



MISSISSIPPI STATE UNIVERSITY™
CAREER CENTER



ONE TEAM. ALL IN. FOR OUR BULLDOGS.

www.career.msstate.edu • 300 Montgomery Hall • 662-325-3344

ONE TEAM

The Career Center is a team of professionals devoted to each college, school, and program here at MSU. We understand the role your career choice plays in your overall happiness, and our goal is to assist you in a smooth transition from being a student to a career ready professional.

ALL IN

We're ALL IN! As an MSU student, we realize you arrive to campus with specific, individual needs. To help meet those needs, the Career Center is committed to offering an array of programs and services to align with finding a career that is best for you.

FOR OUR BULLDOGS

Once a Bulldog, always a Bulldog. MSU graduates receive full services from the Career Center for up to two years after graduation. From undergraduate to graduate, the Career Center is here to help our students and alumni.

MAIN LOCATIONS

CAREER CENTER

300 Montgomery Hall
P.O. Box P
Mississippi State, MS 39762
662-325-3344
www.career.msstate.edu



COOPERATIVE EDUCATION

335 McCain Hall
P.O. Box 6046
Mississippi State, MS 39762
662-325-3823



SATELLITE LOCATION

Political Science & Public
Administration
190 Bowen Hall
Mississippi State, MS 39762
662-325-3344



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TO MAKE AN APPOINTMENT

ONLINE

1. Log in to your Connections account (www.career.msstate.edu/students)
2. Click "Counseling & Calendar" from the left menu, then click "Counseling Appointment."
3. Click the button at the bottom of the screen to "Request New Appointment."
4. Complete and submit the form that appears, and you will receive an email confirmation once the appointment has been accepted.

BY PHONE

662-325-3344

IN PERSON

300 Montgomery Hall
Monday through Friday, 8AM-5PM

CONNECT WITH US



MISSISSIPPI STATE CAREER CENTER



@MSSTATECAREER



@MSSTATECAREER



MSU CAREER CENTER



@MSSTATECAREER

PROGRAMS & SERVICES

The MSU Career Center is committed to providing an array of programs and services to help meet your individual needs as a student. Below is a list of the ones most commonly used:

PROGRAMS

COOPERATIVE EDUCATION & INTERNSHIP PROGRAM

The Cooperative Education (Co-op) and Internship Office is dedicated to helping you gain practical work experience in your field BEFORE you graduate. With practical work experience related to your major, you'll achieve the competitive edge that can make the difference in your job search after graduation.

SERVICES

APPOINTMENTS

Our staff is here to listen, ask questions, give feedback, help identify obstacles, and teach strategies to determine your next steps toward your goal, whether internship, full-time, graduate or professional school.

ASSESSMENTS

It's hard to figure out what you're supposed to do 'the rest of your life'. Career assessments can provide direction so you can make the best decision for you. Here are assessments we offer:

- Strong Interest Inventory
- TypeFocus (FREE)

EVENTS

We host several events throughout the year to help you explore careers and connect with professionals in various fields. These events are great opportunities to collect company information and network.

MOCK INTERVIEWS

Preparation is the key at being successful in almost anything in life but definitely in an interview. Come practice your interview skills with trained professionals.

ON-CAMPUS INTERVIEWS

Each year, the MSU Career Center provides the opportunity for you to interview with prospective employers who come seeking **YOU** to interview with their company or organization right here on campus.

RÉSUMÉ

Your résumé is a major marketing tool during your career search process. To ensure it's as professional as possible, allow us to review and offer feedback on your résumé before submitting it to a potential employer.

CONNECTIONS

Connections is the Career Center's online job board and should be your first option when performing your job search, scheduling on-campus interviews, or checking out what companies are visiting campus.

UTILIZE YOUR CAREER CENTER ACCOUNT

GETTING STARTED: SIGN IN

- Go to www.career.msstate.edu
- Click Go to Connections
- Click Student/Alumni
- Log in using your NetID and MSU password

MY ACCOUNT: UPDATE YOUR PROFILE INFORMATION

- Click on My Account
- Under the Personal tab, update permanent email address and save
- Update information under the Academic tab and save
- Complete fields under the Privacy tab and save

DOCUMENTS: UPLOAD CURRENT RÉSUMÉ

- Click on Documents
- Click on My Documents, then click Add New
- Complete Label field for résumé
- Click Browse to select your résumé file to upload
- Click Submit

JOBS: SEARCHING IN CONNECTIONS

- Click Jobs located on left column
- Click on Search
- Click See All Jobs located under maroon search button
- Click drop down arrow under Position Type, and check all that apply
- Click Apply
- Review jobs list, and submit to jobs as indicated

ADDITIONAL JOB SEARCH FEATURES

Mississippi Grad Jobs

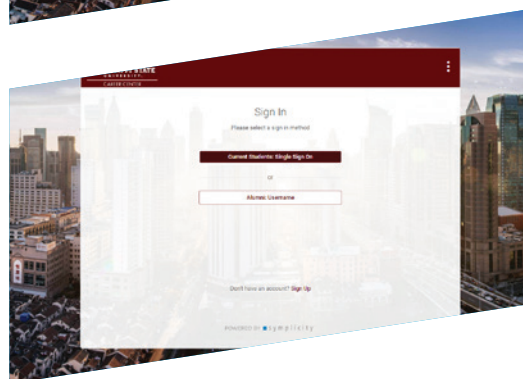
- Search by major or keyword with "I'm Looking for a Job Now"
- Register for email job notification using the Green and Orange notification request boxes

CAREERSHIFT: FOUND UNDER RESOURCES IN CONNECTIONS

- Click on Resources, and scroll down to select CareerShift
- Type a Keyword related to your career field (e.g. manager)
- Under Search by Area enter the State and City location of your preference
- Click on job titles from the list to review the job and apply online
- Visit the company's direct website to identify additional opportunities

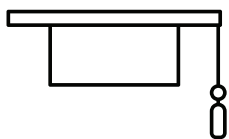
GOINGLOBAL AND USA CAREER GUIDES: UNDER RESOURCES

- National and International job searches with H-1B info



NACE COMPETENCIES

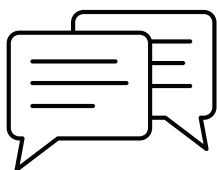
The National Association of Colleges and Employers (NACE) has identified the following 8 Career Readiness Competencies to prepare you for success in the workplace. Academic coursework and projects, campus and community involvement, and leadership opportunities are all ways you can work to develop these competencies.



Career and Self-Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

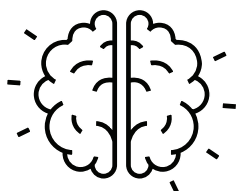
Displayed when you: Show curiosity and seek out opportunities to learn, and when you embrace development opportunities and voluntarily participate in further education, training, or other events to support your career. *To gain skills within the Career and Self-Development competency, attend on-campus networking events, and meet with your Career Advisor.*



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Displayed when you: Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities, and you can also communicate in a clear and organized manner so that others can effectively understand. *To gain skills within this competency, practice presenting and public speaking, and consider getting help with written documents from The Writing Center.*



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

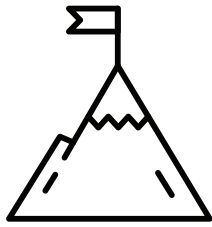
Displayed when you: Make decisions and solve problems using sound, inclusive reasoning, and judgment, and when you gather and analyze information from a diverse set of sources and individuals to fully understand a problem. *Strengthening this skillset can be done within class projects, informational interviews, and decision making in your part-time job.*



Equity and Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

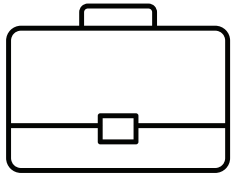
Displayed when you: Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions, and you advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities. It's also when you can keep an open mind to diverse ideas, new ways of thinking, and demonstrate flexibility by adapting to diverse environments. *To strengthen this competency, start by attending events hosted by the Division of Access, Diversity, and Inclusion.*



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Displayed when you: Inspire, persuade, and motivate yourself and others under a shared vision, as well as serve as a role model to others by approaching tasks with confidence and a positive attitude. *To enhance this skillset, join student organizations and get involved with projects sponsored by the Maroon Volunteer Center.*



Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

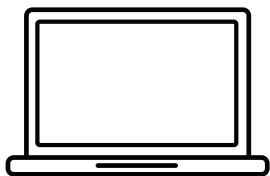
Displayed when you: Act equitably with integrity and accountability to self, others, and the organization, you demonstrate dependability (for example: you report consistently for work or meetings), and you show a high level of dedication toward doing a good job. *To strengthen this competency, arrive to class or your job on time, contribute to meetings, and participate in classroom discussions appropriately.*



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Displayed when you: Listen carefully to others, taking time to understand and ask appropriate questions without interrupting, and when you collaborate with others to achieve common goals. *Look for ways to enhance this skillset by participating in group projects, joining student organizations, and negotiating and managing conflict.*



Technology

Understanding and leveraging technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Displayed when you: Exhibit an openness of learning ways to improve efficiency and productivity of your work through new technologies as well as identifying appropriate technology for completing specific tasks. *To gain skills within this competency, attend library workshops on new technology and develop skills with technology related to your field of study, such as Photoshop or Excel. In addition, consider the utilization of technology in class activities and assignments.*



CAREER READINESS

If you are questioning your major or career goals, check out the **Discover** phase for resources such as career assessments. Utilize resources under **Develop**, such as informational interviewing, job shadowing, and volunteering to learn about ways to make your dream career a reality. The **Design** section gives you resources such as professional documents and graduate school prep to start putting that dream into practice. The **Deliver** section provides resources for delivering your talents and making you career ready; check out Deliver for job search resources, on-campus interview information, and career related events.

