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MEET THE STAFF

RUSTY ANDERSON  
Director

MARY BEARD  
Manager, Career Counselor

CINDY WALKER  
Administrative Specialist

JONA BURTON  
Gulf Park Campus - Coordinator of Student Life and Career Services

KATHY KILLAM  
Assistant Director

KRISTIE BAXTER  
Career Counselor

TERESA ODOM  
Information Specialist

AMY YEEND  
Assistant Director, College of Business Career Services

TONYA MCGEE  
Marketing Specialist

LISA STEVENS  
Job Location and Development Coordinator

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 letter, practice interviews, and ultimately find your first job.

HOW WE CAN HELP YOU

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

Find your job
- Résumé
- Cover letter
- Interview practice
- Professional appearance
- Employer research
- Networking

Connect to employers
- Internships
- Eagle Employment
- Career Fairs
- Teacher Job Fairs
- On-campus interviews

Online
- Resources (found throughout the book)
- Eagle Employment (found on pg. 12)
The Career Services staff and I are excited about our new Career Guide, and we’re ready to help you succeed. We help students:

- Choose a major
- Explore career options with that major
- Search for a part-time job
- Search for an internship
- Search for full-time employment

...All in your chosen field

Our experts provide you with resources to be successful in each of these areas. I encourage you to come see our staff make your transition from high school to 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. *(We work with the vast majority of advertisers throughout the year.)*

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. We are here to help you succeed.

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**
Career Services helped me to be able to find a major more suited to 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 for the real world. Career Services gives you the tools to be successful!

**JOHNNY DALE BRUMFIELD JR.**  
Class of 2016

---

**ADVICE FROM AMY MILLER**  
ASSOCIATE PROVOST FOR ACADEMIC EXCELLENCE

- 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!
## FRESHMAN

<table>
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<th>Activity</th>
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<tr>
<td>Visit Career Services</td>
<td>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.</td>
</tr>
<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 Eagle Employment 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>
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<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>
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## SOPHOMORE

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<tr>
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<tr>
<td>Visit Career Services</td>
<td>Clarify career options with your major and begin building your résumé. Attend Career Services events and learn more about professionalism.</td>
</tr>
<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>
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As you navigate your path toward graduation, each choice you make will shape future opportunities. I encourage you to approach your academic, personal, and professional endeavors with your education and career goals in mind and to remember the power of investing in people. Throughout your journey, consider ways to move beyond networking to build productive working relationships and maintain connections with classmates, professors, supervisors, employees, and colleagues.  

- RODNEY D. BENNETT, PRESIDENT
### JUNIOR

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

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<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>
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<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 14.</td>
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<tr>
<td>Maintain Use of Eagle Employment</td>
<td>Apply for interviews here on campus with numerous employers wanting to hire Southern Miss graduates.</td>
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<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>
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<td>Apply for All Professional Jobs of Interest</td>
<td>Start at least six to nine months prior to graduation.</td>
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<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 on our website and complete the Placement Survey about your new job.</td>
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Did you know that graduating in five years instead of four will cost you more than $40,000 in tuition payments and lost wages? Make sure that you take at least 30 credit hours each year – you can spread them across spring, summer, and fall terms if you need to, but stay on track to graduation!

- AMY MILLER
FRESHMEN TAKE FLIGHT

DISCOVER YOUR JOURNEY!
- Take assessments to explore your interests and skills.
- Identify your career cluster/pathway.
- Know expectations of your occupation of interest (ex. potential salary, values, work environment).
- Select programs and majors that fit.

PLAN YOUR JOURNEY!
- Know the GPA expectation for your career choice and resources to achieve it. Find organizations on campus correlating with your career goals and get connected.
- Gain experience through service learning, internships, research or volunteering.

LAUNCH YOUR JOURNEY!
- Begin with the end in mind.
- Start building experiences to achieve goals—like your dream job.
- Find organizations on campus correlating with your career goals and get connected.

CAREER SERVICES CAN HELP YOU SOAR THROUGH EVERY STAGE!
Research shows students who find the right major
- Often have higher GPAs,
- Express satisfaction with college experiences,
- Reduce the number of semesters to achieve a degree with fewer major changes, and
- Continue to degree completion at a higher rate.

ONLINE RESOURCES

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.
- You’ll find this at www.usm.edu/career-services.

ONLINE RESOURCE
Focus2
- 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.
- You’ll find this at www.usm.edu/career-services.
- CODE: usm500

OCCUPATIONAL OUTLOOK HANDBOOK
- Research your career field and learn about job duties.
- Explore education and training needed for your career field.
- Review salary and occupation outlook.
- You’ll find this at www.usm.edu/career-services.
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)

BEFORE YOU SUBMIT THE APPLICATION
- Maintain a high GPA,
- Find a faculty mentor in your department, and
- Gain related field experience outside of the classroom.

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

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

Kristie Baxter, Career Counselor

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 qualification 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 Waldrop, Graduate Assistant

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 Baxter, Career Counselor
EAGLE EMPLOYMENT

Eagle Employment is an online job database available to all Southern Miss students and alumni. You can search for jobs, upload your résumé, and schedule interviews for job opportunities. The job database lists all job opportunities, including part-time (on and off-campus), internships and full-time employment. We also have various odd jobs and summer jobs as well.

