MEET THE STAFF

RUSTY ANDERSON
Director

KATHY KILLAM
Assistant Director

MARY MANER
Assistant Director
Gulf Park Campus

MARY BEARD
Manager, Career Counseling

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Career Counselor

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Office Manager

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Information Specialist

TATE WILLIAMS
Marketing Specialist

AKIM GILLIAM
Coordinator, Job Location and Development

ELYSSA KLIPSCH
Director, Center for Pathway Experiences

AMY YEEND
Assistant Dean, Professional Development and Career Success for the College of Business and Economic Development

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

OUR SERVICES
CAREER EXPLORATION
• Choose a major
• Explore career options
• Career consultations
• Online career assessment tools

JOB SEARCH PREPARATION
• Résumé development
• Cover letter writing
• Interview practice
• Networking tips
• Employer research

CONNECT WITH EMPLOYERS
• Handshake
• Career and Job Fairs
• On-campus job interviews
• Pathway Experiences (internships, etc.)
• Student Employment (off-campus jobs)

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.
Stop by the office in Hardy Hall, room 240.

SIGNATURE EVENTS
• Career Fairs
• Teacher Job Fair
• Etiquette Dinner
• Experience Business Casually
• Meet the Firms
• Part-time and On-campus Job Fair

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

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 conduct. It may not be what you think, and you can be given an XF on your permanent record for “failure due to academic misconduct” if you break the rules. Read the policy on the provost’s website and be very careful to follow it!

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

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!

A big thank you to Rusty Anderson and Career Services for helping me craft a résumé that resulted in a job that is a great fit for me. The improved content of my résumé helped showcase my experience in a way that allowed me to get a job that was more than I had hoped for. Please let them help you! You will be happy you did.

Career Services is an underutilized asset available to students. As a young adult and a non-traditional student, I was able to refine and capitalize on the skills I already possessed throughout the years. One of the career counselors, Andrew Hatch, advised me on a constant basis on how to highlight my strengths, but he also challenged me on how to develop my weaknesses regarding a résumé and a cover letter. We met several times, sometimes once a week, and he guided me through the entire process. If I could offer advice, it would be don’t wait until your senior year before you visit Career Services. There is something to help you in every stage. Always attend Career Fairs; connections are EVERYTHING. Always dress to impress, prepare your elevator pitch, and be yourself. Use the O’NET website because it will help you sort through career letters and résumés. Meet with them frequently, keep them posted, and always ask questions.

Career Services is one of the most helpful and interactive campus resources. I had one session with Ms. Klipsch, and together we created my first professional résumé that helped me secure my first job. Career Services also has the best career counselors that ensure you are moving in the right direction for any career goal. At the staff is so kind and supportive. They are dedicated to helping you achieve your full potential as a student and beyond college!
**4-YEAR PLAN**

### FRESHMAN
- Visit Career Services for help choosing a major and exploring options.
- Create or update your resume with help from Career Services.
- Explore student organizations and join one or two.
- 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.
- Identify appropriate technology for completing specific tasks.
- Navigate change and be open to learning new technologies.
- Communicate in a clear and organized manner so that others can effectively understand.
- Make decisions and solve problems using sound, inclusive reasoning, and judgment.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Identify areas for continual growth while pursuing and applying feedback.
- Collaborate with others to achieve common goals.
- Identify appropriate technology for completing specific tasks.
- Maintain a positive personal brand in alignment with organizational and personal career values.
- Act equitably with integrity and accountability to self, others, and the organization.
- Actively contribute to inclusive and equity-minded decisions.
- Seek global cross-cultural interactions and experiences that enhance one’s understanding of people from different demographic groups and that leads to personal growth.
**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. Refer to page 10 to learn more about the online resources Career Services offers.

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!

**Discover**

**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).

**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.

**TIPS AND ADVICE**

“Graduate school is tough, but you will get into a rhythm that works best for you. It is important to engage in self-care because it is easy to burn yourself out with all of the responsibilities on your plate. Also, don’t be afraid to ask for help. If you find yourself needing help with job preparation (e.g., creating a résumé or practicing for a job interview), then don’t hesitate to reach out to Career Services for assistance!”