DISCOVER YOUR STRENGTHS

- What skills do you have?
- What special talents do you want to use?
- What are your best traits?
- What's important to you in a job?

DEVELOP YOUR DREAM

- What job titles or career fields interest you?
- Are you considering graduate or professional schools?
- Do you qualify for scholarships or fellowships?
- What work is meaningful for you?



DELIVER YOUR TALENTS

- Do you have your résumé, cover letter, and/or personal statement prepared?
- Are you promoting your professional brand through LinkedIn to create networking opportunities?
- Can you communicate your skills, strengths, and talents in the interview?
- What are your future career goals?

DESIGN YOUR PATH

- How can you enter your chosen career?
- Where do you want to live and work?
- What part-time, internship, and/or co-op opportunity will help you get there?
- Who can help you?





DISCOVER YOUR STRENGTHS

Who are you? What's important to you? What makes you lose track of time? In this phase, you will explore ways to discover your interests, strengths, skills, talents, and values and how they might fit in your future.

- Take Career Assessments
- Explore the Occupational Network (O*Net)
- Utilize the MSU Major List

CAREER ASSESSMENTS

ASSESSMENT	DESCRIPTION	COST
	<p>The Strong Interest Inventory® is an online assessment that compares your interests to people with similar interests, who are satisfied with their occupation.</p> <p>Helpful for students choosing or changing their major or students in any major who are wondering what types of career options might fit their interests.</p> <p>Students receive results and a 1-hour, personal interpretation with a Career Center staff member.</p>	\$20
	<p>Online assessment that provides you with a 4-letter personality type, interests, values, and success factors related to career choices.</p> <p>Career suggestions and resources are tailored to your results.</p>	Free



O*NET

O*NET Online is an additional resource that students can use for career research and is useful for career exploration and job analysis. You can research job titles, salary, education requirements, skills, technology and many other aspects of potential occupations. <https://www.onetonline.org/>

MSU MAJOR LIST

Take a look at the MSU Major List and explore majors that lead to careers which best utilize your strengths, interests, personality, and values.



DEVELOP YOUR DREAM

What are your goals? Where do you want your career path to lead you? During this section, you will learn about ways to start developing your dream after college. Take advantage of volunteering, job shadowing, informational interviews, and other opportunities to develop your dream.

- Get Involved
- Seek Volunteer Opportunities
- Participate in Informational Interviews and Job Shadowing
- Attend Career Related Events

OPPORTUNITIES TO DEVELOP YOUR DREAM

GET INVOLVED

Getting involved on campus allows you to find student organizations, network, and build your leadership skills.

The Center for Student Activities located in the Colvard Student Union, Suite 331, is a great resource for helping students find ways to get involved on campus.

Cowbell Connect is an online listing of campus organizations that lets you view events going on all over campus.

SEEK VOLUNTEER OPPORTUNITIES

Volunteer work helps develop your career dreams by providing experience in leadership, service, organization, time-management, communication, and teamwork. Employers value the experience volunteer work provides for a candidate. List evidence of your volunteer work on the résumé and be prepared to share examples in the interview.

The **Maroon Volunteer Center** matches student volunteers with more than 120 community partners and hundreds of service opportunities. To find volunteer opportunities suited for you, visit them online, <https://www.mvc.msstate.edu/about/> or in person at C306 Moseley Hall.

Volunteer Starkville is your link to getting involved in the local community through service in addition to one-time, date-specific volunteer opportunities. Connect with them for information on a variety of ongoing volunteer opportunities that will give you a chance to really invest your time with a specific program or local non-profit and make a difference through service. <https://www.volunteerstarkville.org/about-us/>

PARTICIPATE IN INFORMATIONAL INTERVIEWS AND JOB SHADOWING

Informational interviews are personal interviews you set up with a professional who works in the field you are considering for your career path. They can provide valuable information about education and training, positive and negative aspects of the job, and how to position yourself for advancement.

Job Shadowing often follows the informational interview. During job shadowing, you will work alongside an employer for a few hours to observe what their job entails on a typical day. You might attend meetings, tour the plant, or interact with other employees.

The Career Center can advise you in contacting professionals and alumni who might host you for an informational interview and/or job shadowing experience. We can provide questions and follow up guidance for both the student and employer.

TIPS

- Dress professionally for your informational interview and job shadowing.
- Be prepared with questions and arrive on time.
- Respect the professional's time and be polite and courteous.

ATTEND CAREER RELATED EVENTS [VIRTUAL AND IN-PERSON]

Career related events give students opportunities to develop career related skills, network with professionals, and explore opportunities that fit their dreams. Some career related events offered by the Career Center are:

- Career Expo
- Part-time Jobs Fair
- Graduate and Professional School Day
- Education Career Fair
- Dinner Etiquette
- Diversity and Inclusion Networking Dinner
- CO-OP/Internship Interview Days
- Departmental Career Fairs and Events



DESIGN YOUR PATH

What do you need to reach your dream? How do you design your path to success? In this section, you will use resources to design your desired path to career satisfaction. (professional documents, social media, experiential learning, graduate and professional school, etc.)

PROFESSIONAL DOCUMENTS:

- Cover Letter
- Résumé
- References
- LinkedIn
- Job Search: Meet with your Career Advisor to design specific strategies
- Experiential Learning
- Graduate and Professional School
- Additional Resources (common job descriptions, power verbs, synonyms)

COVER LETTERS

The purpose of a cover letter is to capture the reader's attention and entice them to continue to read your résumé. Never use a generic cover letter; always write an original letter to the specific job and company. Use good sentence and paragraph structure. Avoid copying information from your résumé. Recap and highlight your relevant skills for the employer. Use confident language. Avoid using the following words: feel, think, try, hope, and believe. Do not use cliché or gimmicky phrases.

Use the **AIDA** principle of effective marketing to formulate your letter.

Capture **Attention**, generate **Interest**, create **Desire**, inspire **Action**.

Format in full block style. All lines begin at the left margin. One page in length. Use the same heading, font, and margin as your résumé or use the business letter format for your address.

Address
City, State ZIP

} Two lines

September 29, 20XX (spell out month)

} Two lines

Recipient's Information:

Name
Title
Company Name
Company Address
City, State ZIP

} Two lines

Salutation: Dear Mr. Smith: Alternately you may use title (e.g. Dear Hiring Manager:)
Never start with generic salutations: To whom it may concern: or Sir or Madam:

} Two lines

Introductory Paragraph: Begin with experience or background to capture attention. Be sure to note why you are interested in the specific company or position. If someone referred you to the job or employer, reference that person in the first paragraph. Avoid starting with My name is... I am writing to... I am applying for...

Body Paragraph (1-2): Highlight qualifications that create interest and desire. Use keywords for the job or industry. Refer to the position description to find skills and experience the employer is seeking. You can use examples from education, previous work experience, volunteer work, class projects, etc.

Closing Paragraph: Call the employer to action; ask for the interview. Include your contact information. Use confident language; avoid hope or wish.

Complimentary Closing: Use an appropriate closing such as Sincerely, or Best regards,. Avoid Truly or Yours truly.

} Four lines. For a hard copy of the letter that you take to your interview, neatly sign your name within the four spaces between the closing and your typed name.

Type Your Name Here

WRITING THE MODERN RÉSUMÉ

Résumés are strategic marketing documents. The modern résumé is focused, relevant, visually appealing, quality oriented, and succinct. Résumés are never one size fits all. Take the time to develop a document that is focused on the specific position in which you are interested. The following guide provides details to develop each section of the résumé.

MODERN RÉSUMÉS ARE STRATEGIC:

- Laser focused to job target
- Clear and concise
- Keyword rich
- Accomplishment oriented
- Contemporary and distinctive
- Linked to online presence
- Proofread!
- No staples
- No front/back print
- No photos
- No templates

STYLE:

- Be consistent
- Achieve good balance of white space
- Center document on page
- Select .doc compatible fonts such as: Book Antiqua, Bookman Old Style, Cambria, Garamond, Arial, Calibri, Trebuchet, Verdana, Tahoma
- Size 10-12 font depending on style
- Create visual interest: Color (where appropriate), Bold, Italics, Underline, ALL CAPS, Small Caps
- Use incremental line spacing, indents and tabs (never space bar for a tab) to create space and balance
- Moderate or narrow margins – 0.5" - 1"
- Alignment – left, center, right, justify

HEADING:

- This should be unique to you. Think of it as a professional letterhead.
- Include full name, phone number, and email address. Physical address and personalized LinkedIn URL are optional. Your name should be bold and at least one font size larger than content.
- Use your school or personal email address (never work email). Make sure the email address is professional.

EXAMPLE:

123.456.7890	MSU Student	msustudent@gmail.com
---------------------	--------------------	-----------------------------

MSU Student student@msstate.edu 123-456-7891

PROFILE OR PROFESSIONAL SUMMARY:

This short, paragraph statement describes your qualifications and experience for the job, and it can be viewed as your pitch or tag line. Avoid personal pronouns (I, my). Review the position description to make sure keywords are included. Include or close with an objective statement so the employer knows what you want. A “tight” writing style that limits pronouns and articles (a, an, the) will keep your résumé concise.

EXAMPLE:

Competitive, championship winning football coach seeking sales pro position with BSN Sports. Direct knowledge of sports apparel and equipment needed to build successful athletic programs. Strong interpersonal skills with outstanding networking abilities among coaches and school administrators. High-energy coach with excellent leadership skills and ability to instill strong moral character and high integrity in players and colleagues.

