR PLAN

1. FRESHMAN
   • Visit Career Services for help choosing a major and exploring options.
   • Validate your Handshake account to access part-time on-campus/off-campus jobs and internships.
   • Attend career events - see page 3 for signature events.
   • Learn about available academic and support services like Student Counseling Services, Student Health Services, Writing Center, Speaking Center, etc.
   • Create or update your résumé with help from Career Services.
   • Explore extracurricular clubs and join one or two.

2. SOPHOMORE
   • Visit Career Services to clarify career options with your major. Are they a perfect match?
   • Attend career events to begin meeting and networking with companies.
   • Use Handshake to search for internships or part-time jobs.
   • Update your résumé to remove high school items. Our office can help!
   • Become active in campus organizations and seek leadership roles, if possible.
   • Begin to map out your career plan with help from our office. For example, do you need to attend graduate school?

3. JUNIOR
   • Meet with Career Services to review your career plan and goals.
   • Schedule mock interviews to practice and get positive critiques.
   • Attend Career and Internship Expos to network.
   • Join student and professional organizations for professional experiences.
   • Update your résumé.
   • If preparing for graduate school, start writing your essays and studying for entrance exams.

4. SENIOR
   • Visit Career Services for help perfecting your résumé, developing job search strategies and interviewing 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 placement survey emailed to you from Handshake or at cap and gown pick-up!

8 COMPETENCIES FOR PROFESSIONAL DEVELOPMENT

1. CRITICAL THINKING/PROBLEM SOLVING
   Exercise sound reasoning to analyze issues, make decisions and overcome problems. The individual is able to obtain, interpret and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

2. ORAL AND WRITTEN COMMUNICATION SKILLS
   The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters and complex technical reports clearly and effectively.

3. PROFESSIONALISM/WORK ETHIC
   Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, time/workload management. Individual is able to learn from his/her mistakes and understand the impact of non-verbal communication on professional work image.

4. INFORMATION TECHNOLOGY APPLICATION
   The individual demonstrates effective adaptability to new and emerging technologies to solve problems, complete tasks and accomplish goals.

5. GLOBAL/INTERCULTURAL PERSPECTIVE
   Value, respect and learn from diverse cultures, races, ages, genders, sexual orientations and religions. The individual demonstrates openness, inclusiveness, sensitivity and the ability to interact respectfully with all people and understand individual differences.

6. CAREER MANAGEMENT
   Identify and articulate one’s skills, strengths, knowledge and experiences relevant to the position desired and career goals, and identify areas necessary for growth.

7. LEADERSHIP
   The individual is able to assess and manage his/her emotions and those of others; leverage the strengths of others to achieve common goals; use empathetic skills to guide and motivate; and organize, prioritize and delegate work.

8. TEAMWORK/COLLABORATION
   Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.

Adapted from NACE Career Rediness Competencies, naceweb.org

FYI: To develop these competencies, try applying them to areas of the 4-year plan.
EXPLORE OPTIONS

Search for financial resources available (federal aid, private loans, scholarships, etc.)
Check accreditation status.
Review admission criteria, program success and resources to achieve it. Start building experiences to achieve your goals. Know the GPA and other requirements for the discipline.
Gain more knowledge and credibility in your field
Meet all application deadlines for admissions

DISCOVER

Advance career opportunities and salary
Search graduate school websites for specific 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).

TOP FIVE TIPS

1. Become a leader in a student organization or on a class project. Use this opportunity to use skills you have and learn about refining those you still need to work on.
2. Spend more time listening than talking—to your peers, friends, professors, etc.
3. Take a course in basic communication skills and commit to learning how to be an effective communicator with all of your leadership experiences.
4. Develop your own leadership philosophy. It should be unique to you and something you can use to drive your leadership practice.
5. Make sure you are incorporating your leadership experiences in college into your résumé! Visit Career Services or the Office of Leadership and Student Involvement for help on how to stand out to future employers.

LEADERSHIP EXPERIENCE MATTERS!

The Office of Leadership and Student Involvement provides a wealth of student leadership development opportunities throughout the year that can help students gain quality leadership experiences. Stop by our office in the Student Activities Hub to learn more about the many ways to enhance your leadership skills.

Did you know employers indicated that leadership was a top five skill they are looking for in new hires in the 2017 NACE Job Outlook survey? Leadership experiences outside of the classroom complement classroom learning to equip students to be the best they can be and achieve all of their post-graduation goals.

LEADERSHIP AND STUDENT INVOLVEMENT

SOUTHERN MISS.

- EMILY HOLMES

Director, Office of Leadership and Student Involvement

STUDENT SUCCESS: GRADUATE SCHOOL

ARE YOU READY?

When thinking about graduate school, the first things you want to determine are your academic and career goals. Decide what your goals are, and then determine if graduate school will help you get there.

WHY GO TO GRADUATE SCHOOL?

- Necessary for field
- Advance career opportunities and salary
- Gain more knowledge and credibility in your field

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).

APPLICATION PROCESS

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

TIPS AND ADVICE

“From the time I began my college career, it was always a dream of mine to work with college students in a university setting on a daily basis. I was fortunate enough to have a mentor to help me through the graduate school process. Throughout my graduate program in Student Affairs, I had several opportunities to gain related field experiences through a practicum and internship. I was able to work with college students at the Career Center, and the university’s Academic Advising Center. These experiences helped me decide which area I wanted to start my professional career. I am forever grateful for the opportunity and experiences I received during my graduate program, which helped me land my dream job of working with college students as a career counselor for Career Services at The University of Southern Mississippi!”

- KRISTIE FOWLER, CAREER COUNSELOR

“Make sure that when applying to a graduate program, you are considering whether the program is a good fit for you. You may meet all of the qualifications for the program, but be sure that they offer the research and other opportunities that you want. Also, when applying for programs, give yourself enough time to gather all of the necessary requirements (especially to take the qualification exams more than once, if needed). I always say to learn from others’ mistakes if you can; one of my biggest mistakes when applying to graduate school was starting the application process late. I felt really rushed, which added extra stress that was not needed. Definitely put forth your best work and give yourself time. If cost is a contributing factor to deciding on a program, remember that there could be graduate assistantship positions available to help alleviate some of that cost.”

- FELICIA GRAY, ALUMNA
ONLINE RESOURCES: CAREER SERVICES CAN HELP

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

Handshake
OUR INTUITIVE ONLINE JOB DATABASE SYSTEM
See pg. 11

WHAT CAN I DO WITH THIS MAJOR?
- Research majors and discover many career opportunities for employment.
- Explore which companies and employers are associated with your major.
- Acquire helpful learning strategies and information now to get ahead in a chosen career.

Focus2
Discover your values, skills and personality through the online career assessment.
- Receive an interest code based on FOCUS results to help with your major/career selection.
- Explore and compare jobs in your career field side by side to receive detailed information.
- CODE: Call for free access code.

careerShift
- Search thousands of job opportunities daily through the online database system.
- Upload your résumé to enhance employment opportunities in your chosen career.
- Narrow job searches by city and state for desired location of employment.
- CODE: Call for free access code.

glassdoor
Prepare for interviews.
- Compare salaries.
- Research companies.

LinkedIn JOBS
- Search for jobs.
- Network with employers.

college diversity network
- Find opportunities with employers who value diversity.
- Use the online resource center to help make you a stand-out candidate.

biginterview
- Practice interview questions online from your personal computer.
- Record your interview answers.
- Receive quality feedback from a career counselor in our office.

Handshake
CONNECTING WITH OUR ONLINE JOB DATABASE
The “Indeed” for Southern Miss students, Handshake allows students to do the following:

- View and sign up for on-campus interviews with companies
- Use the resource center as a one-stop-shop for job-related questions
- View and register for career events
- Upload documents (résumé, cover letter, etc.) to your profile for easy applying

HOW TO SIGN UP
Handshake: Find jobs and employers on and off campus!
Handshake is our online job database. You already have a profile, you simply need to log in and validate your account. If you have never logged into Handshake, follow the instructions below. First-time users must log in on a desktop computer (you cannot use the app).

1. Go to usm.joinhandshake.com.
- Click “The University of Southern Mississippi.”

2. Type “w” and your student ID number@usm.edu (Example: w123456@usm.edu) and your SOAR password (If you are unable to connect to the eduroam network, use your university email address - example: Joe.Smith@usm.edu).

3. Upload a current résumé, Handshake will automatically populate your education and work experience from your résumé.
- CODE: Call for free access code.

