MEET THE STAFF

WHO WE ARE

We are a team of professionals dedicated to helping you succeed in your career. In addition to career counseling, we help you find jobs today that prepare you for a job after graduation. We help build your résumé and cover letters, practice interviews, and ultimately find your first job.

CAREER SERVICES

RUSTY ANDERSON
Director

MARY BEARD
Manager, Career Counseling

TERESA ODOM
Information Specialist

KATHY KILLAM
Assistant Director

KRISTIE FOWLER
Career Counselor

CINDY WALKER
Administrative Specialist

AMY YEEND
Assistant Dean of Academic and Career Services

LISA STEVENS
Director, Center for Pathway Experiences

JONA BURTON
Gulf Park Campus - Assistant Director of Career Services

PAIGE JONES
Marketing Specialist

HOW WE CAN HELP YOU

Discover Your Career

- Choose a major
- Explore career options
- Find your career path

Find Your Job

- Résumé tips and critiques
- Cover letter review and advice
- Interview preparation and practice
- Employer research strategies
- Networking tips

Connect to Employers

- Internships
- Jobs for Eagles
- Career Fairs
- Teacher Job Fairs
- On-campus interviews

Online

- Resources (throughout the book)
- Jobs for Eagles (powered by Handshake)

LETTER FROM THE DIRECTOR

The Career Services staff and I are excited about our new Career Guide, and we’re ready to help you succeed. We help students explore career and academic interests, search for part-time employment, facilitate full-time career employment opportunities, and host a variety of campus Career Fairs and events.

Our experts provide you with resources to be successful in each of these areas. I encourage you to come see our staff to make your transition from college to career as smooth as possible.

Our services are FREE and available to all students enrolled in a degree program, as well as alumni.

The Career Guide is made possible through advertising within the guide. Many of the organizations advertising within this guide hire for part-time, full-time and internship opportunities.

I encourage you to browse through the companies listed and aggressively seek career opportunities or internships with these organizations. Feel free to meet with our staff to learn more about connecting with these companies.

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

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

GARRETT MINTA, Class of 2018

Career Services and Mr. Anderson helped me identify my strengths and opened my eyes to what jobs and careers were available. The Career Services team showed me how to sharpen my résumé and prepared me for interviews. With their help, I was able to parlay my degree and skills into a great first job that set a solid foundation for my career.

JAROD SAUCIER
Model Risk Manager at Trustmark Bank
Class of 2008

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

JOHNNY DALE BRUMFIELD JR.
Class of 2016

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!

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

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

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!

ADVICE FROM THE VICE PROVOST FOR ACADEMIC AFFAIRS: DR. AMY MILLER
# Four-Year Plan

## Freshman

<table>
<thead>
<tr>
<th>Visit Career Services</th>
<th>From your first day on campus, we’re here to help. We’ll help you choose a major and figure out what career options you have with that major.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend Career Fairs</td>
<td>Meet employers, build relationships and explore potential career options. Find a part-time job or internship.</td>
</tr>
<tr>
<td>Activate your Jobs for Eagles Account</td>
<td>Apply for part-time jobs, internships and eventually full-time jobs.</td>
</tr>
<tr>
<td>Learn About Available Academic Resources and Support Services</td>
<td>Locate all of the resources available to you. You have access to the Writing Center, the Speaking Center, the Math Zone, First Year Initiative, Student Counseling Services, Student Health Services, the Office for Disability Accommodations and Student Support Services.</td>
</tr>
<tr>
<td>Meet with Your Academic Advisor</td>
<td>Map out your educational path and choose courses. If you have more than one major or minor, or if you are a member of the Honors College, meet with your advisor in each area.</td>
</tr>
<tr>
<td>Join Campus and Community Organizations</td>
<td>Select one or two organizations the first year but no more than two. Begin networking and building professional relationships.</td>
</tr>
<tr>
<td>Start Off with and Maintain a Strong GPA for Your Academic Success</td>
<td>Southern Miss to the Top!</td>
</tr>
</tbody>
</table>

## Sophomore

<table>
<thead>
<tr>
<th>Visit Career Services</th>
<th>Clarify career options with your major and begin building your résumé. Attend Career Services events and learn more about professionalism.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue to Tweak Your Academic and Career Plans</td>
<td>After solidifying your major, enroll in a variety of courses to explore careers and obtain transferable skills.</td>
</tr>
<tr>
<td>Increase Activity in Student and Community Organizations</td>
<td>Be active in student and community organizations. Drop by the Office of Leadership and Student Involvement to learn more about the hundreds of organizations.</td>
</tr>
<tr>
<td>Seek Leadership Roles</td>
<td>Leadership skills are vital to your success. Gain roles throughout campus organizations.</td>
</tr>
<tr>
<td>Identify Mentors and Acquire Career-Related Work Experience</td>
<td>Job shadow, speak with professionals in careers of interest, and attend Career Fairs. Find a part-time job, co-op or internship in your career field.</td>
</tr>
<tr>
<td>Explore Options in Taking Your Education to the Next Level</td>
<td>Consider studying abroad. Start investigating plans for graduate school.</td>
</tr>
</tbody>
</table>

## Junior

<table>
<thead>
<tr>
<th>Visit Career Services</th>
<th>Update your résumé and attend Career Services events to learn more about the “real world.”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule a Practice Interview and Monitor Your Jobs for Eagles Account</td>
<td>Interviews are tricky and take ample practice. Schedule a mock interview with us, and we’ll give you positive critique.</td>
</tr>
<tr>
<td>Make Sure You Know Which Jobs Are Available in Your Chosen Field</td>
<td>Re-evaluate your academic and career plans. Make sure you are on the right track with classes and gaining field experience.</td>
</tr>
<tr>
<td>Participate in Internships/Co-ops, Career Fairs and Networking Events</td>
<td>Employers want to hire people with field experience. Make sure you are gaining those quality experiences.</td>
</tr>
<tr>
<td>Join Student and Professional Associations</td>
<td>These experiences are vital to learn more about your industry and industry standards.</td>
</tr>
<tr>
<td>Prepare for Graduate School (if applicable)</td>
<td>Start outlining your graduate school essays and preparing for any graduate school exams.</td>
</tr>
</tbody>
</table>

## Senior

<table>
<thead>
<tr>
<th>Visit Career Services</th>
<th>Now is the time to perfect your job search skills. We’ll help with your résumé, cover letter, interview skills, job search and graduate school application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend the Southern Miss Fall and Spring Career and Job Fairs</td>
<td>See our tips for a successful Career Fair on page 12.</td>
</tr>
<tr>
<td>Maintain Use of Jobs for Eagles</td>
<td>Apply for interviews here on campus with numerous employers wanting to hire Southern Miss graduates.</td>
</tr>
<tr>
<td>Remain Active in Campus, Civil and Professional Organizations</td>
<td>Touch base with the contacts you made and begin inquiring about professional opportunities.</td>
</tr>
<tr>
<td>Apply for All Professional Jobs of Interest</td>
<td>Start at least six to nine months prior to graduation.</td>
</tr>
<tr>
<td>Finalize Graduate School Plans (if applicable)</td>
<td>Adhere to all deadlines and complete the application process.</td>
</tr>
<tr>
<td>Complete the Placement Survey</td>
<td>Let the world know how great our graduates are. Go to our website and complete the Placement Survey about your new job!</td>
</tr>
</tbody>
</table>
When thinking about graduate school, the first thing you want to determine is your academic and career goals. Decide what your goals are, and then determine if graduate school will help you get there.