- State championship title; six regional titles and seven playoff appearances in eight years.
- Overall Win/Loss record 75-31.
- Certified K-12 P.E., driver’s education and health teacher.

SKILLS:

List skills after profile to capture employer’s attention. Focus on skills relevant to the job. Best when highlighted as a list. Excellent way to incorporate key words from the position description.

EXAMPLE:

TECHNICAL SKILLS: MATLAB | Auto CAD | InDesign | SPSS | SMART Board

LANGUAGE SKILLS: Conversational in Spanish; Fluent in French

Alternate section titles include Computer Skills, Language Skills, Technical Skills, or Core Competencies.

**Note: Microsoft Word is a universal skill. List when job description calls for it but not as a stand-alone skill.*

**Observe brand and logo style [e.g. PowerPoint; Starbucks (no apostrophe)]*

WRITING THE MODERN RÉSUMÉ

EXPERIENCE:

Choose section headings that accurately describe the type of experience you are including and the experience that relates to the job for which you are applying. Experience and Work Experience are the most common. Other options include Leadership Experience, Volunteer Experience, or the focus area such as Forestry Experience.

Include job title, company name, city and state or country, and beginning and ending month and year. Use same format for each position. List experience in reverse chronological order.

Begin with a brief job description paragraph, one to two lines; this describes the overall job you performed.

- Build accomplishment bullets to highlight the contributions and successes you obtained while employed.
- What unique responsibilities did you have or how did you take initiative?
- Begin bullets with action verbs. Use present tense verbs for current positions and past tense verbs for previous positions. Refer to page 24 for a list of power verbs and page 25 for synonyms of commonly used verbs.

**Do not include street address or name of supervisor for experience.*

JOB DESCRIPTION OUTLINE: (See page 23 for more sample job descriptions.)

Job Title. Name of Employer, City, State. Year-Year **(Always include this information)**

Job description paragraph, one to two lines. **(This describes the overall job you performed)**

- Accomplishment bullets highlight the specific things you contributed to the employer.
- Use numerical data to quantify and further explain your results or success.
- Begin with action verbs and include key words for the job or industry.

JOB EXAMPLES:

Resident Advisor

August 20XX–May 20XX

Mississippi State University | Department of Housing and Residence Life

Served over 50 undergraduate women in Hathorn Hall's Sorority Living Learning Community.

Performed administrative duties including maintenance requests and monthly key and inventory audits.

- Fostered a sense of community within the hall by helping freshmen build confidence, connect with others and get involved at the university.
- Selected to serve on Residence Director Recruitment Committee tasked with hiring future graduate assistants for Resident Director positions.
- Served as a senate member for the Resident Advisor Association.

The Orchard, Ridgeland, MS**March 20XX**

Premier retirement community offering independent living apartments, extended personal care, specialized Alzheimer's care, rehab therapy and skilled nursing care.

- Assisted Occupational Therapist with daily living routines such as feeding, exercise, and memory stimulation activities.
- Facilitated therapy with patients by demonstrating exercises and consistent repetitions.
- Learned OT observation techniques such as sensory-perception, sustained and divided attention, and graphomotor.

Defensive Backs Coach, Gulfport High School Admirals, Gulfport, MS**20XX–present**

Develop players in safety and corner back positions through drills and physical training. Review film and stats for improved game performance and operations. Current overall win/loss record 29-19.

- 2017 (8-4) Region 4 6A Champions
- 2015 (9-3) Region 4 6A Champions
- 2016 (6-6) 1st Round State 6A Playoffs
- 2014 (6-6)

PACCAR Engine Plant, Columbus, MS**January-August 20XX, September-January 20XX****Engine Plant Co-op**

Managed technician crews for preventative system maintenance and provided updates to the existing plan as needed.

- Reverse engineered parts for fabrication by creating AutoCAD drawings.
- Drafted technical drawings for hydraulics, lubrication, and spare parts for vertical CNC mills using AutoCAD.
- Designed data collection instruments and machine improvement projects for plant-wide cooling system.

Engineering Intern**Neel-Schaffer-Water Resource Engineering Department-Jackson, MS****Summer 20XX**

Analyzed, updated, and drafted plans as well as estimated budgets for various city improvement projects.

- Computed cost estimates for the total number of pipes and valves within the Force Main Project.
- Reviewed plans and specifications for errors and omissions with the New Hope Pump Station and Force Main Project, the Liberty Park Water Supply Well Project, and the Greenwood Sewage Treatment Improvements Project.
- Drafted fire evacuation plans with AutoCAD for the Briar Hill Rest Home Domestic Wastewater Treatment System Improvements Project.

UNITED STATES NAVY, 20XX–20XX**MEDICAL ADMINISTRATION TECHNICIAN, NORFOLK, VIRGINIA**

Managed operations for healthcare facility ensuring medical records were correct and updated.

- Ensured 100% accuracy when verifying 1800+ vaccination records.
- Trained and managed a staff of 14.
- Provided administrative support to medical staff.

Student-Athlete**20XX-20XX**

Mississippi State University | Women's Cross-Country Team

Competed in 25+ NCAA cross country meets. Maintained a 3.9 overall GPA while committing to weight training, practices, team meetings and competition.

- Worked as a team to accomplish XYZ goals.
- 4-time SEC Academic Honor Roll Recipient.
- MSU M-Club team representative.

WRITING THE MODERN RÉSUMÉ

ADDITIONAL CATEGORIES:

These activities help add experience and skills to your résumé. When engaging in campus organizations and leadership, be intentional about building skills and experiences that will be relevant to your job search and career goals. For example, a student planning to become a professional event planner might serve as the social chair for an organization to build relevant experience for the résumé.

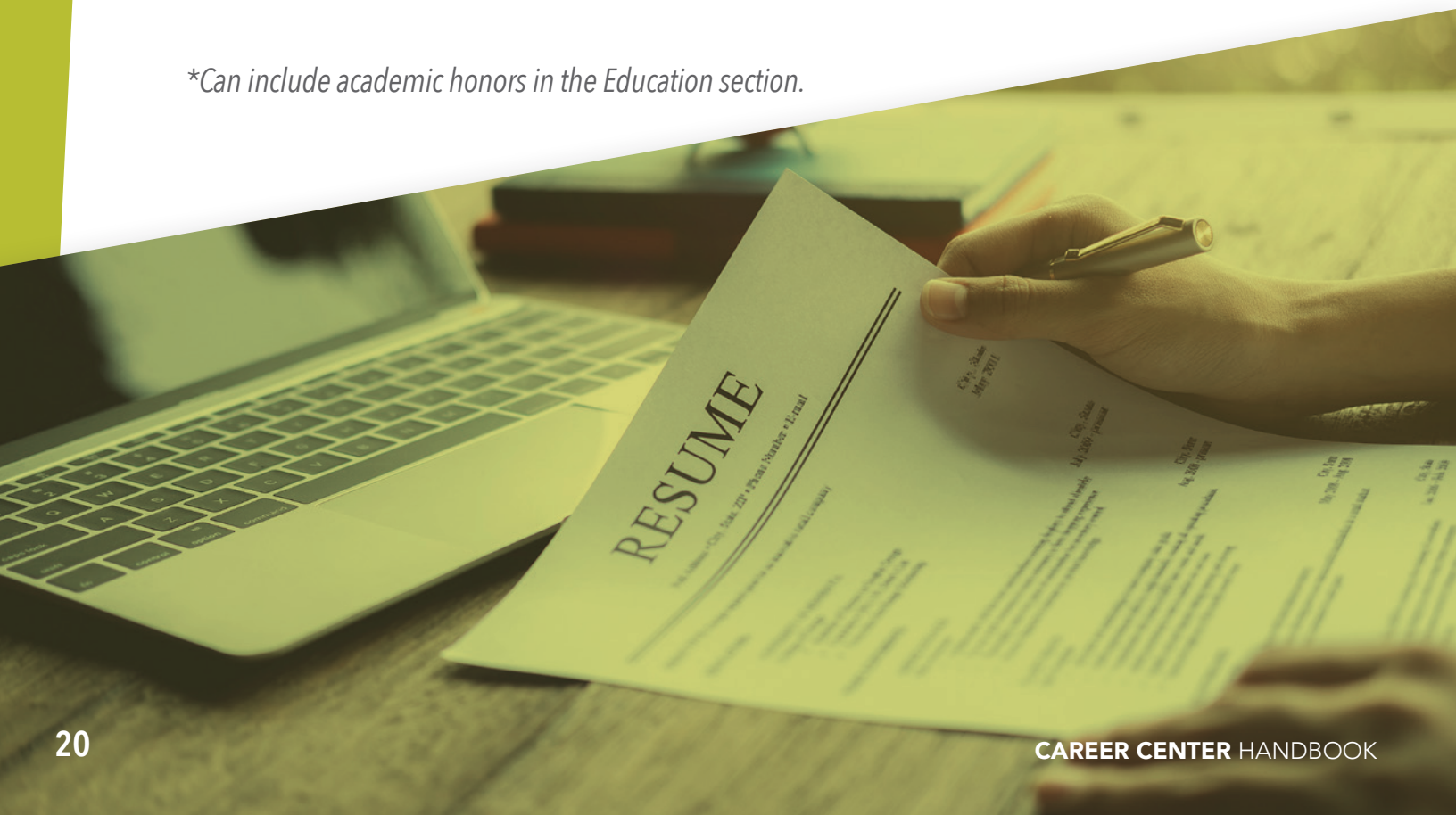
List full name of organization or award. Spell out Greek names for honor societies, fraternities, and sororities.