**Hailee Buras, Class of 2022**

“'When it comes to finding and fulfilling your purpose in life, be kind to yourself. Sometimes finding that thing that will give your life meaning takes practice. Some passions or interests may not be discovered until you accumulate experiences and gain awareness of yourself, your values, your interests, and your strengths. So, don’t be afraid to try. You may do something unexpected and find yourself in the middle of the very thing you never knew you always wanted to do! Having a plan is great, but don’t be afraid to let experience be your teacher because the lessons you learn could prove invaluable for putting you on the path to achieving your dream!”**

**Nikkie Bailey, Class of 2023**

**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/preprofessional.
- Determine if interviews are required for the program of interest, and seek preparation assistance from Career Services or preprofessional advisors.
- Write your personal statement, if required, and have it reviewed by the Writing Center staff or a faculty mentor.

**Application Process**

- Meet all application deadlines for admission and assistantships.
- Have your résumé or CV reviewed by Career Services.
- Follow up with references to verify timely submission of applications.
- Track your applications before the deadline, and add documents as necessary to completion.
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.
- Search thousands of job opportunities daily through the online database system.
- Try for on- and off-campus part-time jobs, work study, internships, co-ops, and full-time positions.
- Explore local and nationwide companies.
- View and register for career events.
- Receive personalized job recommendations based on major and interests.
- Create and save specific job searches.
- Receive quality feedback from a career counselor in our office.
- 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.
- Upload documents (résumé, cover letter, etc.) to your profile for easy applying.
- Prepare for interviews.
- Search for jobs.
- Network with employers.
- Receive personalized job recommendations based on major and interests.
- Create and save specific job searches.
- Set up email notifications when new opportunities are posted.
- Search for on- and off-campus part-time jobs, work study, internships, co-ops, and full-time positions.
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- Receive personalized job recommendations based on major and interests.
- Create and save specific job searches.
- Set up email notifications when new opportunities are posted.
WHY YOU SHOULD VISIT
- Get personal assistance from the 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 STUDENT EMPLOYMENT WORK?
Student Employment is located within Career Services. Below are two options for using this service:
1. Visit Handshake to search for off-campus, part-time job opportunities.
2. Schedule an appointment with the coordinator for guidance on navigating employment opportunities that best suit you.

When you schedule an appointment, you can also receive help with other aspects of the job search process, such as the following:
- Résumé preparation
- Cover letter review
- Interviewing techniques

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?
FIND: Schedule one-on-one appointments with a staff member to discuss goals and strategies on using online resources.
FUND: Review Pathways Summer Scholarship Program. Apply in the GO System.
FINISH: Participate in the Pathway Reflection to receive a free graduation cord to wear at Commencement.

TOGETHER EVERYONE ACHIEVES MORE
- Smoother process through defined roles and objectives
- Less reliance on management
- Support network
- Encourages motivation
- Ability to negotiate and manage conflict
- Boosted productivity and improved morale
- More people = greater ideas

MAKE SURE TO ALWAYS FOLLOW UP WITH THE EMPLOYER.
(See our follow-up instructions on page 43).

SCAN HERE OR VISIT OUR WEBSITE AT USM.EDU/CAREER-SERVICES/
STUDENT-EMPLOYMENT.PHP.

McLemore Hall 125
Monday-Friday, 8 a.m.-5 p.m.
601.266.4153
@USMSTUDENTWORK
@USMSTUDENTWORK

USM.EDUCAREER-SERVICES 13
DEVELOP YOUR BRIEF INTRODUCTION. PRACTICE IT, AND BE READY TO DELIVER IT. REFER TO PAGE 21 TO LEARN ABOUT CRAFTING YOUR 60-SECOND ELEVATOR PITCH.

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

RESEARCH COMPANIES OF INTEREST (Focus on its mission statement, values statements, and brief history, as well as its products, goods, or services.)

