

CAREER SERVICES

CAREER GUIDE

2021-22



"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!

THE UNIVERSITY OF SOUTHERN MISSISSIPPI



NOW HIRING SOUTHERN MISS GOLDEN EAGLES

OFFICIAL PARTNER OF SOUTHERN MISS' ATHLETICS



Holidays Off • Flexible Scheduling
Professional Development for Crew,
Managers & Support Office

Text RCJOBS To 97211 To Apply

Or apply online at **WorkAtCanes.com**

By texting RCJOBS to 97211 you consent to be contacted by Raising Cane's Restaurants through an automated texting system. Consent not required for purchase. Text STOP to 97211 to opt out of messages. Message data charges may apply.

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MEET THE STAFF



RUSTY ANDERSON
Director



KATHY KILLAM
Assistant Director



MARY MANER
Gulf Park Campus - Assistant
Director of Career Services



MARY BEARD
Manager, Career Counseling



KRISTIE FOWLER
Career Counselor



CINDY WALKER
Administrative Specialist



TROY KNIGHT
Information Specialist

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, SMTTT!

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

HOW TO SCHEDULE AN APPOINTMENT

HATTIESBURG CAMPUS

- Visit usm.edu/career-services to schedule an in person or virtual appointment.
- Call Career Services at 601.266.4153.
- Stop by the office in McLemore Hall Room 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.

Follow us on social media
@USMCAREERSERVICES,
and visit our website
USM.EDU/CAREER-SERVICES
and Handshake for other
events, workshops and tips!