Note leadership roles held within organizations. Include on-campus and community honors and activities.

Campus Involvement
Leadership
Honors
Organizations
Licensure
Research
Study Abroad
Co-op
Skills

Certifications
Honors/Awards
Volunteer
Teaching
Publications
Presentations
Professional Associations
Notable Class Projects

**Can include academic honors in the Education section.*



EDUCATION:

List degree title (refer to online course catalog for accuracy), school name, city and state/country, and graduation month **AND** year. Do not include "Expected" or "Anticipated" before graduation date. List high school only if relevant to the job.

OPTIONAL: Can list Education at the end of the résumé when the job search is not related to your degree field and when your experience better describes your qualifications for the job (*e.g. co-op or internship experience*).

Bachelor of Science in Biology May 20XX
Mississippi State University, Starkville, MS

Bachelor of Arts in English, May 20XX
Mississippi State University, Starkville, MS
President's Scholar, Overall GPA: 3.98/4.00

HONORS:

Upon graduation, you may include honors distinction as follows –
Bachelor of Science *summa cum laude* in Kinesiology, Clinical Exercise Physiology

Honors Graduate

summa cum laude: 3.80–4.00

magna cum laude: 3.60–3.79

cum laude: 3.40–3.59

Academic Honors

Dean's Scholar: 3.50–3.79

President's Scholar: 3.80–4.00

Include GPA if 3.0 or higher. Don't forget to include the scale - Example: GPA 3.26/4.00.
You can use institution, overall, or major GPA. Remember to label appropriately.

KNOW YOUR DEGREE:

Ask your advisor or look online in the MSU Catalog for the correct degree.

Bachelor of Science in Psychology

Bachelor of Arts in English

Bachelor of Accountancy

Bachelor of Business Administration in Marketing

Bachelor of Social Work

Bachelor of Landscape Architecture

Mississippi State University, Starkville, MS. May 20XX.
Bachelor of Business Administration in Finance, concentration in International Business
Bachelor of Arts in Foreign Languages, concentration in Spanish

Associate of Arts May 20XX
Meridian Community College, Meridian, MS

WRITING THE MODERN RÉSUMÉ

REFERENCES

- References are a separate document. Do not list references on your résumé!
- “References Available Upon Request” at the end of your document is not necessary.
- Use the same heading (letterhead) as your résumé.
- List 3-5 professional or academic references.
- Include full name, job title, company name, mailing address, phone number, and email address.
- Do not use family, friends, church members/religious advisors, or personal references.

EXAMPLE:

Dr. Mark Smith
Associate Professor
Department of Biological Sciences
P.O. Box 1234
Mississippi State, MS 39762
662-123-4567
msmith@gmail.com

Ms. Renee Jones
Manager
Wendy’s Restaurant
1234 Highway 12
Starkville, MS 39759
601-523-4589
jonesr@gmail.com



COMMON JOB DESCRIPTIONS

Below you will find examples of job descriptions and accomplishment bullets from typical college students' résumés. Use detailed and quantitative data to describe your job and your accomplishments while employed.

CAMP COUNSELOR

Supervised and ensured safety of 16 campers per session for eight weekly camps throughout the summer.

- Facilitated camp activities including ropes course elements, fishing, archery, and crafts.
- Received emergency and first aid training for potential accidents and injuries.

CHILDCARE PROVIDER / DAYCARE ASSISTANT

Cared for children ages ___ to ___ by organizing safe, fun and educational age appropriate activities. Transported children to lessons, practices, and after-school activities.

- Tutored student in fifth grade math and science lessons and homework.
- Assisted with first place science fair project.
- Completed daily behavior logs and communicated to parents.

RESTAURANT, FOOD SERVICE, WAITRESS, HOSTESS, COOK, AND DELIVERY DRIVER

Effectively performed multiple tasks in a fast-paced service environment displaying excellent customer service while greeting, serving, and responding to customer and guest requests.

- Balanced \$500-\$1,000 in revenue and tips daily.
- Maintained 20 hours per week while enrolled as a full-time student.
- Trained five new staff in company policies and procedures.

LANDSCAPE / LAWN CARE SERVICE

Owner/operator providing lawn services to 15 private residential and commercial business clients.

- Marketed business and services through Facebook, Instagram and mailbox flyers.
- Scheduled weekly cutting and edging to ensure excellent and timely service for each client.
- Created budget for fuel, maintenance, and payroll expenses for three employees.

RESIDENCE HALL ASSISTANT / RESIDENCE HALL INFORMATION ASSISTANT

Monitored lobby area to enforce visitation rules and report suspicious activity, receive and deliver packages.

- Maintained record of guest activity for a 300-bed residence hall.
- Ensured that residents followed safety and emergency protocols for severe weather and crisis events.

RETAIL SALES ASSOCIATE

Provided friendly customer service with a positive attitude while organizing inventory and creating visual merchandising displays.

- Trained 16 new employees on procedures and store policies.
- Increased sales by 30% through digital marketing campaigns.
- Cross-trained in all departments to increase product knowledge for improved sales.

These are meant only as examples to guide you in writing your job descriptions and accomplishment bullets. Use your own work experience and accomplishments, but do not copy these into your résumé.

POWER VERBS FOR YOUR RÉSUMÉ

Accelerated	Charted	Displayed	Hired	Officiated	Returned
Accessed	Clarified	Discovered	Hosted	Operated	Retrieved
Accommodated	Classified	Distributed	Identified	Orchestrated	Revamped
Accomplished	Coached	Drafted	Illustrated	Organized	Revealed
Achieved	Coded	Drew	Implemented	Originated	Reviewed
Acquired	Collaborated	Eased	Improved	Outlined	Revised
Acted	Collected	Earned	Improvised	Overhauled	Revitalized
Activated	Combined	Eclipsed	Included	Perceived	Routed
Adapted	Commissioned	Edited	Incorporated	Performed	Sanctioned
Addressed	Committed	Educated	Indexed	Persuaded	Satisfied
Adjusted	Communicated	Elected	Indicated	Photographed	Scheduled
Administered	Compared	Elevated	Inferred	Pioneered	Screened
Admitted	Compiled	Elicited	Influenced	Polished	Searched
Advanced	Completed	Eliminated	Informed	Prepared	Sent
Advertised	Composed	Emphasized	Initiated	Presented	Served
Advocated	Computed	Employed	Innovated	Prescribed	Set
Aided	Concluded	Empowered	Inspected	Prevented	Shaped
Alleviated	Condensed	Enabled	Inspired	Prioritized	Shipped
Allocated	Conducted	Encouraged	Installed	Processed	Showed
Allowed	Conferred	Enforced	Instituted	Procured	Sifted
Altered	Confirmed	Engineered	Instructed	Programmed	Simplified
Amended	Consented	Enhanced	Insured	Projected	Smoothed
Analyzed	Conserved	Enlarged	Integrated	Promoted	Solicited
Answered	Consolidated	Enlisted	Interacted	Proposed	Spearheaded
Anticipated	Constructed	Enriched	Interceded	Provided	Specialized
Applied	Consulted	Entertained	Interpreted	Publicized	Specified
Appointed	Contacted	Envisioned	Intervened	Qualified	Standardized
Appraised	Contracted	Established	Interviewed	Questioned	Straightened
Approved	Contributed	Estimated	Introduced	Rated	Streamlined
Approximated	Controlled	Evaluated	Invented	Realized	Strengthened
Arbitrated	Converted	Exceeded	Investigated	Received	Structured
Argued	Conveyed	Excelled	Issued	Recognized	Submitted
Arranged	Convinced	Executed	Joined	Recommended	Suggested
Articulated	Cooperated	Exercised	Judged	Reconciled	Summarized
Ascertained	Coordinated	Expanded	Labored	Recorded	Supervised
Assembled	Corrected	Expeditied	Launched	Recruited	Supplied
Assessed	Corresponded	Experimented	Lectured	Rectified	Supported
Assigned	Counseled	Explored	Licensed	Reduced	Surveyed
Assumed	Crafted	Expressed	Lightened	Refined	Synthesized
Assured	Critiqued	Extended	Linked	Referred	Systematized
Attained	Customized	Extracted	Listened	Reformed	Targeted
Attended	Dealt	Fabricated	Located	Regarded	Tested
Attested	Debated	Facilitated	Logged	Registered	Tightened
Audited	Deciphered	Fashioned	Managed	Regulated	Totaled
Augmented	Dedicated	Finalized	Mapped out	Rehabilitated	Traced
Authored	Delegated	Forecasted	Marketed	Reinforced	Transferred
Authorized	Deliberated	Formulated	Maximized	Related	Transformed
Awarded	Delivered	Fostered	Measured	Relieved	Transmitted
Balanced	Demonstrated	Founded	Mediated	Remedied	Translated
Bolstered	Described	Fulfilled	Merged	Remodeled	Traveled
Booked	Designated	Furthered	Minimized	Renovated	Treated
Brainstormed	Designed	Gathered	Mobilized	Reorganized	Typed
Briefed	Detected	Generated	Modeled	Repaired	Updated
Broadened	Determined	Graded	Moderated	Replaced	Upgraded
Budgeted	Developed	Grew	Modernized	Reported	Utilized
Calculated	Devised	Grossed	Modified	Represented	Validated
Categorized	Diagnosed	Guaranteed	Monitored	Researched	Verified
Catalogued	Diminished	Guided	Motivated	Reserved	Visualized
Centralized	Directed	Handled	Multiplied	Resolved	Volunteered
Certified	Disbursed	Headed	Negotiated	Responded	Wrote
Chaired	Discussed	Heightened	Observed	Restored	
Challenged	Dispatched	Highlighted	Obtained	Restructured	