PREPARE EACH 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 with which employer(s) you want to connect 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 Fairs, visit usm.edu/career-services/online-resources. 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? What is the application process? Are you the recruiter for hiring? Can I give you my résumé? What types of things can I do while in school to make myself more competitive in your job market?

Seymour’s Career Closet is a new program on the Southern Miss Hattiesburg campus which allows students to shop for FREE professional clothing in preparation for job interviews, internships, networking events, etc. Staffed by volunteers and open by appointment only, the closet has provided professional attire to numerous USM students, who now have one less thing to worry about going into a big interview.

Students have a variety of clothes, shoes and accessories to choose from. Students who select clothing from the closet will have to present a student ID, but no other questions will be asked.

When they are done, a local dry-cleaning business, Town and Country Cleaners, will provide a free dry-cleaning service for any outfit a student brings in from the closet.

Donations to the closet and appointments to pick up items from the closet may be made by emailing sustainability@usm.edu. Seymour’s Career Closet is located on the first floor of Bolton Hall. This program is brought to campus by the Graduate Student Senate, Office of Sustainability, and the Division of Student Affairs.

PROFESSIONAL
- Wear solid, dark, or neutral colors with light colors underneath.
- Don’t wear stripes or bright prints/colors.
- Suit jacket and pants/skirt should be matching colors.
- Wear closed-toe dress shoes.

BUSINESS CASUAL
- Wear nice pants, skirts, or dresses.
- Skirts and dresses should be knee-length.
- Ties are optional.
- Don’t wear jeans, shorts, or athletic apparel.
- Wear closed-toe flats, boots, or shoes.

GENERAL RECOMMENDATIONS
- Clothes should be tailored, in good condition, and wrinkle/lint-free.
- Hair should be well-groomed.
- Jewelry should be moderate, and fragrances should be mild.
- Belts should match color of attire and shoes.

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

SEYMOUR’S CAREER CLOSET
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

- 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 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.
- 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.

SAMPLE EMAIL

SUBJECT: JOB SHADOWING

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

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

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

I look forward to hearing from you at your earliest convenience. I can be reached via email at Roxanne.Jones@usm.edu or by phone at 228.123.4567. Thank you for your time and consideration.

Best regards,

Roxanne Jones

BUILDING A PORTFOLIO

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

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

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

- **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

PHYSICAL AND ONLINE PORTFOLIOS

- **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.**

- **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 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.**
- **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.**

- **SAMPLE EMAIL**

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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
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.

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

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

55% have reconsidered 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.
  • 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 a background picture identifying your work or university.

2. SUMMARY SECTION
Write your summary in first person (i.e., use “I” not “he/she”). Use keywords that describe you and what you do rather than a job title. For example, if you are skilled in graphic design and want a career in that area, you might include the words “graphic designer” (how you want to be found on LinkedIn) in your summary instead of “student” (your title). Where possible, include your keywords in other areas of your profile as well, so that you come up in searches of recruiters looking for job candidates with your competencies and 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 or commitment to your field/area of study
4. What is your goal, and what do you want to accomplish?

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

LINKEDIN ETIQUETTE

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 onetonline.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!

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 or 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

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 Fairs.

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.

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.

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.

RÉSUMÉ GUIDELINES

Every résumé should have the following: education, experience and involvement (at a minimum).

REQUIRED INFORMATION

EDUCATION
- 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
- Relevent 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
- 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

RELATED COURSEWORK
- 2-6 course titles related to major

SKILLS
- Succinct descriptions of most relevant leadership roles
- Skills related to major or potential jobs
- Computer skills for technical majors
- Languages (list proficiency levels)

RESEARCH EXPERIENCE
- Relevant topical papers
- Relevent topical papers

Fyi: On your résumé, your name should be 18-20 pt. font. The rest of the résumé should be 10-12 pt. font.
Strong résumés have strong verbiage. Use our action word list to help your résumé stand out.