- Edit or add your information by clicking on your name in the top right corner of the page, click on “My Profile,” and click on the pencil icon by each section.
- Add any organization/extracurricular activities, relevant courses and projects to complete your profile.
- Click on “Make Profile Public” 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).

ONLINE RESOURCES:
- CAREER SERVICES CAN HELP
- EXPLORE OPTIONS

FYI: If a student has a FERPA flag on his/her SOAR account, he/she will not have access to Handshake. Talk to the Registrar’s Office if you wish to remove your FERPA flag.
What are pathways?
Pathways are significant experiences connected to a student’s post-graduation goals.

- Internships (on and off campus; paid or unpaid)
- Student teaching, clinicals, practicums, externships
- Research (scholarly and/or creative)
- Entry-level jobs related to field (on or off campus, including part-time jobs or co-ops)
- Fieldwork
- Other activities that provide the student with experience related to his/her chosen discipline

How pathway experiences benefit you
- Develop critical thinking and communication skills for potential future employers and/or graduate school admission
- Build your professional network
- Apply your academic learning to real-world problems

When should I participate in a pathway experience?
It’s never too early to gain field experience.

- Summer Break
- Winter Break - five to seven weeks
- Allow four to six months to find and obtain an internship.
- Participate in more than one internship.

How does the center help?
The Center of Pathway Experiences helps students find a pathway experience through one-on-one appointments and sharing online resources. Fund summer experiences with our competitive summer scholarship in the GO system, and finish your experience with a reflection and become eligible for a free graduation cord.

Why you should visit JLD
- Get personal assistance from the JLD coordinator
- Learn how to navigate Handshake for job 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

How JLD works?
JLD is run through the Career Services Center. To utilize this service, you have two options:
1. Visit the Career Services website at usm.edu/career-services and click on Handshake. From there, you can log on and search for opportunities or validate to access your account. From this site you are able to search off-campus job opportunities.
2. Schedule an appointment with the JLD coordinator in the Career Services Center. He or she will be able to help navigate you through the website and find an off-campus opportunity that best suits 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

Make sure to always follow up with the employer. (See our follow-up instructions on page 41).

If you have any questions contact us at JLD@USM.EDU or visit us at USM.EDU/JLD.

Printed in the USA, 2017. 10/17

Quotations from students about internship experiences

“This internship was my first experience in a professional job setting, so I learned how to communicate effectively in a work setting. I learned how to do the tasks assigned to me based on their instruction, have coworkers review my work, and was able to ask for help if I came across any problems.”

“In my internship group, I worked with those of different cultures, races and sexual orientations. I found it to be important that all interns treat one another with respect, regardless of lifestyle or background.”

Quotes from students about internship experiences

Follow Us On Social Media!

@USMSTUDENTWORK

JOB LOCATION AND DEVELOPMENT

Did you know there is a program administered through Southern Miss Career Services dedicated to helping students find off-campus, part-time employment opportunities?

The primary goal of the Job Location and Development (JLD) program is to locate and develop off-campus job opportunities for currently enrolled Southern Miss students, regardless of financial need.

Center for pathway experiences

When should I participate in a pathway experience?
It’s never too early to gain field experience.

- Summer Break
- Winter Break - five to seven weeks
- Allow four to six months to find and obtain an internship.
- Participate in more than one internship.

How does the center help?
The Center of Pathway Experiences helps students find a pathway experience through one-on-one appointments and sharing online resources. Fund summer experiences with our competitive summer scholarship in the GO system, and finish your experience with a reflection and become eligible for a free graduation cord.
CAREER EVENTS

BE PREPARED BEFORE THE EVENT

PREPARE YOUR RESUME TO ADDRESS EACH EMPLOYER’S NEEDS.

DEVELOP YOUR BRIEF INTRODUCTION. PRACTICE IT, AND BE READY TO DELIVER IT.

LOOK OVER THE LIST OF COMPANIES IN HANDSHAKE AND FIND THE TOP 10 THAT INTEREST YOU.

RESEARCH COMPANIES OF INTEREST
(Format on mission statement, values statements, brief history and know products, goods or services)

THINK OF QUESTIONS FOR EACH. WRITE THEM OUT, BUT DON’T READ FROM THE LIST.

DRESS PROFESSIONALLY.
(See next page)

CAREER EVENTS ARE EXCELLENT OPPORTUNITIES TO NETWORK WITH EMPLOYERS AND LEARN ABOUT OPPORTUNITIES.
EXAMPLES OF QUESTIONS YOU CAN ASK DURING THE EVENT

What qualities are you looking for in new hires?

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

Can I give you my résumé?

What is the application process?

Are you the recruiter for hiring?

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?

AT THE EVENT

1. Do your research to know what employer(s) will be present at the event.

2. Strategize on which employer(s) you want to connect with and in what order, based on importance and event set up.

3. Talk to a few companies that aren’t in your top choices. Practice your brief introduction (elevator pitch) on them. (See page 21, for example.)

4. Review your talking points before initiating a conversation with the employer(s).

5. Treat each conversation as a mini-interview—that’s exactly what it is.

6. Be sure to get contact information and follow up with each employer. (See page 42 for instructions.)

For more information on the Career and Internship Expo, go to usm.edu/cs and click the Online Resources tab. Scroll down to find the PDF: “How to Work a Career Expo Guide”

DRESS FOR SUCCESS

TIPS FOR WOMEN

THE IDEAL PROFESSIONAL DRESS IS MATCHING SUIT PIECES. WHETHER IT’S A PANT OR SKIRT, HAVE A MATCHING JACKET.

KEEP HEELS UNDER THREE INCHES.

TIPS FOR MEN

WHEN CHOOSING A TIE, THE MORE PROFESSIONAL YOU GET, THE “CALMER” THE TIE IS CONCERNING COLOR AND PATTERN.

THE IDEAL PROFESSIONAL DRESS IS MATCHING SUIT PIECES.

WOMEN

SKIRT: Skirt length is knee length or slightly above the knee.
PANTS: For business casual, dress pants are great. For professional, you want suit pants that match a jacket.
JACKET: Some form of jacket is preferred. A sweater or opposing-colored jacket is good for casual dress. A matching jacket is appropriate for a more professional look.
SHOES: Professional shoes are solid and cover all toes.

MEN

SHIRT: Long-sleeved, buttoned shirt with collar should be neatly pressed and tucked into pants.
TIE: Tie needs to coordinate with shirt and pants and be properly knotted.
PANTS: Wear dress slacks, solid color, pressed and tailored for a professional fit.
JACKET: When dressing business casual, either wear a tie or a jacket.

WARM WEATHER TIPS

- Try wearing linen and other light fabrics.
- Try lighter colors and accessories.

CASUAL

BUSINESS CASUAL

PROFESSIONAL

Try wearing linen and other light fabrics.
Try lighter colors and accessories.
PROFESSIONAL COMMUNICATION TIPS

Professionalism includes an array of aspects, and communication skills are a big factor. Emails, phone conversations and face-to-face interactions all require strong communication skills in the professional world. Set the tone for who you are and what they expect from you.

In order to accomplish your goals and maintain a positive reputation, it is essential to communicate using protocol that is professional, appropriate, polite and effective. Remember: Communicate professionally, whether it’s in person, over the phone, or through email, text, or any other form of communication.

IMPORTANT TIPS FOR EFFECTIVE COMMUNICATION

- Always know your audience.
- Address people by name with proper etiquette.
- A formal greeting and a formal closing should be included (see sample email below).
- State your message clearly and provide at least one form of contact information for the person to use when responding. Do not assume the reader remembers a previous conversation.
- Write down your thoughts prior to making a phone call.
- When talking on the phone, smile! It helps your voice to sound warm and welcoming.
- Respond to an email, fax or phone message within a 24- to 48-hour time period, if at all possible.
- Proofread, run a spell check for all written forms of communication, and do not use all capital letters.
- Include a concise, purposeful subject line.
- Set the tone for who you are and what they expect from you.
- Always make time to say thank you.
- Always try to find the person’s name!
- Include a one-page personal brand.
- 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.

SAMPLE EMAIL

SUBJECT: JOB SHADOWING

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

Hello, my name is Roxanne Jones, and I am very interested in job shadowing with you. My professor, John Doe, highly recommended that I contact you.

I recently became interested in teaching, and I am heavily considering changing my major. Before I take the leap, I would love to shadow you for a day and see what it’s like behind the teacher’s desk.