SYNONYMS FOR COMMONLY USED VERBS

ACHIEVED:

accomplished
attained
concluded
finished
obtained
perfected
reached

ACQUIRED:

achieved
attained
collected
earned
gained
gathered
obtained
secured
took

ASSISTED:

aided
collaborated
cooperated
helped
served
supported

COORDINATED:

accommodated
correlated
integrated
matched
organized

DESIGNED:

composed
constructed
created
formed
invented
outlined
planned
prepared
proposed

DEMONSTRATED:

determined
established
exhibited
indicated
tested
validated

DEVELOPED:

acquired
established
formed
generated
invested
achieved
created

DISCOVERED:

detected
determined
distinguished
explored
identified
located
observed

HANDLED:

conducted
controlled
coordinated
directed
managed
monitored
organized
supervised

HELPED:

assisted
accommodated
encouraged
facilitated
aided
contributed
supported
promoted
served
improved

INSPECTED:

checked
investigated
observed
reviewed
studied
supervised
surveyed
Instructed:
advised
counseled
educated
guided
informed
led
taught
trained

LED:

conducted
conveyed
directed
managed
supervised
proceeded

MADE:

created
assembled
composed
constructed
generated
invented
manufactured
prepared
produced
designed

MANAGED:

arranged
controlled
engineered
executed
succeeded
supervised

OBSERVED:

discovered
distinguished
examined
inspected
monitored
noted
recognized

OPERATED:

utilized
handled
performed
ran

ORGANIZED:

prepared
managed
arranged
administered
coordinated
combined

PARTICIPATED:

aided
contributed
cooperated
engaged
joined
partook
performed

PERFORMED:

accomplished
achieved
completed
implemented worked
delivered

PLANNED:

arranged
coordinated designed
calculated
compiled
conceptualized
created

PRACTICED:

administered
employed
engaged
executed
exercised
handled
implemented
utilized

PREPARED:

developed
produced
created
organized
processed
equipped

PRODUCED:

exhibited
offered
presented
showed

PROVIDED:

accommodated
contributed
dispensed
granted
implemented
prepared
presented
produced
served
supplied

RAN:

administered
conducted
controlled
coordinated
directed
operated
supervised
handled
performed

RESEARCHED:

analyzed
experimented
explored
inquired
investigated
studied
consulted

SERVED:

accommodated
administered
aided
assisted
attended
provided
supplied

SOLD:

persuaded
advertised
traded
marketed
promoted
publicized

STOCKED:

supplied
rendered
furnished
equipped
provided
filled

TAUGHT:

advised
coached
demonstrated
explained
guided
illustrated
informed
instructed
trained
tutored

UTILIZED:

applied
employed
exercised
handled
promoted
used

WORKED:

managed
collaborated
completed
conducted
developed
formed
formulated
operated
performed
utilized

TAYLOR JACKSON

Starkville, Mississippi

662.312.5544 | tdj233@msstate.edu

PROFILE

MSU freshman offering diverse work experience with excellent communication skills and outstanding customer service. Seeking part-time job on campus or in local community.

Available Hours:

Monday/Wednesday 12:00 p.m.–10:00 p.m.

Tuesday/Thursday 10:00 a.m.–5:30 p.m.

Friday and weekends open availability

EDUCATION

Bachelor of Arts in Communication with a concentration in Public Relations

May 20XX

Mississippi State University, Starkville, Mississippi.

WORK EXPERIENCE

Sales Associate, Libby Story, Starkville, Mississippi

August 20XX–Present

(Write a short description of your job)

Style outfits for customers and dress mannequins to promote new lines. Create merchandising displays for showroom floor.

(Bullet list of specific accomplishments)

- Expand product knowledge by working in different departments such as shoes, menswear, and jewelry.
- Make night deposits from \$500-\$2,000.

Camp Counselor, Camp Kumbaya, Yellow Springs, Ohio

Summers 20XX–20XX

Led groups of ten campers in eight weekly camp sessions throughout the summer. Responded to crisis situations including severe weather and medical emergencies.

- Created daily themes such as What's Cooking Monday, Try a Craft Tuesday, and Take a Trip Wednesday.
- Taught swim lessons daily to ten 13 year-olds as a certified Water Safety Instructor.

Childcare Provider, William's Family, Columbus, Mississippi

May 20XX–August 20XX

Ensured the safety, health, and welfare of three children, ages five to ten. Provided daily updates to parents about children's behavior.

- Organized safe, fun, educational, and age-appropriate activities for children.

VOLUNTEER EXPERIENCE

Oktibbeha County Humane Society, Starkville, Mississippi

October 20XX–Present

Perform daily kennel duties such as cleaning, feeding, and providing clean bedding and litter pans.

Receive and sort donations such as cleaning supplies, newspapers, food, towels, treats, and toys.

- Promoted ten pet adoptions by sharing knowledge about potential adoptees with the public.

SKILLS AND CERTIFICATIONS

Experience using Microsoft Excel, Word, PowerPoint and Publisher, Adobe Illustrator, and Photoshop.

Operate office equipment such as multiline telephone, copy machine, and cash register.

First Aid and CPR certified.

HONORS/ACTIVITIES (After your first semester of college, only include honors and activities from your college experience.)

Greenville High School: Senior Class President; Beta Club; HS Band, Percussion-Section Leader.

John Smith

Starkville, Mississippi
(662) 325-3344 ▪ jsmith@gmail.com

EDUCATION

Mississippi State University
Bachelor of Science in Mechanical Engineering
3.75/4.00 GPA

December 20XX

CAREER EXPERIENCE

Mississippi State University Center for Advanced Vehicular Systems (CAVS)
Undergraduate Research Assistant

June 20XX-present

Manage dynamic experiments of metals for publication in scientific journals and industry research. Participated in a team of 2 graduate and 2 undergraduate researchers on various projects to support the center's research.

- Inventing and patenting actuator control device, which allows actuators to achieve acceleration up to 25,000 m/s² and velocities of 20 m/s.
- Designing and manufacturing the first dynamic monotonic testing apparatus capable of testing materials at the intermediate strain rate with closed loop control.

Gulf State Engineering, Inc. – Nashville, Tennessee
Mechanical Engineering Intern

Summer 20XX

Worked directly under the vice president, traveling to various companies and project sites to meet clients, review designs, and discuss the scope of work. Reviewed, updated, and organized CAD drawings for the management of projects.

- Traveled as a company representative to Mars Inc. in Waco, Texas, to present and discuss a multimillion design build for a future factory expansion.
- Self-taught in Risa 3D to design and review structure framing for 3 projects.
- Designed and completed 5 seismic bracing projects using the National Fire Protection Association standards.

Viking Range, LLC – Greenwood, Mississippi
Mechanical Engineer Intern

Summer 20XX

Manufactured various prototype pieces to improve new and previously created appliances. Worked with senior lab techs on quality control audits to understand the quality of the manufacturing processes.

- Implemented a solution that salvaged a household appliance, saving the product and approximately \$225,000 in revenue.
- Certified a new residential appliance through the Canadian Standards Association, increasing Viking's portfolio.

NOTABLE ACCOMPLISHMENTS

- American Society of Mechanical Engineers Member Academic Excellence Scholarship
- Sigma Alpha Lambda Honor Society, Alpha Delta Lambda Honor Society, Phi Kappa Phi Honor Society
- President's Scholar
- Shackoul's Honors College

KEY SKILLS

- Certified in Solid Works
- Knowledgeable in Abaqus Finite Element analysis
- Experience with the complete Auto Desk software package

MICHAEL SMITH

Jackson, MS | 662-123-4567 | michael.smith@gmail.com | www.linkedin.com/in/michael-smith/

PROFESSIONAL SUMMARY

Competitive, championship winning football coach seeking sales pro position with XYZ Sports. High-energy professional with sport leadership experience that can be leveraged to turn relationships into high volume sales. Offering strong interpersonal skills and outstanding networking abilities among coaches and school administrators. Possess direct knowledge of sports apparel and equipment needed to build successful athletic programs along with the desire to outfit teams and programs with the best fit for their specific budget and style.

- State championship title; six regional titles and seven playoff appearances in eight years.
- Overall Win/Loss record 75-31.
- Certified K-12 P.E., driver's education and health teacher.

COACHING EXPERIENCE

Defensive Backs Coach, Jackson High School Bulldogs, Jackson, MS 20XX–present
Develop players in safety and corner back positions through drills and physical training. Review film and stats for improved game performance and operations. Current overall win/loss record 29-19.

2017 (8-4) Region 4 6A Champions	2015 (9-3) Region 4 6A Champions
2016 (6-6) 1 st Round State 6A Playoffs	2014 (6-6)

PLAYING CAREER AND AWARDS

Central Community College, Central, MS: Strong Safety and Long Snapper 20XX
Memorial Football Award | Presidential Scholarship | Athletic Scholarship

Best High School, Best, MS: All-State Football and Baseball 20XX–20XX

TEACHING EXPERIENCE

Jackson School District, Jackson, MS 20XX–present
Teach eight sections of physical education for first through ninth grades. Travel to three different schools in the district (elementary, middle and high-school) to deliver course content.

- Make accommodations for children with special needs.
- Facilitate age and grade level activities that reach multiple interest and skill levels.

EDUCATION

MISSISSIPPI STATE UNIVERSITY, Starkville, MS

Master of Science in Educational Leadership	August 20XX
Bachelor of Science in Kinesiology: Sport Pedagogy	May 20XX
Minors in Health and Drivers Education	

CENTRAL COMMUNITY COLLEGE, Central, MS

Associate of Arts	May 20XX
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MAKE THE MOST OF YOUR ACCOUNT

PHOTO

- Have a plain background and professional dress.
- No selfies, pets, or other people.
- Do not crop others out of pictures.