**WHY GO TO GRADUATE SCHOOL?**
- Necessary for field
- Advance career opportunities and salary
- Gain more knowledge and credibility in your field

**CHOOSING THE RIGHT GRADUATE SCHOOL**
- Research programs and determine which is right for you.
- Look at the following:
  - Program time commitment (full-time or part-time)
  - Faculty (in some full-time programs, you may be working closely with faculty daily. You’ll work with them in the classroom or as a student employee.)
  - Program success (acceptance rate, placement rate)
  - Accreditation status
  - Financial aid (graduate assistantships, scholarships, grants, fellowships, federal funding)

**APPLICATION PROCESS**
- Search graduate school website for specific application requirements for admission.
- Study and take the appropriate exam for your discipline. (GRE, MCAT, LSAT, etc.)
- Work on personal statement.

**TIPS AND ADVICE**

1. “When looking for graduate schools that fit your needs, be sure to look for schools with graduate assistantships. Some GA positions offer tuition waivers or housing supplements, which could make earning a graduate degree much more affordable.”

2. “Don’t take the graduate school qualifications exam lightly! Be sure to start studying early and plan on allowing enough time in case you want to try again to improve your score.”

3. “The application process took a lot more time than I anticipated. Be sure to carve out a good bit of time to work on essays, applications and references.”

Mindy Waldrep, Alumna

Keep an eye out for graduate school panels, information fairs, career fairs with graduate schools attending, and other events. These opportunities are great learning and networking experiences.

Kristie Fowler, Career Counselor
GREAT NEWS!
Southern Miss Career Services has partnered with Handshake—a modern career development platform system—your one-stop shop for launching your career. Get connected at usm.edu/career-services.

JOBS FOR EAGLES, POWERED BY HANDSHAKE, OFFERS FEATURES, ENABLING YOU TO
- Access personalized job recommendations based on your major and interests;
- Create and save targeted job searches;
- Search the database for local and national employers;
- Manage on-campus interviews with top companies; and
- Upload documents like your résumé, cover letter and other supporting documents.

JOBS FOR EAGLES POWERED BY HANDSHAKE

Part-time job-seeking is different than searching for a full-time position. Often, you’re able to walk into a business and tell them you are seeking. Other times, there are hiring events that you can go to. Keep the following tips in mind when searching.

WHEN YOU WALK IN THE DOOR
- Present yourself confidently and professionally.
- Give a firm handshake.
- Look them in the eye.
- Refrain from using your cell phone.
- Dress appropriately.

WHAT TO BRING
- Copy of résumé
- Copy of availability (class schedule, school breaks, etc.)

ASK QUESTIONS
- Know what the job entails, and make sure you know what will be expected of you.
- Ask when they expect to fill the position.

MAKE SURE TO ALWAYS FOLLOW UP WITH THE EMPLOYER. (SEE OUR FOLLOW-UP INSTRUCTIONS ON PAGE 45).

WHAT IS JOB LOCATION AND DEVELOPMENT?
Job Location and Development (JLD) is a program administered through Southern Miss’ Career Services Center that assists students in finding off-campus employment opportunities.

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

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

BE PREPARED!

CONNECT TO EMPLOYERS

BEFORE THE FAIR

LOOK OVER THE COMPANIES, AND FIND THE TOP 10 THAT YOU ARE INTERESTED IN.

THINK OF QUESTIONS FOR EACH. WRITE THEM DOWN.

PREPARE YOUR RÉSUMÉ TO ADDRESS EACH EMPLOYER’S NEEDS.

DOWNLOAD THE CAREER FAIR ESSENTIALS APP ON YOUR DEVICE AND LOOK FOR OUR EVENT.

SOUTHERN MISS CAREER FAIR FALL 2017

CAREER FAIRS ARE EXCELLENT OPPORTUNITIES TO PRACTICE YOUR INTERVIEWING SKILLS AND NETWORK.

EXAMPLES OF QUESTIONS YOU CAN ASK DURING THE EVENT

- What qualities are you looking for in new hires?
- What types of things can I do while in school to make myself more competitive in job market?
- What do you like most about the company you are working for?
- Does your company hire college students for cooperative education positions, internships or summer positions?
- Do you hire for all of your locations?
- What is the application process?
- Can I give you my résumé?

1. Grab a map and see where your top 10 companies are located.
2. Strategize who you want to see and in what order, based on importance and location of booths.
3. Talk to a few employers that aren’t in your top 10. Practice your brief introduction (elevator pitch) on them. (See page 19 for example.)
4. Review your talking points before you walk up to an employer.
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 45 for instructions.)

AT THE FAIR

WHAT ARE PATHWAY EXPERIENCES?

- Internships
- Student-faculty collaborative research
- Entry-level jobs related to field
- Conference presentations
- Student organization projects
- Job shadowing/volunteering

WHY PARTICIPATE IN A PATHWAY EXPERIENCE?

Every student should seek an opportunity to engage in real-world experiences that connect to classroom learning. These experiences help students discover their passions, while also giving insight to future careers and/or graduate study.

- Experience is one of the most desirable factors employers look for in candidates.
- Employers are interested in communication, problem-solving and administrative skills.
- Many students are often hired from within an internship program.
- Having a high GPA is not enough.
- A strong letter of recommendation from an internship supervisor may tip the scale of an important interview in your favor.

WHEN SHOULD I PARTICIPATE IN A PATHWAY EXPERIENCE?

It’s never too early to gain field experience.

- Summer Break
- Winter Break | 5 weeks
- Allow four to six months to find and obtain an internship.
- Participate in more than one internship.

WHERE DO I SEARCH FOR A PATHWAY EXPERIENCE?

- usm.edu/pathways
- Click on Online Resources.
- Internship websites are listed by category.
- usm.edu/cs
- Jobs for Eagles job/internship database
- What Can I Do With This Major? Choose your major and scroll to the bottom of the screen to see a list of job websites for your specific major.
- Career Shift | Seek jobs/internships for any major in any city/state.

WHO CAN HELP ME WITH PATHWAY EXPERIENCE QUESTIONS?

Center for Pathway Experiences | Career Services - McLemore Hall

- Advice and strategies for finding internships, pathways or other related experiences
- Pathways Scholarship Fund
- Track students’ pathway experiences for graduation cord recognition
- Resources for finding housing and other pathway-related questions

“Internships are absolutely the most important thing students can do in college to build upon what they learn in the classroom. Employers look for students who have the experience to show they can perform well right out of college. Internships give students a leg up in impressing employers and landing that first job.”

DAVID R. DAVIES, PH.D.
Professor and Interim Director
School of Mass Communication and Journalism

USM.EDU/CAREER-SERVICES

13

CAREER SERVICES
PROFESSIONAL COMMUNICATION

Professionalism includes an array of aspects, and communication skills play a big factor. Emails, phone conversations and face-to-face interactions all require strong communication skills in the professional world.