Handshake

SIGNATURE EVENTS

FALL 2021

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

SPRING 2022

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

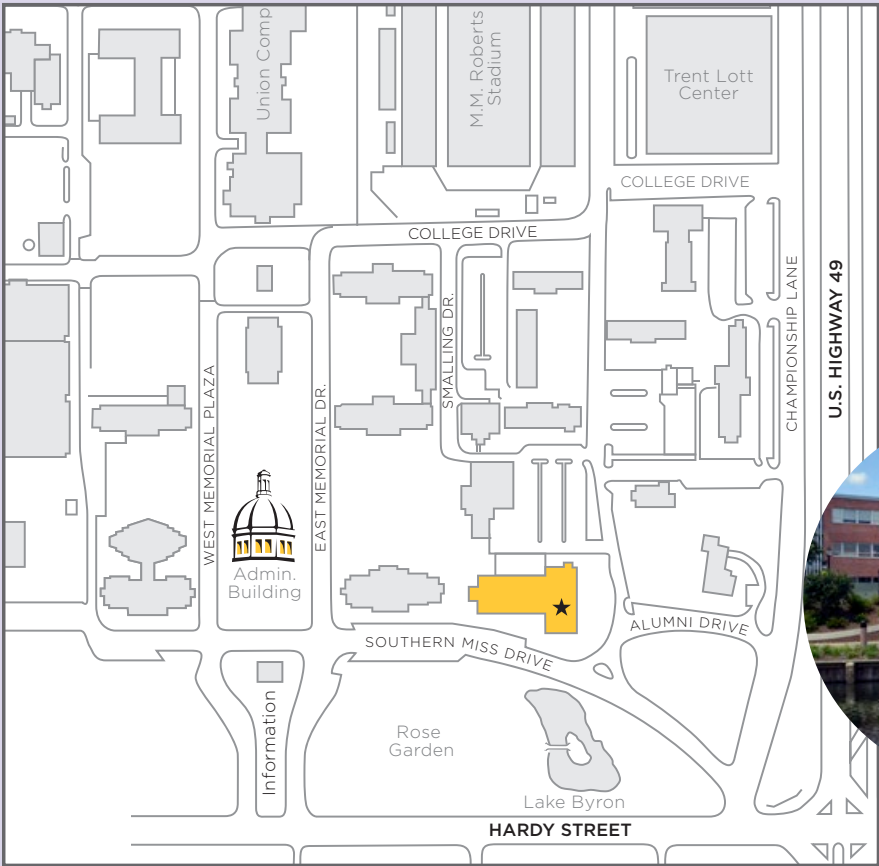
**FOR MORE INFORMATION
ON THESE EVENTS, VISIT
USM.EDU/CAREER-SERVICES.**

**REFER TO PAGE 15 FOR
PROFESSIONAL DRESS TIPS!**



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

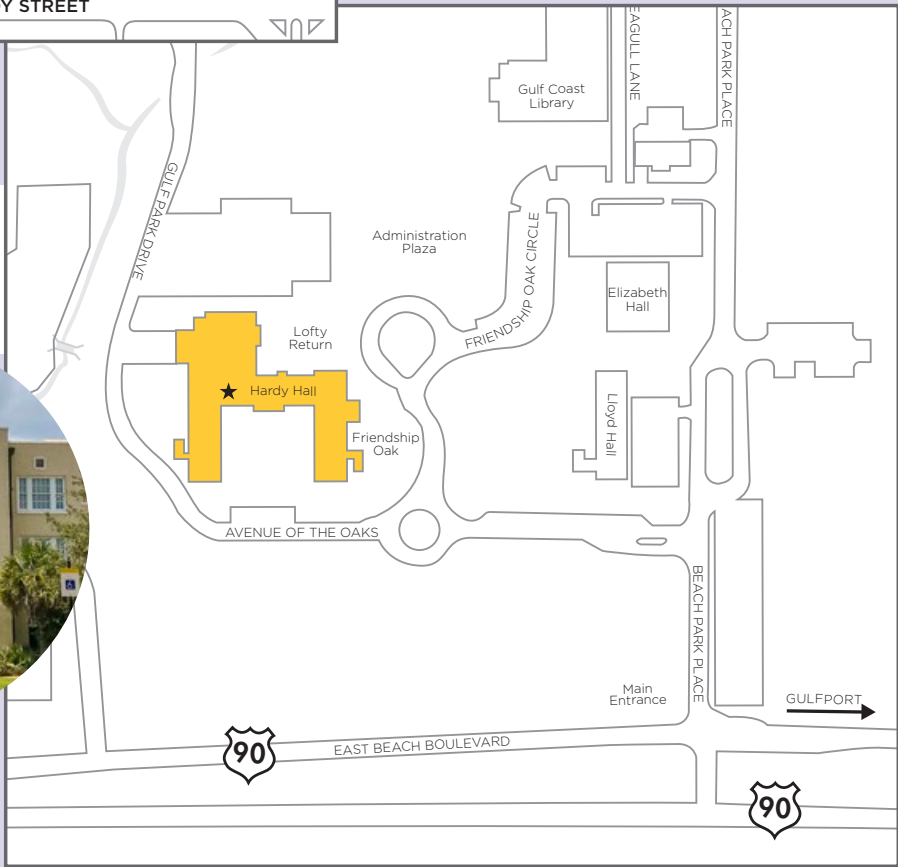
CAREER SERVICES LOCATIONS



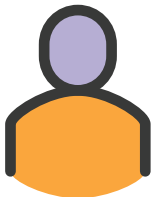
**HATTIESBURG CAMPUS
MCLEMORE HALL 125
PHONE: 601.266.4153**



**GULF PARK CAMPUS
HARDY HALL 240
PHONE: 228.214.3330**



STUDENT SUCCESS HELPFUL TIPS FOR STUDENTS



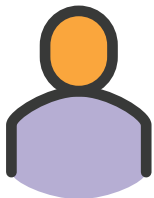
Hello! I am a new student at Southern Miss and would like some advice on how Career Services can help me.

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!

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!

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!



DR. AMY CHASTEEN
Executive Vice Provost for Academic Affairs

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!

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!



ERICA KENT
Class of 2017

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.



GARRETT MINTA
Class of 2018

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!



JOHNNY DALE BRUMFIELD JR.
Class of 2016

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 student organizations 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 pickup!

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 nonverbal 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.



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



FYI: Our online resource Focus2 has more information on professional development

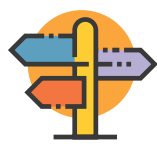
PLAN YOUR SUCCESS NOW!



IDENTIFY

Q: As a new student at Southern Miss, are there resources available to help me choose a major?

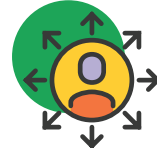
A: Yes, visit Career Services on campus to explore major areas of study. You can meet with a career consultant to receive help in identifying your interests and learn about various assessments to narrow your search. Research shows that students who find the right major reduce the number of semesters to achieve a degree with fewer major changes.



EXPLORE

Q: How do I discover types of jobs related to my career path and inquire about expected salaries?

A: You can gain information about expectations of your occupation of interest (ex. potential salary, values, work environment) by taking advantage of the many online resources provided to you. Such resources include, but are not limited to, the following: What Can I Do With This Major?, O'NET, Focus2 and Occupational Outlook Handbook.



DISCOVER

Q: What are some additional tips for new students?

A: Begin with the end in mind. Start building experiences to achieve your goals. Know the GPA expectation for your career choice and resources to achieve it. Start with one or two organizations on campus correlating with your career goals and get connected. Stop by Career Services in McLemore Hall 125 or schedule an appointment (601.266.4153) to plan your career success now!

THE IMPORTANCE OF SKILL-BUILDING THROUGH STUDENT INVOLVEMENT

Student involvement through student organizations is a smart way for students to build a robust résumé! Employers want to see that students are well-rounded and competent potential employees. The more students can challenge themselves to grow outside of the classroom, the more confident they will feel going into the job search process.

The Office of Leadership and Student Involvement provides a wealth of opportunities for students to get involved in our nearly 200 student organizations. Stop by our office in the Student

Activities Hub (Hattiesburg) or Hardy Hall 242 (Gulf Park) to learn more about the many ways to enhance your involvement experience. Did you know employers have repeatedly indicated that leadership, communication, critical thinking and teamwork, among others, are top skills they are looking for in new hires based on the NACE Career Competencies? These skills learned in the classroom complement classroom learning to equip students to be the best they can be and achieve all of their post-graduation goals.

TOP 5 TIPS

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



SOUTHERN MISS
LEADERSHIP AND
STUDENT INVOLVEMENT

- **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).



BEFORE YOU SUBMIT THE APPLICATION

- Search graduate school websites for specific requirements for admission and deadlines.
- Study and take the appropriate exam for the discipline (GRE, LSAT, MCAT, etc.).
- Identify a professor in your major for mentoring and advising assistance.
- Register with the pre-professional office at usm.edu/arts-sciences/preprofessional.php.
- Determine if interviews are required for the program of interest and seek preparation assistance from Career Services or preprofessional advisors.
- Write your personal statement, if required, and have it reviewed by Writing Center staff or a faculty mentor.



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 in 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](https://usm.edu/career-services).



OUR INTUITIVE ONLINE JOB DATABASE SYSTEM

See next page

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 career choice.
- Acquire helpful learning strategies and information now to get ahead in a chosen career.



- Discover your values, skills and personality interests 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.
- Call Career Services for free access code.



- 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.
- Call Career Services for free access code.