LOG ON
- Visit www.usm.edu/career-services.
- Click the “Eagle Employment” link.
- Click the “Forgot your password?” link on the login page.
- Enter usm + your ID# with no spaces (ex. usm123456).
- Click “Reset Password,” and a new one will be sent to your @usm.edu email address.
- Follow the link in that email to log on.

COMPLETE YOUR PROFILE
- Once in Eagle Employment, you need to complete your profile.
- Fill in all required fields, accept the FERPA statement, and SAVE.
- Click “Submit Profile.” At that point, you can change your password.

FIND YOUR JOB
- Click on Jobs > Jobs Search.
- Search for jobs. (It is recommended that you use the Advanced Search option.)
- On the results page, click the job title to view the full job posting.
- Application instructions are listed in the “How to Apply” section of each job posting.
- Click “Email Me New Jobs” listed just above the first job in your results. You will receive email notifications when new jobs are posted that meet your search criteria.

UPLOAD YOUR RÉSUMÉ WITH THE CLICK OF A BUTTON SO EMPLOYERS CAN SEE YOU (MY ACCOUNT > MY DOCUMENTS > RÉSUMÉS > ADD). AFTER UPLOADING, MAKE SURE EMPLOYER VIEWING IS ON (MY ACCOUNT > MY PROFILE > EDIT > ADDITIONAL INFORMATION > ALLOW EMPLOYER TO VIEW RÉSUMÉ).

QUESTIONS? CALL US AT 601.266.4153. WWW.USM.EDU/CAREER-SERVICES
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.)

COME PREPARED FOR
(BUT DON’T EXPECT) A MINI INTERVIEW
- Why would you like to work here?
- Are you available to work X days?
- What is your previous work experience?
- What’s the biggest strength you would bring to this position?

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 46).
BE PREPARED!

BEFORE THE FAIR:

- BEFORE THE FAIR, LOOK OVER THE COMPANIES, AND FIND YOUR TOP 10 THAT YOU ARE INTERESTED IN.
- THINK OF QUESTIONS FOR EACH. WRITE THEM DOWN.
- PREPARE YOUR RÉSUMÉ TO ADDRESS EACH EMPLOYER’S NEEDS.
- DEVELOP YOUR BRIEF INTRODUCTION, PRACTICE IT, AND BE READY TO DELIVER IT.
- DRESS PROFESSIONALLY.

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 your 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?

AT THE FAIR

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.
   a. Practice your brief introduction (elevator pitch) on them. (See page 21 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 46 for instructions.)
WHAT IS AN INTERNSHIP?

- An internship refers to a professional work experience to learn more about and gain experience in a potential career field and develop job skills.
- The duration is agreed upon ahead of time and is short-term (typically either a summer, a semester or a year).
- The emphasis is on learning and professional development, which may involve guidance from a mentor.
- Internships can be paid or non-paid and have full-time or part-time hours.
- You could earn academic credit for your internship (usually not required, depending on academic discipline).

WHY IS AN INTERNSHIP IMPORTANT?

- Build up professional, marketable and transferable skills and experiences that your future company will value.
- Gain valuable field experience that you will need when you start your job hunt.
- “Test Drive” a chosen field. Do you like the type of work, atmosphere, hours, coworkers, etc.
- Networking – develop business contacts, secure letters of recommendation, and connect to employer who may offer you full-time work in the future.

“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

HOW TO MAKE THE MOST OF YOUR INTERNSHIP

- Show up early and be willing to stay late.
- Always go the extra mile for the entire duration of your internship.
- Be flexible and willing to take on any task, no matter how minor it may seem.
- Treat your entire experience like one long job audition.
- Keep in regular contact with those you worked with and build your network.
- Find a mentor.
- Be professional—all of the time.
- Understand expectations and then exceed them.

ONLINE RESOURCE

- Search thousands of job opportunities daily through the online database.
- Upload your résumé to enhance employment opportunities in your chosen career.
- Narrow job searches by city and state for desired location of employment.
- You’ll find this at www.usm.edu/career-services.
- CODE: usm1910
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 for yourself, 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, 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.

Important components of effective communication include the following:

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

**SAMPLE EMAIL MESSAGE**

**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 this email address or by phone at 228.123.4567. Thank you for your time and consideration.

Best regards,

Roxanne Jones
ETIQUETTE

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


GREETING

- Always rise when introducing or being introduced.
- Provide information when introducing, i.e., “Mr. Smith is CEO of ABC Bank.”
- Unless given permission, always use titles and last names.
- Always have a firm handshake and hold it for three to four seconds.
- 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 involve a business meal.

