"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!
NOW HIRING
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TABLE OF CONTENTS

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

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

DISCOVER OPPORTUNITIES
11 HANDSHAKE
12 JOB LOCATION AND DEVELOPMENT
13 CENTER FOR PATHWAY EXPERIENCES
14 CAREER EVENTS

BUILD YOUR BRAND: JOB PREP
15 DRESS FOR SUCCESS
16 PROFESSIONAL COMMUNICATION TIPS
17 BUILDING A PORTFOLIO
18 SOCIAL MEDIA BRANDING
19 BECOME A LINKEDIN ALL-STAR
20 LINKEDIN PART 2
21 60-SECOND ELEVATOR PITCH
22 NETWORKING
22 MINI RÉSUMÉ CARDS

TAKE ACTION: FIND YOUR JOB
23 RÉSUMÉ GUIDELINES
24 RÉSUMÉ SAMPLE
25 ACTION WORD LIST
26 RÉSUMÉ HEADING SAMPLES
27 RÉSUMÉ SAMPLES
34 COVER LETTER GUIDELINES
35 COVER LETTER – SAMPLE
36 REFERENCE LETTER REQUEST EMAIL SAMPLE
37 REFERENCE LIST SAMPLE
38 FEDERAL RÉSUMÉ GUIDELINES
39 CURRICULUM VITAE (CV) TIPS
40 7 STEPS FOR A SUCCESSFUL INTERVIEW
44 PHONE AND WEB-BASED INTERVIEW TIPS
45 DINING ETIQUETTE TIPS
46 OFFER OF EMPLOYMENT AND SALARY CONSIDERATION
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

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 601.266.4353.
- 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.

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.

CAREER SERVICES ASSISTS STUDENTS IN FINDING MEANINGFUL CAREER PATHS, DEVELOPING JOB-SEEKING SKILLS, AND CONNECTING WITH EMPLOYMENT OPPORTUNITIES TO BECOME SUCCESSFUL PROFESSIONALS.

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

REFER TO PAGE 15 FOR PROFESSIONAL DRESS TIPS!
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!

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!

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!

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!

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.

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

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

**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 (Wattlesburg) 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**. This opportunity allows you to gain valuable experience that will make you stand out to future employers!

2. **Spend more time listening than talking**. This will help you develop your communication skills.

3. **Take a course in communication**. This will help you develop your writing and speaking skills.

4. **Develop your own personal philosophy**. This will help you to be a more effective communicator.

5. **Make sure you are translating all of your skill development and leadership experiences in college onto your résumé**. This will help you to be a more effective communicator.

---

**Q: What are some additional tips for new students?**

**A:**

- **Gain more knowledge and credibility in your field**
- **Determine if interviews are required for the program of study**
- **Study and take the appropriate exam**
- **Meet all application deadlines for admissions**
- **Track your applications before the deadline and add documents as necessary to completion**

---

**Q: Research shows that students who**

**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.

---

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

**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.**
- **You can meet with a career consultant to explore major areas of study.**
- **You can receive help in identifying your interests and learn about various assessments to narrow your search.**
- **You can inquire about expected salaries?**
- **You can gain information about types of jobs related to my career path and inquire about expected salaries?**

---

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

**A:**

- **Visit Career Services or the Office of Leadership and Student Involvement for help on how to stand out to future employers!**
- **Meet all application deadlines for admissions and job placement rates.**
- **Check accreditation status.**
- **Review admission criteria, program success and job placement rates.**
- **Review admission criteria, program success and job placement rates.**

---

**WHY GO TO GRADUATE SCHOOL?**

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

---

**CHOOSING THE RIGHT GRADUATE SCHOOL**

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

---

**APPLICATION PROCESS**

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

---

**BEFORE YOU SUBMIT THE APPLICATION**

- **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 of ce 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.**

---

**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 your best work and give yourself time. If costs 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**

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**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.
ONLINE RESOURCES
CAREER SERVICES CAN HELP
FIND THESE RESOURCES AT USM.EDU/CAREER-SERVICES.

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.

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

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

• 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

FIND THESE RESOURCES AT USM.EDU/CAREER-SERVICES.