In order to accomplish your goals and maintain a positive reputation, it is essential to communicate using a 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.

WHEN JOB SEARCHING

When you are communicating with a prospective employer, you are showcasing some of your professional skills without even realizing it. It is critical to be confident in your ability to write an email or leave a voice message that is clear and to the point. If you have not yet established a relationship with the person with whom you are communicating, these exchanges are going to set the tone for who you are and what they can expect from you. Employers desire strong verbal and written communication skills.

**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’d 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**

Building a portfolio is critical for your future success, not only to secure your first internship or professional position, but also to carry you forward throughout your career. No matter the career field, a portfolio is essentially a demonstration of your abilities and talents. A portfolio brings to life the accomplishments listed on your résumé and fully demonstrates your strengths through artifacts and examples of your best work. In addition, a portfolio can showcase other achievements, such as awards, certifications and media coverage of your endeavors.

Putting together a professional portfolio that is clean and concise is not something you do in an hour or two, especially when there is a great value in having both a physical and online portfolio. A physical portfolio offers something to show during an interview or at a career fair, where access to a computer may or may not be available. With a physical portfolio, you can discuss with the interviewer your projects and work samples as you go through them. After the interview, your online portfolio allows the interviewer to revisit your work and share it with others.

**DETAILS MATTER**

Beyond the basics of professionalism, a portfolio should have a consistent message that demonstrates your personal brand, and your name should be an every page to remind the reader whose work is being viewed. Whether physical or online, a single way to brand your portfolio is to use the header of your résumé on other elements in your portfolio, such as your personal profile, contents page and divider pages. You should also use consistent fonts, as well as create a logo to use throughout your portfolio. Pay attention to every detail, including small things such as ensuring the watermark is aligned in the same direction as your text, if you choose to use bond paper.

Another detail you must consider is whether any elements you include could be proprietary or confidential. All careers have areas of confidentiality, and you must know what is appropriate to include. Client research, product development, business plans and patient care plans are all examples of potentially proprietary information. If you are in doubt about making something public in your portfolio, be sure to get approval in writing from your previous supervisor.

**PHYSICAL AND ONLINE PORTFOLIOS**

Developing your physical and online portfolios at the same time offers you the ability to keep consistency between the two, but not everything will be the same. For a physical portfolio, you should have a professional, three-ring portfolio that allows you to add and remove items as your career grows. All artifacts and examples should be kept in heavy-duty page protectors to keep them neat, no matter how many people view your portfolio. One key component is to use black cardstock (not construction paper) to back each item in the portfolio, making the pages feel more substantial and drawing the reader’s eye to the visual elements on the page.

For an online portfolio, the viewer should be able to immediately connect the online elements to the physical portfolio, if the physical portfolio was viewed earlier, and it should be just as clean and concise as the physical portfolio. Consider your reader when creating the online portfolio by making as much of the portfolio viewable with the fewest possible clicks. The more clicks a viewer must go through, the more likely you are to lose the viewer. In addition, use the online portfolio to demonstrate those elements you cannot display in your physical portfolio, such as videos.

**WHAT TO INCLUDE**

While a portfolio is beneficial to any career, what to include in the portfolio can vary from discipline to discipline. In general, all portfolios should include a résumé and a one-page personal profile. While the résumé states what you have accomplished, the personal profile can explain why and how you are in your chosen career. Make the personal profile compelling and something that helps your portfolio reviewer understand your passion for and commitment to the discipline.

Beyond the basic elements of the résumé and personal profile, your portfolio should include artifacts and examples that demonstrate in a robust way what is stated on your résumé, including verification of certifications and awards. Your résumé is also the best guide to knowing what to put into your portfolio.

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 analyses, 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
PERSONAL BRANDING

STEAL THE SHOW WITH PERSONAL BRANDING

WHAT IS PERSONAL BRANDING?
Personal branding is the practice of people marketing themselves and their careers as brands.

HOW DO I DO THIS?

RESEARCH OTHER BRANDS

CLEAN YOUR PRESENCE
■ Search for yourself online to see what’s out there.
■ 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

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.

KEEP UP YOUR BRAND
CONSISTENCY IS KEY!

Tip
DID YOU KNOW THE AVERAGE INCOME OF A LINKEDIN USER IS $89,000? LINKEDIN IS A PROFESSIONAL NETWORKING SITE, AND IT WILL HELP YOU NETWORK WITH YOUR SPECIFIC AUDIENCE. CREATE A PROFILE AND MAKE IT SHINE.

DO YOU NEED HELP GETTING YOUR LINKEDIN PROFILE READY TO GO? COME BY OUR OFFICE!

35% of employers are less likely to interview applicants they can’t find online, according to an annual CareerBuilder Social Media Recruitment Survey.

46% of employers were turned off from candidates because of provocative or inappropriate photographs.

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

55% have reconsidered a candidate based on what they find, with most (51%) of those double-takes being negative.

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

THE RIGHT HEADSHOT
■ GET A PRO
  ▪ Have your photo professionally taken. The more professional your photo is, the more you will stick out. This will show that you are serious about your future and career.
  ▪ Photo Services in the Image Center takes great photos — for pretty cheap. Schedule an appointment with them to get it done!
■ DRESS TO IMPRESS
  ▪ Just dressing up for your photo will help you look 43% more competent and 58% more influential in your desired industry.

BE MINDFUL OF YOUR EYES
■ The way you present yourself through your profile photo matters. Sunglasses make you 10% less likable when wearing them in your profile picture. If you have hair blocking your eye, a glare on your glasses, or even a shadow, it can bring down perceived competence by 15% and influence by 8%.

LET YOUR TEETH SHINE
■ Smiling with your teeth will have over twice the effect of smiling with your mouth closed. This will help you build trust with future employers and make you appear more likeable.
WHAT IS IT?
An elevator pitch is a short summary of your professional experience and goals.

WHERE DID THIS 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 interviewing.

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

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

TIP FOR LADIES

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

SKY-HIGH HEELS ARE NOT PROFESSIONAL - KEEP IT UNDER THREE INCHES.

TIP FOR MEN

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

THE IDEAL PROFESSIONAL DRESS IS MATCHING SUIT PIECES.

TIPS FOR MEN

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

TIPS FOR LADIES

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

SKY-HIGH HEELS ARE NOT PROFESSIONAL - KEEP IT UNDER THREE INCHES.

LADIES

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

MEN

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

KEEP SMALL TAKE-AWAY ITEMS WITH YOU, LIKE A BUSINESS CARD, SO YOU CAN CONTINUE THE CONVERSATION AT A LATER DATE.

TIP

MAKE SURE YOUR SPEECH DOESN’T SOUND REHEARSED.

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. When I graduate in May of 2018, 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 researching to instruction, and I am working toward my goal of becoming a professor.

DRESS FOR SUCCESS
Have you ever heard the phrase, “It’s not what you know but whom 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.

So how do you tap into this hidden job market? It’s all about networking and building relationships. Business relationships will help you throughout your career in finding career opportunities, developing professional skills and getting expert advice.