- Arrive at least 10 minutes early.
- Wait to sit until the host(ess) indicates the seating arrangement, and allow women to be seated first.
- Discretely unfold your napkin to half and place in your lap before eating or drinking anything.
- When ordering, take cues from the host about ordering (price, type of food, etc.).
- Don’t hold up the ordering; be prepared to order when asked.
- Order something that is not messy and easy to eat.
- Expect to be served from the left and for dishes to be removed from the right.
- Do not move your dishes to the side or hand them to the waiter.
- Wait to eat until everyone has been served.
- Keep your hands in your lap unless you are eating.
- Use good posture; keep your arms close to your body.
- Cut your food one bite at a time.
- Break a whole slice of bread after you have placed it on the plate.
- Bring food to your mouth, not your head to the plate.
- Eat at the same pace as everyone else.
- Contribute equally to the conversation.
- Place your napkin on the seat if you must excuse yourself.
- Start with the utensil farthest from your plate.
- Dip soup away from you, and sip from the side of the spoon.
- Always taste your food before you season it.
- Pass salt and pepper together, and always pass items to the right.
- Pass handles toward the receiver, and pass before serving yourself.
- Place items on the table, not in the recipient’s hand.
- Don’t chew with your mouth open, blow on your food, or talk with food in your mouth.
- Feel free to talk weather, sports, current events or common interests, but never personal issues or off-color jokes or topics.
- When alcohol is present, know your limitations, and never consume if the host/interviewer abstains.
- Business should not be brought up until after the entrée plates have been removed.
“Whether we like it or not, those of us who use social media are constantly projecting a version of ourselves to the outside world. The challenge is for us to use it wisely to help rather than to hurt our careers. The permanent nature of Internet postings mean that ill-advised can easily come back to haunt us. Students and new graduates should take particular care with their social media posts, as employers regularly check social media platforms when determining whom to hire. Learn the privacy settings on Facebook and elsewhere and master them. But more than anything, post wisely. Assume that every post will be seen by your favorite aunt, your grandmother and a future employer.”

DAVID R. DAVIES, PH.D.
PROFESSOR AND INTERIM DIRECTOR
SCHOOL OF MASS COMMUNICATION AND JOURNALISM

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.

NEED HELP GETTING YOUR LINKEDIN PROFILE READY TO GO? COME BY OUR OFFICE!
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 than smiling with your mouth closed. This will help you build trust with future employers and make you appear more likeable.
### 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.

### TIPS FOR MEN

When choosing a tie, the more professional you get, the “calmer” the tie is concerning color and pattern.

The ideal professional dress is matching suit pieces.

---

### DRESS FOR SUCCESS RUBRIC

#### LADIES

<table>
<thead>
<tr>
<th>SKIRT:</th>
<th>Skirt length is knee length or slightly above the knee.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PANTS:</td>
<td>For business casual, dress pants are great. For professional, you want suit pants that match a jacket.</td>
</tr>
<tr>
<td>JACKET:</td>
<td>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.</td>
</tr>
<tr>
<td>SHOES:</td>
<td>Business shoes are solid and cover all toes.</td>
</tr>
</tbody>
</table>

#### MEN

| SHIRT: | Long-sleeved, buttoned shirt with collar, 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. |
**60-SECOND ELEVATOR PITCH**

**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?**
Use this any time you are networking, whether you’re at a conference, event, work, etc.

**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 to say it, so preparation is essential.

When you only have a short amount of time to sell yourself, a confident pitch is crucial.

**CONSTRUCTING YOUR PITCH**

1. This is a pitch, so it’s ok for it to sound a little “sales-y.”
   - Example: “I work for Jimmy’s Cellphones. We are the number one distributor for all cell phones and carriers in Mississippi. We sell every type of cell phone on the market, as well as provide very competitive pricing.”

2. Explain what you do.
   - What are you studying?
   - Brief point on why you chose that field (not your life story)

3. Communicate your unique selling point.
   - What makes you different from other candidates?
   - What have you done that gives you an advantage in your field?

4. Avoid buzzwords and jargon.
   - Try to avoid words and phrases like “outside the box,” “go-getter,” “team player,” “hard worker,” etc.

5. Engage with a question.
   - Make sure it’s a conversation at this point.
   - Ask an open-ended question, let them answer it, and let that be a conversational part of your pitch.

6. Write it out.
   - Read it aloud.
   - Make sure it sounds natural.
   - Take your pitch and convert it to bullet points.

7. Practice
   - Do not say the exact same thing every time – it should not sound rehearsed.
   - Practice your pitch on multiple people.
   - Take their feedback and correct your pitch accordingly.

**TIP**

**MAKE SURE YOUR SPEECH DOESN’T SOUND REHEARSED.**

**EXAMPLE:**

*Good morning, I’m Suzy Smith. I’m currently studying communication at The University of Southern Mississippi. I currently have an internship with the Career Services department, and I assist with graphic design and videography. I’ve not only gained experience in the field I want to go into, but I’ve also learned a lot about professionalism and business etiquette. What advice do you have for someone who is about to enter the working world?*

**TIP**

**KEEP SMALL TAKE-AWAY ITEMS WITH YOU, LIKE A BUSINESS CARD, SO YOU CAN CONTINUE THE CONVERSATION AT A LATER DATE.**
Have you ever heard the phrase, “It’s not what you know but who you know?” **A large percentage of the jobs that are 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.

**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*
Coordinator of Student Life and Career Services
Gulf Park Campus

**ANYTHING ELSE?**

“Building powerful relationships and partnerships is the very essence of the popular business term ‘networking.’ However, too often young emerging professionals think of networking as transactional. ‘I need to meet you so you can help me be successful.’ This is a losing strategy.

In networking, and in life, there are givers, takers and matchers. Takers are only looking to relationships to see what they can gain from them. Matchers think of it as ‘quid pro quo’ or ‘I will do something for you with the expectation that you will do something for me.’ The magic sauce for networking 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.