ONLINE RESOURCES
CAREER SERVICES CAN HELP
FIND THESE RESOURCES AT USM.EDU/CAREER-SERVICES.

WHAT CAN I DO WITH THIS MAJOR?
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• Create and save specific job searches
• Set up email notifications when new opportunities are posted

FIND THESE RESOURCES AT USM.EDU/CAREER-SERVICES.
JOB LOCATION AND DEVELOPMENT

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 SHOULD I PARTICIPATE IN A PATHWAY EXPERIENCE?
It’s never too early to gain field experience.
- Summer Break
- Winter Break - five to seven weeks

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

HOW SHOULD 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.”
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)

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”

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?

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.

WARM WEATHER TIPS

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

CASUAL

BUSINESS CASUAL

PROFESSIONAL

CAREER EVENTS

BE PREPARED BEFORE THE EVENT

DRESS FOR SUCCESS

What do you like best 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?

Can I give you my resume?

What qualities are you looking for in new hires?

Are you the recruiter for hiring?

What is the application process?
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.
- Use online versions to demonstrate things like videos that are not viewable in the physical copy.
- Include a concise, purposeful subject line.
- The personal profile should be compelling.
- The tone of your email should not assume the reader remembers a previous conversation.
- Consider what elements could be confidential and be placed into junk mail if they do not adhere to the guidelines in the job posting. If there are no guidelines, ensure you are only using appropriate information.

Always make time to say thank you.

Your portfolio should consist of a three-ring binder. hypoethical patient care plans and written reports that demonstrate the process of developing a business plan, including spreadsheets and graphs.

- Relevant writing samples, lesson plans, student work artifacts and evaluation of lessons.
- 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.

SAMPLE EMAIL

SUBJECT: JOB SHADOWING

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

Hello, my name is Roxanne J. 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 228.323.4567. Thank you for your time and consideration.

Best regards,

Roxanne J. 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 PORTFOLIO

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

ONLINE PORTFOLIO

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

WHAT IS PERSONAL BRANDING?

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

WHY IS THIS IMPORTANT?

- 93% of hiring managers will review a candidate’s social profile before making a hiring decision.
- 39% of employers were turned off from candidates because of provocative or inappropriate photographs.
- 57% of employers are less likely to interview applicants they can't find online, according to an Annual CareerBuilder Social Media Recruitment Survey.
- 55% of hiring managers will reconsider a candidate based on what they find, with most (61%) of those double-takes being negative.

HOW DO I DO THIS?

CLEAN YOUR PRESENCE

- Remove all things that could have a negative effect.
- Ensure there are no inappropriate posts, ex: Scrubber.
- Posts with spelling and grammar errors.
- Risqué comments/photos.
- Complaints about your school or job.
- References to illegal activity.
- References to a political stance.
- Profanity.

PLAN AND IMPLEMENT

- Choose three things that you love and that describe you. Form what 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.
- Keep your summary consistent and balanced. Avoid mentioning your occupation in the summary instead of your skills.
- Fill out the skills section of your profile. LinkedIn allows recruiters looking for job candidates with your competencies and so you receive suggestions from LinkedIn about jobs that would be a good fit.

KEEPING UP YOUR BRAND CONSISTENCY IS KEY!

- Search for yourself online to see what's out there.
- Find online resources that flag possible problematic posts, ex: Scrubber.

CONSISTENCY IS KEY!

KEEP UP YOUR BRAND

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 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 search results 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.

REFERENCES


WHAT IS IT?
An elevator pitch is a short summary of your professional experience and goals.

WHERE DID THIS TERM COME FROM?
The term was coined from people getting into an elevator with a top executive of a company and pitching themselves during the 30-60 second ride.

WHERE DO I USE THIS?
You can use this any time you are networking, whether you’re at a conference, event, work or interview.

WHY DO I NEED TO DO THIS?
When you only have 30-60 seconds to pitch yourself, you can’t afford to mess it up. It is VITAL to know what you want to say and how you want to say it, so preparation is essential.