ANYTHING ELSE?
- Building powerful relationships and partnerships is the very essence of the popular business term “networking.”
- In networking, and in life, there are givers, takers and matchers. The goal is not to be a taker, or even a matcher, but rather to be a true giver, looking proactively always and everywhere for what you can do for others with no expectation of return.
- Get out of your comfort zone and out into the world, proactively searching for meaningful relationships.
- As you start to build your network, do more listening than talking.
- Become as willing to ask for help as you are to give it.
- Becoming a selfless, giving networker will enhance your career and enrich your life.

-Dr. Joe Paul
Vice President Emeritus

DO’S AND DON’T’S
- DO have a firm handshake.
- DO say your full name.
- DO introduce others.
- DO have your elevator pitch ready (refer to page 19).
- DO bring business cards.
- DO get introductions from current contacts.
- DO use your personality.
- DON’T be timid.
- DON’T only speak to 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.

NEED PRACTICE? COME BY TO SEE US, AND WE’LL BE GLAD TO HELP!
Résumé Guidelines

Required Information

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

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

Internship, Practicum, Field Experience

Work Experience
- Reverse chronological order
- Descriptions should not be in complete sentences
- No period needed at the end of descriptions

Summary of Qualifications
- Should be no longer than 3-5 bullets

Certifications/Licensures
- Certification title
- Certification or licensure number
- Include date (month/year)

Research Experience

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

Honors/Awards
- Scholarships
- President’s List and Dean’s List

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

Activities/Campus Organizations
- Full name of organizations
- Philanthropic participation
- Succinct descriptions of most relevant leadership roles

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

Content to Consider, If Necessary

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

Related coursework
- Course titles related to major
- 2-6 relevant courses

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

Presentations/Publications
- Presentation topic

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

Topical Papers
- Relevant to major

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

- Committed
- Broad-minded
- Aggressive
- Adept
- Active
- Clarified
- Charged
- Cared
- Built
- Calculated
- Cared
- Charged
- Checked

EXAMPLES OF ADAPTIVE SKILL WORDS THAT DESCRIBE YOUR PERSONAL TRAITS

- Active
- Adaptable
- Ambitious
- Assertive
- Broad-minded
- Committed
- Diplomatic
- Competent
- Cooperative
- Creative
- Determined
- Eager
- Effective
- Efficient
- Enthusiastic
- Exceptional
- Experienced

RESUMÉ HEADING - SAMPLES

JANE DOE

111 Southern Miss Lane, Hattiesburg, MS 39402
601.123.4567 | jane.doe@usm.edu

JANE DOE

111 Southern Miss Lane
Hattiesburg, MS 39402
601.123.4567 | jane.doe@usm.edu

JANE DOE

Hattiesburg, MS 39402
601.123.4567 | jane.doe@usm.edu

JANE DOE

45 Eagles soar Drive
Brandon, MS 39047
601.123.4567 | jane.doe@usm.edu

JANE DOE

Hattiesburg, MS 39402
601.123.4567 | jane.doe@usm.edu

JANE DOE

Hattiesburg, MS 39402
601.123.4567 | jane.doe@usm.edu

- Create and format your own résumé using the online service.
- Develop your résumé easily through the user-friendly website.
- Submit your résumé for review to one of our career counselors.
- You’ll find this at usm.edu/career-services.
Camille Freshman

3105 Eagle Drive
Magee, MS 39402
601.555.7896
Camille.Freshman@usm.edu

References

James Gibson, Manager Editor
Magee Daily News
123 Main Street
Magee, MS 39111
Work: 601.569.2357
Fax: 601.265.8943
jgibson@mageenews.com

Susan George, Camp Director
Strong River Summer Camp
237 River Road
Magee, MS 39111
Work: 601.985.2365
Fax: 601.742.3658
sgeorge@strongriver.com

Dr. Michael Cole, Teacher
Magee High School
876 Forrest Street
Magee, MS 39111
Work: 601.487.3654
Fax: 601.852.7361
mcole@mageehs.com

**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 2021

**EXPERIENCE:**

Writer/Reporter
Magee Daily News, Magee, MS June – August 2017

• Assisted in editing articles
• Consistently met tight weekly deadlines
• Wrote stories and interviewed individuals for articles

Camp Counselor
Strong River Summer Camp, Magee, MS June – August 2016

• Assisted the camp director in all aspects of camp
• Insured great camp experience for campers
• Participated and led counselors in leadership training

Office Assistant
Magee Dixie Youth Program, Magee, MS June – August 2015

• Maintained HIPPA or FERPA confidentiality guidelines in office environment.
• Operated office machines, such as fax machine, photocopiers, scanners and voicemail system
• Maintained system, update inventory in office, check and deliver mail to appropriate people, and update database systems regularly
• Answered main office telephone, direct calls, take messages for clients, and make appointments on appropriate calendars
• Communicated effectively with customers, employees and other individuals to answer questions and address complaints

**HONORS AND ACTIVITIES:**

Luckyday Scholar, May 2017 (120 selected from 1,200 applicants)
Rotary Club Scholarship, May 2017
National Honor Society, 2011-16
Newspaper Editor, Magee High School, 2015-16
Vice President, Senior Class, 2015-16
March of Dimes and United Way Volunteer (more than 150 hours)
RÉSUMÉ – SAMPLE

SARAH STUDENT
123 Saint Seymour Drive, Hattiesburg, MS 39402
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 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, GPA: 3.49
President’s List (two semesters)
Asian Studies Program, Summer 2017
Bloomberg Certified in Equity Essentials and Fixed Income Essentials (2017)
Microsoft Excel 2013 Certified (2016)

SPECIAL PROJECTS
- Financial Management Association C-Suite Symposium, Hattiesburg, MS (Fall 2017) – 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 2016) – 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 2017
- Generate 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
- Complete loan applications, including credit analyses and summaries of loan requests, and submit to loan committees for approval

EXPERIENCE
Olive Garden, Hattiesburg, MS
Server, October 2015-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 (SMAC) Boys and Girls Club Tutor

RÉSUMÉ – SAMPLE

EDWARD BEAKER
1101 Biology Drive Apt. 21 C, Hattiesburg, MS 39406
601.010.1001 • edward.beaker@usm.edu

EDUCATION
The University of Southern Mississippi
Bachelor of Science in Biological Sciences
Minor: Spanish
Jones County Junior College, Ellisville, MS
Major: Biology
August 2014 – May 2016

UNDERGRADUATE RESEARCH
The University of Southern Mississippi
“Study of Viral Immunology Testing”
Undergraduate Research Assistant
Department of Biological Sciences
Hattiesburg, MS
January 2017 – Present

The University of Southern Mississippi
“Bactericidal Properties of Lactoferrin”
Undergraduate Research Assistant
Department of Biological Sciences
Hattiesburg, MS
August 2016 – Present

EXPERIENCE
Hattiesburg Clinic
Hattiesburg, MS
Internship, May 2017 – August 2017
- Ran lab tests and prepared specimens
- Prepared and stained slides for analysis
- Recorded tested information into database system
- Kept inventory

The University of Southern Mississippi Foundation
Hattiesburg, MS
Student Worker, August 2016 – May 2017
- Answered and transferred incoming telephone calls to correct personnel
- Assisted with making copies and accurately filed documents

Sweet Peppers
Hattiesburg, MS
Waiter/Cashier, June 2014 – August 2016
- 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