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



- This is your one-stop shop for federal jobs.
- Search and apply for federal jobs across the country.



- Explore career options.
- See detailed job descriptions.
- Learn about salary ranges for your career field.

OCCUPATIONAL OUTLOOK HANDBOOK

- Research your career field and learn about job duties.
- Explore education and training needed for your career field.
- Review salary and occupation outlook.



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



- Search for jobs.
- Network with employers.



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



CONNECTING WITH OUR ONLINE JOB DATABASE

The “Indeed” for Southern Miss students, Handshake allows students to do the following:

- Search for on- and off-campus part-time jobs, work study, internships, co-ops and full-time positions
- Explore local and nationwide companies
- Receive personalized job recommendations based on major and interests
- Create and save specific job searches
- Set up email notifications when new opportunities are posted
- 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

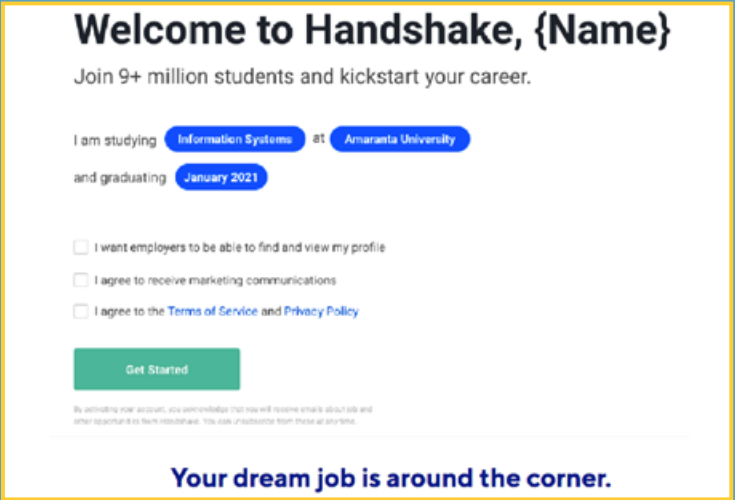
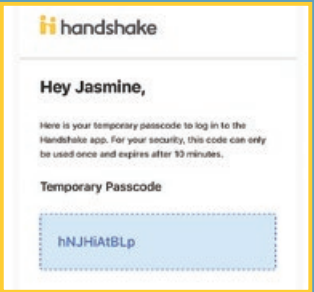
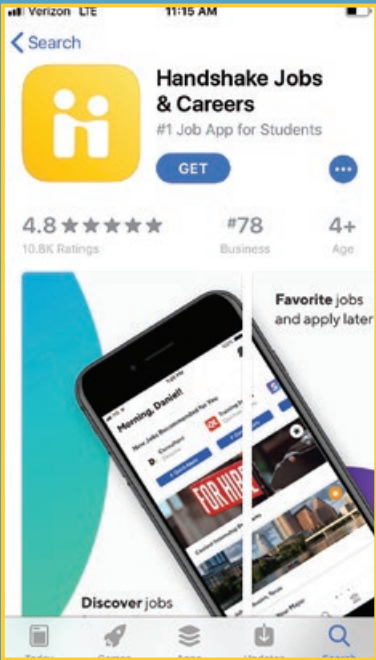
HOW TO SIGN UP

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).**

- Go to usm.joinhandshake.com.
 - Click "The University of Southern Mississippi."
- 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.)
- Upload a current résumé. Handshake will automatically populate your education and work experience from your résumé.
 - 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/student 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).



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.

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.

FOLLOW US ON
SOCIAL MEDIA!

@USMSTUDENTWORK

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 DOES JLD WORK?

JLD is run through Career Services. 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 Career Services. 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 43).

IF YOU HAVE ANY QUESTIONS, CONTACT US AT JLD@USM.EDU OR VISIT US AT USM.EDU/JLD.

CENTER FOR PATHWAY EXPERIENCES



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



SCAN THE QR CODE TO LEARN MORE ABOUT PATHWAY EXPERIENCES!

McLemore Hall 125
Monday-Friday, 8 a.m.-5 p.m.
601.266.4153
usm.edu/pathways

 **PATHWAYSUSM**
 **@USMPATHWAYS**
 **@USMPATHWAYS**

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 FOR 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 their experiences with a reflection and eligibility for a free graduation cord.



QUOTES FROM STUDENTS ABOUT PATHWAY 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."

CAREER EVENTS

BE PREPARED BEFORE THE EVENT



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
(Focus on mission statement, values statements, brief history and know products, goods or services)

PREPARE YOUR RÉSUMÉ TO ADDRESS EACH EMPLOYER'S NEEDS AND GET IT REVIEWED BY CAREER SERVICES.

THINK OF QUESTIONS FOR EACH EMPLOYER OF INTEREST. 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 JOB 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. Review research notes prior to meeting with an organization.
 2. Strategize on which employer(s) you want to connect with and in what order, based on importance and event setup (use event map).
 3. Review your talking points before initiating a conversation with the employer(s).
 4. Talk to a few companies not in your top choices. Practice your brief introduction (elevator pitch) on them. (See page 21, for example).
 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 43 for instructions.)
- For more information on the Career and Internship Expo, go to usm.edu/career-services and click the Online Resources tab. Scroll down to find the PDF: "How to Work a Career Expo Guide"

DRESS FOR SUCCESS



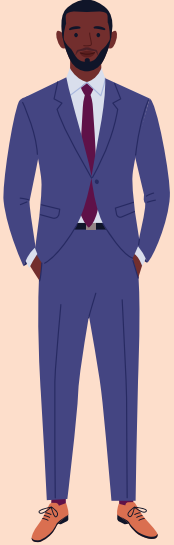
CASUAL



BUSINESS CASUAL



PROFESSIONAL



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.