I look forward to hearing from you at your earliest convenience.

I can be reached via email at Roxanne.Jones@usm.edu or by phone at 228.123.4567. Thank you for your time and consideration.

Best regards,

Roxanne Jones

BUILDING A PORTFOLIO

DETAILS MATTER

- There should be a consistent message that demonstrates your personal brand.
- Your name should be on every page to remind the reader whose work is being viewed.
- Use the header of your résumé on other elements of your portfolio, such as your personal profile, contents page and divider pages.
- Use consistent fonts and pay attention to every detail, such as ensuring the watermark is aligned in the same direction as your text, if using bond paper.
- Consider what elements could be confidential and ensure you are only using appropriate information.

PHYSICAL AND ONLINE PORTFOLIOS

There should be consistency between the two, but not everything will be the same.

PHYSICAL PORTFOLIO

- Your portfolio should consist of a three-ring portfolio that allows you to add and remove items as your career grows.
- Put all artifacts and examples in heavy-duty page protectors and back it with black cardstock, not construction paper.

ONLINE PORTFOLIO

- The viewer should be able to immediately connect the online elements to the physical portfolio.
- Make the online version viewable in as few clicks as possible.
- Use online versions to demonstrate things like videos that are not viewable in the physical copy.

WHAT TO INCLUDE

- All portfolios should include a résumé and a one-page personal profile.
- The personal profile should be compelling and something that helps the reviewer to understand your passion and commitment.

Below is a list of selected disciplines and suggestions of artifacts and examples to include in a portfolio to support that discipline.

ART - Prints or photographs of works, written details of processes or protocols, and media reports related to showings and presentations

BUSINESS - Business-related writing samples and elements that demonstrate the process of developing a business plan, including spreadsheets and graphs

EDUCATION - Writing samples, lesson plans, student work artifacts and evaluation of lessons

JOURNALISM/COMMUNICATION - Writing samples across mediums, including print and social media, investigative research, graphic design, layout and photography

HEALTH CARE/NURSING - Anonymous or hypothetical patient care plans and written reports

SCIENCES - Science-related writing samples, research protocols, statistical data and analysis, charts and graphs related to research and results, and media reports related to research

SOCIAL SCIENCES - Relevant writing samples, including published work, research protocols, data and results, and any media reports related to presented works
SOCIAL MEDIA BRANDING

BRAND YOURSELF ON SOCIAL MEDIA

WHAT IS PERSONAL BRANDING?

Personal branding is the practice of people marketing themselves and their careers as brands.

WHY IS THIS IMPORTANT?

93% of hiring managers will review a candidate’s social profile before making a hiring decision.

2/3 of employers told Indeed that posts including profanity reflected poorly. Over half didn’t like posts on guns, and 44% saw posts about alcohol as concerning.

55% of those double-takes being negative.

39% of employers were turned off from candidates because of provocative or inappropriate photographs.

57% of employers are less likely to interview applicants they can’t find online, according to an annual CareerBuilder Social Media Recruitment Survey.

HOW DO I DO THIS?

CLEAN YOUR PRESENCE

• Remove all things that could have a negative effect.
  Profanity
  References to illegal activity
  Risqué comments/photos
  Complaints about your school or job
  Posts with spelling and grammar errors
  Find online resources that flag problematic posts, ex: Scrubber
  • Search for yourself online to see what’s out there.

PLAN AND IMPLEMENT

• Choose three things that you love and that describe you. Form what you are going to communicate and how you are going to communicate around that.

• Your brand needs to also have a message that is intended for a specific audience. Examples: travel, sports, fashion, self-care, etc.

KEEPING UP YOUR BRAND CONSISTENCY IS KEY!

OPTIMIZE YOUR PROFILE TO BECOME A LINKEDIN ALL-STAR!

LinkedIn is the biggest professional social network, with over 500 million users. 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

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).

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).

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 so you 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. RECOMMENDATIONS

Try to get at least 6–10 people to recommend you to enhance your credibility. Recommendations are not the same as endorsements, which are just a click of a button. When someone recommends you, he or she is writing a detailed paragraph about your competencies and his or her interactions with you.

5. GROUPS

LinkedIn lets you join up to 100 groups. Join as many as possible and participate in their discussions. 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.

REFERENCES


What is it?
An elevator pitch is a short summary of your professional experience and goals.

Where did this term come from?
The term was coined from people getting into an elevator with a top executive of a company and pitching themselves during the 30-60 second ride.

Where do I use this?
You can use this any time you are networking, whether you’re at a conference, event, work or interview.

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 is essential.

How do I create the pitch?
Four Main Ingredients for a Comprehensive 60-Second Elevator Pitch:
1. Brief summary of education and experience
2. Strength or quality that makes you distinct
3. Investment, commitment to your field/area of study
4. What is your goal, and what do you want to accomplish?

Example elevator pitch
Hello,

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 instruction, and I am working toward my goal of becoming a professor.
NETWORKING: DO'S AND DON'TS

Have you ever heard the phrase, “It’s not what you know but who you know?” A large percentage of the jobs filled each year are a result of networking. This aspect of the job market is commonly referred to as the “hidden” job market. If you are only responding to online/official job postings, you could be missing a considerable number of opportunities.

FIRST BUILD YOURSELF

“Building effective relationships is one of the most essential elements to success in your professional life. Far more important than any relationship you establish with another person is the relationship you have with yourself.

In order to effectively initiate, sustain and develop relationships in your professional life, you must first have a sense of confidence in communicating who you are in an enthusiastic and articulate manner. Know your own personal goals, the topics that you are passionate about, and the vision that you wish to cultivate.”

-JONA BURTON
Former Assistant Director of Career Services
Gulf Park Campus

MINI-RÉSUMÉ CARDS

Mini-résumé cards are business cards with a brief highlight of skills or accomplishments on the back in three or four bullet points. These will often get you noticed in highly competitive searches. Mini-résumé cards can easily be carried in pockets, wallets, purses and padfolios, especially at events like our Career and Internship Expo.

Consider creating a design for your mini-résumé card using graphics and conservative coloring to help separate yourself from other job seekers. Suggested layout programs include InDesign, GIMP, Illustrator, Photoshop, Inkscape and CorelDraw.

Don’t be timid.
Don’t speak to only one person.
Don’t self-promote.
Don’t forget to follow up.
Don’t ask someone to distribute your résumé.
Don’t get too personal.

Do have a firm handshake.
Do say your full name.
Do introduce others.
Do have your elevator pitch ready (refer to page 21).
Do bring business cards.
Do get introductions from current contacts.
Do use your personality.

RÉSUMÉ GUIDELINES

EDUCATION
- Reverse chronological order (most recent first)
- Spell out degree name (i.e. Bachelor of Science or Bachelor of Arts)
- “Tha” in front of University of Southern Mississippi

SCHOLARSHIPS

Computer skills for technical majors

CERTIFICATIONS/LICENSES

Languages (list proficiency levels)

MINOR/ASSOCIATE’S DEGREE

BACHELOR’S DEGREE

- Include study-abroad experience, location and date (month/year)
- Transfer students: Include community college or university information if attended two years or more
- GPA recommended if above 3.0

EXPERIENCE

- Field experience/work experience
- Reverse chronological order
- No complete sentences
- No period needed at the end of descriptions

MINOR/ASSOCIATE’S DEGREE

BACHELOR’S DEGREE

INTERNSHIP, PRACTICUM, FIELD EXPERIENCE/WORK EXPERIENCE
- Reverse chronological order

PRESENTATIONS/PUBLICATIONS

- Professional association conferences attended
- Research presented at professional association conferences
- Webinars

PROFESSIONAL DEVELOPMENT

- Relevent topical papers

SUMMARY OF QUALIFICATIONS

- Should be no longer than 3–5 bullets

CERTIFICATIONS/LICENSES

- Certification title
- Certification or license number
- Include date (month, year)

ATHLETICS

- Mention if team captain and sport played
- Conference championships or NCAA tournament appearances
- Division 1 C-USA
- Number of years

HONORS/AWARDS/SCHOLARSHIPS

- Philanthropic participation
- Succinct descriptions of most relevant leadership roles

COMMUNITY SERVICE/ VOLUNTEERISM

- Skills related to major or potential jobs
- Computer skills for technical majors
- Languages (list proficiency levels)