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

EXAMPLE ELEVATOR PITCH

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

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

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

Relevant Experience
Volunteer, 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

Work Experience
Department of Housing and Residence Life, The University of Southern Mississippi
Fall 2018-Spring 2020
Explained scientific concepts, coordinated social programs, and counseled a building of over 300 students

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

Campus Crusade for Christ
Fall 2017-Spring 2019
• Acted as a representative for the College of Health
• Planned group events and one-on-one meetings
• Advised, supported, and built sincere relationships with a group of 16 freshmen students
• Collaborated weekly with national headquarters

Manager, Student Government Association
Spring 2017-Summer 2018
• Participated in events with The Children’s Center and the DuBard School
• Helped patients feel more comfortable during their stay by visiting and bringing them newspapers and other items

Leadership and Involvement
Member, National Student Speech-Language-Hearing Association
Spring 2017-

Honors / Awards
Order of Omega, Honor Society
Kappa Delta Sorority Model Member of the Year
Phi Kappa Phi, Honor Society
USM Outstanding Freshman of the Year

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

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.

Call Career Services to get your résumé critiqued. // 601.266.4153
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
Magee Daily News, Magee, MS
June – August 2021
• Assisted in editing articles
• Met tight weekly deadlines consistently
• Wrote stories and interviewed individuals for articles

Camp Counselor
Strong River Summer Camp, Magee, MS
June – August 2020
• Worked under camp management in all aspects of camp
• Ensured great camp experience for campers
• Participated and led counselors in leadership training

Office Assistant
Magee Dixie Youth Program, Magee, MS
June – August 2019
• 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
Bachelor of Science in Business Administration, Finance
GPA: 3.49
President's List (two semesters)
August 2021
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
Credit Analyst Intern
Jackson, MS
Summer 2019
• 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
• Confirmed 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
Server
Hattiesburg, MS
October 2017–Present
• 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
Bachelor of Science in Biological Sciences
Minor: Spanish
December 2021
Jones County Junior College
Major: Biology
GPA: 3.25
August 2017 – May 2019

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

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

RELATED EXPERIENCE
Hattiesburg Clinic
Internship | 65 Hours
May 2019 – August 2019
• 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
Student Worker
August 2018 – May 2019
• Answered and transferred incoming telephone calls to correct personnel
• Assisted with making copies and accurately filed documents

Sweet Peppers
Waiter/Cashier
Hattiesburg, MS
June 2016 – August 2018
• 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
228.676.0067  washington.lamar@yahoo.com

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

Educational Background
The University of Southern Mississippi, Long Beach, MS  Anticipated: December 2021
Bachelor of Science in Public Health
Major: Health Policy and Administration, GPA: 3.52
President’s and Dean’s List Scholar

Work Experience
Store Manager, Smoothie King, Gulfport, MS  June 2017 – Present
• Started with Gulfport location as a team member; promoted to store manager at new location
• At national conference in 2015, Gulfport location was recognized for Kings Club, a designation acknowledging profit of $550,000 achieved at this store
• Exceeded quarterly goal of increasing profits by 13% within the first quarter of 2017
• Maintained organization of store; participated and led employees in all team member training
• Coordinated scheduling and employee guidance, including disbursement of invoices and statements
• Categorized and submitted necessary daily paperwork; managed currency on an everyday basis

Camp Instructor, Universal Cheerleaders Association, Southeast Region  May 2016 – August 2016
• Assisted the camp director with the overall leadership of guiding, training and assembling individual teams with organized choreography and performance readiness with participants ages 12 – 17
• Instructed campers to learn dances and cheers while establishing a culture of positive reinforcement through creating opportunities for team-building and sharing constructive criticism
• Led team performances for family and friends; guided campers in showcasing their efforts

Community Service
Color Me Healthy, Jackson County  September 2018 – Present
• 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

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

EDUCATION
Bachelor of Science in Nursing  May 2022
The University of Southern Mississippi, Hattiesburg, MS
Associate of Arts  May 2020
Jones County Junior College, Ellisville, MS

LICENSE AND CERTIFICATIONS
CPR and AED Certification, American Heart Association valid through May 2020
Stroke Scale Certification, National Institute of Health valid through March 2019