EVERYONE

KEEP ALL HAIR WELL GROOMED AND BE MINDFUL OF DISTRACTING HAIR COLOR.

WOMEN

- **Skirt:** Skirt length is knee length or slightly above the knee.
- **Pants:** For business casual, dress pants are great. For professional, suit pants should 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 should be 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.

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.
- Always make time to say thank you.
- Choose the best method of communication for what you are trying to achieve (email is not always the best option).

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

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

BUILDING A PORTFOLIO

Cindy Blackwell, Ph.D. adapted from 2018-19 Career Guide

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 PORTFOLIOS

- 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 PORTFOLIOS

- 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.

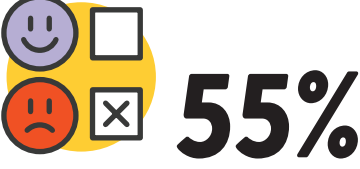
WHY IS THIS IMPORTANT?



OF HIRING MANAGERS WILL REVIEW A CANDIDATE'S SOCIAL PROFILE BEFORE MAKING A HIRING DECISION.



OF EMPLOYERS TOLD JOBVITE THAT POSTS INCLUDING PROFANITY REFLECTED POORLY; OVER HALF DIDN'T LIKE POSTS ON GUNS; AND **44%** SAW POSTS ABOUT ALCOHOL AS CONCERNING.



HAVE RECONSIDERED A CANDIDATE BASED ON WHAT THEY FIND, WITH MOST **(61%)** OF THOSE DOUBLE-TAKES BEING NEGATIVE.

SOURCE: TIME.COM



OF EMPLOYERS WERE TURNED OFF FROM CANDIDATES BECAUSE OF PROVOCATIVE OR INAPPROPRIATE PHOTOGRAPHS.



OF EMPLOYERS ARE LESS LIKELY TO INTERVIEW APPLICANTS THEY CAN'T FIND ONLINE, ACCORDING TO AN ANNUAL CAREERBUILDER SOCIAL MEDIA RECRUITMENT SURVEY.

SOURCE: CAREERBUILDER.COM

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 possible 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 AND BACKGROUND

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

Use background picture identifying your work or university.

2. SUMMARY SECTION

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

7. CREATE RÉSUMÉ FROM DESKTOP

In the profile section, click the "more" button to convert your résumé to a PDF to send to employers or for a quick view.

-HOLLY SYRDAL

REFERENCES

- Barker, M.S., Barker, D. I., Bormann, N. F., Roberts, M. L., & Zahay, D. (2017). *Social Media Marketing: A Strategic Approach*. Boston, MA: Cengage.
- Aslam, S. (2018, January 1). *LinkedIn by the Numbers: Stats, Demographics & Fun Facts*. Retrieved from omnicoagency.com/linkedin-statistics.
- Bahler, K. (2018, January 17). *What Your LinkedIn Profile Should Look Like in 2018*. Retrieved from time.com/money/5077954/linkedin-profile-tips-résumé.

LINKEDIN ETIQUETTE DOS

How to Use LinkedIn Groups for Networking

5 WAYS TO MAKE THE MOST OUT OF THIS FEATURE



1. SEARCH KEYWORDS TO FIND GROUPS THAT MATCH YOUR INTERESTS

There are thousands of professional groups that are one click away! Utilize oneline.org to get an idea of keywords related to your career field.

2. DON'T SPAM THE GROUP

Don't just join groups to make job-seeking posts. Instead, begin by commenting on posts and engaging in dialogue with members of the group. It takes tiny steps to build rapport with professionals.

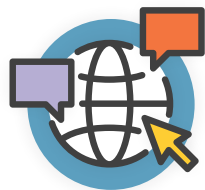


3. BE A LEADER

Yes, engaging in dialogue is important. However, these groups are looking for leaders, too! Start your own discussion on the platform. Increasing your online presence is the first step to making those professional connections.

4. LINK TO OTHER CREDIBLE SOURCES

Include references to credible work in the field in your dialogue. Providing these source links may lead the way to future connections.



5. TURN ON LINKEDIN NOTIFICATIONS

Staying active on LinkedIn involves staying up-to-date on new groups, discussions, updates, and more!

- Personalize connection requests. Tell them your reason for connecting.
- Have a profile picture so people can see with whom they are connecting.
- Personalize your recommendation requests and offer to reciprocate (if appropriate).
- Keep it professional and only share information relevant to business.
- Turn off notifications when updating your profile.
- Send a welcome message that provides value.
- Regularly maintain relationships. Building relationships is not a numbers game!
- Make your contact list open to your connections.
- Offer to introduce your connections to others in your network.
- Respond promptly to messages (1-2 days).



60-SECOND ELEVATOR PITCH



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?



TIP

- Keep small take-away items with you, like a business card, so you can continue the conversation at a later date.
- Make sure your speech doesn't sound rehearsed.
- Write it out; talk it out.

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

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 ensuring 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 want to cultivate.”

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

- 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 or mini résumé cards.
- DO** get introductions from current contacts.
- DO** use your personality.
- DO** listen more than you speak.

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.



Front of card should contain your contact information.



Back of card should contain highlights of qualifications.