- Full name of organizations

RESEARCH EXPERIENCE
Résumé Sample

Makalah White
makalahwhite@gmail.com (601) 123-7890

Education
Bachelor of Arts, Speech Pathology and Audiology
The University of Southern Mississippi, Hattiesburg, MS
GPA 4.0
Honors College Thesis: The Relationship Between Cognitive Triggers and Trauma in Adolescents
Study Abroad: China - Business and Culture in Asia

Relevant Experience

Volunteer, Men’s Health Wesley Rehabilitation Center
- Assisted with clinical tasks, such as filing patient information, labeling speech samples, and organizing equipment
- Helped patients feel more comfortable during their stay by visiting and bringing them newspapers and other items

Work Experience

Department of Housing and Residence Life, The University of Southern Mississippi
Fall 2019-Spring 2020
- Student Academic Tutor
  - Explained scientific concepts, coordinated study programs, and counseled a building of over 100 students

Department of Biological Sciences, The University of Southern Mississippi
Fall 2018
- Human Biology Teaching Assistant
  - Taught lab sections of 25 students
  - Lectured, administered, and graded quizzes, ensured lab safety, and guided experiments

Conference Services, The University of Southern Mississippi
Summer 2018
- Summer Conference Assistant
  - Promoted the University by communicating effectively with hundreds of summer camp guests

Leadership and Involvement

Member, National Student Speech-Language Hearing Association
Spring 2018
- Participated in events with The Children’s Center and the Daubert School
- Attended Mississippi Speech-Language-Hearing Association Conference

Leadership Team, Campus Crusade for Christ
Fall 2017-Spring 2020
- Scheduled weekly meetings with students
- Participated in mission trips and serve as student staff on New York City mission

Secretary, Kappa Delta Sorority
Fall 2017-Spring 2020
- Recorded attendance and minutes for over 50 events and maintained membership records for 146 members
- Collaborated weekly with national headquarters

Member, Honors College
Fall 2017-Spring 2020
- Advised, supported, and built sincere relationships with a group of 16 freshman students
- Planned group events and one-on-one meetings

Soror, Student Government Association
Spring 2017-Fall 2018
- Acted as a representative for the College of Health
- Recommended campus issues, authored legislation, and voted on bills and resolutions

Honors / Awards

Order of Omega, Honor Society
Kappa Delta Honor Society
Phi Kappa Phi Honor Society
National Merit Finalist Scholarship
Order of Omega, Honor Society
Phi Kappa Phi, Honor Society
National Merit Finalist Scholarship

Skills / Certifications

Intermediate American Sign Language
Basic Spanish and Mandarin
Adult CPR/AED, Pediatric CPR and First Aid

Call Career Services to get your résumé critiqued: // 601.266.4153

Adapted from the University of North Carolina Career Center®

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.

Communication

Addressed
Arranged
Articulated
Authored
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Described
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Interpreted
Interviewed
Listened
Listed
Marketed
Moderated
Negotiated
Observed
Outlined
Participated
Presented
Publicized
Reconciled
Recruited
Referred
Reported
Resolved
Spoke
Suggested
Synthesized
Translated
Wrote

Helping

Advocated
Aided
Answered
Assisted
Contributed
Coordinated
Counseled
Demonstrated
Educated
Ensured
Expeditied
Familiarized
Furthered
Helped
Insured
Intervened
Prevented
Provided
Rehabilitation
Represented
Simplified
Supplied
Supported
Volunteered

Creative

Acted
Combined
Composed
Conceptualized
Condensed
Created
Customized
Displayed
Drew
Entertained
Fashioned
Illustrated
Initiated
Integrated
Introduced
Invented
Modulated
Modified
Performed
Photographed
Revized
Revitalized
Shaped

Leadership

Administered
Analyzed
Approximated
Approved
Assigned
Authorized
Chartered
Condensed
Consolidated
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated

Financial

Adjusted
Allocated
Appraised
Audited
Balanced
Budgeted
Corrected
Counted
Estimated
Estimated
Reduced
Regulated
Retrieved

Research

Cataloged
Categorized
Classified
Coded
Compiled
Distributed
Inspected
Logged
Maintained
Monitored
Obtained
Ordered

Teaching

Advised
Coached
Counseled
Established
Executive
Executed
Generated
Edited
Handled
Headed
Helped
Hosted
Implemented
Led
Managed
Merged
Motivated
Organized
Originated
Overseen
Planned
Prioritized
Produced
Recommended
Replaced
Restricted
Restored
Served
Support
Supervised
Transferred

Organization

Cataloged
Categorized
Classified
Coded
Compiled
Distributed
Inspected
Logged
Maintained
Monitored
Obtained
Ordered

Research

Analyzed
Clarified
Collected
Composed
Computed
Conducted
Controlled
Crafted
Crowded
Diagnosed
Determined
Diagnosed
Examined
Examined
Experienced
Explored
Extracted
Extracted
Gathered
Gathered
Identified
Inspected
Interpreted
Invented
Invented
Investigated
Investigated
Located
Located
Measured
Measured
Research
Revised
Reviewed
Screened
Solved
Surveyed
Surveyed
Summarized
Summarized
Systematized
Systematized

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.

Communication

Addressed
Arranged
Articulated
Authored
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Described
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Interpreted
Interviewed
Listened
Listed
Marketed
Moderated
Negotiated
Observed
Outlined
Participated
Presented
Publicized
Reconciled
Recruited
Referred
Reported
Resolved
Spoke
Suggested
Synthesized
Translated
Wrote

Helping

Advocated
Aided
Answered
Assisted
Contributed
Coordinated
Counseled
Demonstrated
Educated
Ensured
Expeditied
Familiarized
Furthered
Helped
Insured
Intervened
Prevented
Provided
Rehabilitation
Represented
Simplified
Supplied
Supported
Volunteered

Creative

Acted
Combined
Composed
Conceptualized
Condensed
Created
Customized
Displayed
Drew
Entertained
Fashioned
Illustrated
Initiated
Integrated
Introduced
Invented
Modulated
Modified
Performed
Photographed
Revized
Revitalized
Shaped

Leadership

Administered
Analyzed
Approximated
Approved
Assigned
Authorized
Chartered
Condensed
Consolidated
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated

Financial

Adjusted
Allocated
Appraised
Audited
Balanced
Budgeted
Corrected
Counted
Estimated
Estimated
Reduced
Regulated
Retrieved

Research

Cataloged
Categorized
Classified
Coded
Compiled
Distributed
Inspected
Logged
Maintained
Monitored
Obtained
Ordered

Teaching

Advised
Coached
Counseled
Established
Executive
Executed
Generated
Edited
Handled
Headed
Helped
Hosted
Implemented
Led
Managed
Merged
Motivated
Organized
Originated
Overseen
Planned
Prioritized
Produced
Recommended
Replaced
Restricted
Restored
Served
Support
Supervised
Transferred

Organization

Cataloged
Categorized
Classified
Coded
Compiled
Distributed
Inspected
Logged
Maintained
Monitored
Obtained
Ordered

Research

Analyzed
Clarified
Collected
Composed
Computed
Conducted
Controlled
Crafted
Crowded
Diagnosed
Determined
Diagnosed
Examined
Examined
Experienced
Explored
Extracted
Extracted
Gathered
Gathered
Identified
Inspected
Interpreted
Invented
Invented
Investigated
Investigated
Located
Located
Measured
Measured
Research
Revised
Reviewed
Screened
Solved
Surveyed
Surveyed
Summarized
Summarized
Systematized
Systematized
RÉSUMÉ HEADLING SAMPLES

- Located at the top of résumé
- Single-spaced
- First and last name (18-20 point font) boldfaced

JANE DOE
601.123.4567 | jane.doe@usm.edu | linkedin.com/jane.doe

JANE DOE
601.123.4567 | jane.doe@usm.edu

JANE DOE
601.123.4567 | jane.doe@usm.edu

JANE DOE
Email: jane.doe@usm.edu
Call: 601.123.4567

CAMILLE FRESHMAN
601.555.7896
Camille.Freshman@usm.edu

OBJECTIVE:
To obtain a part-time position in a communications or public relations firm

EDUCATION:
Bachelor of Arts
Major: Communication
Minor: English
The University of Southern Mississippi, Hattiesburg, MS
May 2023

EXPERIENCE:
Writer/Reporter
Magee Daily News, Magee, MS
June – August 2019
- Assisted in editing articles
- Met tight weekly deadlines consistently
- Wrote stories and interviewed individuals for articles