Sticking to the people we know is a tempting behavior. It’s comfortable, it’s safe, and it’s enjoyable. Creating an enriching circle of trusted relationships requires one to be out there in the mix all the time. So you will need to 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. Again, sometimes young professionals are so eager to let others know about them and their skills and ambitions that they talk too much. Learn about the other person; you will have time to share more about yourself later as the relationship develops. Follow up with people you meet with a brief thank you note. Look for something you can do for them. End every conversation with this question: ‘Is there anything I can do for you?’

Finally, you must become as willing to ask for help as you are to give it. If you work really hard at being a giver and building trust, you may seldom need to ask for help because those you have helped will be helping you proactively, but for those trusted friends and advisors in your network, you must be willing to ask for help if you need it. Think in terms of ‘five minute favors.’ ‘Can you introduce me to so and so? How would you approach this person? Who do you know that might be interested in XYZ?’

Becoming a selfless, giving networker will enhance your career and enrich your life.”

*Dr. Joe Paul*
Vice President Emeritus
FINAL THOUGHT
“In my life, I have had seven jobs. All but one of those jobs involved some sort of connection. Relationships play a heavy role in starting your career and progressing through your career.”

-Tonya McGee
Marketing Specialist, Career Services

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 21).
- 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 leave your business cards at home.
- Don’t ask someone to distribute your résumé.
- Don’t get too personal.

NEED PRACTICE? COME BY AND SEE US — 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

Highly Recommended Information

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 team 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
☐ Two to six 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
☐ Attend professional association conferences
☐ Present research 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)

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)
ACTION WORD LIST
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

- Achieved
- Acquired
- Acted
- Adapted
- Addressed
- Administered
- Advertised
- Advised
- Advocated
- Aided
- Allocated
- Analyzed
- Answered
- Anticipated
- Applied
- Appraised
- Approved
- Arranged
- Ascertained
- Assembled
- Assessed
- Assisted
- Attained
- Audited
- Augmented
- Authored
- Bolstered
- Briefed
- Brought
- Budgeted
- Built
- Calculated
- Cared
- Charged
- Checked
- Clarified
- Classified
- Coached
- Collaborated
- Collected
- Comforted
- Communicated
- Compared
- Completed
- Complied
- Composed
- Computed
- Conceived
- Conducted
- Conserved
- Consulted
- Contracted
- Contributed
- Converted
- Cooperated
- Coordinated
- Copied
- Counseled
- Created
- Critiqued
- Cultivated
- Dealt
- Debated
- Decided
- Defined
- Delegated
- Delivered
- Designed
- Detected
- Determined
- Developed
- Devised
- Diagnosed
- Directed
- Discouraged
- Discerned
- Discriminated
- Dispatched
- Displayed
- Dissected
- Documented
- Drafted
- Drove
- Edited
- Edited
- Eliminated
- Empathized
- Enabled
- Enforced
- Enlightened
- Enlisted
- Ensured
- Established
- Estimated
- Evaluated
- Examined
- Exceeded
- Exelled
- Expanded
- Expedited
- Experimented
- Explained
- Explored
- Expessed
- Extracted
- Facilitated
- Fashioned
- Financed
- Formulated
- Fostered
- Founded
- Gained
- Gathered
- Gave
- Guided
- Handled
- Healed
- Helped
- Identified
- Illustrated
- Implemented
- Improved
- Improvised
- Inaugurated
- Increased
- Indexed
- Indicated
- Influenced
- Initiated
- Inspected
- Instituted
- Integrated
- Interpreted
- Interviewed
- Introduced
- Invented
- Inventoried
- Investigated
- Judged
- Kept
- Launched
- Learned
- Lectured
- Led
- Lifted
- Listed
- Located
- Logged
- Made
- Maintained
- Managed
- Manipulated
- Mapped
- Mastered
- Maximized
- Mediated
- Memorized
- Mentored
- Met
- Minimized
- Modeled
- Modified
- Monitored
- Narrated
- Negotiated
- Observed
- Obtained
- Offered
- Operated
- Ordered
- Organized
- Originated
- Overcame
- Oversaw
- Participated
- Perfected
- Performed
- Persuaded
- Planned
- Practiced
- Predicted
- Prepared
- Presented
- Prioritized
- Produced
- Programmed
- Projected
- Promoted
- Proposed
- Protected
- Proved
- Provided
- Published
- Purchased
- Queried
- Questioned
- Raised
- Ran
- Rationalized
- Read
- Reasoned
- Recorded
- Received
- Reduced
- Referred
- Related
- Relied
- Reported
- Researched
- Responded
- Restored
- Revamped
- Reviewed
- Scanned
- Scheduled
- Screened
- Set goals
- Shaped
- Skilled
- Solicited
- Solved
- Specialized
- Spoke
- Stimulated
- Strategized
- Streamlined
- Strengthened
- Stressed
- Studied
- Substantiated
- Succeeded
- Summarized
- Synthesized
- Supervised
- Surveyed
- Sustained
- Tabulated
- Talked
- Taught
- Theorized
- Trained
- Translated
- Upgraded
- Utilized
- Validated
- Verified
- Visualized
- Won
- Wrote

