career handbook

career support for MSU students

- Choosing your major
- Finding student jobs
- Internship tips
- Resume writing
- Interviewing prep
- Landing a full-time job!
MAJORS, OPPORTUNITIES

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career handbook

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USE YOUR PASSION TO CREATE REAL SOLUTIONS.

In 2012 Dart Container Corporation acquired Solo Cup Company, making us one of the largest foodservice packaging companies in the United States. We’re expanding in mid-Michigan, and with our continued growth you’ll see that we offer a wide variety of career paths. We are a multi-national company with plants in 14 states and six countries.

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- Human Resources
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Dear Spartan,

For more than 60 years, MSU has been leading the country in providing career development support to students. Since 1955 we’ve been helping older siblings, parents, aunts & uncles, and even grandparents.

National leadership means we’ve been among the first to provide better career services for students:

- 1st to have one department for everything from student jobs to full time jobs to jobs for alumni
- 1st to offer career fairs connecting employers with minority students and women
- 1st to integrate a network of career advising professionals throughout campus
- 1st major public university to use Handshake to better connect students with employers

We are dedicated to helping you find your Purpose and have the range of experiences that will prepare you for the great adventure that comes after college.

We’ve been distributing 22,000 Career Handbooks every year, to MSU students like you. This is valuable information because career advice for college students is different than for college grads. As the Table of Contents suggests (page 3), this is just the good stuff:

- Tips on exploring and refining your Purpose
- Ways to access MSU career resources, in-person & online
- Tips on resumes, cover letters, interviewing and “what to wear”
- Ways to connect with employers, from job shadowing to career fairs
- Successful job search tips: internships, summer jobs, full time jobs

Who will successfully transition from college to career? Spartans Will.

Sincerely yours,

MSU Career Services Network

You can get more out of your college experience if you plan each year. Regardless of your career aspirations, it’s important to get internship and work experiences, get good grades, and be involved in campus activities. Many entry-level jobs require a wide range of demonstrated skills, accomplishments and related work experience.
The MSU Career Services Network is here to help you succeed in whatever path you choose. We’ve provided opportunities below* to help you develop a path to EXPLORE your options, highlight the skills that PREPARE you for life after college, and CONNECT you to future career possibilities. We’ve got your back!

With a little planning, you can fit a lot in 4 years!

**year 1**
**Explore**
- Meet with Career Advisor
- Activate Handshake profile

**FALL**
- Freshman Seminar
- Join Clubs
- Attend Earn, Learn & Intern Event
- Attend Career Exposure Workshops

**SPRING**
- Volunteer
  - Meet with Academic Advisor
  - Student Job

**SUMMER**
- Work or Intern
- Study Away
  - Update Resume

**year 2**
**Prepare**
- Meet with Career Consultant
- Meet with Academic Advisor each semester

**FALL**
- Informational Interviewing & Networking
  - Student Job

**SPRING**
- Career Fairs & Workshops
  - Create LinkedIn Profile

**SUMMER**
- Study Abroad or Intern
  - Update Resume

**year 3**
**Prepare**
- Meet with Career Consultant
- Meet with Academic Advisor each semester

**FALL**
- Seek Leadership Opportunities in Clubs
- Career Fairs & Workshops
- Research Grad School

**SPRING**
- Learn to:
  - Job Search
  - Interview
  - Explain Experiences

**SUMMER**
- Work or Intern
  - Update Resume
  - Grad School Testing

**year 4**
**Connect**
- Meet with Career Consultant
- Meet with Academic Advisor each semester

**FALL**
- Job Search or Apply to Grad School

**SPRING**
- Graduation
- Destination Survey

**SUMMER**
- Graduation

Life after MSU

* Adapted for use at MSU by The College of Arts & Letters
GOT Purpose?

MSU strives to cultivate “T-Shaped” graduates with a depth and breadth of knowledge and experiences that prepare you for rapidly changing workplace requirements. Your time in and out of the classroom helps you to discover your Purpose, gain Confidence in your abilities, and become Aware of and understand the perspective of others.

GOT PURPOSE?

By talking about it and thinking about it, all of you are in the process of figuring out your Purpose – “...what you’re trying to do or become”

Purpose will be your lifelong journey that’s based on -

• what you are naturally good at and enjoy doing
• what you get excited about or care deeply about
• what fits with your personal values and ways you prefer to operate in the world

Over time, your Purpose will be fueled by your natural skills, passions and values. As a college student, your assignment is to work on identifying your Purpose so you can better target options for your career path, college courses and out-of-classroom experiences.

PURPOSE noun (pərˈpēs)
the feeling of being determined to do or achieve something; the aim or goal of a person; what a person is trying to do or become

ACTION PLAN:

✓ Getting to know yourself

☐ Reflect ask yourself some basic questions to find deeper insights

☐ Evaluate just write down what feels right to you (and not what others think…)

☐ Discuss your worksheet with someone in Career Services! Find out where we are on pages 10-11

✓ Picking your major or confirming that you’re in the right major!

☐ What sounds good for when you’re all done with school? Explore career options on pages 18-19 & 24-27

☐ Major doesn’t always = your career or job title Learn more by turning to page 20-21

☐ Consider going to grad school? Find out more by turning to pages 22-23

✓ Get some experience outside of the classroom

☐ Test drive your options and develop skills through real world experience Learn more by turning to pages 28-29
YOUR PATH TO Purpose

Activity

What do you love doing? What would you be happy to do for free? Why do you love it?

What does “success” look like to you?

Who do you want to work with (or help)?

What is one word you’d use to describe yourself?

Why am I in college? What drives me to be in school?

What are you really good at?

When I am finished with school what do I hope to do?

Plan A:

Plan B:

What skills will I need beyond my college classes/degree? See pages 38-39 for examples of skills.

What are possible barriers between right now and my desired job/career? (Plan A)

Next Step: Talk with someone in Career Services to explore your Purpose!
Where is Career Services?

**HUB OFFICES.**

1. **Career Services @ Student Services** focuses on early career exploration and experiential learning connections for all students. This office also helps students looking for part-time jobs.
   - Student Services Building
   - 556 East Circle Dr., Room 113
   - (517) 355-9510 / CareerServices@csp.msu.edu

2. **PhD Career Services** offers academic and non-academic career support for PhD students and postdoctoral scholars.
   - Chittenden Hall
   - 466 West Circle Dr., Room 130
   - hireaPhD@msu.edu

3. **Career Services @ The Stadium** offers employment resources for employers and is a primary location for hosting student interviews. The Stadium also manages the Handshake job system and organizes 12 different career events annually.
   - Spartan Stadium Office Tower
   - 535 Chestnut Rd., Room 290
   - (517) 884-1300 / HireASpartan@csp.msu.edu

4. **Lear Corporation Career Services Center** provides career advising for all students interested in business-related careers. They also host interviews with companies seeking interns or entry-level hires in business-related fields.
   - Broad College of Business
   - 735 E. Shaw Ln., Room 114 Owen Hall
   - (517) 432-0830 / lear@broad.msu.edu

5. **Graduate Career Management**
   - Broad College of Business
   - 645 N. Shaw Ln., Room 211
   - gradcareermgmt@broad.msu.edu

6. **MSU Alumni Association.** Career support and activities for Alumni Association members.
   - Spartan Stadium Office Tower
   - 535 Chestnut Rd., Room 300
   - Dave Isbell, isbelld@msu.edu
   - Lisa Parker, lisp@msu.edu

**COLLEGE OFFICES.** Career Consultants are located in colleges to provide customized career advising and services for specific majors and career fields.
Find Career Support Online

Info & resources at your fingertips 24/7

CareerNetwork.msu.edu

Why you should visit the CareerNetwork.msu.edu website:

- Exploring Options helps you figure out your major and your career path
- Resources & Tools has tips on everything: resumes, interviewing, thank you notes, etc.
- Jobs & Internships has tips to help you find a part-time, internship or full-time job
- Services & Locations shows you how to connect with us!

But wait, there’s more!

- Handshake - your personal career management tool
- Career Advising - meet face-to-face with experienced pros!
- Career Tools - an easier way to personalize your search for career resources
- Career Events - info on career fairs, Career Exposure events and workshops
- Student Action Plans - “what to do” for all grade levels and international students

Handshake your personal career management tool

Why should you spend time at msu.joinHandshake.com?

- 6,000+ job postings targeting MSU students (need we say more?!) 
- Details on career fairs, career workshops, employer info sessions 
- Manage your job applications and on-campus interviews

But wait, there’s magic!