RÉSUMÉ GUIDELINES

Every résumé should have the following: Education, Experience and Involvement at a minimum

REQUIRED INFORMATION

EDUCATION

- Reverse chronological order (most recent first)
- Spell out degree name (i.e. Bachelor of Science or Bachelor of Arts)
- “The” in front of University of Southern Mississippi
- Include study-abroad experience, location and date (month year)
- Transfer students: Include community college or university information if attended one year or more
- GPA recommended if above 3.0

INTERNSHIP, PRACTICUM, FIELD EXPERIENCE/WORK EXPERIENCE

- Reverse chronological order
- No complete sentences
- No period needed at the end of descriptions
- Action words to begin each description
- Can have one or more sections

HIGHLY RECOMMENDED INFORMATION

OBJECTIVE

- Provides specific purpose for résumé
- Include position title and employer/company name
- Do not include a period at the end of objective

SPECIAL PROJECTS

- Title, date, city and state
- Detailed descriptions of related projects completed through coursework
- Languages (list proficiency levels)

PRESENTATIONS/PUBLICATIONS PROFESSIONAL DEVELOPMENT

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

RELEVANT TOPICAL PAPERS

CONTENT TO CONSIDER, IF NECESSARY

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

- Scholarships
- President’s List and Dean’s List

COMMUNITY SERVICE/ VOLUNTEERISM

- Organization name, city and state
- Number of hours served, if significant
- Description of service, if related to major

ACTIVITIES/CAMPUS ORGANIZATIONS

- Full name of organizations
- Philanthropic participation

- Succinct descriptions of most relevant leadership roles

SKILLS

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

RESEARCH EXPERIENCE

RELATED COURSEWORK

- 2-6 course titles related to major



FYI: On your résumé, your name should be 18-20 pt. font. The rest of the résumé should be 10-12 pt. font.

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

Do not include high school education.

Summer 2019

RELEVANT EXPERIENCE

Volunteer, Merit Health Wesley Rehabilitation Center

- Assisted with clerical tasks, such as filing patient information, labeling speech samples, and organizing
- Helped patients feel more comfortable during their stay by visiting and bringing them newspapers and other items

Relevant experience can include information other than work history.

List in reverse chronological order.

WORK EXPERIENCE

Department of Housing and Residence Life, The University of Southern Mississippi Fall 2019-Spring 2020
Student Academic Tutor
Explained scientific concepts, coordinated social programs, and counseled a building of over 300 students

Always use action verbs.

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

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

Highlight leadership and involvement when you don't have a lot of work history.

LEADERSHIP AND INVOLVEMENT

Member, National Student Speech-Language Hearing Association Spring 2019

- Participated in events with The Children's Center and the DuBard 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

Mentor, Honors College Fall 2017-Spring 2019

- Advised, supported, and built sincere relationships with a group of 16 freshmen students
- Planned group events and one-on-one meetings

Senator, Student Government Association Spring 2017-Fall 2018

- Acted as a representative for the College of Health
- Researched campus issues, authored legislation, and voted on bills and resolutions

Be sure to list city and state.

Bullet point job duties.

HONORS / AWARDS

Order of Omega, Honor Society
Kappa Delta Sorority Model Member of the Year
National Merit Finalist Scholarship

Phi Kappa Phi, Honor Society
Phi Eta Sigma, Honor Society
USM Outstanding Freshman of the Year

Be sure to list Honors/Awards to show accomplishments.

SKILLS / CERTIFICATIONS

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

List skills that are related to major or potential jobs.



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

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
Advertised
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
Influenced
Interpreted
Interviewed
Lectured
Listened
Marketed
Moderated
Negotiated
Observed
Outlined
Participated
Presented
Publicized
Reconciled
Recruited
Referred
Reported
Resolved

Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

CREATIVE

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

FINANCIAL

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

HELPING

Advocated
Aided
Answered
Assisted
Contributed
Cooperated
Counseled
Demonstrated
Educated
Ensured
Expedited
Familiarized
Furthered
Helped
Insured
Intervened
Prevented
Provided
Rehabilitated
Represented
Simplified
Supplied
Supported
Volunteered

LEADERSHIP

Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Condensed
Considered
Consolidated
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated

Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Hosted
Improved
Implemented
Led
Managed
Merged
Motivated
Organized
Originated
Oversaw
Planned
Prioritized
Produced
Recommended
Replaced
Restored
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Transformed

ORGANIZATION

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

Processed
Purchased
Recorded
Registered
Reserved
Responded
Routed
Screened
Served
Submitted
Supplied
Updated
Validated
Verified

RESEARCH

Analyzed
Clarified
Collected
Compared
Conducted
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Gathered
Identified
Inspected
Interpreted
Invented
Investigated
Located
Measured
Researched
Reviewed
Searched
Solved
Studied
Summarized
Surveyed
Systematized

TEACHING

Advised
Coached
Critiqued
Enabled
Encouraged
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Stimulated
Taught
Tested
Trained
Transmitted
Tutored

TECHNICAL

Adapted
Adjusted
Applied
Assembled
Built
Calculated
Compared
Conserved
Constructed
Designed
Determined
Engineered
Estimated
Maintained
Operated
Printed
Programmed
Remodeled
Solved
Specialized
Upgraded
Utilized

Adapted from the University of North Carolina Career Center"

RÉSUMÉ HEADING SAMPLES

- Located at the top of résumé
 - Single-spaced
 - First and last name (18-20 point font) boldfaced
- Address (optional) and phone number
 - Professional email (name in email included or @usm.edu email)