GENERAL

- Be sure to customize your URL.
- Include key words that represent your career aspirations whenever possible.
- Make 5-10 connections per week.
- Give and take endorsements and recommendations.
- Utilize groups to network and follow industry trends.
- Research companies and locate potential opportunities.



HEADLINE

- Should be simple, engaging, unique, and powerful.
- Should speak to your goals.
- Should not be your current job title.

PROFILE/SUMMARY

- Should be powerful and capture the reader's attention within the first 3 lines.
- Should be geared towards career aspirations.
- Connect with your readers by using first person language.

EXPERIENCE

- Highlight experience, volunteer work, and relative leadership experience.
- Experience can be paid or unpaid.
- Explain what you did, how you did it, and key accomplishments.

EDUCATION

- Include all college education.
- Include school, degree with minors and concentrations and graduation date.
- Study abroad opportunities should be included.

ACTIVITIES/ORGANIZATIONS

- Include campus and community involvement.

SKILLS

- Include up to 50 relevant skills demonstrated in your experience.

OTHER SECTIONS TO CONSIDER

- Relevant coursework
- Course projects
- Recommendations
- Volunteer
- Certifications
- Languages
- Publications/Research

CO-OP & INTERNSHIPS

Another way to gain experience in your designated career path is through experiential learning opportunities. The following information gives you insight into our vast Cooperative Education and Internship Program.

EXPERIENTIAL LEARNING

WHAT IS IT?

It's learning by doing! The Cooperative Education and Internship Office is dedicated to helping students gain practical work experience in their field BEFORE they graduate.

WHY IS IT IMPORTANT?

- Allows you to have hands on experience that sets you apart from other candidates
- Helps you earn money during college AND boosts your full-time salary upon graduation
- Contributes to the choice of your major based on your interests and skills
- Provides a great opportunity to network with others in your field of choice

WHAT IS THE DIFFERENCE BETWEEN A CO-OP AND INTERNSHIP?

COOPERATIVE EDUCATION

A paid full-time position with a company for 3 alternating semesters (a total of one year of work experience upon graduation) that allows a student to have a paid, planned, and progressive experience.

CO-OP REQUIREMENTS

- 2.5 GPA or higher
- Entering freshmen must complete one academic year before going to work (but can interview during their second semester of freshmen year)
- Transfer students must complete one academic semester (but can interview during their first semester on the MSU campus)

INTERNSHIPS

Can be paid or unpaid and is a full-time practical work experience for 1 semester only, usually during the summer, and is normally a specific project based on company need

INTERNSHIP REQUIREMENT

- Full-time student status and in good academic standing

WANT TO KNOW MORE?

Attend one of our information sessions that take place at the beginning of each semester, or visit the Co-op and Internship Office in 335 McCain Hall.

GRADUATE SCHOOL APPLICATION GUIDE

If your designed path includes graduate or professional school, meet with your Career Advisor to ensure you are headed in the right direction. Utilize the following information to get started.

PERSONAL STATEMENTS

Make your statement distinctive by selling your image briefly and accurately, including real-life examples to back up your points. Authentic enthusiasm is a plus, and writing about parts of your life or career that are interesting and relevant help grab a reader's attention. Use your personal statement to clear up any confusion or gaps in your résumé, but do not dwell on weaknesses. Avoid trying to include as much information as possible, without regard for limitations or strategic intent. Focus on being more distinctive than comprehensive.

As you begin to draft your personal statement, consider the following:

- When did you become interested in the field? What knowledge have you gained about the field that has strengthened that interest?
- Use key words to show your knowledge. Speak the language of the field.
- What are your career goals after graduate study is complete?
- What personal qualities/experiences will make your application appear unique?
- How has your involvement in college activities, part-time work, internships, or volunteer work helped prepare you for this next phase of study?
- What skills do you possess that would be most relevant to the field? (Use EXAMPLES)
- Are there any academic discrepancies on your transcript or in your application you need to address?
- Why this school and this program?
- Connect with the mission of the organization.

Tips as you write:

- Write in the active voice. Candidates who write well have an advantage in the application process because they can state their case in a concise, compelling manner.
- Be specific. Use examples to illustrate your interests, skills, etc.
- Some schools are specific about how long they want your statement to be. Adhere to their guidelines. If no details are provided, aim for a 500-word essay.
- Tell an interesting story. Admissions committees read a lot of these statements...what will you write that will make them remember your story?
- Make sure your opening paragraph is an attention-grabber.
- Avoid clichés. Use this statement to show your originality.
- One size does not fit all. Tailor your statement to specific schools.
- Graduate and professional schools have enrollment periods. Remember to double check your application deadlines for the program you're considering.
- Proofread! Review and revise your document and get others to review it as well.

THE TESTS

Most graduate and professional schools require an entrance exam, much like the ACT for college admission. Listed below are examples. MSU Computer Based Testing offers a centralized, on-campus location dedicated to administering a variety of standardized exams.

*Most are offered by appointment.

GRE* - Graduate Record Examination

MAT* - Miller Analogies Test

GMAT* - Graduate Management Test

LSAT* - Law School Admission Test

MCAT* - Medical College Admission Test

PCAT - Pharmacy College Admission Test

DAT and OAT - Dental and Optometry Admission Tests

LETTERS OF RECOMMENDATION

- A strong, compelling letter of recommendation from a faculty member, advisor, or supervisor can be a deciding factor in the admissions process. Your choices for whom to ask and when/how to ask them should be just as thoughtful as the rest of your application.
- Get to know your faculty, campus advisors, or supervisors early in your college career.
- Ask for recommendations well before the application deadline (months, not days).
- Provide them with your résumé and personal statement.



DELIVER YOUR TALENTS

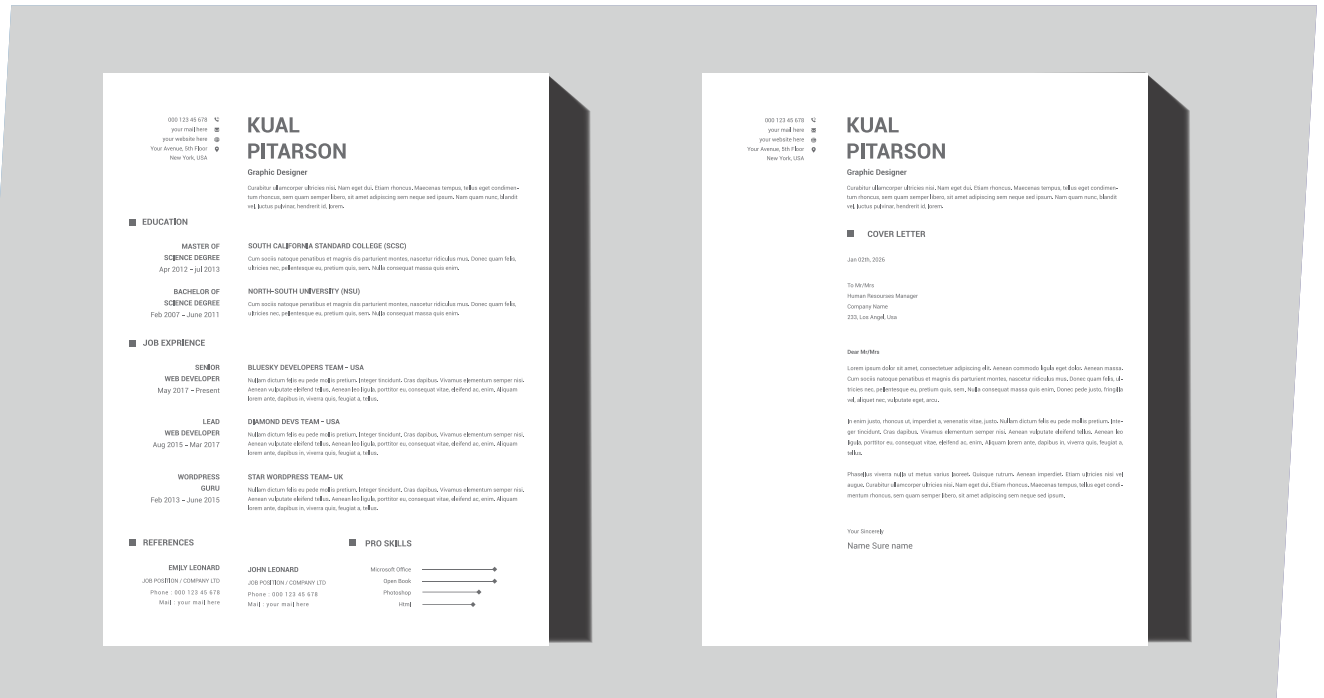
How do you land that dream internship, co-op, or full-time position? How do you get into your dream graduate or professional school? In this section, you will start to demonstrate and deliver your professionalism. (career related events, on-campus interviews, etc.)