CAMPUS ACTIVITIES
Student Ambassador, College of Science and Technology
Beta Beta Beta Medical Laboratory Science Club
Increasing Minority Access to Graduate Education (IMAGE)

VOLUNTEER EXPERIENCES
Forrest General Hospital, Cancer Center - 25 hours
Drug-Free Resources for Education and Alternatives in Mississippi (DREAM) - 15 hours
Hub City Humane Society - 15 hours
RÉSUMÉ - SAMPLE

Lamar Washington
345 Linwood Ave., Pass Christian, MS 39506  228.676.0067  washington.lamar@yahoo.com

Summary of Qualifications

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

Educational Background

The University of Southern Mississippi, Long Beach, MS  Anticipated: December 2017
Bachelor of Science in Public Health
Major: Health Policy and Administration, GPA: 3.52
President’s and Dean’s List Scholar

Work Experience

Store Manager, Smoothie King, Gulfport, MS  June 2012 – Present
- Started with Gulfport location as a team member; promoted to store manager at new location
- At national conference in 2014, 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 2016
- Maintain organization of store; participate and lead employees in all team member training
- Coordinate scheduling and employee guidance, including disbursement of invoices and statements
- Categorize and submit necessary daily paperwork; manage currency on an everyday basis

Camp Instructor, Universal Cheerleaders Association, Southeast Region  May 2010 – August 2010
- Assisted the camp director with the overall leadership of guiding, training and assembling individual teams with organized choreography and performance readiness with participants ages 12 – 17
- Instructed campers to learn dances and cheers while establishing a culture of positive reinforcement through creating opportunities for team-building and sharing constructive criticism
- Led team performances for family and friends; guided campers in showcasing their efforts

Community Service

Color Me Healthy, Jackson County  September 2015 – 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 recorded children’s weight for study of the program

SUZY SMITH
300 Psychology Avenue  Hattiesburg, MS 39406  601.246.1357  suzy.smith@usm.edu

EDUCATION

Bachelor of Arts degree  Major: Psychology  Minor: Spanish
GPA 3.5  The University of Southern Mississippi, Hattiesburg, MS  May 2018
Honors College  Thesis topic: Hurricane Katrina, 10 years later and how it affected elementary children
Study Abroad  Spain  Spanish in Spain Program  Summer 2017

INTERNSHIP

Behavioral Intern
Pine Belt Mental Healthcare Resources  Hattiesburg, MS  Summer 2016
- Conducted intake information
- Participated in weekly counseling sessions

WORK EXPERIENCE

Resident Advisor  Residence Life  The University of Southern Mississippi
Hattiesburg, MS  August 2015 – Present
- Develop and coordinate 8 to 10 educational programs with the other resident advisors for student residents throughout each academic year
- Mentor 30 or more freshman student residents and provide educational resources for student success
- Stress rules and policies to ensure smooth operation of residence halls
- Contact appropriate personnel when a medical emergency arises
- Check to ensure that residents and areas are safe and secure on a regular basis
- Communicate effectively with other resident advisors to resolve conflicts between individual students

Community Service

Thames Elementary School Student Mentor  Weekly for 1.5 years
Contribution partner with international students  Weekly for 2 years
Edwards Street Missions Counselor  30 hours
Area III Special Olympics
Big Brother Big Sister Mentor

EDUCATION

Bachelor of Arts degree  Major: Psychology  Minor: Spanish
GPA 3.5  The University of Southern Mississippi, Hattiesburg, MS  May 2018
Honors College  Thesis topic: Hurricane Katrina, 10 years later and how it affected elementary children
Study Abroad  Spain  Spanish in Spain Program  Summer 2017

INTERNSHIP

Behavioral Intern
Pine Belt Mental Healthcare Resources  Hattiesburg, MS  Summer 2016
- Conducted intake information
- Participated in weekly counseling sessions

WORK EXPERIENCE

Resident Advisor  Residence Life  The University of Southern Mississippi
Hattiesburg, MS  August 2015 – Present
- Develop and coordinate 8 to 10 educational programs with the other resident advisors for student residents throughout each academic year
- Mentor 30 or more freshman student residents and provide educational resources for student success
- Stress rules and policies to ensure smooth operation of residence halls
- Contact appropriate personnel when a medical emergency arises
- Check to ensure that residents and areas are safe and secure on a regular basis
- Communicate effectively with other resident advisors to resolve conflicts between individual students

Community Service

Thames Elementary School Student Mentor  Weekly for 1.5 years
Contribution partner with international students  Weekly for 2 years
Edwards Street Missions Counselor  30 hours
Area III Special Olympics
Big Brother Big Sister Mentor

EDUCATION

Bachelor of Arts degree  Major: Psychology  Minor: Spanish
GPA 3.5  The University of Southern Mississippi, Hattiesburg, MS  May 2018
Honors College  Thesis topic: Hurricane Katrina, 10 years later and how it affected elementary children
Study Abroad  Spain  Spanish in Spain Program  Summer 2017

INTERNSHIP

Behavioral Intern
Pine Belt Mental Healthcare Resources  Hattiesburg, MS  Summer 2016
- Conducted intake information
- Participated in weekly counseling sessions

WORK EXPERIENCE

Resident Advisor  Residence Life  The University of Southern Mississippi
Hattiesburg, MS  August 2015 – Present
- Develop and coordinate 8 to 10 educational programs with the other resident advisors for student residents throughout each academic year
- Mentor 30 or more freshman student residents and provide educational resources for student success
- Stress rules and policies to ensure smooth operation of residence halls
- Contact appropriate personnel when a medical emergency arises
- Check to ensure that residents and areas are safe and secure on a regular basis
- Communicate effectively with other resident advisors to resolve conflicts between individual students

Community Service

Thames Elementary School Student Mentor  Weekly for 1.5 years
Contribution partner with international students  Weekly for 2 years
Edwards Street Missions Counselor  30 hours
Area III Special Olympics
Big Brother Big Sister Mentor
JESSICA GERSHWIN
909 North Blvd., Gulfport, MS 39507  228.909.9900  jessica.gershwin@gmail.com

Possess over 6 years of experience within fast-paced customer service environment, including over 1 year as manager; effective communication skills, well-versed in office and administrative assistant work; empathetic toward people, passionate about providing meaningful support to those in need.