- You can follow employers, save job searches, automate emails about new jobs and events
- The more you use Handshake, the more it customizes your homepage feed and targets employers who are interested in what you have to offer!
Quick Guide

New Fall 2017: Profile page upgrades!

- Signing up for Handshake is easy
  - As an MSU student, your account has already been created for you!
  - Go to CareerNetwork.msu.edu and click on “Handshake student login”
  - Log in using your MSU Net ID and password

- Set up your profile for personalization
  - Upload your resume to have Handshake fill in some of your profile
  - Fill out the “Career Interests” section to better share your interests with employers
  - Choose “Public Profile” to make it easier for employers to find you. You can keep some info private (e.g., GPA)
  - Only MSU connected employers can see your profile

New Fall 2017: Personalized job collections

- Discover thousands of jobs & internships!
  - For on campus opportunities: click on “Jobs” then search “MSU”
  - You can also search by employer location and other filters
  - Click on the job summary to learn more and apply!
  - You apply for some jobs right in Handshake while others may direct you to an external website. Follow the employer’s instructions!

New Fall 2017: Career center connections & resources

- Schedule a Career Advising appointment
  - Log in to Handshake to arrange to meet with a career advisor
  - You can pick a date, time, appointment topic and staff member
  - Tip: select a career advisor who is connected to your college or who see “All Majors”

New Fall 2017: Events page upgrades!

- Find details about career fairs and events!
  - Log in to Handshake, click on “Events” then “Find Careers” button
  - Fairs are listed by date or you can search by keyword
  - Fair details: Date, time, location, description and a list of all employers!
Making Products that People Depend on Every Day

International Paper makes things that weave our world together. We manufacture the paper on which businesses are launched, maps are plotted, exams are taken, contracts are recorded and love notes are treasured. We create the packaging that brings fresh fruit to faraway places, protects priceless objects, showcases new technologies and safeguards goods that enhance the lives of consumers around the globe.

Our robust new graduate and internship programs will set you on a path of infinite possibilities. As a part of our team, you have the opportunity to apply your skills and learn new ones while working with a supportive and knowledgeable team. Your efforts will lead to the delivery of products that people depend on every day around the world. You will be proud to be associated with a global leader in the paper and packaging industry.

Visit your school’s career center or the student section of internationalpaper.com to learn more.
Internship opportunities

**Who we are**
Together with our customers, we are driven to make healthcare better and that is why Stryker is one of the world’s leading medical technology companies.

**Accelerate your career**
Our programs will challenge and develop you to launch the professional career you’ve been waiting for.

$11.3B
annual global sales in 2016

37
years of consecutive sales growth

33,000+
employees worldwide

**Internship focus areas:**
Accounting and finance
Marketing
Human resources
Supply chain
Engineering
Regulatory affairs
Quality assurance

Drive your career
Build your network
Make a difference

**Summer internship**
- Impactful projects
- Exposure to senior leadership
- Dedicated intern activities
- Case study presentation
- Volunteer in the community
- Develop your professional network
- Signing bonus and living stipend

**Rotational program (FAR)**
- Three custom rotations
- Accelerated learning and development
- Global business environment
- Projects tailored to your strengths
- Personalized development plan
- Multiple assignment locations
- Competitive pay and tuition reimbursement

How **FAR** will you take your career?

Find out more:
http://careers.stryker.com/college-recruitment

Accelerate your career in **accounting and finance**

Together with our customers, we are driven to make healthcare better and that is why Stryker is one of the world’s leading medical technology companies.
At Oshkosh Corporation, we believe it is a great honor and privilege to make a difference. Since 1917, we’ve been making a difference in our communities, in the lives of our customers, for our team members, for our shareholders, and for the environment.

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Join our team and start sharing your ideas!

visit autoliv.com/careers to learn more
Steps to explore your career options

Here are some great steps to get you started, but remember: Your major is just one of the factors in shaping your future career—your interests, skills, values, and personality all play a vital part. For more help putting the pieces together, make an appointment with the Career Consultant for your college or a Career Advisor at CareerNetwork.msu.edu.
“What can I do with this major?” is a resource for students wondering how to connect majors to careers. You can find this at the CareerNetwork.msu.edu website in the “Exploring Options” tab under “Choosing a Career and Major.” Click on majors to see common career areas, employers, and strategies designed to maximize career opportunities. There are also links by major to professional organizations, the Occupational Outlook Handbook, and job websites.

Use Career Tools, our personalized resource search, to learn more about career fields, job outlooks, professional organizations, job and internship opportunities, and other experiential opportunities that can help you figure out a career path that’s a good fit for you.

Informational interviews can be another great way to learn about specific career paths by asking questions of professionals in career fields about which you are curious. Look on pages 24-27 for info.

Job shadowing can be an excellent way to explore a career up close and get a real-life experience. Check out pages 24-27 for more information.

Spartan Links is a group on LinkedIn (a professional networking site) that connects MSU students to alumni working in their areas of interest. It serves as an advice hub, where students can explore different industries and connect with people firsthand who are working in those industries. See page 59.

Career fairs aren’t just for seniors! Employers are hiring interns as well as full time. Get out and talk to recruiters hiring for the types of careers you are exploring. Ask them what education, experiences, and skills they seek in successful applicants. Be a career event ambassador! We recruit volunteers to host employers at career events. Pages 66-67 has advice for getting results at a career fair.

Working on- or off-campus, volunteering, or working on a research project (venture.msu.edu) are all excellent ways to explore specific career fields while networking with professionals, building your skills, and enhancing your resume.

Check Handshake for workshops, presentations, panels, and employer events that are related to your areas of interest. And check out the Career Exposure series, designed to help you learn about various career options in lots of popular industries. You’ll find and RSVP for these events in Handshake.

Check with your college Career Consultant who can help connect you with alumni and professionals or meet with a Career Advisor who can help you lay out a plan to explore your interests. Some colleges may have specific resources on what others who graduated in your major are doing now. See pages 12-13 for more on career advising.

A career assessment can help you discover your strengths and interests and connect them to majors, extracurricular activities, and jobs/internships.

Talk with faculty about their interests, research, and professional experiences to learn about the field and what you will need to do and learn to succeed.

Explore all the opportunities that www.MSU.edu has to offer!
Steps to explore your career options

find your purpose

Start by asking yourself . . . and go back to pages 8-9 for more tips!

- Who am I? Who do I want to be?
- Where do I want to work and live?
- What values guide me? What are my most important life goals?
- What ideas excite me? What activities are most engaging?
- Who do I want to work with or help?
- What knowledge is important to my plans for personal and professional development?
- What skills are my strengths? Are there skills I need to develop? Are there things I’m good at but don’t actually enjoy?
- How have my experiences helped me grow? What assets do my experiences bring to new settings?
- What drives me? How do I make things happen and create new opportunities?

career assessments

“I heard I can take a career test that will tell me what to do . . . “ Yeah, you can do that, but they aren’t really tests and they won’t give you the one major or career that will be right for you—but the results will help you examine, understand, and talk about how your interests, personality, values, and skills combine to make you who you are!

Taking a career assessment will help you structure your ideas and guide you toward careers to explore further. Talking with a Career Advisor about your results can help you see how you can use what you’ve learned to make career decisions. Learn about the types of career assessments we offer at CareerNetwork.msu.edu under the “Exploring Options” tab.

explore outside the box

College is about exploration, discovery, and taking some risks. You’ll discover so much more if you experiment along the way. Broaden your horizons by . . .

- Taking an elective outside your major that really excites you. Employers and graduate schools value students who act on their passions and interests.
- Browsing career options at a career fair. Career fairs aren’t just for job seekers, they are for anyone interested in exploring different career options. It’s a great way to learn about different employers and talk to Spartan alumni about their experiences.
- Education Abroad is a great way to broaden your global perspective and develop intercultural awareness. Browse study abroad options at EducationAbroad.isp.msu.edu.
- The Alternative Spartan Break Program helps you gain insight into different communities and social challenges while contributing to a greater good. Check out asb.msu.edu.

Exploring may lead to new questions. Career Advisors can help you find the answers, sort through your options, and plan next steps. Set up an appointment at CareerNetwork.msu.edu.
Did you know that 50–75% of all undergraduate degree requirements are the same, regardless of major? The last 25% (about 30 credits) is what determines the name of your major, but most of your academic classes are very similar to other college graduates. As for your major, liberal arts degrees are broad by design. This makes you a versatile graduate with lots of transferable skills to offer employers. Your degree doesn’t automatically predetermine what you can do—you can do just about anything you want with the right combination of skills and experience!