**EXAMPLES OF ACTION WORDS THAT DESCRIBE YOUR FUNCTIONAL SKILLS**

- **COMMUNICATION**
  - Spoke
  - Addressed
  - Advertised
  - Reported
  - Referred
  - Recruited
  - Reconciled
  - Publicized
  - Presented
  - Negotiated
  - Moderated
  - Marketed
  - Listed
  - Lectured
  - Interviewed
  - Interpreted
  - Influenced
  - Furnished
  - Formulated
  - Expressed
  - Explained
  - Enlisted
  - Elicited
  - Edited
  - Drafted
  - Described
  - Defined
  - Corresponded
  - Convinced
  - Conveyed
  - Contacted
  - Consulted

- **HELPING**
  - Advocated
  - Assisted
  - Cooperated
  - Counseled
  - Educated
  - Ensured
  - Expedited
  - Familiarized
  - Furthered
  - Helped
  - Insured
  - Interviewed
  - Prevented
  - Provided
  - Rehabilitated
  - Represented
  - Simplified
  - Supplied
  - Supported
  - Volunteer

- **LEADERSHIP**
  - Administered
  - Analyzed
  - Appointed
  - Approved
  - Assigned
  - Authorized
  - Chaired
  - Condensed
  - Considered
  - Consolidated
  - Controlled
  - Converted
  - Coordinated
  - Created
  - Delegated
  - Developed
  - Directed
  - Distributed
  - Integrated
  - Managed
  - Merged
  - Motivated
  - Organized
  - Originated
  - Oversaw
  - Planned
  - Prioritized
  - Produced
  - Recommended
  - Replaced
  - Restored
  - Scheduled
  - Secured
  - Selected
  - Streamlined
  - Strengthened
  - Supervised
  - Transformed

- **ORGANIZATION**
  - Catalogued
  - Categorized
  - Classified
  - Codified
  - Compiled
  - Created
  - Developed
  - Directly
  - Distributed
  - Disciplined
  - Executed
  - Exported
  - Handled
  - Headed
  - Helped
  - Hosted
  - Improved
  - Implemented
  - Led
  - Managed
  - Merged
  - Motivated
  - Organized
  - Originated
  - Oversaw
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  - Recommended
  - Replaced
  - Restored
  - Scheduled
  - Secured
  - Selected
  - Streamlined
  - Strengthened
  - Supervised
  - Transformed

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

- **TECHNICAL**
  - Adapted
  - Adjusted
  - Applied
  - Assembled
  - BUILT
  - Calculated
  - Compared
  - Conserved
  - Constructed
  - Designed
  - Determined
  - Engineered
  - Estimated
  - Established
  - Controlled
  - Distributed
  - Directed
  - Developed
  - Supervised
  - Monitored
  - Obtained
  - Ordered
  - Processed
  - Purchased
  - Recorded
  - Registered
  - Reserved
  - Responded
  - Reviewed
  - Routined
  - Screened
  - Served
  - Submitted
  - Supplied
  - Updated
  - Validated
  - Verified

- **RESEARCH**
  - Analyzed
  - Clarified
  - Collected
  - Compared
  - Conducted
  - Detected
  - Determined
  - Diagnosed
  - Evaluated
  - Examined
  - Experimental
  - Explored
  - Extracted
  - Gathered
  - Identified
  - Inspected
  - Interpreted
  - Invented
  - Investigated
  - Located
  - Measured
  - Researched
  - Reviewed
  - Search
  - Solved
  - Studied
  - Summarized
  - Surveyed
  - Systematized

- **FINANCIAL**
  - Adjusted
  - Allocated
  - Authorized
  - Authorized
  - Chaired
  - Condensed
  - Considered
  - Consolidated
  - Controlled
  - Converted
  - Coordinated
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  - Planned
  - Prioritized
  - Produced
  - Recommended
  - Replaced
  - Restored
  - Scheduled
  - Secured
  - Selected
  - Streamlined
  - Strengthened
  - Supervised
  - Transformed

- **SYSTEMS**
  - Analyzed
  - Automated
  - Balanced
  - Budgeted
  - Corrected
  - Counted
  - Estimated
  - Prepared
  - Reduced
  - Regulated
  - Retrieved
  - Revised