EDUCATION
THE UNIVERSITY OF SOUTHERN MISSISSIPPI, LONG BEACH, MS  Anticipated Date of Graduation May 2018
BACHELOR OF SOCIAL WORK, 4.0 GPA
  • President’s List; Dean’s List; Phi Alpha Honor Society; Phi Kappa Phi International Honor Society
  • Honors College at The University of Southern Mississippi
  • Thesis: Identifying the relationship between cognitive triggers and trauma in adolescents

MISSISSIPPI GULF COAST COMMUNITY COLLEGE, GAUTIER, MS  December 2015
ASSOCIATE OF ARTS, 3.0 GPA

PROFESSIONAL EXPERIENCE
THE SHED BARBEQUE AND BLUES JOINT, Manager, OCEAN SPRINGS, MS  January 2012 – Present
  • Demonstrate mastery in every position available while monitoring 15 employees, including all training procedures for new employees
  • Oversee and assist all aspects of the restaurant, including handling customer satisfaction and addressing concerns in a professional and effective manner
  • Facilitate opening and closing procedures, including all monetary procedures and inventory

GREENBRIAR NURSING CENTER, D’IBERVILLE, MS  December 2013 – Present
  • Assist residents with arts and crafts, playing bingo, and general socialization and recreational activities; observe BSW student perform different assessments on residents to evaluate cognitive functioning and memory; collaborate with staff members and BSW students regularly

GULF COAST FAMILY COUNSELING, OCEAN SPRINGS, MS  March 2014 – June 2014
  • Supported social workers by organizing client files, scanning paperwork into client files and sending them to computer files using a Neatdesk Organizer, filed paperwork, faxed client paperwork to doctors and insurance agencies

LAKEVIEW NURSING CENTER, GULFPORT, MS  August 2013 – December 2013
  • Observed social worker fill out paperwork that was sent to other agencies; visited residents’ rooms to assess memory skills and cognitive and physical functioning

COMMUNITY INVOLVEMENT
The University of Southern Mississippi Social Work Club  January 2013 – Present
The Salvation Army Angel Tree Registration  October 2014, 2015
The VA Stand Down in Biloxi  October 2014, 2015
Mississippi Gulf Coast Community College Reflections Team  August 2013 – December 2015
RÉSUMÉ - SAMPLE

HAYLEY HIGGASON ALLRED
PUBLIC RELATIONS

CONTACT
601.123.4567
EMAILME1@GMAIL.COM
123 MAIN STREET
HATTIESBURG, MS 39406

CONNECT
TWITTER: @TWITTERHANDLE1
FACEBOOK: FACEBOOK NAME HERE
INSTAGRAM: @INSTAGRAMNAME
WEBSITE: MYWEBSITE.COM

EDUCATION
B.A. IN JOURNALISM WITH AN EMPHASIS IN PUBLIC RELATIONS AND A MINOR IN HISTORY
The University of Southern Mississippi, Hattiesburg MS
May 2017
GPA: 3.67

SKILLS
• Writing
• Public speaking
• Social media strategy
• Web content development
• Video editing
• Blogging
• Event organization
• Project management
• Graphic design
• Photography

EXPERIENCE
RECEPTIONIST
BUCKNER PROSTHETICS | SEPTEMBER 2016 - APRIL 2017
• Managed patient care
• Interacted with patients in a way that maintained the company’s integrity and reputation
• Verified and filed insurance, as well as made payment plans
• Maintained relationships between our office and local doctors’ offices

PUBLIC RELATIONS INTERN
GRACE TEMPLE CHURCH | MAY 2016 - AUGUST 2016
• Assisted in planning and promoting summer youth camp
• Maintained and updated website
• Edited content for weekly bulletin
• Interacted with guests, members, and other visitors who came for meetings, conferences

INvolVEMENT
Chi Omega Sorority
Luckyday Citizenship Scholars
Public Relations Student Society Of America
Phi Alpha Theta - History Honor Society
Eagle Ambassadors

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.

HERE ARE SOME 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 “Employer of the Month” award? Human resource personnel will want to know if you have the potential to lead and make improvements in the government position for which you are applying.

5. Add value with subheadings to help your résumé shine. Such headings within your experience sections should reveal your core competencies. Core competencies are categories in which you can group topics 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.

HERE ARE SOME TIPS TO HELP YOU SUCCEED IN WRITING YOUR FEDERAL RÉSUMÉ.

• Your one-stop shop for federal jobs
• Search and apply for federal jobs across the country.
• You’ll find this at usm.edu/career-services.

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

What is the main difference between a curriculum vitae and a résumé?
The recommended length of a résumé is usually one page, while a CV can be several pages. Bullet points are not necessary on a CV but can be used to emphasize significant details.

What should be covered in a curriculum vitae?
Here are some standard categories that can be included in your CV: education, teaching experience, research experience, grants awarded, grants pending, publications, conferences attended, presentations, professional affiliations, committees and advisory boards, languages spoken, honors and awards, research experience, grants awarded, grants pending, included in your CV: education, teaching experience.

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

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

How can I find examples of CVs that most closely relate to my field of expertise?
Many of your professors will list their CVs online through departmental websites. This is a great place to start in deciding what type of information to include on your CV.

THE PURPOSE OF THE COVER LETTER
1. To introduce yourself to the employer and provide pertinent background information.
2. To serve as a professional letter to highlight and expound points on your résumé to a prospective employer.
3. 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.

HEADER
1. Your header should match your résumé and reference page headers.
2. It should include your name, address, at least one phone number, and a professional email address.
3. Always put Ms. if in doubt if a woman is married.

ADRESSEE
1. Do your research on the company so you can have the correct address. State the name and title of the person to whom you are writing the letter, if possible.
2. If not possible, address letter to the position, such as “Re: Hiring Manager.”
3. In the salutation, you should put the title and last name of the person to whom you are writing the letter [Mr. /Ms. Last Name], such as “Dear Dr. Smith” or “Dear Ms. Jones.” Do not use “Miss” or “Mrs.” Always use a colon (:) after the salutation and not a comma.

OPENING PARAGRAPH
1. State why you are writing or your reason for correspondence.
2. Name the position or type of work for which you are applying.
3. Mention the contact person who told you about the job or how you learned about the job.
4. Explain why you are interested in working for this employer or are passionate about this field.

NEED A SECOND LOOK? BRING YOUR CV BY OUR OFFICE, AND WE'LL BE HAPPY TO HELP.

TIP
ALWAYS DO COVER LETTERS WHEN APPLYING FOR JOBS, EVEN IF IT DOESN'T ASK FOR ONE.
Dear Ms. Smith:

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

The educational training and research experience gained at Southern Miss has honed skills in the areas of quality assurance and environmental acceptability practices. Moreover, chemistry training obtained through classes such as Analytical Biochemistry, Inorganic Chemistry, Physical Chemistry and accompanying lab work has provided knowledge required to work on complex research projects in regard to organic synthesis. Specifically, 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 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 with you to discuss my qualifications for this position is requested. You can contact me at 123.456.7891 or jonathan.doe@usm.edu, and I am available for a meeting at your convenience. Thank you in advance for your time and review of the enclosed credentials.

Sincerely,

Jonathan Doe
CONDUCTING A SUCCESSFUL INTERVIEW

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

BEFORE THE INTERVIEW

STEP ONE: Research the company and the job.
THINGS TO KNOW
- History of the company
- Products/services offered
- Recent news about the organization
- Culture of the organization
- Skills needed for the job

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

STEP TWO: Know yourself.
You are going to be asked numerous questions about what you do and who you are. Be ready to answer these common questions.

One of the most reoccurring interview prompts is, “Tell me about yourself.” This is usually asked within the first five minutes of the interview and is where your elevator pitch comes in (See page 19).

STEP THREE: Practice!
Answering interview questions takes skill. Think of an interview as a first date—the more you practice, the better you will be.

WHO CAN I PRACTICE WITH?
- Come into our office and practice with one of our experts. We’ll give you quality feedback and help you improve.
- Use Big Interview on the Career Services website.