Okay, not having a major that equates to a specific career might make figuring out what you want to do a little more challenging. But it also gives you many directions in which to turn initially and provides versatility over the life of your career. Liberal arts grads can be found everywhere: government, nonprofits, corporations and banks, education, and much more. As a liberal arts grad, you’ve got a lot to offer an employer. For many students, one of the best things to do is to focus less on your major and more on your interests.

Like other majors, employers will expect that you have experience when you graduate. This could include volunteer activities, student organization involvement, studies abroad, undergraduate research, part time jobs, and most importantly, internships. These activities allow you to explore what you might be interested in doing and build important skills valuable to employers before you graduate. Use your experiences intentionally to explore your interests, prepare for life after MSU, and connect with potential employers of interest.

Keep reading through the “Explore Your Future” section (pages 18-29), in addition to the section “Prepare to Make Your Move” (pages 50-61). And if you need help, don’t forget that your Career Consultant or Career Advisor can help you develop a custom plan through a career advising appointment (pages 12-13).
Thinking about graduate school

Why go to graduate school?

- **You want to know more** and be able to use that knowledge to help people, research, teach, make a great discovery… As a graduate or professional student, you become part of the process for advancing and creating knowledge in your field. Be prepared for changes—the expectations from faculty members are different than for undergrads and are far more demanding.

- **The career you want requires an advanced degree.** Clearly, if you want to be a doctor, a lawyer, or a faculty researcher, an advanced professional degree is required.

- **You want to make more money.** Having an advanced degree does not always translate to more money. Salaries for someone with an advanced degree vary by profession, job market, and location. Advanced degrees do not always mean better chances of finding a job, either. The key here is to do some solid research on your profession and the demand for people with advanced degrees.

- **Talk with current graduate students and faculty or professionals in your field.** Ask them why they chose graduate or professional school. How has it helped them in their careers and life goals? What advice would they give to a student thinking about graduate school?

- Attend our **new Graduate and Law School Fair** in October to meet and get information from recruiters representing schools and programs around the country. Get more details on career events at CareerNetwork.msu.edu.

What do I have to do in order to apply?

- **Admissions requirements** will vary from program to program. Find out for each program:
  - preferred undergraduate majors or coursework, if any
  - GPA requirements
  - standardized tests (GRE, GMAT, etc.)
  - academic or work skills preferred
  - application deadlines.

- **Experience** is an asset in any graduate/professional school application. Grad schools like students who have undergrad research experience (see venture.msu.edu for opportunities). Some graduate and professional programs may require 1–5 years of work experience prior to applying.

- Graduate and professional school applications usually require a **personal statement** in which you describe yourself, your goals, and the reasons why you want to continue your studies in a particular program at that school. See page 47 for more info on writing personal statements.

- **Need some more guidance?** Make an appointment with your Career Consultant or Career Advisor to discuss your graduate or professional school search and application process.

- **More information.** You can find a list of factors to consider in choosing a graduate school, information on personal statements, and more at CareerNetwork.msu.edu under the “Exploring Options” tab.
if you’re considering graduate school

The MSU website grad.msu.edu offers a variety of resources from how to apply to graduate school to how to fund your graduate education.

Other great sources for information on applying, funding, and/or locating programs:

▶ Search in Career Tools using “Grad School” filter: CareerNetwork.msu.edu/search

▶ Peterson’s, at petersons.com, allows you to search for programs by type, degree offered, and location, and get info on financing your advanced degree, test preparation, and more.

▶ PhDs.org allows students to run customized rankings from the National Research Council. This site also includes articles about applying to graduate school.

▶ GradSchools.com offers articles about graduate education and tips about the graduate admissions process.

▶ “Diverse Issues in Higher Education” at DiverseEducation.com/top100 provides rankings of graduate programs in each discipline by minority student participation.

▶ Interfolio.com is a web-based service that can hold letters, evaluations, and unofficial transcripts for candidates applying to graduate/professional schools or seeking employment in the field of education; documents kept in your file will be sent out upon your request. Open a credential file by going to Interfolio’s website and starting an account. Note that this is a fee-for-service resource. See Interfolio.com for pricing.
Sometimes it can feel like you’re supposed to have it all figured out—what you’re going to major in, what you’re going to do after college. Sometimes it can feel like you’re supposed to know what you’re going to do for the rest of your life!

The truth is that our lives can take turns we didn’t ever expect, the path we start off on ends up somewhere new, and the real day-to-day work in our careers isn’t always what we envisioned.

When making decisions about what majors, fields, and careers might be a good fit, one of the best ways to gather information can also help you to make professional contacts that can last you a lifetime.
Talking to current professionals is a great way to determine if a career field is for you. An informational interview is a 10–30 minute conversation with someone working in a position or field that interests you.

During a typical job shadowing visit, you “shadow” an employee at work for a couple of hours, or even a full day. The visit provides an up-close look at the workplace and the “real job” from an employee’s view. You have a chance to observe daily office activities, ask questions, and consider the potential pros and cons of a particular profession or industry. You will also discover what workplace skills and career-related experiences are essential to being successful in your chosen field.

The process for setting up an informational interview or job shadowing visit is the same—for a job shadow, you are just asking for a bit more time. Consider starting with an informational interview, and following up with a job shadow if you want to get a deeper view.

Finding people to interview or shadow

Friends, family, and professors. You will be amazed at how many contacts you may be able to make through existing relationships.

Career research tools include a searchable database of employers, including contact info (see page 12). You might be surprised how many professionals are willing to talk with you about their careers and professional experiences.

SpartanLinks. Alumni join SpartanLinks to share their stories and expertise with students. Use your Spartan connections to meet people who want to help you! (See page 59 for more information.)

Social networks. Are you on Facebook? Twitter? LinkedIn? Do you blog? Social networks grow daily, and new ones are always just around the corner. Tap into your existing friends, followers, connections and readers by reaching out to them for the info you’re seeking. See page 59 for more on using social media and networking.

Attending career fairs can be very useful even if you aren’t looking for a job. Go to career events and check out the Career Exposure Series to connect with alumni and employers right here on campus. Then take it a step further with an informational interview or job shadow.

Benefits

Learning. If you want to find out what a specific career path has to offer, what the positives and negatives are within an organization’s culture, or which academic major will best prepare you for a selected career path, why not ask the people who are already working within that field?

Building relationships. In a recent national survey, 70% of respondents reported they got their present position because of a personal contact. The earlier you start building relationships with people in your field of interest, the stronger they will be when you actually begin your job hunt later on.

Linking. See how your skill development, courses, and academic planning can connect to your future success on the job.
connecting with people

- **First, know your purpose.** Be clear with yourself, and with them, about why a conversation with them will be helpful to you. How much do you already know? How can they help you fill in the gaps?

- **What do you have in common?** Are they a Spartan? Do you have a shared contact? Are you members of the same social organization or network?

- **Ask for what you’re looking for.** Be realistic about schedules and time constraints—don’t ask for a meeting with less than two weeks’ notice or for more than 30–45 minutes of their time for an initial discussion.

- Asking about **setting up an info interview or job shadow** might happen face-to-face with someone you know or meet at an event—and that’s great. For others, starting with an email request works well. *(See the sample email at right for ideas of what you might say).* Give your contact a reasonable amount of time to respond (at least one week) and then follow up with a phone call if needed.

- **Hit all the main points.** Explain who you are and how you found them, demonstrate that you’ve already done some research, and request a meeting.
Dear Mr./Ms. ______________:

I am a sophomore at MSU focusing on art history, professional writing, and Spanish. Careers that combine multi-media communication skills with socially conscious work are very interesting to me and I’m currently exploring those kinds of options. I’m a member of MSU’s SpartanLinks group on LinkedIn and found you through the Communications, Media & Public Relations subgroup.

Your background in journalism and nonprofit management at the ____________ Foundation and ____________ Associates is fascinating to me. I know that you are very busy, but if you have the time, I would love to set up a meeting (no more than 30 minutes) to learn more about how a fellow Spartan got started on this kind of path. I am planning a trip to Chicago for next month—if your schedule allows, I am hoping that I can arrange my dates around our meeting. If a phone conversation would work better for you that would be fine too.

Thank you for your time,

_____________________________
YOUR NAME

---

**sample informational interview request**

Dear Nadia –

Thank you for taking the time to meet with me [at the cafe/your offices/via skype] to share your career insights and advice. I was really [impressed/excited/interested] to learn about [issue/trend/opportunity] you mentioned.

Here also is the article I mentioned about some of the ways MSU is seeking to address [whatever issue you discussed]: www.msu.edu/msutoday. I’d love to hear your take on it if you get a moment.

Thanks again for the investment you’ve made in me. Best wishes for a great spring; I look forward to staying in touch.