Camp Counselor
Strong River Summer Camp, Magee, MS
June – August 2018
- Assisted the camp director in all aspects of camp
- Ensured great camp experience for campers
- Participated and led counselors in leadership training

Office Assistant
Magee Dixie Youth Program, Magee, MS
June – August 2017
- Maintained HIPPA or FERPA confidentiality guidelines in office environment
- Operated office machines, such as fax machine, photocopiers, scanners and voicemail system
- Regulated system, updated inventory in office, checked and delivered mail to appropriate people, and updated database systems regularly
- Answered main office telephone, directed calls, took messages for clients, and made appointments on appropriate calendars
- Communicated effectively with customers, employees and other individuals to answer questions and address complaints

HONORS AND ACTIVITIES:
Luckyday Scholar, May 2019 (120 selected from 1,200 applicants)
Rotary Club Scholarship, May 2019
National Honor Society, 2013-18
Newspaper Editor, Magee High School, 2017-18
Vice President, Senior Class, 2017-18
March of Dimes and United Way Volunteer (more than 150 hours)
**SARAH STUDENT**  
228.555.5555  
Sarah.Student@usm.edu

**SUMMARY OF QUALIFICATIONS**

- Experienced in analyzing financial data to determine risk
- Over three years of customer service experience and experience communicating complicated information
- Proven leadership skills developed through classroom and extracurricular involvement

**EDUCATION AND CERTIFICATIONS**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Location</th>
<th>Degree/Program</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Southern Mississippi</td>
<td>Hattiesburg, MS</td>
<td>Bachelor of Science in Business Administration, Finance</td>
<td>August 2020</td>
</tr>
<tr>
<td>Asian Studies Program</td>
<td></td>
<td>GPA: 3.49  President’s List (two semesters)</td>
<td>Summer 2019</td>
</tr>
<tr>
<td>Bloomberg Certified in Equity Essentials</td>
<td></td>
<td>Fixed Income Essentials</td>
<td>2018</td>
</tr>
<tr>
<td>Microsoft Excel 2013 Certified</td>
<td></td>
<td></td>
<td>2017</td>
</tr>
</tbody>
</table>

**SPECIAL PROJECTS**

- Financial Management Association C-Suite Symposium, Hattiesburg, MS, Fall 2018 – Contacted high-level executives at 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, Spring 2017 – Served on the Sponsorship Committee, which raised approximately $4,300 to host an event for over 500 students

**FINANCE INTERNSHIP**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Location</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trustmark National Bank</td>
<td>Jackson, MS</td>
<td>Credit Analyst Intern</td>
<td>Summer 2018</td>
</tr>
</tbody>
</table>

- 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
- Conferred with credit associations and references to exchange client credit information
- Completed loan applications, including credit analyses and summaries of loan requests, and submitted to loan committees for approval

**EXPERIENCE**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Location</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olive Garden</td>
<td>Hattiesburg, MS</td>
<td>Server</td>
<td>October 2016-Present</td>
</tr>
</tbody>
</table>

- Provided friendly service to over 100 customers daily in a fast-paced environment
- Increased the sales of daily specials by 5% through effective recommendations to guests
- Recognized twice for obtaining the highest customer satisfaction scores

**ACTIVITIES**

- Treasurer, Financial Management Association
- Secretary, Enactus/Collegiate Entrepreneurs Organization
- Southern Miss Activities Council
- Tutor, Boys and Girls Club
Lamar Washington

228.676.0067  washington.lamar@yahoo.com

Summary of Qualifications

• Possess over 5 years of managerial experience within a fast-paced customer service environment
• Demonstrate effective communication skills to create an atmosphere that is positive and productive
• Passionate about sharing knowledge regarding health and fitness with the community at large

Educational Background

The University of Southern Mississippi, Long Beach, MS  Anticipated: December 2020
Bachelor of Science in Public Health
Major: Health Policy and Administration, GPA: 3.52
President’s and Dean’s List Scholar

Work Experience

Store Manager, Smoothie King, Gulfport, MS June 2016 – Present

• Started with Gulfport location as a team member; promoted to store manager at new location
• At national conference in 2015, Gulfport location was recognized for Kings Club; a designation acknowledging profit of $500,000 achieved at this store
• Exceeded quarterly goal of increasing profits by 13% within the first quarter of 2017
• Maintained organization of store; participated and led employees in all team member training
• Coordinated scheduling and employee guidance, including disbursement of invoices and statements
• Categorized and submitted necessary daily paperwork; managed currency on an everyday basis

Camp Instructor, Universal Cheerleaders Association, Southeast Region May 2015 – August 2015

• Assisted the camp director with the overall leadership of guiding, training and assembling individual teams with organized choreography and performance readiness with participants ages 12 – 17
• Instructed campers to learn dances and cheers while establishing a culture of positive reinforcement through creating opportunities for team-building and sharing constructive criticism
• Led team performances for family and friends; guided campers in showcasing their efforts

Community Service

Color Me Healthy, Jackson County September 2017 – Present

• Visit schools, provide participants for children through grant-funded program to establish and implement healthy eating, awareness and healthy habits (20+ hours)
• Measure height and waist circumference and record children’s weight for study of the program

Hugh Smith

Hattiesburg, MS 39406 • hugh.smith@usm.edu • 601.266.4156

EDUCATION

Bachelor of Science in Nursing May 2021
The University of Southern Mississippi, Hattiesburg, MS

Associate of Arts, Pre-Nursing May 2019
Jones County Junior College, Ellisville, MS

LICENSE AND CERTIFICATIONS

CPR and AED Certification, American Heart Association valid through May 2017
Stroke Scale Certification, National Institute of Health valid through March 2019

STUDENT CLINICAL EXPERIENCE

Forrest General Hospital, Hattiesburg, MS
• ER, ICU, Neurology/Oncology Spring 2020
• Telemetry, OR, Cardiac Catheterization Lab Fall 2019
• Orthopedics, Dialysis Spring 2019

South Central Regional Medical Center, Laurel, MS
• Labor and Delivery/Post-Partum Fall 2018

Pine Belt Association for Families, Hattiesburg, MS
• Community Health Summer 2018

Pine Grove Behavioral Health and Addiction Services, Hattiesburg, MS
• Psychiatric Unit Spring 2018

The University of Southern Mississippi, Hattiesburg, MS
• Clinical Skills Lab/Simulation Experiences Fall 2018

CLINICAL SKILLS

• Performed IV insertions/removals; blood draws with butterfly needles, and glucose finger sticks
• Inserted/removed a Foley catheter and acquired a sterile urine sample for laboratory testing
• Completed central line dressing changes, wet-to-dry dressing changes on patients, and the removal of a Jackson-Pratt (JP) drain
• Provided medications, free water and enteral feedings via Percutaneous Endoscopic Gastrostomy (PEG) tube
• Implemented bag valve mask (BVM) resuscitation at the bedside for a critically ill patient
• Gained experience with IV pump medication administration, IV/ fluid administration, IV push medication administration, IV medication calculations, and Patient Controlled Analgesia (PCA) pumps
• Compiled care plans for patients and implemented specific nursing interventions to meet the goals of care
• Administered vaccinations (MMR, TDAP) to a post-Caesarean patient
• Applied erythromycin eye ointment, performed umbilical cord care, and documented the first footsteps for a newborn
• Managed the care for a group of patients (4-5) under the observation of the supervising nurse

COMMUNITY AND CAMPUS INVOLVEMENT

Student Nurses Association (SNA) and Christian Nurses Fellowship (CNF)
National Council of State Boards of Nursing Simulation Study Participant 2017
Donated Books to Pages of Love for the Pediatric Floor at Forrest General Hospital

WORK EXPERIENCE

Sales Associate, CATO Fashions, Magee, MS Summers 2018 and 2019
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, intended to convince the prospective employer that you have something valuable to contribute and that it would be worth the time to interview you

THE COVER LETTER NEEDS TO BE

1. Typed
2. Original - Every cover letter should be job-specific.
3. Addressed to a specific person - Put every effort into finding a contact name.
4. Upbeat and confident
5. Not repetitious of the résumé
6. Printed on matching résumé paper
7. Short and to the point—keep to one page
8. Limit first-person references, such as “I,” “me” or “my.”
9. Avoid using doubt words, such as “hope,” “think,” “feel” or “believe.”
10. Do not plagiarize. Use your own words.
11. PROOFREAD CAREFULLY!

HEADER

Your header should match your résumé and reference page headers.