- Tailor Your Professional Tools
- Customize Your LinkedIn Account
- Practice for and Participate in Interviews
- Participate in On-Campus Interviews and Networking Opportunities

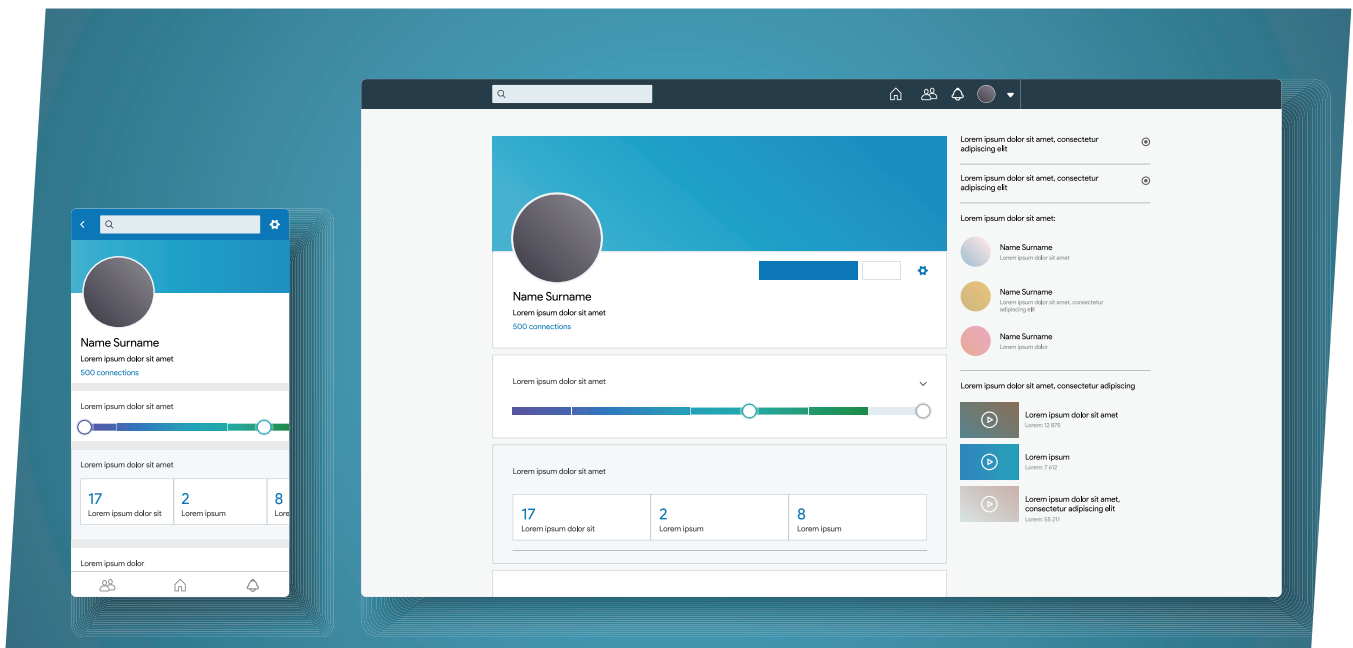
TAILOR YOUR PROFESSIONAL TOOLS

CUSTOMIZE

Professional documents including your résumé and cover letter should reflect your career search. Include industry keywords to compliment your relevant coursework, projects, research, volunteer work, and experience.



Use keywords from the position description or industry to which you are applying in your LinkedIn profile. Keywords should appear in your heading, summary, and experience. Your skill's section reflects skills employers are seeking. Remember to include any relevant coursework, projects, and research.



NETWORKING 101: DO/DO NOT CHART

ENTERING AND EXITING A CONVERSATION

DO

- Ease up and listen before inserting yourself
- Comment on other people's questions or topics
- Meet as many people as possible

DO NOT

- Interrupt others
- Block others from entering the conversation
- Just walk away



CONVERSATION

DO

- Introduce yourself
- Ask thought provoking questions
- Look for opportunities to share about yourself
- Keep the conversation light, engaging, and positive

DO NOT

- Dominate the conversation
- Talk about controversial topics

CONVERSATION TOPICS

TALK ABOUT

- Experience, involvement, courses, and projects
- The industry and potential opportunities

AVOID

- Religion
- Politics
- Health
- Tragic or controversial news

DRESS

- Business casual unless otherwise specified (pg. 36)

ADDITIONAL TIPS

- Know your audience
- Be yourself
- Listen
- Build connections
- Do not bring your cell phone

FOOD/DRINK

DO

- Eat something quickly and move on
- Opt for easy to eat food
- Think about balancing your plate and cup

DO NOT

- Overindulge or focus on the food
- Talk with your mouth full
- Drink alcohol even if of age

THE MOCK INTERVIEW

A mock interview is a practice interview that helps individuals prepare for an actual interview.

TYPES OF INTERVIEWS

The Career Center can help you prepare for many types of interviews which includes:

- Graduate and Professional School
- Traditional Face-to-Face
- Group / Panel
- MMI (*mini multiple interviews for medical and dental schools*)
- Video or Phone
- Campus Organizations

HOW TO PREPARE FOR A MOCK INTERVIEW

It is helpful to provide a copy of your résumé and the job description for the interviewer to prepare questions related to the purpose of your interview. You may want to wear your interview clothing to ensure the best professional presentation. Be prepared with questions you might ask the interviewer.

HOW TO SCHEDULE A MOCK INTERVIEW

Call the Career Center (662-325-3344) or schedule online.

1. Log in to your Connections account (<https://msstate-csm.symplicity.com/students/>).
2. Click "Counseling & Calendar" from the left menu, then click "Counseling Appointment."
3. Click the button at the bottom of the screen to "Request New Appointment."
4. Complete and submit the form that appears, and you will receive an email confirmation once the appointment is accepted.

PREPARE FOR INTERVIEWS

Clothes and prepared questions help you make a great first impression!

DO

- **PORTFOLIO:** Carry a portfolio to keep résumé and documents in pristine condition
- **SHOES:** Wear appropriate closed toed shoes
- **JEWELRY:** Keep jewelry to a minimum
- **NAIL POLISH:** Stick with neutral colors

Keeping these tips in mind will allow the employer to focus on your skills and qualifications without being distracted.



BUSINESS PROFESSIONAL

AVOID

- CELL PHONE: Make sure to turn your cell phone off or on silent
- TENNIS SHOES/SANDALS: Wear proper closed toed shoes
- COLOGNE/PERFUME: Wear little or no perfume/cologne; don't let it be a distraction
- NAIL POLISH: Avoid bright colored polish
- JEWELRY: Keep jewelry to a minimum

TIP

Your culture, religion, and gender identity might influence your choice of business attire. We encourage you to incorporate those elements into your business wardrobe.



BUSINESS CASUAL



AVOID



AVOID



AVOID



AVOID



Follow us on Pinterest
@MSSTATECAREER

PREPARE FOR THE INTERVIEW

BASIC INTERVIEW QUESTIONS

- Tell me about yourself.
- Tell me about your education and how it relates to the position for which you are applying.
- Why did you choose this field of study? What were your favorite courses?
- What do you consider your greatest strength? What is your greatest weakness? Give examples.
- Tell me about a time you had to manage your time and priorities.
- What is it that excites you, motivates you, or drives you?
- How do you balance your class work, extracurricular activities, and the rest of your life?
- Tell me about the work you have done in class, summer jobs, or extracurricular activities and how they have prepared you for this position.
- What was the greatest challenge you ever faced, and how did you approach it?
- What motivates you to do your best work?
- Describe your work ethic and personality.
- Give me an example of when you had to adapt to change.
- Tell me about a time that you have failed.
- What do you feel are your strongest communication skills?
- Are you willing to relocate?
- Why do you want to work for our company/organization?
- How would a co-worker or supervisor describe you?
- What are your career goals in 10 years?
- What interesting book/movie have you read/seen lately?
- Why should I hire you?

WHAT IS A BEHAVIORAL QUESTION?

Behavioral questions focus on past experiences and require specific examples from these experiences when answering questions. Do not answer these questions hypothetically.

HOW TO ANSWER BEHAVIORAL QUESTIONS

1. Give the complete story of an event first. (Include key points and results.)
2. Give specific examples about what you did, said, felt, and thought.
3. Separate your actions from the actions of others.
4. Use "I" examples more than "we" examples.
5. Ask for clarification if you are unsure of the question.
6. Watch and listen for interviewer cues.
7. Do not make vague proclamations of your skills.
8. Answer negatively phrased questions (Tell me about a failure.) as you would a question about your weaknesses. Show that you have acknowledged the weakness and over-come it.

SAMPLE BEHAVIORAL QUESTIONS

- Give an example of when your ability to manage your time and priorities proved to be an asset.
- Give an example of when you were responsible for an error or mistake.
- Give an example of an occasion when you used logic to solve a problem.
- Tell me about a specific time when you had to handle a tough problem which challenged fairness or ethical issues.
- Share an example of how you were able to motivate employees or co-workers.
- Describe a time when you had to deal with a difficult person; what was the outcome?
- Tell me about a time when you faced a stressful situation and your coping skills were tested. How did you handle it?
- Describe a time when you faced adversity with time. What was the outcome with the school/work project?
- How do you prioritize when working on multiple projects?
- Give an example of when your listening skills proved to be an asset.
- Describe a situation in which you were working as part of a team. How did you contribute to that specific situation?
- Give an example of a time when you went above and beyond the call of duty in order to get the job done.
- Give an example of a goal you reached and tell me how you achieved it (besides graduating college).
- Tell me about a time when you were forced to make an unpopular decision.
- Give an example of a time when you had to make a split-second decision.

The STAR method is useful when responding to interview questions. It is an excellent way to organize your thoughts. Here are the four steps:

SITUATION: Describe the situation in which the event took place.

TASK: Describe the task you were asked to complete.

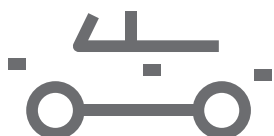
ACTION: Explain what action you took to complete the task or solve the problem.

RESULT: Explain the result of your actions and focus on how your actions resulted in a success.



The CAR method is another way of thinking about and answering behavioral questions.