Sincerely,

Emma Zimmerman

---

**before the visit**

- **Research** the employer and/or industry you will be observing. See information on job search strategies on pages 50-59 for ways to research employers and fields of interest.

- **Choose 10-15 questions** to ask the employee you talk to. An outline for conducting informational interviews, including sample questions you might ask can be found at CareerNetwork.msu.edu, under the “Exploring Options” tab.

- **Confirm** the time/date and plan for travel to the meeting site.

- **Bring a notebook and pen and take notes!**

---

**after the visit**

- **Send a thank-you note.** See page 44 for information on writing thank-you letters.

- **Take time to assess** what you learned about the skills and work experiences needed to pursue your career interests. Are there skills you need to gain? What are your next steps?

---

**sample informational interview thank you**

Dear Nadia –

Thank you for taking the time to meet with me [at the cafe/your offices/via skype] to share your career insights and advice. I was really [impressed/excited/interested] to learn about [issue/trend/opportunity] you mentioned.

Here also is the article I mentioned about some of the ways MSU is seeking to address [whatever issue you discussed]: www.msu.edu/msutoday. I’d love to hear your take on it if you get a moment.

Thanks again for the investment you’ve made in me. Best wishes for a great spring; I look forward to staying in touch.

Sincerely,

Emma Zimmerman

---

CareerNetwork.msu.edu 27
Develop skills through experience

It doesn’t matter what your major is, employers and graduate schools look for students who have experience. Why is this so important? It helps you build skills that are essential to professional success and apply them in different settings. The good news is there are lots of ways for you to build skills and experience in college.

have you considered . . . ?

▶ Working a part-time job helps you demonstrate your work ethic, build workplace skills, and learn how organizations operate. Check Handshake for all the latest part-time job openings for you.

▶ Volunteering or getting involved in service-learning helps you make a difference in the community and learn how to work in diverse economic, social, and cultural environments. Go to ServiceLearning.msu.edu for opportunities.

▶ Doing undergraduate research helps you gain complex reasoning, problem-solving, and communication skills while building a mind for innovation. See venture.msu.edu for opportunities.

▶ Being an active member or leader of a student organization can help you gain project management, teamwork, and leadership skills. Check out over 500 student organizations on StudentLife.msu.edu.

▶ Serving as career fair ambassador gives you behind-the-scenes insight into what employers are looking for in candidates and opportunities to broaden your professional contacts too. Search Handshake for career fair ambassador opportunities and sign up today!

▶ Experiences help increase your competitiveness for internships, fellowships, and cooperative education opportunities. To download a copy of the 12 Essentials for Success: Competencies Employers Seek in College Graduates, go to CareerNetwork.msu.edu and click on “Career Guides” under the “Resources + Tools” tab.

What is an internship?

▶ An internship is:
  • An on-site work experience directly related to career goals and/or fields of interest
  • Supervised, emphasizing learning and professional development
  • Evaluative, providing a system for feedback and communication

▶ An internship is not:
  • Routine, repetitive tasks unrelated to identified learning goals
  • A job that does not offer career-related learning opportunities and experiences
  • Unsupervised, non-evaluated experiences

CareerNetwork.msu.edu
Internships are challenging work opportunities related to your major or intended career that force you to reflect and integrate your college learning in the professional world.

According to MSU’s Collegiate Employment Research Institute, students who intern earn 10% more over their lifetime than those who don’t. Why the increase? Current research indicates that internships today are equal to entry level jobs five years ago, which gives students who have completed internships a competitive advantage in managing the pace and expectations of professional work.

More significant is the skills advantage interns develop through their experience. Quality internships focus on the critical skills new professionals need to be competitive in the workplace such as risk-taking, leadership, cooperation, critical thinking, and problem solving. Exactly what employers value most!

**Internships come in many shapes and sizes.** They also vary a lot between career fields and employers. Internships can be paid or unpaid, for-credit or not-for-credit, part-time or full-time, and they can be done at any time during the year, not just in the summer.

Some academic programs, like engineering, offer cooperative education placements (co-ops) which are special partnerships between a student, an employer, and a college or university.

### finding internships

- Check out CareerNetwork.msu.edu under the “Jobs + Internships” tab for everything you need to get started.
- Use Handshake to search for internship positions, on-campus interviewing and career fairs. You can also “follow” employers you’re interested in working for to stay up to date on their events and opportunities.
- Consider an internship on or near campus during the school year.
- Meet with a Career Advisor or Career Consultant for your college to discuss and create an internship search plan that fits with your goals and interests.
- See pages 50-59 for more on developing a search strategy.

### getting the most out of your internship

- **Set goals.** Before you begin, sit down with your supervisor and establish several realistic goals for your learning experience. Ask, “What results should I be working toward?” Use these goals to evaluate yourself throughout your experience.

- **Know your place.** You will be working with professionals who have many more years of experience in the field than you. Remember you do not have all the answers. Communicate respectfully to all employees—those with a college degree, and those without. At the same time, don’t be afraid to share your ideas. Sometimes a fresh perspective is just what your employer needs.

- **Find a mentor.** If your employer does not provide you with someone who will coach you and answer your questions, seek out employees who will agree to serve in that role.

Building quality professional relationships during your internship is vital to lifelong career success.

- **Take the initiative.** Some experiences are well-defined with specific outcomes provided, others are not. In either case, don’t sit back and wait! Your employer will be impressed when you see a problem or issue and address it. When you take ownership in your work, you’ll find it more rewarding.

- **Build relationships.** Learning about your chosen field can be an enjoyable experience. Connect with other students and employees both inside and outside of the work environment. Take it upon yourself to organize after-work social activities if they are not planned for you. Remember to show a strong work ethic throughout your experience, and you will be respected by those with whom you work.
LEGAL CLINICS connect what you learn in the classroom to real-world, real-time opportunities. Collaborating with a small group of fellow students and a faculty member, you can be a lifeline for underrepresented communities, help local governments work more effectively and influence laws and policies.

Former Immigration Law Clinic Student
Raissa Morris, ’12, Attorney at Law/Partner at Morris & López

go to jobs.rhs.msu.edu

Residential and Hospitality Services
Student Employment
Real Experience. Right Now.

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@ExperienceMcGeorge
JD McGeorge
LOVED COLLEGE?
Take on the role of college adviser!
Change lives and develop skills that will serve you for a lifetime.

“Thanks for giving me the chance to be a college adviser. I might have helped change lives by supporting high school students in their journey to college, but believe me you, my life is the life that was changed.”

“The single most important "people skill" that one can have is the ability to build solid relationships and MSUCAC gives you access to many different resources and networks that you will work with well past your time with them.”

“I know that I am now a much clearer and more persuasive presenter because of the opportunities I’ve had to present through MSUCAC.”

BE THE CHANGE

EXPAND YOUR NETWORK

DEVELOP PROFESSIONALLY

These full-time, paid positions are open to MSU grads of all majors.
Find out more! Email Trish Caldwell or Michelle Snitgen at msucac@msu.edu
Writing a good resume

Who needs a resume?

- You need a resume! The time to start working on your “college” resume is as early as Freshman Orientation.

Why do I need a resume?

- To tell your story by communicating your skills, experiences and accomplishments.

How do I get started?

- Follow the steps on the next few pages of the Career Handbook to help you create and update your resume.
  No resume template needed!