ADDRESSEE

1. Do your research on the company so you can 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 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 [Mr. /Ms. Last Name], such as “Dear Dr. Smith” or “Dear Ms. Jones.” Do not use “Miss” or “Mrs.” 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. Mention the contact person who told you about the job or how you learned about the job.
4. Explain why you are interested in working for this employer or are passionate about this field.

MIDDLE PARAGRAPH(S)

1. List all the reasons why the employer should hire you, focusing on how your experiences and education match what the employer wants in the job description.
2. Emphasize your skills, abilities and accomplishments and how they can specifically benefit the employer.
3. Use industry-specific key words.

CLOSING PARAGRAPH

1. Request a personal meeting.
2. Include a telephone number and email address where you can be reached, even though it is in your header.
Dear Ms. Smith:

Your company website lists a process technician position in Hattiesburg, Miss., and the enclosed résumé is submitted in application. During a recent conversation with Dr. Joe Jones, he informed me of the new polymers utilized at Zeon and encouraged an application directed to you. The opportunity to work for a company that is a leader in specialty polymers and chemicals is exciting.

The educational training and research experience gained at Southern Miss has honed skills in the areas of quality assurance and environmental acceptability practices. Moreover, chemistry training obtained through classes such as Analytical Biochemistry, Inorganic Chemistry, Physical Chemistry and accompanying lab work has provided knowledge required to work on complex research projects in regard to organic synthesis. Specifically, this knowledge includes data collection, organization, analyses, detailed documentation and reporting of results.

As noted in the job description, you listed previous lab work experience as a desirable qualification. The highlighted intern experience with The Dow Chemical Company afforded me the opportunity to work in a laboratory setting. Responsibilities included testing products and materials, analyzing data and recording findings. Coupled with the academic training received, this hands-on lab experience in a real-world corporate setting will allow for an easy transition into your lab.

The opportunity to meet and discuss related qualifications for this position is requested. At your convenience, I look forward to meeting with you and learning more about this position. Thank you in advance for your time.

Sincerely,

Jonathan Doe

September 4, 2020

Ms. Esther Smith
Hiring Manager
Zeon Chemicals
1301 W. Seventh Street
Hattiesburg, MS 39401-2800

Cell 123.456.7891
jonathan.doe@usm.edu

Signature is not needed when uploading a document into an application portal or when emailing to an employer.

Be sure to use the same heading as your résumé.

Be sure to attach your résumé as a PDF.
Camille Freshman
601.555.7896
Camille.Freshman@usm.edu

References

James Gibson, Manager Editor
Magee Daily News
Work: 601.569.2357
Fax: 601.265.8943
jgibson@mageenews.com

Susan George, Camp Director
Strong River Summer Camp
Work: 601.985.2365
Fax: 601.742.3658
sgeorge@strongriver.com

Dr. Michael Cole, Teacher
Magee High School
Work: 601.487.3654
Fax: 601.852.7361
mcole@mageehs.com

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.

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 resource personnel will want to know if you have the potential to lead and make improvements in the government position for which you are applying.

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.
CAREER SERVICES

Dress professionally. How has your education and experience prepared you? Have a firm handshake. Be aware of your tone of voice.

Company’s culture, mission and values

What is your greatest strength? What is your greatest weakness? What motivates you to do your very best on the job?

Why did you leave your last job?

What kind of salary do you expect?

Why should I hire you?

Tell me about yourself.

Keep strong eye contact.

Be confident in your attitude, but not overconfident.

Describe your leadership style.

The job industry and competitors

How would a co-worker or supervisor describe you?

Schedule a mock interview with one of our career counselors.

Clients, products/services offered

Bring a copy of your updated résumé for each person interviewing you. If you are unsure, bring five.

Allot yourself plenty of travel time in the event of traffic delays.

Use the bathroom before you get there.

Arrive 15 minutes early.

Be courteous to administrative personnel.

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 CURRICULUM VITAE 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 CURRICULUM VITAE 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 CURRICULUM VITAE?

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 PUBLICATIONS BE CITED ON A CURRICULUM VITAE?

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?

Many of your professors will list their CVs online through departmental websites. This is a great place to start in deciding what type of information to include on your CV.

WHAT MAKES YOU QUALIFIED FOR THIS POSITION?

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.

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

7 STEPS FOR CONDUCTING A SUCCESSFUL INTERVIEW

An interview is the key to whether or not you are offered a job. On the other hand, this is your opportunity to determine how much both the opportunity and the employer fit what you need and want, as well.

BEFORE THE INTERVIEW

STEP 1: RESEARCH THE COMPANY AND THE JOB.

7 THINGS TO RESEARCH FOR THE INTERVIEW

* History of the company
* Company’s culture, mission and values
* Skills needed for the position
* Clients, products/services offered
* Recent news and events about the company
* The person interviewing you
* The job industry and competitors

You can usually find most of this information on the company website and in their annual report.

STEP 2: KNOW YOURSELF.

QUIZ YOURSELF WITH THESE COMMON QUESTIONS

EMPLOYERS WANT TO KNOW ABOUT YOU

* Tell me about yourself. (refer to 60-Second Elevator Pitch on pg. 21)

* How has your education and experience prepared you for this job?

STEP 3: PRACTICE!

HOW DO I PRACTICE?

* Use Big Interview on the Career Services website.

* Schedule a mock interview with one of our career counselors.

THE DAY OF THE INTERVIEW

STEP 4: GETTING READY AND ARRIVAL

* Dress professionally.

* Bring a copy of your updated résumé for each person interviewing you. If you are unsure, bring five.

* Allot yourself plenty of travel time in the event of traffic delays.

* Use the bathroom before you get there.

* Arrive 15 minutes early.

* Be courteous to administrative personnel.

STEP 5: DURING THE INTERVIEW AND ANSWERING QUESTIONS

TIPS

* Be confident in your attitude, but not overconfident.

* Show a true interest, but not desperation.

* Be aware of your tone of voice.

* Have good posture.

* Keep strong eye contact.

* Have a firm handshake.

HOW SHOULD PUBLICATIONS BE CITED ON A CURRICULUM VITAE?

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?

Many of your professors will list their CVs online through departmental websites. This is a great place to start in deciding what type of information to include on your CV.

WHAT MAKES YOU QUALIFIED FOR THIS POSITION?

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.
**BEHAVIORAL INTERVIEW QUESTIONS**

Employers are asking more and more behavioral questions, based on the theory that your past experience in specific situations is a good indicator of your future performance in similar situations. Follow the STAR method to answer the question in a concise and logical manner, while providing all the information the employer desires.

**SITUATION or TASK**

Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, a volunteer experience or any other relevant event.

**ACTION you took**

Describe the action you took, and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did—not the efforts of the team. Don't tell what you might do; tell what you did.

**RESULTs you achieved**

What did you learn? What happened? How did the event end? What did you accomplish?

**TIP**

- Be a professional, not a student.
- It is important to demonstrate to the employer that you can make the transition from student to professional. This is demonstrated in your attire, attitude and verbal communication, as well as your nonverbal communication.

**SAMPLE BEHAVIORAL INTERVIEW QUESTIONS**

- Tell me about a time when you had to follow a policy you didn’t agree with.
- Tell me about a time when you had to deal with a difficult customer.
- Give me an example of a time when you took the lead in a task or project.
- Tell me about a time when you failed and how you dealt with it.
- Describe a decision you made that was unpopular and how you handled implementing it.
- Have you had to convince a team to work on a project they weren't excited about? How did you convince them to complete the project?
- Describe a situation in which you used persuasion to successfully convince someone to see things your way.
- What did you learn? What happened? How did the event end? What did you accomplish?
- Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, a volunteer experience or any other relevant event.

**ILLEGAL INTERVIEW QUESTIONS**

According to the EEOC, it is illegal to ask a candidate questions about the following:

- Race, Color or National Origin
- Religion
- Sex, Gender Identity or Sexual Orientation
- Disability
- Age or Genetic Information
- Citizenship
- Marital Status or Number of Children

**FYI** - Employers are only allowed to ask questions about criminal background that directly affect the job you are interviewing for.

**DURING THE INTERVIEW**

**Closing the Interview**

**STEP 6**

At the end of the interview, you will be given another chance to ask questions. Asking questions is essential. This is your opportunity to determine if this position is the best match for you. In order to make your questions productive, your delivery must be as effective as the questions you are asking! Take notes and ask for contact information so that you can follow up within one or two days to say thank you. Choose at least two or three questions on this list that are valuable to you and become comfortable using them effectively.