THE DAY OF THE INTERVIEW

GET READY
- Dress professionally.
- Have a copy of your résumé and cover letter for each person interviewing you.
- Allow yourself plenty of travel time in the event of traffic delays.
- Use the bathroom before you get there.
- Arrive 10 minutes early.
- Behold the administrative personnel.

As you answer interview questions, it is important to understand the question and clearly articulate your answer. In your answers, be sure to demonstrate the qualifications the employer seeks.

Know your career expectations, such as your work-life balance, where you’d like to live, and if you would be willing to relocate.

You should also identify specific examples from your experience that you can use during the interview to demonstrate problem-solving skills, leadership and other qualifications for the job. These can come from your work or classroom experience and extracurricular activities.

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

TIP

BE A PROFESSIONAL, NOT A STUDENT.
It is important to demonstrate to the employer that you can make the transition from student to professional. This is demonstrated in your attire, attitude and verbal communication, as well as your nonverbal communication.

DURING THE INTERVIEW

TIPS
- Be confident in your attitude, but not cocky.
- Show a true interest in both the job and the company, but not desperation.
- Be aware of your tone of voice.
- Have good posture.
- Keep strong eye contact.
- Have a firm handshake.

SAMPLE INTERVIEW QUESTIONS
- Tell me about yourself (refer to 60-Second Elevator Pitch on page 19).
- How has your education and experience prepared you for this career?
- What is your greatest strength? What is your greatest weakness?
- What motivates you to do your very best on the job?
- Are you willing to travel or relocate, if necessary?
- Describe your leadership style.
- How would a coworker or supervisor describe you?
- What do you know about this organization?
- What kind of salary do you expect?
- Why did you leave your last job?
- What makes you qualified for this position?
- Why should I hire you?

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

Sample Behavioral Interview Questions
- Tell me about a time when you had to follow a policy you didn’t agree with.
- Tell me about a time when you had to deal with a difficult customer.
- Give me an example of a time when you showed initiative and took the lead in a task or project.
- Tell me about a time when you failed and how you dealt with it.
- Describe a situation in which you used persuasion to successfully convince someone to see things your way.
- Tell me about a time when you had to go above and beyond the call of duty to get a job done.

Table Source: QuintCareers.com

40 • CAREER SERVICES
CLOSING THE INTERVIEW

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

QUESTIONS ABOUT THE POSITION
- What are the daily expectations of employees?
- Can you describe what a typical day here looks like?
- What are the opportunities for continuing education or professional development?
- Do you expect the main responsibilities for this position to change within the next six months?
- What do you think is the most challenging part of this position?
- What does success look like here?
- What have past employees done in this position to be successful?
- Which particular skills is the team missing that you are looking to fill with a new hire?
- What do you do as a team to build morale and interact with one another?
- What members of the team would I work with in this position?
- Do you expect the main responsibilities for this position to change within the next six months?
- What are the opportunities for continuing education or professional development?
- Can you describe what a typical day here looks like?
- What do you expect the main responsibilities for this position to change within the next six months?
- 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?

QUESTIONS ABOUT THE BUSINESS
- What kind of management style is common here?
- What is the reputation of the business within the community?
- Can you describe in more detail the mission statement of the business?
- What areas or plans are you looking to develop within the business?
- Can you tell me about the team I will work with?
- What is the top priority for the person in this position over the next three months?

QUESTIONS ABOUT THE INTERVIEWER
- Why is this position vacant?
- 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?
- What do you think is the most challenging part of this position?
- What does success look like here?
- What have past employees done in this position to be successful?
- Which particular skills is the team missing that you are looking to fill with a new hire?
- What do you do as a team to build morale and interact with one another?
- What members of the team would I work with in this position?
- Do you expect the main responsibilities for this position to change within the next six months?
- What are the opportunities for continuing education or professional development?
- Can you describe what a typical day here looks like?
- What do you expect the main responsibilities for this position to change within the next six months?
- 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?

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.
- Avoid using speakerphone always.
- 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.

STILL NERVOUS? COME DO A MOCK INTERVIEW WITH ONE OF OUR EXPERTS!

- Practice interview questions online from your personal computer.
- Record your interview answers.
- Receive quality feedback from a career counselor in our office.
- You’ll find this at usm.edu/career-services.
**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
  - Nonofficial 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(s) indicates the seating arrangement, and allow women to be seated first.
- Discreetly unfold your napkin to half and place in your lap before eating or drinking anything.
- When ordering, take cues from the host about ordering (price, type of food, etc.).
- Don’t hold up the ordering; be prepared to order when asked.
- Order something that is not messy and is easy to eat.
- Expect to be served from the left and for dishes to be removed from the right.
- Do not move your dishes to the side or hand them to the waiter.
- Wait to eat until everyone has been served.
- Keep your hands in your lap unless you are eating.
- Use good posture; keep your arms close to your body.
- Cut your food one bite at a time.
- Break a whole slice of bread after you have placed it on the plate.
- Bring food to your mouth, not your head to the plate.
- Eat at the same pace as everyone else.
- Contribute equally to the conversation.
- Place your napkin on the seat if you must excuse yourself.
- Start with the utensil farthest from your plate.
- Dip soup away from you, and sip from the side of the spoon.
- Always taste your food before you season it.
- Pass salt and pepper together, and always pass items to the right.
- Pass handles toward the receiver, and pass before serving yourself.
- Place items on the table, not in the recipient’s hand.
- Don’t chew with your mouth open, blow on your food, or talk with food in your mouth.
- Feel free to talk weather, sports, current events or common interests, but never personal issues or off-color jokes or topics.
- When alcohol is present, know your limitations, and never consume if the host/interviewer abstains.
- Business should not be brought up until after the entree plates have been removed.

**ETIQUETTE**
- [et-i-kit, -ket] - The practices and forms prescribed by social convention or by authority

**FOLLOW-UP AND GRATITUDE**

**WHAT IS GRATITUDE?**
Gratitude is the practice of recognizing and appreciating the good in others.

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

**EMAIL THANK YOU NOTE - SAMPLE**

Dear Dr. Walker:

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

As we discussed, I think utilizing success stories is a great idea. I’d love to focus 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
TIP 1
BEFORE THE INTERVIEW, KNOW YOUR PROBABLE SALARY RANGE.
Research on websites like salary.com or glassdoor.com.
Visit Career Services for current salary data for new graduates.

TIP 2
DURING THE INTERVIEW, NEVER TALK MONEY.
Salary should only be discussed after a job offer is made.

TIP 3
BRACKET YOUR SALARY RANGE.
Start at what you think they will offer and end above what you will settle for.
Don’t use unrealistic salary requirements.
Bracketing Strategy Example:
If they pay $18 per hour (annual salary: $18 x 2080 hours = $37,440), you say “high 30s to low 40s.”

TIP 4
NEVER SAY “NO” TO AN OFFER.
You have time to consider an offer before responding.
An offer gives you leverage for contacting other organizations to expedite the search process.

TIP 5
CONSIDER THE COSTS AND BENEFITS BEYOND SALARY.
<table>
<thead>
<tr>
<th>Health Care Plans</th>
<th>Life Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision/Dental Plans</td>
<td>Retirement or 401K</td>
</tr>
<tr>
<td>Prescription Plans</td>
<td>Profit Share</td>
</tr>
<tr>
<td>Commute/Parking Costs</td>
<td>Tuition Reimbursement</td>
</tr>
<tr>
<td>Vacation/Sick Leave/Holidays</td>
<td>Overtime/Work Hours</td>
</tr>
</tbody>
</table>

*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.