EXAMPLES OF ADAPTIVE SKILL WORDS THAT DESCRIBE YOUR PERSONAL TRAITS

- Active
- Adaptable
- Adaptive
- Adept
- Aggressive
- Analytical
- Assertive
- Broad-minded
- Committed
- Competent
- Conscientious
- Cooperative
- Creative
- Dedicated
- Dependable
- Determined
- Diligent
- Diplomatic
- Disciplined
- Discreet
- Effective
- Efficient
- Energetic
- Entertaining
- Enthusiastic
- Exceptional
- Experienced
- Fair
- Familiar
- Firm
- Honest
- Independent
- Innovative
- Instrumental
- Keen
- Logical
- Loyal
- Mature
- Methodical
- Objective
- Open-minded
- Outgoing
- Personable
- Pleasant
- Poised
- Positive
- Practical
- Productive
- Receptive
- Reliable
- Resourceful
- Self-confident
- Self-motivated
- Self-reliant
- Sensitive
- Sharp
- Sincere
- Strong
- Successful
- Tacit
- Tenacious
- Well-organized
SAMPLE RÉSUMÉ HEADINGS

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
Cell: 601.123.4567 | Email: jane.doe@usm.edu
Current Address:
111 Southern Miss Lane
Hattiesburg, MS 39402
Permanent Address:
45 Eagles Soar Drive
Brandon, MS 39047

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

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

ONLINE RESOURCE
- Create and format your own résumés 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 www.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

HOW TO ASK FOR A REFERENCE OR LETTER OF RECOMMENDATION

DO
• Ask early. Ask at least two to three weeks in advance.
• Ask in a professional manner. We recommend asking through the following:
  1. Meeting
  2. Phone Call
  3. Email
• A personal meeting is preferred and adds a personal touch.
• Be sure to include the purpose for the reference letter.
• Provide a copy of your résumé. This will refresh the reference writer regarding your work history and what you want to highlight.
• Provide the reference writer the instructions for submitting and when it is due.
• Send a reminder email a week before the deadline. Generally, no one minds a reminder, but be professional and use correct grammar.

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.
• Be informal. If you ask through an email, use correct grammar and be as professional as possible.
• 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.” You want to 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
ALWAYS SEND A THANK YOU NOTE AFTER THE REFERENCE HAS BEEN COMPLETED. HANDWRITTEN NOTES ARE PREFERRED.

KEEP YOUR REFERENCES UPDATED ON YOUR JOB SEARCH.
CAMILLE FRESHMAN
3105 Eagle Drive
Magee, MS 39402
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, 2020

EXPERIENCE: Writer/Reporter
Magee Daily News, Magee, MS June – August 2016
• 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 2015
• 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 2014
• 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 2016 (120 selected from 1200 applicants)
Rotary Club Scholarship, May 2016
National Honor Society, 2010-15
Newspaper Editor, Magee High School, 2014-15
Vice President, Senior Class, 2014-15
March of Dimes and United Way Volunteer (more than 150 hours)
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

The University of Southern Mississippi (AACSB-Accredited)  
Hattiesburg, MS

Bachelor of Science in Business Administration, Finance  
GPA: 3.497  
President’s List (two semesters)

Asian Studies Program, Summer 2016

Bloomberg Certified in Equity Essentials and Fixed Income Essentials (2016)
Microsoft Excel 2013 Certified (2015)

SPECIAL PROJECTS

• Financial Management Association C-Suite Symposium, Fall 2016 – 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, Spring 2015 – Served on the Sponsorship Committee, which raised approximately $4,300 to host an event for over 500 students.

INTERNSHIP

Trustmark National Bank  
Jackson, MS

Credit Analyst Intern  
Summer 2016

• 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 2014 – 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
EDWARD BEAKER
1101 Biology Drive Apt. 21 C, Hattiesburg, MS 39406
601.010.1001 • edward.beaker@usm.edu

EDUCATION

The University of Southern Mississippi Hattiesburg, MS
Bachelor of Science in Biological Sciences December 2017
Minor: Spanish

Jones County Junior College Ellisville, MS
Biology August 2013 – May 2015

UNDERGRADUATE RESEARCH

The University of Southern Mississippi Hattiesburg, MS
“Study of Viral Immunology Testing” January 2016 – Present
Undergraduate Research Assistant
Department of Biological Sciences

The University of Southern Mississippi Hattiesburg, MS
“Bactericidal Properties of Lactoferrin” August 2015 – Present
Undergraduate Research Assistant
Department of Biological Sciences

EXPERIENCE

Hattiesburg Clinic Hattiesburg, MS
Internship May 2016 – August 2016
• 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 2015 – May 2016
• Answered and transferred incoming telephone calls to correct personnel
• Assisted with making copies and accurately filed documents

Sweet Peppers Hattiesburg, MS
Waiter/Cashier June 2013 – August 2015
• Greeted customers upon arrival to take food and drink orders
• Checked on customers after food has been delivered to tables to ensure an enjoyable meal
• Collected proper payments from customers after ordering food

CAMPUS ACTIVITIES

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

VOLUNTEER EXPERIENCES

Forrest General Hospital, Cancer Center 25 hours Hattiesburg, MS
Drug-Free Resources for Education and Alternatives in Mississippi (DREAM) 15 hours Hattiesburg, MS
Hub City Humane Society 15 hours Hattiesburg, MS
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  
Bachelor of Science, Public Health  
Major: Health Policy and Administration, GPA: 3.5/4.0