JANE DOE

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

JANE DOE

601.123.4567 | jane.doe@usm.edu

JANE DOE

Cell: 601.123.4567 | Email: jane.doe@usm.edu

JANE DOE

601.123.4567 jane.doe@usm.edu

JANE DOE

Email: jane.doe@usm.edu
Cell: 601.123.4567

JANE DOE

601.123.4567 | jane.doe@usm.edu

RÉSUMÉ SAMPLE

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 2025		
EXPERIENCE:	Writer/Reporter <i>Magee Daily News</i> , Magee, MS June – August 2021 <ul style="list-style-type: none">• Assisted in editing articles• Met tight weekly deadlines consistently• Wrote stories and interviewed individuals for articles Camp Counselor <i>Strong River Summer Camp</i> , Magee, MS June – August 2020 <ul style="list-style-type: none">• Worked under camp management in all aspects of camp• Ensured great camp experience for campers• Participated and led counselors in leadership training Office Assistant <i>Magee Dixie Youth Program</i> , Magee, MS June – August 2019 <ul style="list-style-type: none">• 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 2021 (120 selected from 1,200 applicants) Rotary Club Scholarship , May 2021 National Honor Society , 2015-20 Newspaper Editor , Magee High School, 2019-20 Vice President , Senior Class, 2019-20 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

The University of Southern Mississippi	Hattiesburg, MS
Bachelor of Science in Business Administration, Finance	August 2021
GPA: 3.49 President’s List (two semesters)	
Asian Studies Program	Summer 2020
Bloomberg Certified in Equity Essentials and Fixed Income Essentials	2019
Microsoft Excel 2013 Certified	2018

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

Trustmark National Bank	Jackson, MS
Credit Analyst Intern	Summer 2019
<ul style="list-style-type: none">• 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

Olive Garden	Hattiesburg, MS
Server	October 2017-Present
<ul style="list-style-type: none">• 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

EDWARD BEAKER

601.010.1001 • edward.beaker@usm.edu

EDUCATION

The University of Southern Mississippi	Hattiesburg, MS
Bachelor of Science in Biological Sciences	December 2021
Minor: Spanish	

Jones County Junior College	Ellisville, MS
Major: Biology	August 2017 – May 2019
GPA: 3.25	

UNDERGRADUATE RESEARCH

The University of Southern Mississippi	Hattiesburg, MS
“Study of Viral Immunology Testing”	January 2019 – Present
Undergraduate Research Assistant	
School of Biological, Environmental and Earth Sciences	

The University of Southern Mississippi	Hattiesburg, MS
“Bactericidal Properties of Lactoferrin”	August 2018 – Present
Undergraduate Research Assistant	
School of Biological, Environmental and Earth Sciences	

RELATED EXPERIENCE

Hattiesburg Clinic	Hattiesburg, MS
Internship 65 Hours	May 2019 – August 2019
<ul style="list-style-type: none">• Ran lab tests and prepared specimens for doctors and providers• Prepared and stained slides for analysis• Recorded tested information into database system• Kept inventory• Updated inventory record system	

WORK EXPERIENCE

The University of Southern Mississippi Foundation	Hattiesburg, MS
Student Worker	August 2018 – May 2019
<ul style="list-style-type: none">• Answered and transferred incoming telephone calls to correct personnel• Assisted with making copies and accurately filed documents	

Sweet Peppers	Hattiesburg, MS
Waiter/Cashier	June 2016 – August 2018
<ul style="list-style-type: none">• Greeted customers and developed rapport• Worked in fast-paced environment handling financial transactions accurately• Interacted with customers to verify accuracy of order and resolve discrepancies	

LEADERSHIP/CAMPUS INVOLVEMENT

Student Ambassador , College of Arts and Sciences
Beta Beta Beta
Secretary , Medical Laboratory Science Club
Increasing Minority Access to Graduate Education

VOLUNTEER EXPERIENCES

Forrest General Hospital, Cancer Center 25 hours	Hattiesburg, MS
Drug-Free Resources for Education and Alternatives in Mississippi 15 hours	Hattiesburg, MS
Hub City Humane Society 15 hours	Hattiesburg, MS

Lamar Washington

Summary of Qualifications

- ## Educational Background

Work Experience

Community Service

- Visit schools, provide measurements 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

EDUCATION

LICENSE AND CERTIFICATIONS

STUDENT CLINICAL EXPERIENCE

CLINICAL SKILLS

- ## COMMUNITY AND CAMPUS INVOLVEMENT

WORK EXPERIENCE

Sales Associate , CATO Fashions, Magee, MS	Summers 2019 and 2020
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TORI
GIEGER

CONTACT

601.323.1122
torigieger@yahoo.com

ABILITIES

PUBLIC RELATIONS

- Writing
- Press Releases
 - Blogs
 - News Features
- Event Planning
- Public Speaking

MARKETING

Microsoft Office Suite

Audience Research

GRAPHIC DESIGN

- Adobe Creative Cloud
- Photoshop
 - InDesign

VIDEO PRODUCTION

iMovie

SOCIAL MEDIA

- Facebook
- Instagram
- Snapchat
- Twitter
- Pinterest

EDUCATION

B.A. IN JOURNALISM WITH AN EMPHASIS IN PUBLIC
RELATIONS AND B.A. IN COMMUNICATION STUDIES

The University of Southern Mississippi, Hattiesburg, MS
May 2021
GPA: 3.8

STUDY ABROAD – BRITISH STUDIES PROGRAM
SUMMER 2019

- Networked with professionals throughout London, gaining insight and skills in the world of mass media
- Blogged about class experiences and the culture of London
- Studied current news, PR and social media regarding the prime minister election, Brexit and terrorist attacks

PROFESSIONAL EXPERIENCE

MARKETING INTERN / SUMMERS OF 2017 AND 2018
SOUTH CENTRAL REGIONAL MEDICAL CENTER

- Translated video interviews into written articles for hospital publications
- Helped orchestrate, decorate and facilitate children’s health fair