- **RÉSUMÉ HEADING SAMPLES**

JANE DOE
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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

Summer 2020

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

Human Biology Teaching Assistant
- Explained scientific concepts, coordinated social programs, and counseled a building of over 300 students

Student Academic Tutor
- Helped patients feel more comfortable during their stay by visiting and bringing them newspapers and other items

Conference Services, The University of Southern Mississippi
[Summer 2020]

Summer Conference Assistant
Promoted the University by communicating effectively with hundreds of summer camp guests

LEADERSHIP AND INVOLVEMENT
Member, National Student Speech-Language Hearing Association
- Participated in events with The Children's Center and the DuBard School
- Attended Mississippi Speech-Language-Hearing Association Conference

Team Captain, Magee Dixie Youth Program, Magee, MS, June – August 2022
- Participated in leadership roles, such as pitching, catching, and managing the team

Secretary, Kappa Delta Sorority
- Managed communications with all members
- Assisted in editing articles

CAMPUS INVOVEMENT
Magee Daily News, Magee, MS, June – August 2022
- Writer/Reporter
- 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 2021
- 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 2020
- 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 AWARDS
- Luckyday Scholar, May 2022 (120 selected from 1,200 applicants)

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

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

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 2026

EXPERIENCE:
Writer/Reporter
Magee Daily News, Magee, MS
June – August 2022
- 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 2021
- 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 2020
- 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 AWARDS
Luckyday Scholar, May 2022 (120 selected from 1,200 applicants)

ACTIVITIES:
- Rotary Club Scholarship, May 2022
- National Honor Society, 2016-21
- Newspaper Editor, Magee High School, 2020-21
- Vice President, Senior Class, 2020-21
- March of Dimes and United Way Volunteer (more than 150 hours)

Call Career Services to get your résumé critiqued. // 601.266.4153
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 2022
GPA: 3.49  President's List (two semesters)
Asian Studies Program  Summer 2021
Bloomberg Certified in Equity Essentials and Fixed Income Essentials  2020
Microsoft Excel 2013 Certified  2019

SPECIAL PROJECTS
• Financial Management Association C-Suite Symposium, Hattiesburg, MS, Fall 2019 – 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 2018 – 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 2020
• 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 2018–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  Hattiesburg, MS
Bachelor of Science in Biological Sciences  December 2022
Minor: Spanish
GPA: 3.5
Jones College  Ellisville, MS
Associate of Applied Science  May 2020
GPA: 3.25

UNDERGRADUATE RESEARCH
The University of Southern Mississippi  Hattiesburg, MS
“Study of Viral Immunology Testing”  January 2020 – Present
Undergraduate Research Assistant
School of Biological, Environmental and Earth Sciences

The University of Southern Mississippi
“Bactericidal Properties of Lactoferrin”  August 2019 – Present
Undergraduate Research Assistant
School of Biological, Environmental and Earth Sciences

RELATED EXPERIENCE
Hattiesburg Clinic  Hattiesburg, MS
Internship | 65 Hours  May 2020 – August 2020
• 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 2019 – May 2020
• Answered and transferred incoming telephone calls to correct personnel
• Assisted with making copies and accurately filed documents
Sweet Peppers  Hattiesburg, MS
Waiter/Cashier  June 2017 – August 2019
• 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  December 2022
Bachelor of Science in Public Health
Major: Health Policy and Administration, GPA: 3.52
President’s and Dean’s List Scholar
Worked 40 hours per week as a full time student while maintaining a strong GPA

Work Experience
Store Manager, Smoothie King, Gulfport, MS  June 2018 – Present
• Started with Gulfport location as a team member; promoted to store manager at new location
• At national conference in 2016, Gulfport location was recognized for Kings Club, a designation acknowledging profit of $500,000 achieved at this store
• Exceeded quarterly goal of increasing profits by 13% within the first quarter of 2018
• 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 2017 – August 2017
• Assisted the camp director with the overall leadership of guiding, training and assembling individual teams with organized choreography and training 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 2019 – 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