Parts of a resume

1. Contact information
   - Contains name, email, and phone number
   - Address and LinkedIn profile link are optional

2. Education
   - Includes school, location, expected degree, graduation date (month, year)
   - List Michigan State University information first!
   - High school should be deleted after first year of college

3. Experience: both paid and unpaid
   - Includes job title, company name, city, state, dates (month-month, year)
   - Contains short bulleted statements, starting with action verbs that go beyond listing job duties
   - For more on writing bullet points, turn to pages 34-35

4. Activities/Leadership:
   - Focuses on activities that suggest you are well-rounded: teamwork, creativity, volunteering, leadership, interests

5. Skills/Certifications:
   - e.g., computer/technical, language, special trainings, etc
   - Includes your level of skill (e.g., proficient, basic knowledge, some training)
   - Avoids listing soft-skills that are hard to measure (e.g., good listener, hard worker, quick learner)

Formatting Checklist

Font is black type, consistently used throughout and size 10.5 or larger
Font is easy to read (e.g., Arial, Georgia, Calibri or Tahoma)
Verb tense is consistent (i.e., put present experiences in present tense and past experiences in past tense)
Limit resume to 1 page!
Margins are reasonable (no less than .5”) and balanced: Leave room for white space!
Proofread: No spelling or grammatical errors!
Information is accurate, up to date and isn’t redundant
Resume highlights can be skimmed in less than 15 seconds
Sparty Spartan
A111 Butterfield Hall
East Lansing, MI 48824
(517) 582-5555 ● spartan1@msu.edu

Education
Bachelor of Arts, Communication
Michigan State University, East Lansing, MI

High School Diploma
North Street High School, City, MI
• Class Salutatorian
• National Honor Society Scholar (2016, 2017)
• 125 cumulative community service hours

Experience
Senior Class Vice-President
North Street High Student Government, City, MI
August 2016–May 2017
• Served as official liaison between Student Government and NSH administration
• Facilitated monthly senior class meetings with 25 student government members
• Spearheaded “Fall Carnival” fundraiser that raised over $1,900 for senior class trip
• Oversaw 10 colleagues on Homecoming and Prom Planning Committees

Youth Counselor
North Street YMCA, City, MI
May 2015–August 2017
• Supervised 35 youth campers ranging from 7 to 10 years old
• Coordinated daily activities for campers to keep them active and engaged
• Planned an end of summer event for 200 campers with a group of 4 other counselors

Assistant Trainer, Crew Member
McDonalds, City, MI
October 2014–May 2015
• Received 2 ‘Outstanding Customer Service’ awards for performance
• Trained between 2 and 5 new Crew Members each quarter, providing ongoing coaching and mentoring during their initial months on the job
• Collaborated with a team of 5 to provide efficient service in a fast-paced environment

Activities
Member, North Street High Track Team, City, MI
January 2016–May 2017
• Committed 10 hours per week to practice and to developing team-building skills

Volunteer, Boys & Girls Club, City, MI
June 2015–August 2015
• Worked with youth between 3-5 hours per week on interpersonal skills and relationships

Certifications/Skills
• Proficient in Microsoft Word, Microsoft PowerPoint, and Adobe Photoshop
• Certified in CPR/First Aid

As a general rule, follow this formula to determine how much space you should give to specific kinds of content:
• Name and contact info: 5%
• Education: 10–15%
• Relevant experience and/or skills: 75%
• Other (activities, awards, memberships, computer skills, interests, etc.): 5–10%
Bullet points & action verbs!

Creating an evidence-based resume

Your resume is a marketing tool that can help you "sell" yourself in a competitive job market.

You should create an evidence-based resume to:

- Evaluate your experiences to demonstrate your skills, accomplishments and potential
- Gain confidence because you understand who you are and can share what you have to offer
- Provide specific proof to the resume reader that you are a great candidate for the job!

Write strong evidence-based bullet points using the WHO Method

- W- What did you do (tasks/project)
- H- How did you do the work (skills, strategies, methods, tools, techniques, attitudes)
- O- Outcomes associated with the work (results, impact, contribution, intention, scope)

Don’t forget!
Pay attention to the verb tense used describing each experience.

Action verbs should start all of your resume bullet points. Organized here by skill areas, these action verbs are dynamic words that will provide greater evidence of your skills.

- analyzed
- ascertained
- assessed
- computed
- conceptualized
- concluded
- confirmed
- critiqued
- deciphered
- deliberated
- determined
- devised
- diagnosed
- estimated
- evaluated
- examined
- forecasted
- formulated
- integrated
- investigated
- justified
- measured
- negotiated
- prescribed
- prioritized
- projected
- questioned
- rated
- recommended
- researched
- scrutinized
- studied
- substantiated
- synthesized
- validated
- verified

- accelerated
- accomplished
- achieved
- acquired
- advanced
- bolstered
- boosted
- built
- coordinated
- created
- dedicated
- demonstrated
- enriched
- established
- expanded
- expedited
- implemented
- improved
- increased
- initiated
- innovated
- inspired
- introduced
- launched
- minimized
- mobilized
- modernized
- modified
- multiplied
- overhauled
- pioneered
- revamped
- revised
- spearheaded
- stimulated
- suggested
- updated
- upgraded

Communi cation

- addressed
- apprised
- arbitrated
- attested
- authored
- clarified
- communicated
- composed
- convinced
- corresponded
- drafted
- edited
- explained
- informed
- interpreted
- lectured
- marketed
- persuaded
- presented
- promoted
- publicized
- queried
- reported
- spoke
- summarized
- translated
- wrote

Initiative

- accelerated
- accomplished
- achieved
- acquired
- advanced
- bolstered
- boosted
- built
- coordinated
- created
- dedicated
- demonstrated
- enriched
- established
- expanded
- expedited
- implemented
- improved
- increased
- initiated
- innovated
- inspired
- introduced
- launched
- minimized
- mobilized
- modernized
- modified
- multiplied
- overhauled
- pioneered
- revamped
- revised
- spearheaded
- stimulated
- suggested
- updated
- upgraded
More resume tips

• Resumes are most often skimmed in seconds (and read more carefully later at interview)
• Employers are most interested in what you've done recently
• Resume "keywords" can be found on job descriptions and employer websites
• Use active, skills-based words in bullet points

Creating bullet points: the WHO method

Most employers can look at job titles and accurately guess WHAT you did. What excites them more is to know HOW you completed the work and the OUTCOMES of your contributions.

Before: Provided quality customer service

After: Expeditiously resolved customer concerns to maintain positive relationships and brand loyalty

How: Focus on the outcomes ("positive relationships and brand loyalty") to show your impact.

Before: Worked with a diverse group of people

After: Overcame cultural and language barriers with 30+ students by remaining open and encouraging

How: Instead of concentrating on what you did, emphasize your strategies for overcoming challenges

• Your first draft: Just write something down (then edit to make it better)
• For most jobs, colored paper, funky fonts and fancy graphics aren’t going to help your resume to stand out in a good way
• Your resume should look clean, familiar and professional
• Save your resume as a PDF (unless an employer asks for a Word doc)
Taylor Levine
www.linkedin.com/s/TaylorLevine | (248) 987-6543 | taylor.levine@gmail.com

EDUCATION
Bachelor of Science, Human Biology May 2019
Michigan State University | Lyman Briggs College | East Lansing, MI
• Minor in Bioethics

EXPERIENCE
Research Technician Sep. 2017 - Present
MSU Environmental Health & Safety Lab | East Lansing, MI
• Perform diagnostic testing on fume hoods throughout over 50 MSU laboratories
• Determine cubic feet per minute and face velocities of air ducts as well as room pressurization and satisfactory standards for lab and fume hood safety
• Record data from testing and evaluations using Excel and provide reports to laboratory managers
• Establish and maintain both written and oral communication between lab director and senior industrial hygienist
• Collaborate with 3 coworkers to create graphs, images, and other files used in staff training
• Certification in Chemical Hygiene, Laboratory Safety, and Hazardous Waste Management

Resident Assistant, Holmes Hall Aug. 2017 - Present
MSU Residence Education and Housing Services | East Lansing, MI
• Develop programs for social outreach and community development for over 1,000 residents
• Administer course and career guidance for first and second-year undergraduate students
• Resident Assistant of the Year, spring 2017

Emergency Room Student Volunteer May 2017 – Aug. 2017
Beaumont Health Systems | Troy, MI
• Recognized for exceeding performance expectations and taking initiative
• Learned to work and adapt in a fast-paced environment while assisting health care providers
• Communicated with triage nurse regarding changes in the severity of patients' symptoms to provide them with a comfortable and safe environment while waiting to see a physician

Participant Spring 2016
MSU Alternative Spring Break Program | Camden, New Jersey
• Developed an increased awareness, understanding, and appreciation of cultural differences and socio-economic backgrounds
• Completed over 60 service hours with organizations such as New Vision Homeless Shelter, The Francis House for HIV/AIDS, and Hope Network

Front Desk Receptionist Aug. 2015 – July 2017
MSU Career Services | East Lansing, MI
• Compiled over 200 new job postings into database using attention to detail to ensure accuracy
• Communicated with diverse clientele including students, staff, professors, and employers
• Utilized problem solving skills to remain professional when responding to stress-related situations

AFFILIATIONS
• Human Biology Club; Volunteer Chair Sep. 2016 - Present
• Read to Succeed; Volunteer Tutor Mar. 2017 - Present
• Girl Scouts of America; Lifetime Member Jan. 2014 - Present
Amanda K. Getajob
430 Park Ln., Milford, IL 60953  •  (815) 555-5555  •  getajob@msu.edu  •  www.linkedin.com/akgetajob

EDUCATION

Michigan State University, East Lansing, MI  May 2018
Eli Broad College of Business
Bachelor of Arts, Supply Chain Management
Minor in International Business
Major GPA: 3.75/4.00; Cumulative GPA: 3.35/4.00
Sparty Foundation Scholarship Recipient; Dean’s List: 3 Semesters