Work Experience

Store Manager, Smoothie King, Gulfport, MS  
June 2010 – Present

- Started with Gulfport location as a team member; promoted to store manager at new location
- At national conference in 2013, 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 2015
- Maintain organization of store; participate and lead employees in all team member training
- Coordinate scheduling and employee guidance including disbursement invoices and statements
- Categorize and submit necessary daily paperwork; manage currency on an everyday basis

Camp Instructor, Universal Cheerleaders Association, Southeast Region  
May 2009 – August 2009

- 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

Volunteer, Color Me Healthy, Jackson County  
September 2014 – Present

- Visited schools, provided measurements for children through grant-funded program to establish and implement healthy eating, awareness and healthy habits (20+ hours)
- Measured 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 in Psychology | Minor: Spanish
GPA 3.5 | The University of Southern Mississippi | May 2017
Honors College | Thesis topic: Hurricane Katrina, 10 years later and how it affected elementary children
Study Abroad | Spain | Summer 2016

INTERNERSHIP

Behavioral Intern
Pine Belt Mental Healthcare Resources | Hattiesburg, MS | Summer 2015
• Conducted intake information
• Participated in weekly counseling sessions

WORK EXPERIENCE

Resident Advisor | Residence Life | The University of Southern Mississippi
Hattiesburg, MS | August 2014 – 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 freshmen student residents, and provide educational resources for student success
• Stress rules and policies to ensure smooth operation of resident 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

Girl's Counselor | Pine Cover Summer Camp | Columbus, TX | Summer 2015
Server/Cashier | Newman’s Catering | Liberty, AL | March 2013 – August 2014

CAMPUS INVOLVEMENT

Secretary, Psychology Club
Psi Chi | National Honor Society for Psychology
The Pride Marching Band | The University of Southern Mississippi
Freshmen Associates | Freshmen Student Government Association
Alpha Lambda Delta Honor Society

COMMUNITY SERVICE

Student Mentor | Thames Elementary School | Weekly for 1.5 years
Conversation partner with international students | Weekly for 2 years
Counselor at Edwards Street Missions | 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 Graduation: May 2017
BACHELOR OF SOCIAL WORK, 4.0 GPA
  • President’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          August 2013 – December 2015
ASSOCIATE OF ARTS, 3.0 GPA

PROFESSIONAL EXPERIENCE

THE SHED BARBEQUE AND BLUES JOINT, Manager, OCEAN SPRINGS, MS          January 2011 – 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 ensuring customer satisfaction and addressing concerns in a professional and effective manner
  • Facilitate opening and closing procedures, including all monetary procedures and inventory

VOLUNTEER WORK

GREENBRIAR NURSING CENTER, D’IBERVILLE, MS          December 2012 – Present
  • Assist residents with arts and crafts, playing bingo, and general socialization and recreational activities; observe BSW students perform different assessments on residents to evaluate their cognitive functioning and memory; collaborate with staff members and BSW students regularly

GULF COAST FAMILY COUNSELING, OCEAN SPRINGS, MS          March 2013 – June 2013
  • Supported social workers by organizing client files, by scanning paperwork in client files and sending them to computer files using a Neatdesk Organizer, filed paperwork, and faxed client paperwork to doctors and insurance agencies

LAKEVIEW NURSING CENTER, GULFPORT, MS          September 2012 – December 2012
  • Observed social worker fill out paperwork that was sent to other agencies, visit residents’ rooms to assess their memory skills and their cognitive and physical functioning

COMMUNITY INVOLVEMENT

The University of Southern Mississippi Social Work Club, Member          January 2013 – Present
The Salvation Army Angel Tree Registration, Volunteer          October 2014, 2015
The VA Stand Down in Biloxi, Volunteer          October 2014, 2015
NASW Social Work Conference in Biloxi, Student Participant          March 2014, 2015
Mississippi Gulf Coast Community College Reflections Team, Member          August 2013 – December 2015
Hugh Smith
118 College Drive #5013 • Hattiesburg, MS 39406 • hugh.smith@usm.edu • 601.266.4156

**Objective**
Registered Nurse with a leading health care provider

**Education**
- **Bachelor of Science in Nursing**
  The University of Southern Mississippi, Hattiesburg, MS  May 2017
- **Associate of Arts, Pre-Nursing**
  Jones County Junior College, Ellisville, MS  May 2015

**License and Certifications**
- CPR and AED; American Heart Association valid through May 2017
- Stroke Scale Certification, National Institute of Health valid through March 2018

**Student Clinical Experience**
- Forrest General Hospital
  - ER, ICU, Neurology/Oncology  Spring 2016
  - Telemetry, OR, Cardiac Cath Lab  Fall 2015
  - Orthopedics, Dialysis  Spring 2015
- South Central Regional Medical Center, Laurel, MS
  - Labor and Delivery/Post-Partum  Fall 2015
- Pinebelt Association for Families, Hattiesburg, MS
  - Community Health  Summer 2015
- Pine Grove Behavioral Health and Addiction Services, Hattiesburg, MS
  - Psychiatric Unit  Spring 2015
- The University of Southern Mississippi, Hattiesburg, MS
  - Clinical Skills Lab/Simulation Experiences  Fall 2014

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

**Community and Campus Involvement**
- Student Nurses Association (SNA) and Christian Nurses Fellowship (CNF)
- NCSBN National Simulation Study Participant, 2011
- Donated books to Pages of Love for the Pediatric Floor at Forrest General Hospital

**Work Experience**
- **CATO Fashions**
  Magee, MS
  - Sales Associate  Summers 2014 and 2015
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 relationship 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.