INVOLVEMENT

KAPPA DELTA SORORITY / FALL 2016 - PRESENT

- Vice President of Member Education: Guided new members through initiation process, planned events and served as mentor
- Songfest Chair
- T-shirt chair

LUCKDAY CITIZENSHIP SCHOLAR / FALL 2016 - PRESENT

- Competitive community service-based scholarship

LAMBDA PI ETA / SPRING 2019 - PRESENT

- Honor Society for Communication Studies

EAGLE CONNECTIONS / FALL 2018 and 2019

- Recruited prospective football athletes to attend USM, guiding them through a USM home game experience
- GOLDEN EAGLE WELCOME WEEK / FALL 2017 and 2018
- Group leader responsible for around 25 students
- Guided incoming freshmen through their first week of college

WHO’S WHO AT SOUTHERN MISS RECIPIENT

- Competitive award based on community service, academics and leadership

EMPLOYMENT

STUDENT WORKER / JANUARY 2019 - PRESENT
USM NEW STUDENT and RETENTION PROGRAMS

- Professionally greets incoming calls while using problem-solving skills to promote Southern Miss in a positive light
- Handles office tasks involving confidential information
- Communicates with students involved in academic coaching, providing reminders and help regarding academic success



Robert Pearson
Graphic Designer

(123) 456-7899

Robert.Pearson@usm.edu

Hattiesburg, MS

RPDesigns.wixsite.com

Education

The University of Southern Mississippi | Hattiesburg, MS

May 2021

Bachelor of Fine Arts—Graphic Design

GPA 3.7

Graphic Design Student of the Year (2020)

Professional Experience

Graphic Design Assistant | USM School of Performing and Visual Arts | Hattiesburg, MS

August 2019 - Present

- Manage several graphic design projects for the program and various other programs within the university, delegating work to subordinates
- Design multiple print materials, online ads, presentations, and program media for 25 departments
- Actively participate in weekly team meetings, pro-actively taking part in orchestration of future projects
- Collaborate on special project commissioned by the university president to revamp the school logo and advertising graphics

Graphic Design Intern | Optimal Virtual Assistance Solutions | Jackson, MS

May 2018 - August 2018

- Developed sample designs and layouts based on company client’s requests
- Applied multiple design software to create illustrations and company logos on 10 projects assigned
- Maintained the company’s archive of images, logos, and client information to ensure timely completion of all projects

Campus Involvement

Vice President, Graphic Artists Student Association

August 2019 - Present

Partners for the Arts

September 2018 - Present

Creative Collective

September 2017 - October 2018

Community Involvement

Hattiesburg Alliance for Public Art (23 Hours)

Hattiesburg, MS

The Gallery of Art and Design (15 Hours)

Hattiesburg, MS

Software Skills



InDesign



Photoshop



Illustrator



After Effects



Lightroom



Dreamweaver



JavaScript



Microsoft
Suite

COVER LETTER GUIDELINES

THE PURPOSE OF THE COVER LETTER

- To introduce yourself to the employer and provide pertinent background information
- To serve as a professional letter to highlight and expound upon your résumé to a prospective employer
- To serve as a “sales” letter, 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

1. Your header should match your résumé and reference page headers.
2. It should include your name, address, at least one phone number, and a professional email address.
3. Always put **Ms.** for a female.

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. Write what you can do based on what you have done.
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.

COVER LETTER SAMPLE

JONATHAN DOE

Be sure to use the same heading as your résumé.

Cell 123.456.7891
jonathan.doe@usm.edu

September 4, 2021

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

Double space
Current date
Double space
Research to find a contact for the return address.
Double space

Dear Ms. Smith:

Your company website lists a process technician position in Hattiesburg, Mississippi, 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 have 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.

Double space between paragraphs.

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 and review of the enclosed credentials.

Sincerely,

Jonathan Doe

Double space after the last paragraph.
Triple space after closing and before name.
Sign the letter if sending in the mail.

Jonathan Doe

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

HOW TO ASK FOR A REFERENCE OR LETTER OF RECOMMENDATION

DO

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

DON'T

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



TIP

- Be sure to attach your résumé as a PDF.

REFERENCE LETTER REQUEST EMAIL SAMPLE

MESSAGE

OPTIONS

To:

Cc:

Bcc:

Subject:

📎

FIRSTNAME_LASTNAME_RESUME.PDF

Dear (Professor, Dr., Mr. or Ms.) Gold:

As part of the prerequisites for acceptance to (graduate school, etc.), I have been asked to provide a letter of recommendation. Would you be willing to write such a letter in regard to our past association in (the honors program, an internship, coursework, conference, etc.)?

The deadline for submitting the letter is (date), and if you are unable to provide a letter, please let me know by (one week from the date of this letter).

Thank you in advance for your time.

Regards,

Eliza Doolittle

REFERENCE LIST SAMPLE

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

REFERENCES

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



Keep your reference list updated on your job search.

FEDERAL RÉSUMÉ GUIDELINES

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

TIPS TO HELP YOU SUCCEED IN WRITING YOUR FEDERAL RÉSUMÉ

1. INCLUDE MANDATORY DATA.

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

2. FORGET WHAT YOU LEARNED PREVIOUSLY ABOUT RÉSUMÉ PAGE LENGTH.

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

3. USE KEY WORDS FROM THE VACANCY ANNOUNCEMENT IN THE ACTUAL RÉSUMÉ.

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

4. UNDER EACH JOB EXPERIENCE, LEAVE ROOM TO TELL ABOUT ACCOMPLISHMENTS.

In other words, tell about how you contributed to making each experience better. Did you increase sales by a certain percentage? Decrease complaints on your shift? Earn the “Employee of the Month” award? Human 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.