TAKE ACTION: FIND YOUR JOB USM.EDU/CAREER-SERVICES
PROFESSIONAL EXPERIENCE
MARKETING INTERN / SUMMERS OF 2018 AND 2019 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 2017 - PRESENT
• Vice President of Member Education: Guided new members through initiation process, planned events and served as mentor
• Songfest Chair
LUCKYDAY CITIZENSHIP SCHOLAR / FALL 2017 - PRESENT
• Competitive community service-based scholarship
LAMBD P ETA / SPRING 2020 - PRESENT
• Honor Society for Communication Studies
EAGLE CONNECTIONS / FALL 2019 and 2020
• Recruited prospective football athletes to attend USM, guiding them through a USM home game experience
GOLDEN EAGLE WELCOME WEEK / FALL 2018 and 2019
• 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

SOFTWARE SKILLS
InDesign Photoshop Illustrator Dreamweaver JavaScript

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

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 2022
GPA: 3.8

STUDY ABROAD – BRITISH STUDIES PROGRAM SUMMER 2020
• 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

INvolVEMENT
STUDENT WORKER / JANUARY 2020 - 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

EMPLOYMENT
STUDENT WORKER / JANUARY 2020 - 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
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 doubtful words, such as “hope,” “think,” “feel,” or “believe.”
10. Do not plagiarize. Use your own words.
11. PROOFREAD CAREFULLY!

Opening Paragraph

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

Middle Paragraph(s)

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

Closing Paragraph

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

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.

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 [Position and Last Name], such as “Dear Director Jones” or “Dear Manager Jones.” Avoid using gender if possible. Always use a colon (:) after the salutation and not a comma.

Sample

Dear Director 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

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.
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.
- 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**

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

Keep your reference list updated on your job search.
FEDERAL RÉSUMÉ GUIDELINES

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

TIPS TO HELP YOU SUCCEED IN WRITING YOUR FEDERAL RÉSUMÉ

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

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

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

4. UNDER EACH JOB EXPERIENCE, LEAVE ROOM TO TELL ABOUT ACCOMPLISHMENTS.
   In other words, tell about how you contributed to making each experience better. Did you increase sales by a certain percentage? Decrease complaints on your shift? Earn the “Employee of the Month” award? Human Resources personnel will want to know if you have the potential to lead and make improvements in the government position for which you are applying.

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.

6. CRAFT IT SKILLFULLY.
   Make your federal résumé count. Craft it skillfully.

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, 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.

38 • CAREER SERVICES • TAKE ACTION. FIND YOUR JOB

USM.EDU/CAREER-SERVICES • 39
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.

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’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. 2)
- How has your education and experience prepared you for this job?

Step 3: Practice!

How Do I Practice?
- Use Big Interview on the Career Services website under Online Resources.
- Schedule a mock interview with one of our career counselors.

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?

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
- Disability
- Age or Genetic Information
- Citizenship
- Marital Status or Number of Children

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

Table Source: QuintCareers.com
HOW TO RESPOND TO ILLEGAL INTERVIEW QUESTIONS

Questions not related to the job duties and responsibilities can be challenging, especially those that relate to personal areas of one’s life. First, you must decide if you want to answer the question. You are not required to answer.

One approach is to remain calm and respond with an answer related to the job duties. You can decide later if this is a company of interest.

EXAMPLES:

“Do you have plans for marriage and starting a family?” Answer: “If you are concerned if I can meet the time and attendance of the job duties, I am confident in my abilities to meet and exceed your expectations.”

“Will you need personal time for particular religious holidays?” Answer: “As I understand the job requirements, and attendance of the job duties, I am prepared to perform the job as presented.”

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

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?

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?

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**

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

TIP 5
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.
- To give yourself some time to decide, your response could be, “Thank you for this offer. You have given me plenty to think about. According to your timeline, when would you like my final decision?”