STUDENT CLINICAL EXPERIENCE
Forrest General Hospital, Hattiesburg, MS
• ER, ICU, Neurology/Oncology  Spring 2021
• Telemetry, OR, Cardiac Catheterization Lab  Fall 2020
• Orthopedics, Dialysis  Spring 2020
South Central Regional Medical Center, Laurel, MS
• Labor and Delivery/Post-Partum  Fall 2019
Pine Belt Association for Families, Hattiesburg, MS
• Community Health  Summer 2019
Pine Grove Behavioral Health and Addiction Services, Hattiesburg, MS
• Psychiatric Unit  Spring 2019
The University of Southern Mississippi, Hattiesburg, MS
• Clinical Skills Lab/Simulation Experiences  Fall 2019

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

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

WORK EXPERIENCE
Sales Associate, CATO Fashions, Magee, MS  Summers 2019 and 2020
Robert Pearson
Graphic Designer

Education
The University of Southern Mississippi | Hattiesburg, MS
Bachelor of Fine Arts—Graphic Design
GPA 3.7
Graphic Design Student of the Year (2020)

Professional Experience
Graphic Design Intern | Optimal Virtual Assistance Solutions | Jackson, MS
- 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

GPA: 3.8
May 2021
The University of Southern Mississippi, Hattiesburg, MS
Bachelor of Fine Arts—Graphic Design

Software Skills
InDesign Photoshop Illustrator After Effects Lightroom Dreamweaver JavaScript Microsoft Suite

CONTACT
601.323.1122
torigieger@yahoo.com

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
- Sangfest 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

ENERGY RÉSUMÉ SAMPLE

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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 “of” 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.

ADRESSEE

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 position or how you learned about the position.
4. Explain why you are interested in working for the 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 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 terms.

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

September 4, 2021

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

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.