**Questions about the Position**

- What is the job description?
- Can you describe what a typical day here looks like?
- Do you expect the main responsibilities for this position to change within the next six months?
- What do you think is the most challenging part of this position?
- What does success look like here?
- What have past employees done in this position to be successful?
- What type of annual review do you provide or require for employees?
- What is the top priority for the person in this position over the next three months?

**Questions about the Business**

- What kind of management style is common here?
- What is the reputation of the business within the community?
- Can you describe in more detail the mission statement of the business?
- What areas or plans are you looking to develop within the business?
- Can you tell me about the team I will work with?
- Which particular skill is the team missing that you are trying to fill within a new hire?
- What do you do as a team to build morale and interact with one another?
- Which particular skill is the team missing that you are looking to fill with a new hire?

**Questions about the Interviewer**

- Why is this position vacant?
- How long have you worked here and in what capacity?
- Why is this position vacant?
- What do you like most about your work here?
- What do you think is the most challenging part of your work here thus far?
- What is the next step in the interview process?
- How can I contact you if I have additional questions in the near future?
FOLLOW-UP AND GRATITUDE

STEP 7: GRATITUDE IS AN ATTITUDE OF EXCELLENCE.
Taking the time to say “thank you” and presenting yourself from the perspective of being appreciative demonstrates a strong sense of self and the confidence that employers are actively seeking. Expressing gratitude can be done through outlets such as thank you cards, emails or phone calls.

WHEN SHOULD YOU FOLLOW UP?
- After applying for a position
- After making a connection
- After the interview
  - Immediately send a thank you note to the interviewer within 24 hours of the interview.
  - A handwritten note is preferable, however, if you know they will be choosing a candidate before it will get to them via mail, send an email.
  - If the allotted time has passed that they said they would contact you, it is acceptable to reach out again about the status of the job search.
- After a job offer is made

POINTS OF CAUTION
- All communication should remain on a professional level. Make sure you have your thoughts together before reaching out.
- Only use a legitimate thank you note or professional stationery.
- While corresponding with more than one individual within an organization, be sure to write unique thank you notes to each person.
- When you have multiple interviews or a group interview, write a thank you note to the person who arranged the visit and one to the key hiring decision-maker for the job. Consider adding, “Please express my appreciation to others involved in my interview today.”

EMAIL THANK YOU NOTE – SAMPLE

Dear Dr. Walker:

Thank you for interviewing me yesterday for the marketing position. I enjoyed meeting with you and learning more about the position and your department.

As we discussed, I think utilizing success stories is a great idea. I’d love to focus on and create a worthwhile campaign sharing these stories.

I want to reiterate my strong interest in the position and working with Career Services. Please do not hesitate to email or call me if you have any questions or need any additional information. I look forward to hearing from you.

Again, thank you for the interview and your consideration.

Sincerely,
Jane Doe
601.266.4153

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.
- 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.
- Be sure to have an active mailbox for missed messages.

WEB-BASED INTERVIEW TIPS
- Set up early. Never be late.
- Test all equipment and technology before the interview.
- Look at the camera or 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.

STILL NERVOUS?
DO A MOCK INTERVIEW WITH ONE OF OUR EXPERTS!
DINING ETIQUETTE TIPS

ETIQUETTE (et-i-kit, -ket) - The practices and forms prescribed by social convention or by authority.

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.

DINING

Roughly 80 percent of second interviews are conducted during a meal.

- 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.

- Contribute equally to the conversation.
- Place your napkin on the seat if you must excuse yourself.
- Do not move 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.
- Cut your food one bite at a time.
- Break a whole slice of bread after you have placed it on the plate.
- Bring food to your mouth, not your head to the plate.
- Eat at the same pace as everyone else.

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

DURING THE INTERVIEW, NEVER TALK MONEY.
- Salary should only be discussed after a 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 they pay $18 per hour (annual salary: $18 x 2080 hours = $37,440), you say, “high 30s to low 40s.”

TIP 4

NEVER SAY “NO” TO AN OFFER.
- You have time to consider an offer before responding.
- An offer gives you leverage for contacting other organizations to expedite the search process.

TIP 5

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

*Depending on the benefits package, you might have more take home pay with better benefits and less salary. Use a budget sheet, and don’t forget taxes. Salary offer will be gross amount before taxes and other deductions.
THANK YOU TO OUR SPONSORS AND CORPORATE PARTNERS!

These employers love hiring Southern Miss students and alumni. SMTTT!

CORPORATE SPONSORS
Cintas Corporation
Enterprise Holding
Republic Finance
Sherwin-Williams

“When I started working at Forrest Health, I got to see all aspects of the hospital and how healthcare comes together.”

Drew Boyd
Pre-med student, USM

Start your career in healthcare with Forrest Health. Positions available include patient transporters, RNs, Registered Dieticians, Radiation Therapists and more. Visit joinforresthealth.org to apply.

joinforresthealth.org/relevate
The sky’s the limit

The future of Enterprise is fueled by our Management Training Program. Become one of our future leaders and learn first-hand what it takes to run a multi-million dollar business. From day one you will enjoy excellent training and real responsibility to help you build the skills you will need to succeed in your career.

Get started today:
careers.enterprise.com
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), in-CIRCLE, and LifeSet™, which gives former foster youth a good start on successful adulthood.

Career opportunities in Mississippi (Biloxi, Brookhaven, Greenwood, Hattiesburg, Jackson, Meridian, Natchez, Vicksburg and Tupelo)

- Internships
- Full-time Positions
- Class Presentations and Professor Partnerships
- An assigned mentor to assist with professional growth development

A comprehensive benefits package
Tuition and licensure reimbursement
Flexible, often non-traditional schedules

Laissez Les Bon Carrières Roulers! (LET THE GOOD CAREERS ROLL!)

Ready to kick start your career with a lotta lagniappe? When you join the Lafayette General Health RN Residency Program, not only will you be joining a team dedicated to helping build your confidence and excellence in care, you’ll also be living in the heart of Cajun country surrounded by all the food, festivals and fun that South Louisiana has to offer. Plus, all new graduates qualify for a up to $7,500 sign-on bonus, with eligible applicants receiving an additional $2,500 in relocation assistance!

ADDITIONAL BENEFITS INCLUDE:
- A 12-month program centered around evidence-based learning and real-world work experience
- Clinical ladder program
- Health and wellness benefits
- The chance to grow professionally and be promoted
- Wellness programs and incentives
- Ready to kick start your career with a lotta lagniappe? When you join the Lafayette General Health RN Residency Program, not only will you be joining a team dedicated to helping build your confidence and excellence in care, you’ll also be living in the heart of Cajun country surrounded by all the food, festivals and fun that South Louisiana has to offer. Plus, all new graduates qualify for a up to $7,500 sign-on bonus, with eligible applicants receiving an additional $2,500 in relocation assistance!

Lafayette General Medical Center RN Residency Program is accredited with distinction as a Practice Transition Program by the American Nurses Credentialing Center’s Commission on Accreditation in Practice Transition Programs. The current sites included in this accreditation with distinction designation are: Lafayette General Medical Center. The current workplace settings included in this accreditation with distinction designation are: Medicine-Telemetry, Medicine-Renal, ICU, Progressive Care, Post-Surgical, Oncology, Orthopedic, Neurology, Ultrasounds.

ADDITIONAL BENEFITS INCLUDE:
- A 12-month program centered around evidence-based learning and real-world work experience
- Clinical ladder program
- Health and wellness benefits
- An assigned mentor to assist with professional growth development

For a complete list of openings, please visit YOUTHVILLAGES.ORG/CAREERS

Laissez Les Bon Carrières Roulers! (LET THE GOOD CAREERS ROLL!)

Ready to kick start your career with a lotta lagniappe? When you join the Lafayette General Health RN Residency Program, not only will you be joining a team dedicated to helping build your confidence and excellence in care, you’ll also be living in the heart of Cajun country surrounded by all the food, festivals and fun that South Louisiana has to offer. Plus, all new graduates qualify for a up to $7,500 sign-on bonus, with eligible applicants receiving an additional $2,500 in relocation assistance!