TIP 6
CONSIDER THE COSTS AND BENEFITS BEYOND SALARY.
- Health Care Plans
- Vision/Dental Plans
- Prescription Plans
- Commute/Parking Costs
- Vacation/Sick Leave/Holidays
- Life Insurance
- Retirement or 401K
- Profit Share
- Tuition Reimbursement
- Overtime/Work Hours
- Cost of Living in Offer Location
- Relocation Assistance/Signing Bonus

*Depending on the benefits package, you 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.

TIP 7
ONCE YOU’VE ACCEPTED.
- Once an offer is accepted, notify any companies as necessary and conclude your job search.
- Don’t forget to thank those involved in your hiring process.
Peer Career Ambassadors (PCA) are a group of undergraduate students who are trained to serve in an outreach role promoting resources, programs, and events throughout the academic school year to students on behalf of Career Services. As an ambassador, students have the opportunity to develop professional skills, make valuable connections, and obtain up close access to all of Career Services’ resources. This is a great way for students eager to get involved on campus to elevate themselves to the next level to prepare for their future. The goal of PCA is to develop a partnership of mutual reward between Career Services and its student ambassadors. Career Services gains wonderful representatives to connect with the student population and general campus community by promoting resources. In turn, student ambassadors gain knowledge, skills, and experience to build their portfolios and extend their professional reach through exposure as an ambassador.

WHAT IS DIVERSITY, EQUITY, AND INCLUSION (DEI) IN THE WORKPLACE?

Diversity is the presence of differences within a given setting. In the workplace, that can mean differences in race, ethnicity, gender, gender identity, sexual orientation, age, and socioeconomic class.

Equity is the act of ensuring that processes and programs are impartial, fair, and provide equal possible outcome for every individual.

Inclusion is the practice of ensuring that people feel a sense of belonging in the workplace.

REVIEW BENEFITS
Organizations’ policies can reveal a lot about how much they value inclusion, for example, providing maternity leave or family leave benefits that include all parents.

- Floating holidays
- Leave for all parents
- Family-building benefits
- Diverse healthcare providers
- Gender-affirming benefits

QUESTIONS TO ASK
- I see diversity is listed in the company’s values. Can you share some examples of how you promote it?
- How is diversity shown to be an important value at this company?
- Does the company offer managers training on diversity, equity, and inclusion?
- What does the company do to help ensure inclusion?

Career Services is one of the most beneficial resources that USM has to offer. They help with everything, such as résumé-building, mock interviews, exploring pathways, finding internships/jobs, and so much more. I have had the privilege to serve as a Peer Career Ambassador, and I am so thankful for the valuable connections and insight I have gained from it. I encourage everyone to make an appointment with the amazing staff at Career Services for any of your needs! 

JENNA MYERS
Class of 2024
THANK YOU
TO OUR SPONSORS AND CORPORATE PARTNERS!

Browse through these ads to explore companies who love hiring Southern Miss students!
SMTT!

CORPORATE PARTNERS:
Sherwin-Williams + Enterprise Holdings

WE GIVE YOU THE BLANK SPACE TO CREATE YOUR CAREER

Here, there’s no one path to success. We encourage our employees to bring their energy and unique perspective to each new day. We believe in careers that grow with you and open up new opportunities. With the support of a global team, you can innovate, grow, and discover a career where you can Let Your Colors Show.

WE’RE HIRING!
MANAGEMENT SALES TRAINING PROGRAM AND SUMMER INTERNSHIPS AVAILABLE.

Grow it faster with us

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

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Equal Opportunity Employer/Disability/Veterans

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Your career

Grow it faster
with us

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

Now hiring Management Trainees: careers.enterprise.com

Equal Opportunity Employer/Disability/Veterans
SCHOOL OF LIBRARY AND INFORMATION SCIENCE
100% Online | American Library Association Accredited Library and Information Science MLIS

Degrees and Programs
- Bachelor of Arts in Library and Information Science
- Undergraduate minor
- Master of Library and Information Science (Optional School Licensure)
- Graduate Certificate in Archives and Special Collections
- Graduate Certificate in Youth Services and Literature

What Can You Do with a LIS Degree?
Graduates are prepared to work in a variety of information environments using people skills, problem-solving skills, and their ability to organize, access and evaluate information.
- K-12 School Librarian
- Information professional in public libraries, academic libraries, or museums and archives.