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

Call 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

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Sincerely,

Jonathan Doe

jonathan.doe@usm.edu
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

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.
- Provide a meeting and add a personal touch.
- Include the purpose for the reference letter.
- Provide a copy of your résumé.
- Provide 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

```plaintext
Subject: RE: 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@magedeasnews.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.
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. Because the CV can be several pages, you have more flexibility in what you include. It is not necessary to include personal information on a CV as it is on a résumé. Any personal information you include should be job-related. For example, you might include 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 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.
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 of need
• 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’s 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. 22)
• How has your education and experience prepared you for this job?

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.
• Address 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?

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.

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
• Religion
• Sex, Gender Identity or Sexual Orientation
• Pregnancy Status

Table Source: QuintCareers.com

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?

**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

**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.”

**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

**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.

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Again, thank you for the interview and your consideration.

Sincerely,

Jane Doe

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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.

ETIQUETTE TIPS

GREETING

- Always rise when introducing or being introduced.
- 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.
- Eat at the same pace as everyone else.
- Contribute equally to the conversation.
- Place your napkin on the seat if you must excuse yourself.
- 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.

STILL NERVOUS?

DO A MOCK INTERVIEW WITH ONE OF OUR EXPERTS!
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
- Vision/Dental Plans
- Prescription Plans
- Commute/Parking Costs
- Vacation/Sick Leave/Holidays
- Life Insurance
- Retirement or 401K
- Profit Share
- Tuition Reimbursement
- Overtime/Work Hours

*Depending on the benefits package, you might have more take home pay with better benefits and less salary. Use a budget sheet, and don’t forget taxes. Salary or er will be gross amount before taxes and other deductions.

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

CORPORATE SPONSORS
Cintas Corporation
Enterprise Holding
Sherwin-Williams

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About Our Organization

Hood Industries is a strong blend of wood manufacturing and distribution concerns with over 1,400 employees at locations in thirteen states along the east coast, southeast, and southwest United States.

Manufacturing Division

The foundation of Hood Industries lies in its manufacturing division which began in 1983 with the acquisition of a plywood mill in Beaumont, Mississippi. Another plywood mill and four lumber mills were added to form the manufacturing division of Hood Industries.

Distribution Division

To balance growth, two established wood distribution companies were acquired in 1995 and 1998 to form the distribution division of Hood Industries.

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www.HoodIndustries.com/careers
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For more information, contact
601.266.5576
Rick.Green@usm.edu

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ACADEMIC REQUIREMENTS
• Maintain a 2.5 GPA
• Two internships in a clinical setting after completion of course work

For more information, contact School of Health Professions
118 College Dr. #5122
Hattiesburg, MS 39406
601.266.5437 | usm.edu/health-professions
“As a former college athlete I appreciate that my success at Miskelly is a result of the effort I put in. The sky’s the limit.”

- Grant H

MSU

“THE CREATIVE ENVIRONMENT INSPIRES ME AND I LOVE THE OPPORTUNITY TO HELP PEOPLE FIND WHAT WORKS BEST FOR THEM.”

-Gabby M

USM

LOCATIONS IN JACKSON, MADISON, AND HATTIESBURG
FOR AVAILABLE POSITIONS, BENEFITS AND TO APPLY ONLINE, VISIT MISKELLYS.COM/CAREERS

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

Positions that require a Master’s Degree in Psychology, Social Work or other mental health related field include the following:
- Mental Health Therapist
- Behavioral Specialist
- School-Based Therapist
- Outreach/Aftercare Counselor
- Intensive Outpatient Therapist
- Psychiatric Nurse Practitioner

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

Please submit your resume to:
Region 8 MH Commission
Human Resources Coordinator
P.O. Box 88, Brandon, MS 39042
901-824-1642 | 1-844-824-0897 fax
careers@region8mhc.org

LOCATIONS IN JACKSON, MADISON, AND HATTIESBURG
FOR AVAILABLE POSITIONS, BENEFITS AND TO APPLY ONLINE, VISIT MISKELLYS.COM/CAREERS
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Cintas Management Trainee, Internship FAQs

Cintas’ Management Trainee and Internship programs are about more than just a training program. They are about career development, preparation for success and finding where you fit within our team. Throughout the programs, you will gain a renewed sense of purpose and will secure the tools to make a difference as an individual, in the community and at Cintas.

Management Trainee Program

What is a typical day?
Throughout your Management Trainee (MT) program, you will rotate through all aspects of the business to gain knowledge of each department from the ground up. You will have the opportunity to learn and experience departments such as Office, Service, Production/Warehouse and Sales.

Do I get paid?
The MT program is a full-time, salaried position with full benefits.

Is the entire MT program completed at the same location?
The program will be completed at the location you were initially hired. Should business needs arise, you may be asked to relocate to complete an assigned project or assigned to specific projects that require travel to other locations.

Will I be traveling during my MT program?
You will be asked to attend training courses at Cintas headquarters in Cincinnati, Ohio. If additional training and development courses are scheduled outside of your location, you may be asked to travel.

How long is each rotation?
Each rotation is three to five months typically, depending on the division and business needs.

Who oversees my development during the MT program?
The General Manager does. You will be assigned a mentor on your first day, who is a current or former MT. We recommend having a mentor throughout your career, starting in the MT program.

In addition to the hands-on training from the MT program, what additional opportunities are there for professional development?
You will complete trainings that include, Meticulous Hiring, Core Course, Green Belt, Sales Training and Diversity and Inclusion training. Beyond trainings throughout your career, you will also have professional development conversations with your direct supervisor at least one time per quarter.

Am I placed after the MT program or is there a chance I could be let go after the program?
You will work with local and regional leadership to identify what path would be best for you once you graduate the program.

Can I move geographically after the MT program?
MTs will work with local and regional leadership to determine relocation options. Additionally, you will create a profile in our Talent Management System identifying your willingness to relocate in and which location.

Intern Program

How long is the intern program?
8 to 12 weeks

Do I get hired full time after my intern program?
Upon completion of your intern program, you may meet with the General Manager to determine potential MT positions to which you can apply.

Becoming a Cintas Employee-Partner

What is included in the benefits package for the MT program?
Health care benefits, basic life and accidental death and dismemberment (AD&D) insurance, short-term disability, partners plan 401(k), profit sharing, employee stock ownership, paid time off.

What is vacation/PTO time?
New partners receive 80 hours of prorated paid time off (PTO) based on the length of service employed during their first fiscal year. A year is defined as the Company’s 12-month fiscal period, beginning June 1 and ending May 31 each year. Partners will be eligible for 120 hours of PTO after two years of service.
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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