Make your federal résumé count.
Craft it skillfully.

CURRICULUM VITAE TIPS

WHAT IS A CURRICULUM VITAE?

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

WHY USE A CV INSTEAD OF A RÉSUMÉ?

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

WHAT IS THE MAIN DIFFERENCE BETWEEN A CV AND A RÉSUMÉ?

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

WHAT SHOULD BE COVERED IN A CV?

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

HOW SHOULD PUBLICATIONS BE CITED ON A CV?

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

IS AN INTERNATIONAL CV DIFFERENT THAN A CV IN THE UNITED STATES?

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

HOW CAN I FIND EXAMPLES OF CVS THAT MOST CLOSELY RELATE TO MY FIELD OF EXPERTISE?

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.



Need a second look?
Bring your CV by our office, and we’ll be happy to help.



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?

- What is your greatest strength? What is your greatest weakness?
- What motivates you to do your very best on the job?
- Are you willing to travel or relocate, if necessary?
- Describe your leadership style.
- How would a co-worker or supervisor describe you?
- What do you know about this organization?
- What kind of salary do you expect?
- Why did you leave your last job?
- What makes you qualified for this position?
- Why should I hire you?

The more you know about yourself, the job and the company, the better you can articulate why you would be a good hire.

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.

DURING THE INTERVIEW

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?



Call our office at **601.266.4153** to schedule your mock interview today!

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 showed initiative and 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.
- Tell me about a time when you had to go above and beyond the call of duty to get a job done.



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.

Table Source: QuintCareers.com

ILLEGAL INTERVIEW QUESTIONS

ACCORDING TO THE U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC), IT IS ILLEGAL TO ASK A CANDIDATE QUESTIONS ABOUT THE FOLLOWING:

- Race, Color or National Origin
- Disability
- Religion
- Age or Genetic Information
- Sex, Gender Identity or Sexual Orientation
- Citizenship
- Pregnancy Status
- 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.

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 24 hours 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

- Why is this position vacant?
- 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 have past employees done in this position to be successful?
- What members of the team would I work with in this position?
- 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 service does this business provide to the community?
- How does this organization strive to meet the mission statement?
- What does success look like here?
- What areas or plans are you looking to develop within the business?
- Can you tell me about the team I will work with?
- What does this organization seek to accomplish over the next five years?
- 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

- How long have you worked here and in what capacity?
- What do you like most about your work here?
- What has been one of the most challenging aspects 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 those 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, not at yourself in the monitor.
- Speak clearly and treat the interviewer just as if he or she is in the same room.
- Be sensitive to potential audio or video delays.
- Dress professionally from head to toe. Wear solid colors that will not be distracting on camera.
- Minimize all body movements but don't be stiff. Do not tap your pen, shuffle papers or fidget while interviewing. The microphone will pick up ALL noise in the room.
- Keep background free of clutter.



STILL NERVOUS?

DO A MOCK INTERVIEW WITH ONE OF OUR EXPERTS!



ETIQUETTE TIPS

Etiquette [et-i-kit, -ket] - The practices and forms prescribed by social convention or by authority
The American Heritage® Dictionary of the English Language: Fourth Edition. 2000.

GREETING

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

DINING

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

- Arrive at least 10 minutes early.
- Wait to sit until the host(ess) indicates the seating arrangement, and allow women to be seated first.
- Discretely unfold your napkin to half and place in your lap before eating or drinking anything.
- When ordering, take cues from the host about ordering (price, type of food, etc.).
- Don't hold up the ordering; be prepared to order when asked.
- Order something that is not messy and is easy to eat.
- Expect to be served from the left and for dishes to be removed from the right.
- Do not 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.
- Use good posture; keep your arms close to your body.
- 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.
- Contribute equally to the conversation.
- Place your napkin on the seat if you must excuse yourself.
- Start with the utensil farthest from your plate.
- Dip soup away from you, and sip from the side of the spoon.
- Always taste your food before you season it.
- Pass salt and pepper together, and always pass items to the right.
- Pass handles toward the receiver, and pass before serving yourself.
- Place items on the table, not in the recipient's hand.
- Don't chew with your mouth open, blow on your food, or talk with food in your mouth.
- Feel free to talk weather, sports, current events or common interests, but never personal issues or off-color jokes or topics.
- When alcohol is present, know your limitations, and never consume if the host/interviewer abstains.
- Business should not be brought up until after the entrée plates have been removed.

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 "YES" OR "NO" IMMEDIATELY.

- 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	Life Insurance
Vision/Dental Plans	Retirement or 401K
Prescription Plans	Profit Share
Commute/Parking Costs	Tuition Reimbursement
Vacation/Sick Leave/Holidays	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.



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The AT program is offered as a master's degree program, and applications are accepted on a rolling basis on the USM Graduate School website with a deadline of May 15 annually.

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

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CAREER SETTINGS

- Department of Veterans Affairs Medical Centers
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- Colleges and Universities
- Private Practice

ACADEMIC REQUIREMENTS

- Maintain a 2.5 GPA
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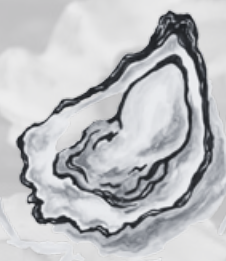


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4 REASONS WHY CAREER SERVICES IS AN IMPORTANT OFFICE ON CAMPUS

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.

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