MAKE YOUR FEDERAL RÉSUMÉ COUNT. CRAFT IT SKILLFULLY.

ONLINE RESOURCE
- Your one stop shop for federal jobs.
- Search and apply for federal jobs across the country.
- You’ll find this at www.usm.edu/career-services.
What is a curriculum vitae?
A curriculum vitae (CV or vita) is a detailed, ongoing list of experiences and accomplishments. Although it is usually accompanied by corresponding dates for each accomplishment, there is no standard format.

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

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

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

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

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

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

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 or not.

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 “Dear [Mr. /Ms. Last Name]” title and last name of the person to whom you are writing the letter, such as “Dear Dr. Smith” or “Dear Ms. Jones.” Do not use “Miss” or “Mrs.” Always use a colon (:) after the salutation and not a comma.

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

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

CLOSING PARAGRAPH
1. Pave the way for an interview.
2. Include a telephone number and email address where you can be reached, even though it is in your header.

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

TIP
ALWAYS DO COVER LETTERS WHEN APPLYING FOR JOBS, EVEN IF IT DOESN’T ASK FOR ONE.
September 4, 2016

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

Dear Ms. Smith:

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

The educational training and research experience gained at Southern Miss has honed skills in the areas of quality assurance and environmental acceptability practices. Moreover, chemistry training obtained through classes such as Analytical Biochemistry, Inorganic Chemistry, Physical Chemistry and accompanying lab work has provided knowledge required to work on complex research projects in regard to organic synthesis. Specifically, 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. I will contact you in two weeks to check the status of my application. In the meantime, please feel free to contact me at 123.456.7891 or jonathan.doe@eagles.usm.edu. Thank you in advance for your time and review of the enclosed credentials.

Sincerely,

Jonathan Doe

jonathan.doe@eagles.usm.edu
Dear Dr. Smith:

The attached résumé is part of the application package for the position of elementary teacher with Lamar County School District. Having grown up in Covington County, an understanding of the county’s high standards for the district’s students and teachers was forged. Current student teaching experiences in Collins and Seminary have furthered the desire to teach the children of Covington County and provided the tools necessary to continue these standards while giving back to the community.

I am currently attending The University of Southern Mississippi and will have completed all requirements for the Mississippi Elementary Teaching Licensure upon my graduation in May 2013. A diverse background in teacher candidacy experiences was gained through working on the kindergarten and fifth grade elementary school levels in both suburban and urban school districts. Additional activities outside the classroom, such as mentoring at the Boys and Girls Clubs and after-school character education programs, have helped me develop a deeper understanding of the community’s culture.

As a teacher with Lamar County schools, the following qualities will be used to motivate and meet the needs of a diverse population:

• Integrating technology into teaching
• Incorporating cooperative learning lessons for student exploration of concepts
• Relating concepts to students’ real-life experiences
• Using creative learning experiences to meet varying learning styles

The opportunity to teach and inspire students within your district is an exhilarating prospect that I am highly qualified for and fully able to undertake. Thank you for considering the attached application. If you have any questions, or would like to arrange a meeting, please feel free to call me at home at 601.799.0000 or on my cell phone at 601.544.0000.

Sincerely,

Stacy Rayborn
CONDUCTING A SUCCESSFUL INTERVIEW

The interview is the key to whether you are offered the job or not. 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

Usually, you can 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 the common questions.

One of the most reoccurring questions is, “So tell me about yourself.” This is usually the first question within the first five minutes of meeting them. This is where your elevator pitch comes in (See page 21 to learn about the elevator pitch). The more you know about yourself, the job and the company, the better you can articulate why you would be a good hire.

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

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?
- Use Big Interview on the Career Services website.
- Come in our office and practice with one of our experts. We’ll give you quality feedback and help you be the best you can be.

THE DAY OF THE INTERVIEW

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

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.

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, verbal communication skills and your nonverbal communication.
**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.
- Have good posture.
- Keep strong eye contact.
- Have a firm handshake.

**SAMPLE QUESTIONS THEY WILL ASK**
1. Tell me about yourself. (Refer to the “60-Second Elevator Pitch” on page 21.)
2. How has your education and experience at Southern Miss prepared you for this career?

**SAMPLE BEHAVIORAL INTERVIEW QUESTIONS**
1. Tell me about a time when you had to follow a policy you didn’t agree with.
2. Tell me about a time when you had to deal with a difficult customer.
3. Give me an example of a time when you showed initiative and took the lead in a task or project.
4. Tell me about a time when you failed and how you dealt with it.
5. Describe a decision you made that was unpopular and how you handled implementing it.
6. Have you had to convince a team to work on a project they weren’t excited about? How did you convince them to complete the project?
7. Describe a situation in which you were able to use persuasion to successfully convince someone to see things your way.
8. Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

---

**DURING THE INTERVIEW**

**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 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?

Table Source: QuintCareers.com
SAMPLE QUESTIONS TO ASK THROUGHOUT THE INTERVIEW

- I see that your organization is introducing {X} in the Southern market. How would I be involved in that process?
- How do you envision this position supporting you and your responsibilities?
- How does this position fit into the long-term goals of the company?
- How has this position evolved since it was created?
- What expectations do you have for the person in this position?
- How would you describe the company culture?
- What have you enjoyed the most about working for this company?
- How do you support the professional development of your staff?
- What are some of the learning outcomes you have for new employees?
- Do you have any concerns about my qualifications or ability to do the job?
- What is the next step in the hiring process and your timeframe for making your decision?