Consider serving as a mentor and help Golden Eagles chart successful paths to the Top!

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The PLC Program is designed for freshmen, sophomores and juniors. Freshmen and sophomores utilize two summer breaks from college, and attend two six-week training sessions at Officer Candidate School (OCS) in Quantico, Virginia. Juniors attend one 10-week training session during the summer prior to their senior year. Training takes place entirely during the summer. There are no requirements or obligations during the school year. This enables you to focus entirely on your studies in the pursuit of the degree of your choice. Candidates who complete OCS and their bachelor’s degree will be offered a commission as a Second Lieutenant in the Marine Corps.

WHAT ARE SOME OF THE FEATURES?
- No active duty requirements if dis-enrolled from the program
- No on-campus training. ROTC drills, reserve meetings, uniforms
- $1575-$3150 per school year education assistance is available under the Financial Assistance Program (FAP)
- $5200 per school year education assistance is available under the Marine Corps Tuition Assistance Program (MCTAP)
- Flight school guarantee available to qualified applicants

WHAT ABOUT PAY?
- During the six-week training sessions you will earn approximately $3500 ($5000 for the ten week session). The Marine Corps pays for the cost of travel to and from OCS, as well as room and board while there.
- Starting salary for a Second Lieutenant is approximately $65,000 to $80,000 annually (including the Basic Allowance for Housing stipend (BAH) and other forms of direct compensation)
- You will make $95,000 to $115,000 annually, depending on job and duty location, after about four years of regular raises and promotion to the rank of Captain

OFFICER SELECTION
STATION BATON ROUGE
5555 Hilton Ave.
Suite 202
Baton Rouge, LA 70808
(225) 806-5162
luke.egloff@marines.usmc.mil
https://www.marines.com/becoming-a-marine/officer.html

United States
Marine Corps
Officer Program

Basic Qualifications:
- Upstanding, competitive & physically fit men or women between 18 and 28 years of age
- Must be a U.S. Citizen.
- Currently enrolled full time (12 credits or more)
- Students in two-year colleges can sign a letter of intent to later transfer to a four-year university
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- Must be physically qualified

Contact
Captain Egloff for more information regarding the United States Marine Corps Officer Programs

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- Psychiatric Nurse Practitioner

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- Community Support Specialist

For more information, please contact:
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Human Resources Coordinator
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**Students in the Spotlight**
- "Before taking STEM education, I wasn’t sure what direction I wanted to take following graduate school and if academia was right for me. Not only has this course increased my interest in continuing a career in education, it has also changed how I approach my own research and mentoring strategies in lab/classes." - Hannah George, PhD candidate, USM Polymer Science and Engineering Program
- "I have learned that there are a myriad of social, political, and personal processes that go on in the classroom environment that I had not been aware of before." - Lina Ghanbari, PhD student, USM Polymer Science and Engineering Program

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Our faculty have well over 100 combined years of experience and have authored over 60 articles on STEM education theory and practice. They also always have time for our students, offering one-on-one mentoring and personalized course options to meet specific student needs.

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On the banks of the beautiful Bayou DeSiard in Monroe, Louisiana, sits the state’s first and only college of osteopathic medicine, the Edward Via College of Osteopathic Medicine (VCOM). VCOM-Louisiana is inspired by its mission to bring physicians to rural and medically underserved communities in the Delta region.

Our mission is further enhanced by a strong public/private partnership with the University of Louisiana Monroe (ULM). This partnership includes activities for our students, collaborative research with ULM faculty, sports medicine training, as well as interprofessional education alongside ULM health sciences students.

Our beautiful new state-of-the-art 90,000-square-foot building with its 10-acre campus welcomed its first class of students in 2020 and currently has a total student body of more than 300.

Visit us online to find out how we are inspired to make a difference in Louisiana and Delta communities.
About Our Organization

Hood Industries is a strong blend of wood manufacturing and distribution concerns with over 1,400 employees at locations in fourteen 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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