International Business Study Abroad, Western Europe  May 2016

PROFESSIONAL EXPERIENCE

General Motors, Detroit, MI  June – Aug. 2016
Supply Chain Intern
● Increased next-day deliveries of dealer referral orders by 50 lines per month, impacting 100 dealers in North America through the creation of a new order pulling process
● Executed a regional $100,000 materials budget to reduce the expense of required materials
● Managed relationships with 3 suppliers to ensure a collaborative relationship and maximize the interactions
● Presented potential cost-savings plan to 12 upper level executives for further review

EY, Chicago, IL  May – Aug. 2015
Core Tax Intern
● Collaborated with a team of 6 interns and professional staff to complete compliance work, finishing 4 weeks ahead of the budgeted schedule
● Provided tax compliance services on an international, federal, state, and local to multiple clients, including trusts and multinational corporations
● Developed an Excel workbook to expedite the preparation process resulting in time saving in excess of 150 hours

OTHER RELATED EXPERIENCE

Michigan State University Culinary Services, East Lansing, MI  Jan. 2015 – Present
Student Cook
● Provided courteous and prompt customer service to guests in a dining hall for approximately 7,500
● Attained full responsibility for completion of daily projects of front-kitchen team and supervision of 4 other co-workers in the front kitchen
● Mentored a novice prep chef in basics of food preparation until she attained sufficient competence to be independent contributor to team
● Ensured all service and preparation areas were kept clean and met sanitation standards

Lindow’s Lawns, Milford, IL  Summers 2014, 2015
Exterior Designer
● Increased revenue by over 9% by implementing “Sunday Special” lawn care promotion
● Designed and implemented a training program to onboard 4 new staff members
● Managed and held responsibility for balancing daily cash flow of $300

ACTIVITIES & SKILLS

MSU Supply Chain Management Association, Vice President  Aug. 2016 – Present
Phi Chi Theta, Professional Business Fraternity, Member  Aug. 2014 – Present
Chinese and English Language, Fluent
Bloomberg Certified in Equities and Commodities

For more Resume Samples: CareerNetwork.msu.edu/SampleResumes
Amanda K. Getajob
430 Park Ln., Milford, IL 60953 • (815) 555-5555 • getajob@msu.edu • www.linkedin.com/akgetajob

PROFESSIONAL REFERENCES

Mr. Marcus Washington, former internship supervisor
Supply Chain Manager, General Motors
(313) 555-0101
marcus.w@gm.com

Ms. Leann Vollman, current supervisor
Chef & Student Cook Supervisor, Michigan State University Culinary Services
(517) 555-0135
leannvol@msu.edu

Dr. Kelley Cochran, study abroad faculty leader
Director of International Business Study Abroad Program, Michigan State University
(517) 555-0197
kelleyco@msu.edu

Mr. Marc Chen, advisor for student organization
Advisor, Michigan State University Supply Chain Management Association
(517) 555-0162
Chen1234@msu.edu

Quick Tips: References

Tip #1: Figure out who to ask
Choose people who know you well and will provide a positive review of your work. References should be able to talk about your skills, qualities and performance in a professional or classroom setting. Approach people you've worked with recently (they'll remember more about you!)

Tip #2: Ask for permission and provide context
Ask people if they'll be your Reference before sharing their contact information. Provide them with your resume and relevant job postings so they can better advocate on your behalf!

Tip #3: Have your references page ready to go!
Create a polished, stand-alone References page that matches the formatting of your resume (and don't include on your resume Reference info or write “…available upon request.”) Only provide references when requested!

Quick Tips: Letters of Recommendation

Tip #1: Strategic selection
Ask for a recommendation letter from people you know who can speak to your ability to succeed in a rigorous academic environment (professors, academic advisors) and which can speak to your fit for the profession (current/former supervisors, mentors who know you well).

Tip #2: Choose current contacts
People who know you well today (vs. two years ago) will be best positioned to speak on your behalf. Prioritize recent or well-maintained contacts over older ones!

Tip #3: Submit your request 4-6 weeks in advance
Provide clear instructions (format, submission steps), copies of your application materials, and a deadline. Bonus points if you remind them what aspects of your application they're best positioned to speak about. Always be grateful for their time!
Are you looking for a challenging opportunity where you can grow professionally and add value to a Fortune 25 Company? See how you can make Marathon Petroleum Company YOUR CAREER CHOICE.

HOW DO YOU APPLY?
www.JoinMPC.com

Join our team apply today!

MEET CURTIS
Traveled to Japan, China, Dubai, & Egypt
Graduated from MSU in December, 2016
PROJECT ENGINEER for the $30,000,000 Foundation Hotel; An adaptive reuse of the historic fire station in Detroit

IT’S WHO HE IS. IT’S WHO WE ARE.
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BRE FASSBENDER
Talent Acquisition Specialist
breanna.l.fassbender@ehi.com
517-346-8929

DANIEL LORENTZEN
Talent Acquisition Specialist
daniel.r.lorentzen1@ehi.com
248-426-1940

JULIA SAWECKI
Talent Acquisition Specialist
julia.k.sawecki@ehi.com
734-784-2115

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IT ALL STARTS WITH OUR PEOPLE.
Talent is vital to what we do. We provide the tools you need to build a career you’re passionate about. Here’s to taking the first step.

Apply to join the pack.

COYOTE
A UPS COMPANY
COYOTE.COM/CAREERS
#JOINTHEPACK
Cover letters

Anytime you send a resume, always include a cover letter, even if the employer doesn’t request one or says “optional!” Your cover letter is a sales pitch because it clearly states why you want the job and why you are qualified.

features

- **Length**: 1 page; 4-5 paragraphs
- **Tone**: Business casual: professional, clear, direct writing style
- **Purpose**: A compelling argument for why you should be granted an interview via what skills you have to offer
- **Content**: Show that you understand the employer, the position, and have done your research

stuck getting started?

- **Try writing a letter to someone you know well** – a parent, advisor, professor or teacher. Tell them about the position you’re applying for, how you found it, why you’re interested or excited, why you think you would be a good candidate, what parts of the job you’re ready to take on, and what you know and like about the employer. Of all your strengths and skills, what are the top 3 reasons the employer should interview you for this job?
- Take this draft and put it into cover letter form; brush up the wording to sound more formal and professional, and organize for skimability and polish.

final checklist

- **Proofread grammar**, spelling, and content (mistakes can wreck your chances)
- **Letter design matches resume** (header, font, layout, etc)
- **Letter is customized** for this job & employer
- Address the letter to a **specific individual**; contact HR or Spartans working there to research the best name to use.
- **Insert digital signature** for tech savvy and professional polish
Avery Black
231-123-4567 | averyb@msu.edu | www.linkedin.com/ablack

November 14, 2016
Dr. Esther Washington, Director of Museum Education
American Museum of DC
1000 Jefferson Dr SW
Washington, DC 20560

Dear Dr. Washington,

I am writing to express my interest in the position of Visitor Education Intern at The American Museum of DC. Your reputation internationally is what attracted me to the position listed on AAMC.org internship page. I believe my education, experience, and interests make me a strong intern candidate for your team.

Education: As a Psychology major (with minors in Spanish and Education) at Michigan State University, my coursework has prepared me to interact and communicate effectively with museum visitors from diverse backgrounds. I have grown my research, writing, speaking, and teamwork skills through my courses assignments and presentations. I have also managed my time with a heavy course load and multiple deadlines while maintaining a 3.91 GPA. I’ve completed work for diverse professors which has prepared me to work effectively with the intern supervisors at the Museum and exceed their expectations. With this background, I believe I can get up to speed and contribute successfully to the Visitor Education program this summer.

Experience: As a Community Outreach intern with the NorthWest initiative, I developed a strong track record of outreach, event logistics, and program assessment. I learned to interact with families, children with special needs, and people from diverse backgrounds with my undergraduate research project, home care jobs, and working with orphans in Ecuador. I developed a detail orientation and active listening skills working with the FACES research project, while at the Michigan House of representatives, I learned to communicate in a professional setting with diplomacy on a variety of topics. Further, my 2 years of Spanish and volunteer work in Equator have helped me understand a global perspective for coworkers, supervisors, and visitors. I believe all of these skills would translate to strong intern performance at the museum.