ADDITIONAL BENEFITS INCLUDE:
- A 12-month program centered around evidence-based learning and real-world work experience
- Clinical ladder program
- Health and wellness benefits
- An assigned mentor to assist with professional growth development

For a complete list of openings, please visit YOUTHVILLAGES.ORG/CAREERS

Ready to kick start your career with a lotta lagniappe? When you join the Lafayette General Health RN Residency Program, not only will you be joining a team dedicated to helping build your confidence and excellence in care, you’ll also be living in the heart of Cajun country surrounded by all the food, festivals and fun that South Louisiana has to offer. Plus, all new graduates qualify for a up to $7,500 sign-on bonus, with eligible applicants receiving an additional $2,500 in relocation assistance!

ADDITIONAL BENEFITS INCLUDE:
- A 12-month program centered around evidence-based learning and real-world work experience
- Clinical ladder program
- Health and wellness benefits
- An assigned mentor to assist with professional growth development

For a complete list of openings, please visit YOUTHVILLAGES.ORG/CAREERS

Ready to kick start your career with a lotta lagniappe? When you join the Lafayette General Health RN Residency Program, not only will you be joining a team dedicated to helping build your confidence and excellence in care, you’ll also be living in the heart of Cajun country surrounded by all the food, festivals and fun that South Louisiana has to offer. Plus, all new graduates qualify for a up to $7,500 sign-on bonus, with eligible applicants receiving an additional $2,500 in relocation assistance!

ADDITIONAL BENEFITS INCLUDE:
- A 12-month program centered around evidence-based learning and real-world work experience
- Clinical ladder program
- Health and wellness benefits
- An assigned mentor to assist with professional growth development

For a complete list of openings, please visit YOUTHVILLAGES.ORG/CAREERS

Ready to kick start your career with a lotta lagniappe? When you join the Lafayette General Health RN Residency Program, not only will you be joining a team dedicated to helping build your confidence and excellence in care, you’ll also be living in the heart of Cajun country surrounded by all the food, festivals and fun that South Louisiana has to offer. Plus, all new graduates qualify for a up to $7,500 sign-on bonus, with eligible applicants receiving an additional $2,500 in relocation assistance!

ADDITIONAL BENEFITS INCLUDE:
- A 12-month program centered around evidence-based learning and real-world work experience
- Clinical ladder program
- Health and wellness benefits
- An assigned mentor to assist with professional growth development

For a complete list of openings, please visit YOUTHVILLAGES.ORG/CAREERS

Ready to kick start your career with a lotta lagniappe? When you join the Lafayette General Health RN Residency Program, not only will you be joining a team dedicated to helping build your confidence and excellence in care, you’ll also be living in the heart of Cajun country surrounded by all the food, festivals and fun that South Louisiana has to offer. Plus, all new graduates qualify for a up to $7,500 sign-on bonus, with eligible applicants receiving an additional $2,500 in relocation assistance!

ADDITIONAL BENEFITS INCLUDE:
- A 12-month program centered around evidence-based learning and real-world work experience
- Clinical ladder program
- Health and wellness benefits
- An assigned mentor to assist with professional growth development

For a complete list of openings, please visit YOUTHVILLAGES.ORG/CAREERS
Athletic trainers (ATs) collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions for individuals of all ages and fitness abilities. Students seeking to become certified ATs must earn a degree from an accredited athletic training curriculum. Accredited programs include formal instruction in areas such as injury/illness prevention and assessment, first aid and emergency care, human anatomy and physiology, therapeutic modalities and nutrition. Classroom instruction is enhanced through clinical education experiences.

SCHOOL OF HEALTH Professions
ATHLETIC TRAINING

Kinesiotherapists are health care professionals who use exercise therapy and education to improve strength, endurance and mobility of individuals with functional limitations. After successful completion of course work and clinical internships, you will be eligible to take the Kinesiotherapy Registration Examination administered by the Council on Professional Standards for Kinesiotherapy. The Bachelor of Science in kinesiology, kinesiotherapy degree is an excellent choice if you wish to pursue graduate studies in medicine, physical therapy or occupational therapy.

PREPARE FOR A CAREER IN PUBLIC HEALTH

Health professionals use recreation and leisure to address the specific needs and goals of individuals living with illnesses and disabilities.

For more information, contact 601.266.5576 Rick.Green@usm.edu

For more information, contact School of Health Professions 118 College Dr. #5122 Hattiesburg, MS 39406 601.266.5437 | usm.edu/health-professions

Contact the Athletic Training program director for additional information at jeffrey.parr@usm.edu.

ATHLETIC TRAINING

Athletic trainers (ATs) collaborate with physicians to provide preventative services, emergency care, clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions for individuals of all ages and fitness abilities. Students seeking to become certified ATs must earn a degree from an accredited athletic training curriculum. Accredited programs include formal instruction in areas such as injury/illness prevention and assessment, first aid and emergency care, human anatomy and physiology, therapeutic modalities and nutrition. Classroom instruction is enhanced through clinical education experiences.

Undergraduate Program

Bachelor of Science
Concentrations:
- Allied Health (Fully Online!)
- Health Education
- Health Policy and Administration

Graduate Program

Master of Public Health (MPH)
Concentrations:
- Epidemiology and Biostatistics
- Health Education
- Health Policy and Administration (Fully Online!)

For more information, contact School of Health Professions 118 College Dr. #5122 Hattiesburg, MS 39406 601.266.5437 | usm.edu/health-professions
“THE CREATIVE ENVIRONMENT INSPIRES ME AND I LOVE THE OPPORTUNITY TO HELP PEOPLE FIND WHAT WORKS BEST FOR THEM.”

- Gabby M

USM

“AS A FORMER COLLEGE ATHLETE I APPRECIATE THAT MY SUCCESS AT MIKELLEY IS A RESULT OF THE EFFORT I PUT IN. THE SKY’S THE LIMIT.”

- Grant H

MSU

LOCATIONS IN JACKSON, MADISON, AND HATTIESBURG

FOR AVAILABLE POSITIONS, BENEFITS AND TO APPLY ONLINE, VISIT MISKELLYS.COM/CAREERS

LOCATIONS IN JACKSON, MADISON, AND HATTIESBURG

FOR AVAILABLE POSITIONS, BENEFITS AND TO APPLY ONLINE, VISIT MISKELLYS.COM/CAREERS
Looking for a rewarding job

With a benefits package second to none? Look no further than Region 8 Mental Health Commission, serving the five Mississippi counties of Copiah, Madison, Rankin, Simpson and Lincoln. We are a community mental health center that provides the highest levels of mental health, intellectual development disability, and alcohol and drug services.

Positions that require a Master’s Degree in Psychology, Social Work or other mental health related field include the following:

- Mental Health Therapist
- Behavioral Specialist
- School-Based Therapist
- Outreach/Afterschool Counselor
- Intensive Outpatient Therapist
- Psychiatric Nurse Practitioner

Positions that require a Bachelor’s Degree in Psychology, Social Work or other mental health related field include the following:

- Community Support Specialist

Please submit your resume to:
Region 8 MHC
Human Resources Coordinator
P.O. Box 108, Brandon, MS 90029
(601) 825-1587 | 1-800-825-6420
careers@region8mhc.org
4 REASONS WHY CAREER SERVICES IS AN IMPORTANT OFFICE ON CAMPUS
ADAPTED FROM REYNA GOBEL, FORBES CONTRIBUTOR

INTERNSHIP AND JOB LISTINGS

Colleges have databases of internships and job opportunities. These job banks are vital to a student’s job search prospects. However, I recommend appointments with career counselors at least once per semester to continue looking for internships and receiving guidance on which internships fit your skills at that moment.

CAREER GUIDANCE

There are many students who have no idea what they want to do with their lives. This is perfectly normal. Changing majors at least once is common. I did. A career counselor can help students talk about job interests. Sometimes, they can recommend courses that will help students cement or redefine career goals.

SEMINARS ON RÉSUMÉS AND INTERVIEW SKILLS

No one is born knowing how to write a résumé. Career Services offices often have seminars on résumé writing and interviewing, too. Students will learn how to dress professionally, answer questions, and write résumés tailored to individual positions. Knowing these basic career search skills is as important as any class students will take on campus.

MENTORSHIP OPPORTUNITIES FROM ALUMNI

Networking is not only what helps most people land jobs after graduation, but it’s also what helps students gain internship and shadow day opportunities. Shadow days are my favorite tool for career exploration. A student spends a couple of hours with a professional in his/her field and asks questions. When the professional is an alumnus, the connection can be stronger and result in even more opportunity for internships and mentoring. A mentor can guide you and answer career questions throughout your career.

The overall purpose of college is to help students find a career path that will lead to a successful, happy future—in other words, a job. It follows, then, that Career Services is the most important office on campus.