After the interview, be sure to send the interviewer a thank you note within 24 hours. See page 47 for an example.
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.
- Smile during the interview. It projects a positive attitude.
- Create a short professional telephone message for missed calls.
- Avoid using speakerphone at all times.
- Make sure your phone battery is fully charged and you have a good signal.
- Have a pen and paper available for notes.

WEB-BASED INTERVIEW TIPS

- Set up early. Never be late.
- Test all equipment and technology well before an 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.

ONLINE RESOURCE

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

POINTS OF CAUTION
- There is a line between conducting a professional follow-up and harassing someone. Ask a potential employer when you should hear from them; then don’t contact them until a few days after that date.
- All communication should remain on a professional level. Make sure you have your thoughts together before reaching out.
- Only use a legitimate thank you note or professional stationery.
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 make 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 me 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

March 7, 2017

Dr. Walker,

Thank you for interviewing with me yesterday. 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 make 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 contact me if you have any questions or need any additional information. I look forward to hearing from you.

Sincerely,

Jane Doe
TIP 1
BEFORE THE INTERVIEW, KNOW YOUR PROBABLE SALARY RANGE.
Research on websites like salary.com or glassdoor.com.
Visit Career Services for current salary data for new graduates.

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

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

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

TIP 5
CONSIDER THE COSTS AND BENEFITS BEYOND SALARY.
Health Care Plans
Vision/Dental Plans
Prescription Plans
Commute/Parking Costs
Vacation/Sick Leave/Holidays

Life Insurance
Retirement or 401K
Profit Share
Tuition Reimbursement
Overtime/Work Hours

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

ONLINE RESOURCE
- Explore career options.
- See detailed job descriptions.
- Learn about salary ranges for your career field.
- You’ll find this at www.usm.edu/career-services.
THANK YOU TO OUR SPONSORS!

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

Authentic Pit Smoked BARBECUE

DICKEY'S
US Hwy. 98 & Cross Creek Pkwy
601.450.1710 • Dickeys.com

HATTIESBURG
BARBECUE PIT

CUP
Join an industry leader for Careers that Deliver in:

LEADERSHIP • SALES
SERVICE • OPERATIONS

gkcareers.com
Haworth is a family owned company and along with our members is changing the way products are designed, created and delivered to our customers across the globe. We draw on the diversity of wisdom and knowledge from all of our members, creating a distinct global perspective that fuels not only pioneering products, but also a healthy respect and sense of community. Headquartered in Holland, Michigan, we have many facilities across the country including a chair manufacturing plant in Bruce, Mississippi.

Join a company that values innovation, sustainability and you!

Haworth is an EEO/AA employer. Women, minorities, veterans and people with disabilities are encouraged to apply.
Join Our Team

LASIK • Cataract • Cornea • Glaucoma • Retina • Cosmetics

601.264.3937 | SouthernEyeCenter.com

Abumere Akinwale, MD | Cameron Griffith, MD | Kiper Nelson, MD | Joseph Childs, MD | Jaime Jiménez, MD | Stanley Saulny, MD
From engineers to business majors and virtually any discipline in between, Kohler Engines in Hattiesburg is always looking for sharp, self-motivated people to propel its business into the future. If you’re interested in learning more about available opportunities and contributing to Kohler, visit www.kohler.jobs.

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

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

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

Please submit your resume to:
Region 8 MH Commission
Human Resources Coordinator
P.O. Box 88, Brandon, MS 39043
601-824-1562 | 601-824-1567 fax
careers@region8mhc.org
If you understand working with students is more than a job, we are looking for you! Teaching and support staff positions are available today.

Join our team and answer your call!
What are the benefits?
We offer our employees many great benefits, including but certainly not limited to:
- 10 paid holidays annually;
- 18 personal days of leave annually;
- 12 paid major medical leave days annually;
- State Retirement;
- Career advancement opportunities;
- Educational Scholarships

Why should I work for MDCPS?
Each of our positions comes with an opportunity to touch the lives of Mississippi’s most vulnerable children and families. No matter where you are on your journey, we can offer you the chance to make a difference and gain the knowledge and skill set that only comes from experiences gained protecting children and nurturing Mississippi families.

Our children need you. We need you.

What am I qualified to do?
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Thursday, September 1, 2016
5 – 7 p.m.
Trent Lott Center

PART-TIME JOB FAIR
Wednesday, September 7, 2016
10 a.m. – 2 p.m.
TCC

EXPERIENCE BUSINESS CASUALLY
Thursday, September 8, 2016
Scianna Hall

FALL CAREER FAIR
Wednesday, September 28, 2016
Noon – 4 p.m.
TCC

FALL TEACHER JOB FAIR
Friday, October 14, 2016
9:30 a.m. – 1 p.m.
TCC

SPRING CAREER FAIR
Tuesday, February 21, 2017
Noon – 4 p.m.
TCC

SPRING TEACHER JOB FAIR
Friday, March 17, 2017
9:30 a.m. – 1 p.m.
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