Interest: I’m very interested in the intersection of human communication, learning, and culture. Helping visitors access information and artifacts around our shared cultural heritage would be an outstanding opportunity for me to work and grow. I was especially attracted to your new exhibit, The Cultures and Calendars of the Americas which blends many elements of my professional interests. In addition, your reputation as an innovative collections-holding institution (especially the way you take an interactive approach to the visitor education experiences) would be an exciting program to learn from and experience as an emerging professional. The American Museum visitor intern program would be a perfect place for me to build upon what I’ve done in the past and I’m thrilled to be considered.

In summary, with outstanding preparation and experience, I would love to discuss the position with you further. I’m excited about the prospect of working as an intern with the American Museum and I look forward to hearing from you soon. Thank you for your time and consideration.

Sincerely,

Avery Black

Taylor Levine

www.linkedin.com/TaylorLevine | 248.987.6543 | taylor.levine@gmail.com

May 4, 2017
Ignatius Sullivan
Executive Director, Michigan Chapter
Crohn’s & Colitis Foundation of America
24738 Orchard Hills Rd, Ste 700
Detroit, MI 48201

Dear Mr. Sullivan,

I’m writing regarding the Talk Steps Walk Coordinator position located in Detroit, MI. As an English major, I am attracted to a career where I can use my strong communication skills to directly help people. This position would allow me to coordinate with many people in order to plan successful Walks, supporting the CCFA’s goal of improving Crohn’s & Colitis patients’ lives through research. Being very familiar with your organization personally and in networking with the Gastrointestinal Student Group that I lead at Michigan State University, I was excited to see the listing for this position on idealist.org.

This opportunity would be an excellent fit for both my personality and skills. As reflected on my resume, in my recent internship at NorthWest Initiative, I had the opportunity to plan a neighborhood conference from the group up, which involved honing many important event-planning skills such as those you are seeking in a Walk Manager: developing a promotional plan to publicize the event, working within budgets and timelines, mobilizing local business leaders and residents to volunteer their time and money, and maintaining current databases to track and record the progress of the event. I learned first-hand many challenges that nonprofits face, and also how vital meaningful relationships with individuals and other groups are to making and organization sustainable.

Of particular relevance to CCFA, I also currently serve as the Social Chair of the MSU GISI (Gastrointestinal Student Initiative) where I plan regular social and educational meetings for students with Crohn’s and Colitis. As with the Walk Manager position, this role requires heavy reliance on networking among and outside of the group. When we participated in the Take Steps Walk at Camp DeBorah last year, I was Team Captain for MSU GISI, and I am looking forward to the event again this year.

Thank you for your time and attention to my application. I look forward to scheduling an interview with you to discuss the position, as well as my qualifications and commitment to your cause. An opportunity to contribute to an organization whose mission I already support would be an excellent next step in my career path.

Sincerely,

Taylor Levine
Communication essentials

✓ thank-you letters

➤ Always send a thank-you letter after an interview or other personal interaction. Show the people you met that you appreciate their time and attention. Thank-you letters can be sent via email, a hand-written note, or formal letter.

➤ Be sure to send the thank-you promptly—it’s best to send it within 24 hours of your meeting or exchange. The bottom line is that you want the note to reach them before they’ve made their decision.

➤ To avoid burning bridges send a thank-you letter to an employer with whom you’ve decided not to accept a position.

✓ using the phone

➤ Taking a cell phone call when with another person can be rude. This is especially true during an interview, site visit, career fair, or other professional event!

➤ Silence your phone and put it away. Texting, checking your phone for email, and being constantly distracted by your phone is likely to make you seem uninterested.

➤ When leaving a voice mail or message, speak slowly and clearly so your message is clear. Keep your message short. Leave your name and phone number to ensure the employer can call you back.

➤ Return calls the day they’re received. If for some reason you can’t call back the same day, call within 24 hours.

➤ Make sure that the greeting for your voice mail is professional. Employers often complain about greetings that include loud music or are unprofessional.

✓ effective email

➤ Don’t use an unprofessional email address. The recipient could delete the message. Your MSU email or a Gmail account are the best bet.

➤ Include a meaningful subject line that makes it clear what will be covered in the message, such as “Jose Vega—Confirming Friday Interview Time” or “MSU Food Science Junior Seeking Information.”

➤ Be sure to include your full name and contact information in each email.

➤ There is no guarantee that an email is private.

➤ When replying to a message, include the previous message in your response to help both you and your contact follow the course of your email discussion.

➤ Re-read and spell-check every email before you hit “Send!” Sadly, employers say they’ve received emails from students (or recent grads) that are so casual or full of grammatical and spelling errors that they just hit “delete.”
Intern at MSUFCU!

Are you a motivated student looking to gain valuable experience in an organization dedicated to giving back to the community? If so, MSUFCU could be the perfect place for you. Our primary goal is to prepare our interns for successful full-time employment beyond graduation.

We offer many internships with specialties extending beyond the financial sector.

Internships are currently available in the following fields:

• Accounting and Internal Audit
• Financial Education and Innovation
• Information Technology
• Marketing and Communications
• Sales and Member Relations

Apply today at msufcu.org!

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• Accounting and Internal Audit
• Financial Education and Innovation
• Information Technology
• Marketing and Communications
• Sales and Member Relations

Apply today at msufcu.org!

Come grow with us.

If you are looking for more than just a job, take your career to GreenStone Farm Credit Services. We offer a work environment that will demand your best while offering personal fulfillment, challenging opportunities and financial rewards.

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Outside the resume box
writing a personal statement

Some employers and most graduate or professional schools will require you to write a statement of purpose, personal statement, or essay of intent as part of the application process. If you find that you need to write this kind of document, start the same way you would write a resume and cover letter.

As with those documents, the key to writing a good personal statement is solid research. You need to include enough detail about the program and/or school to demonstrate why this particular opportunity would be the right next step for you.

You also need to have strong knowledge about yourself, your motivations for applying, how you’ve prepared to make this move, and the role it plays in your future plans. If you haven’t already considered these points, take some time to review “Thinking About Graduate School” on pages 22-23 and additional resources on exploring further education available at CareerNetwork.msu.edu and grad.msu.edu.

In many ways, your statement of purpose is like a much longer cover letter, written in essay form. You should convey knowledge, enthusiasm, and draw a clear connection between what they are looking for and what you have to offer.

To set yourself apart from other applicants, avoid general or obvious statements and clichés. Don’t say things like “I’ve wanted to be a lawyer for as long as I can remember” or “I always knew I wanted to be a doctor” or “My love of literature has led me to pursue a PhD in English.”

Writing a statement will take time—it’s best to begin working on it several months before the application deadline. Because this document is also an assessment of your writing ability, be very attentive to spelling, grammar, and overall quality.

Have it reviewed by your Career Consultant, Career Advisor, and/or the faculty or professionals writing your letters of recommendation. They can help you decide what to cut, what to keep, what to develop, and what to add.

the portfolio alternative

Portfolios are great tools for students from all majors. A professional portfolio is usually taken to an interview. This type of portfolio is documentation and demonstration of your accomplishments. It shows growth in your skills and understanding over time. A portfolio not only documents your results but also how you got there and what you learned in the process.

Benefits of portfolios. Regardless of how you’ll use the finished product, all portfolios can help you:

- Write or update your resume more quickly, since all the relevant information will be in one place.
- Organize information you’ve gathered over the years, such as awards, certificates, and records of other accomplishments.
- Showcase your achievements, skills, and abilities for an interview.
- See your career as a collection of skills and talents that you’ve developed, rather than just a list of job titles.

E-portfolios: effective and easy. Electronic portfolios are an excellent way to showcase your skills and your computer abilities. Remember: More and more employers are seeking students with high levels of technology skills.

- The most effective portfolios are those targeted towards a particular skill set or career direction. They may include video, photos, files, a copy of your resume, and a short introduction much like your career fair “commercial” (see page 67). Write descriptions or captions for anything you include so that the relevance is clear. Create an e-portfolio yourself to show-off your technical skills, or use a system like Epsilen.com.

- A creative portfolio contains only samples of work relevant to your particular field. Just like a professional portfolio, your creative portfolio should be organized and presented in a quality format.

- Many creative fields also expect a title page, essay, or artist statement and biography. Talk with people working in your field about the specific expectations for this type of portfolio, and whether an electronic or hardcopy format is preferred.
Be Part of Growth
Not just a job, a career path in
Supply Chain, Logistics, Sales & Marketing, Business Management

30 Week Program
Personalized Plan
Work with Senior Leadership
Engage with Multiple Locations

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Opportunities for job satisfaction, advancement and professional growth are as boundless as your own initiative.

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COMING WORK FOR US.