SITUATION: Describe the situation in which the event took place.



CHALLENGE

ACTION

RESULTS

PREPARE FOR THE INTERVIEW

ILLEGAL QUESTIONS

These are questions interviewers ask that are not related to the job. In general, illegal questions consist of asking about one's race, gender, religion, marital status, age, disabilities, ethnic background, or country of origin. Many times, interviewers ask illegal questions because they are unaware of the state and federal laws that prohibit them. You must decide how to respond to illegal questions. You may prefer to answer the question or to answer it in a way that relates to the job. For example, if an employer asks you if you are engaged because they see a ring on your finger, you may want to tell them yes and try to change the subject without elaborating about your plans.

PREPARE FOR INTERVIEWS

Have 3 to 5 questions written down in your portfolio to ask the potential employer at the end of the interview. When the interviewer asks if you have any questions for them, you can open your portfolio and show that you are prepared!

QUESTIONS TO ASK THE INTERVIEWER

- How will I be trained or introduced to the job?
- How would you describe the organizational culture?
- What do you think are the most important qualities for someone to excel in this role?
- What would a typical day at work look like for me?
- What do people seem to like most about working here?
- Do you encourage participation in community/volunteer activities?
- How do you feel about creativity and individuality?
- Is your company environmentally conscious? How?
- Do you provide professional development opportunities?
- Does your company encourage employees to further their education?
- What kind of training should I expect?
- What can you tell me about the individual to whom I would report?
- What do you see ahead for your company in the next five years?
- What do you consider to be your company's most important assets?
- What would you consider the most important aspects of this job?
- What are the next steps in the interview process?
- Are there any other questions I can answer for you?

DO NOT ASK ABOUT SALARY OR BENEFITS IN THE FIRST INTERVIEW.

THE INTERVIEW

DAY OF THE INTERVIEW

PORTFOLIO: Take several copies of your résumé and reference page. Prepare questions for the interviewer, and write them down in a professional folder or portfolio.

TIME: Arrive 15 minutes early.

TRAVEL: Research your route ahead of time.

ATTITUDE: Be courteous to everyone in the office.

DURING THE INTERVIEW

- Greet everyone with a firm handshake while maintaining good eye contact. Begin and end the interview with a handshake and a smile.
- Relax! Be aware of good posture, positive body language, and try not to fidget.
- Display enthusiasm, confidence, honesty and courtesy throughout the interview.
- Keep a positive attitude about former employers and when discussing conflict management.
- Do not discuss salary, benefits, or vacation during the first interview.
- Always remember to thank the interviewer.

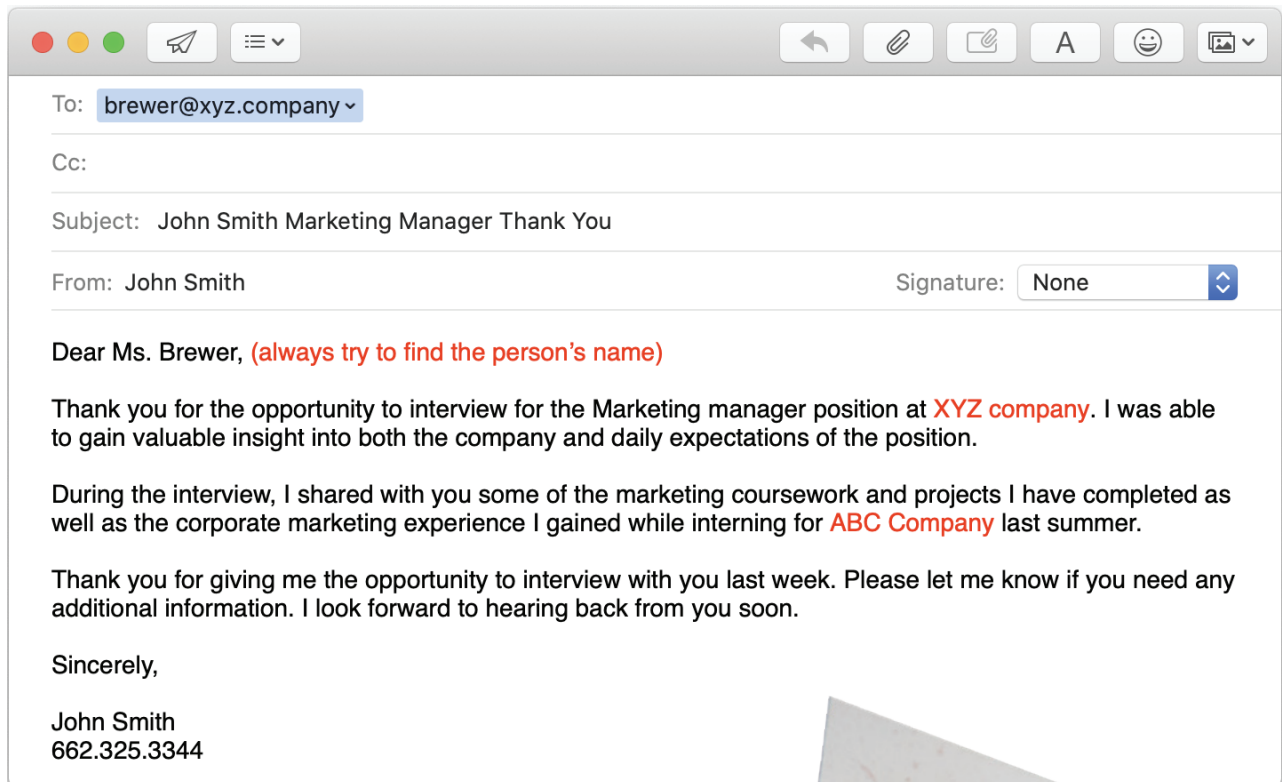


THANK YOU NOTES

AFTER THE INTERVIEW

Write a thank you note/email within 24-48 hours thanking the employer for the opportunity to interview. Emphasize pertinent information covered in your interview and reiterate your interest in the company and position. An email or handwritten thank you note is acceptable. Thank you notes should address the person you are sending it to, have a meaningful subject, and appropriate closing.

SAMPLE EMAIL



The screenshot shows an email client window with a toolbar at the top containing icons for red, yellow, and green window controls, a paper plane icon, a list icon, a back arrow, a link icon, a reply icon, a text color icon (A), a smiley face icon, and a photo icon. The email content is as follows:

To: brewer@xyz.company v

Cc:

Subject: John Smith Marketing Manager Thank You

From: John Smith

Signature: None

Dear Ms. Brewer, *(always try to find the person's name)*

Thank you for the opportunity to interview for the Marketing manager position at **XYZ company**. I was able to gain valuable insight into both the company and daily expectations of the position.

During the interview, I shared with you some of the marketing coursework and projects I have completed as well as the corporate marketing experience I gained while interning for **ABC Company** last summer.

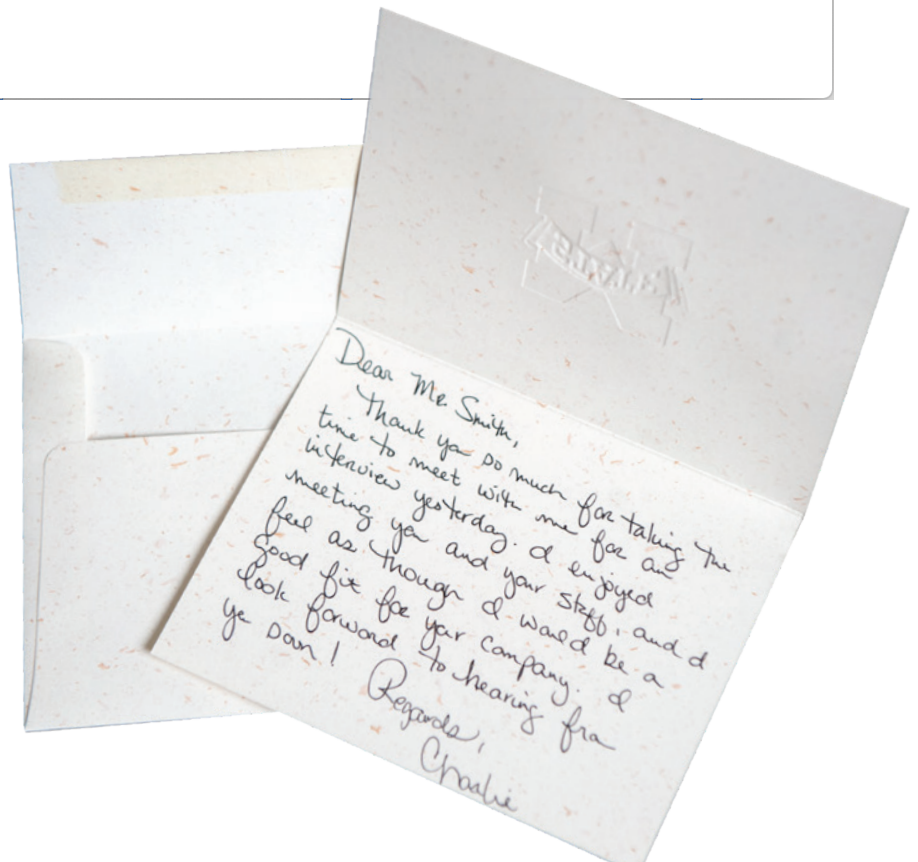
Thank you for giving me the opportunity to interview with you last week. Please let me know if you need any additional information. I look forward to hearing back from you soon.

Sincerely,

John Smith
662.325.3344

THANK YOU NOTES

When writing a handwritten thank you note, use formal writing and be sure the note is legible.





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