*Explore career options.
*See detailed job descriptions.
*Learn about salary ranges for your career field.
*You’ll find this at usm.edu/career-services.
WE’RE ALSO WORKING ON OUR RESUME.
Management Trainee and Internship Programs available

OBJECTIVE
Accelerate career development by recruiting top talent to join our Management Trainee and Internship Rotational Programs.

ACCOMPLISHMENTS
• America’s Most Trusted Companies – Forbes
• America’s Most Admired Companies – Fortune
• Ranked A Top Employer For Military Personnel For 10 Years – GI Jobs

PROGRAM
• Structured training and development
• Formalized mentoring programs
• Community Involvement and Philanthropy
• Competitive pay and benefits

Learn more at cintas.jobs
Cintas Corporation is an EEO/Affirmative Action Employer and will make all employment-related decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

CINTAS
READY FOR THE WORKDAY™
Follow a career path?
Or blaze your own.

THE CHOICE IS CLEAR.
After all, the Enterprise Management Training Program is where you’ll unleash your management potential and hone your sales abilities. You’ll learn how to run a successful business and lead a team of professionals. And, since we have locations across the country, you can build your career where you want to build it. There’s a reason why BusinessWeek magazine has repeatedly named us to their list of “Best Places To Launch A Career.”

THIS IS WHERE IT ALL STARTS.
go.enterprise.com

APRIL McCUNING
Talent Acquisition Manager
april.mcclung@ehi.com
www.enterpriseholdings.com

Westgate Apartments
Diagonally across from Hanks Hall
2B4/15A (964 sq.ft.)
$650

Normandy Apartments
202 S. 30th St. - Short Walk to campus
2B4/15A (525 sq.ft.)
$430

601.264.6464 | mcmanaharealty.net

McMahah Realty
We specialize in student apartments with 6 to 12 month leases.

Katie e. Gillman
Talent Acquisition Specialist
Katie.E.Gillman@ehi.com

EOE/MFDV

BEHIND EVERY GREAT BUSINESS ARE GREAT PEOPLE

All hardhats look more or less the same. The difference is the people under them. At Yates Construction, we recognize that our success lies in the commitment, passion, and integrity of our construction professionals. We work hard to provide an environment that is both challenging and rewarding. If you’d like to be a part of our team, you may submit your resume on-line at www.wgyates.com/commercial/careers.

www.wgyates.com
About Our Organization
Hood Industries is a strong blend of wood manufacturing and distribution concerns with over 1,100 employees at locations in thirteen states along the east coast, southeast, and southwest United States.

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

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

Learn more about what a Master of Business Administration degree can do for you!

Preferred Application Deadline: November 15
Regular Application Deadline: January 15

For More Information:
(662) 325-1891
mba.business.msstate.edu

15 Professional Parkway
Hattiesburg, MS 39402

www.HoodIndustries.com
601-264-2962
TOP REASONS TO LIVE ON CAMPUS

- Location, Location, Location
- Safe and Secure
- Cost-Effective and Easy
- Academic Support
- Once-in-a-Lifetime Experience

APPLY ONLINE TODAY
www.usm.edu/housing
We’re Hiring!
Student on campus?
Gain valuable skills & meaningful hands-on experiences through part-time student positions in catering, dining & marketing.

Graduating soon?
Learn more about our Accelerate to Leadership Program at: www.aramarkcampusrecruiting.com

Apply for Careers at: aramark.com/careers
Call: 601-266-5376

Southern Miss Department of Recreational Sports

- Natatorium
- Outdoor Adventure Trips
- Rock Wall
- Personal Training
- Equipment Checkout
- WorkOut Zone
- Group Exercise Classes
- Intramural Sports
- Multi-Purpose Recreation Courts
- Pride Field

So helpful, you could be managing your own branch within a year.

Tower Loan is one of the largest independent finance companies in the United States, which means there is simply no better place to begin your career in the consumer finance industry.

No finance experience is required. So, apply today. And jump-start your career with Tower Loan.

Jump into the fast-paced world of consumer finance with Tower Loan.

At Tower, as you excel, your chances for promotion accelerate. In fact, you could be managing your own branch within a year.

Tower Loan is one of the largest independent finance companies in the United States, which means there is simply no better place to begin your career in the consumer finance industry.

No finance experience is required. So, apply today. And jump-start your career with Tower Loan.

P.O. Box 320001 • Flowood, MS 39232
Phone 1.888.664.9100 • Fax 601.992.5086
careers@towerloan.com
www.towerloan.com

We’re Hiring!
Student on campus?
Gain valuable skills & meaningful hands-on experiences through part-time student positions in catering, dining & marketing.

Graduating soon?
Learn more about our Accelerate to Leadership Program at: www.aramarkcampusrecruiting.com

Apply for Careers at: aramark.com/careers
Call: 601-266-5376

Southern Miss Department of Recreational Sports

- Natatorium
- Outdoor Adventure Trips
- Rock Wall
- Personal Training
- Equipment Checkout
- WorkOut Zone
- Group Exercise Classes
- Intramural Sports
- Multi-Purpose Recreation Courts
- Pride Field

So helpful, you could be managing your own branch within a year.

Tower Loan is one of the largest independent finance companies in the United States, which means there is simply no better place to begin your career in the consumer finance industry.

No finance experience is required. So, apply today. And jump-start your career with Tower Loan.

Jump into the fast-paced world of consumer finance with Tower Loan.

At Tower, as you excel, your chances for promotion accelerate. In fact, you could be managing your own branch within a year.

Tower Loan is one of the largest independent finance companies in the United States, which means there is simply no better place to begin your career in the consumer finance industry.

No finance experience is required. So, apply today. And jump-start your career with Tower Loan.

P.O. Box 320001 • Flowood, MS 39232
Phone 1.888.664.9100 • Fax 601.992.5086
careers@towerloan.com
www.towerloan.com

Jump-Start Your Career!
SAVE THE DATES

FALL 2017

PART-TIME JOB FAIR
Wednesday, September 6
Thad Cochran Center

EXPERIENCING BUSINESS CASUALLY
Thursday, September 7
Scianna Hall

FALL CAREER FAIR
Tuesday, October 10
Thad Cochran Center

FALL TEACHER JOB FAIR
Friday, October 27
LOCATION TBD

SPRING 2018

SPRING CAREER FAIR
Tuesday, February 27
Thad Cochran Center

SPRING TEACHER JOB FAIR
DATE TBD
LOCATION TBD

GULF PARK CAREER FAIR
Wednesday, March 28
LOCATION TBD

KEEP AN EYE OUT FOR OTHER EVENTS LIKE OUR ETIQUETTE DINNER ON SOCIAL MEDIA!

@USMCAREERSRVCS

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

CAREER SERVICES

118 COLLEGE DRIVE #5014
HATTIESBURG, MS 39406-0001
LOCATION: MCLEMORE HALL 125
601.266.4153
USM.EDU/CAREER-SERVICES
AA/EOE/ADAI UC 76375.5014 8.17