2018 CO-OP OPPORTUNITIES
ENGINEERING
MANUFACTURING
OPERATIONS

Please visit us at: GATEWAYPLASTICS.COM/CAREERS
Packaging is the first thing consumers see, touch and feel and equally responsible for the first and last end-user experience.

Clorox culture doesn’t evaluate problems and see the reasons why they can’t be solved, but instead asks what must be true for them to be solved. This mindset, along with great technical leaders, lays the foundation for enabling the creative solutions consumers see on shelves.

Jessica Wallace
Group Manager
Packaging Engineer
Michigan State University, 2001

Sam Marino
Scientist 2
Packaging Engineer
Michigan State University, 2012

Sam Hugley
Scientist 2
Chemical Engineer
Univ. of Wisconsin, 2011 (Intern 2010)

FILM AND PACKAGING MANUFACTURER FOR FOOD AND CONSUMER PRODUCTS
HEADQUARTERED IN ATLANTA, GA
$1+ BILLION IN SALES

WHO WE ARE

WHO WE WANT
PRINTPACK LOOKS FOR PEOPLE WHO

• Make mistakes and fearlessly try again
• Are accountable for their actions no matter what
• Give more than they get in return
• Embrace new ideas and take on new challenges
• Bring positive energy to the team

WHAT WE DO
PRINTPACK DEVELOPS PACKAGING THAT GETS PRODUCTS NOTICED

printpack.com | corprecruiting@printpack.com
Printpack Inc @WeArePrintpack
So, you’re ready to make your move, ready for action. Whether you’re looking for an internship or a full-time job after college, the process of looking for the position (and employer!) that’s right for you is pretty much the same and both involve developing a search strategy. A search strategy is a plan or series of steps to help you obtain your goal: Getting an offer for a position that fits your interests, skills, values, and personality.
According to information from the U.S. Department of Labor, up to **80% of all positions are filled without employer advertising.** Think about it. It saves time, energy, and money for the employer to hire people they know, who have been referred by a trusted source, or who have made contact directly. And not only is this more efficient, it also often means the employer is getting a candidate who is not just looking for a job, but looking for this job.

**98% of U.S. employers have fewer than 100 employees.** That means these organizations often do not recruit from college campuses. To find these “hidden” employers, you need to have a strategy.

**Using multiple job search methods will help you find a position faster,** as data from the U.S. Bureau of Labor Statistics suggests. Read on for more about those methods and how you can decide which might work best for you.

The average American with a bachelor’s degree has about 10 different jobs between the ages of 18 and 34. Again, this is data from research done by the Bureau of Labor Statistics. To survive—and advance—you’ll have to become skilled at job hunting. Your first job out of college is just the beginning of a lifelong process.

**The Internet should not be your only means of searching for jobs!**

**Talking to people,** asking questions, and being able to quickly and easily describe who you are (your interests, skills, experience) and what you’re looking for may be your best job search method.

Conduct **informational interviews** (pages 24-27) and don’t be afraid to network (pages 58-59)! **Take advantage of MSU resources like Handshake, workshops and career events, employer events and info sessions, SpartanLinks, and other student organization meetings to meet and discover potential employers.**

Use **more than the Internet** when searching for jobs!
Developing your search strategy

Do you remember those “Choose Your Own Adventure” books you read in elementary school? Well, developing your strategy is a lot like that. You may start off down one path to find that it’s not working, or that it didn’t pan out the way you wanted. You may end up deciding you want to go off in a new direction. An unexpected opportunity might present itself. The job search is also a very personal process. There is no one job search technique that will work every time for everyone.

As you develop your search strategy, you should:

▶ Create a list of 5–10 organizations where you’d like to work. These organizations should get most of your attention. Actively work to meet people in the organizations and learn more about their goals.

▶ Create a second list of organizations you have some interest in. When you have time, do some basic research to refine the level of your interest and find possible networking or career openings.

▶ Keep a log of research and activities, so you know whom you’ve called, when, and next steps. It’s embarrassing to call someone twice because you forgot that you already called, or not to call at all when someone asked.

But how do you narrow the field? Read on!
**define what you’re looking for**

What are your search criteria? Be honest with yourself and the people you talk with about your search (whether it’s your Career Consultant, Career Advisor, or professional contacts you’ve made). Common search criteria are:

- **Geographic location**
- Application of your skills
- Connection to interest/passion
- Fit with work values
- Compatibility with personality

If you find that you’re having a hard time putting parameters around your search, start by going back to the “Explore Your Future” section (pages 18-29) for tips on resources, tools, and methods for getting some clarity.

Some people think it’s good to be flexible in your job search, and to some extent it is. However, being overly flexible can be a real hurdle. The more you can narrow down what you’re looking for and where, the more likely you’ll be able to uncover viable possibilities. It’s possible that you might have more than one thing you’re looking for through, and that’s fine!

The better you can describe the kinds of opportunities you’re aiming for, the easier you can organize your search appropriately. You may have different methods that you use for different kinds of positions, organizations, fields, or geographic areas.

**field-specific research: focus & identify opportunities**

**Focus & identify opportunities.** Research can make all the difference in your search. You need to look more like a great potential colleague than a desperate job seeker! It’s your job to do the research needed to understand your top employers’ needs and place yourself in situations where you can demonstrate your abilities. **Where do you find the people you want to work with?**

- **Professional organizations.** Nearly every profession you can think of has a professional organization — American Institute of Graphic Arts, American Society for Clinical Laboratory Science, Association of American Publishers, American Sociological Association, American Library Association, Society of Illustrators, American Chemical Society, Association of Music Writers and Photographers — to name just a few.

  For links to professional organizations that might be of interest to you based on your field of study, check out “What Can I Do with This Major?” and our online Career Tools at CareerNetwork.msu.edu/search (see page 12). Even a basic Google search with the name of your field of interest and “professional organization” will often yield good results.

  Organization websites usually have info on current trends, salary surveys, job listings, directories of accredited graduate/professional programs and more. Check to see if they offer a discounted rate for student members and join while you’re still in school to take advantage of the savings!

Developing your search strategy

- **Subscriptions** to many of these publications can be costly, so make use of copies or electronic subscriptions available through your academic department, Career Services, and MSU Libraries.

- **Job listing and professional resource sites.** Use Career Tools at CareerNetwork.msu.edu to find links to job boards and posting sites that might be of interest to you. And click on the Career Tools to search for lists of potential employers, industries, professional organizations and potential employers. You can search by geographic location and even find salary information and get info about where recent MSU students landed their first job!

- **Social media.** Yes, social media can be a part of your research and job search. See more on page 59.

**Employer research: the right place, the right job**

*Find the right place to find the right job.* Some people are completely flexible when it comes to location. In that case, focusing on field-specific resources to identify specific employers is a great move. But if you’ve got some particular geographic areas in mind, or are geographically limited, there are resources that can help you uncover employers by location.

- Click on Career Tools at CareerNetwork.msu.edu/search (page 12) to find accurate, up-to-date information on potential employers and contacts in a wide range of industries nationally and internationally. Explore the industry (or industries) and geographic area(s) you’re interested in, and find employers located there! You can also research salary information and get valuable insider information on industries, career fields, employers, cities, and countries.

- **MSU Libraries** has databases and other resources offering a wealth of information on specific employers. And unlike a generic Google search, the MSU library provides employer info that is authoritative, credible, and timely. Library resources are free to current students and it can give you a competitive edge with quality information that employers will notice. Email the Gast Business Library for help with employer research: gastbus@mail.lib.msu.edu.

- **Find and make use of local resources** such as newspapers, networking groups, Chambers of Commerce, regional alumni clubs (check alumni.msu.edu for regional and international groups), etc. in your area of interest. They are a great way to find people who are doing work you find interesting.

- **Additional sources include:**
  - Employer websites
  - Annual reports
  - Recruiting materials/packets
  - Marketing materials
  - Media articles and coverage (check out press releases on their website too!)
  - And don’t forget social media!
International students

- Whether you are considering employment during your time at MSU or afterwards, it’s important to partner with both the Office for International Students and Scholars (OISS) and the Career Services Network at MSU.
- OISS can explain your U.S. work authorization options, assist you with the proper documentation in many instances, and give you tips on how to talk to employers about your immigration status.
- The Career Services Network offers resources and programs to build your resume writing and interviewing skills, one-on-one career advising, career workshops and fairs, and connections to jobs and internships.

**International students’ work authorization options**

- **Off-campus Employment**
  - F-1 or J-1 students (unless prohibited by J-1 sponsor) are eligible to work off-campus ONLY with pre-approved employment authorizations:
    - **before graduation**
      - F-1 students - Curriculum Practical Training (CPT)
      - J-1 students - Academic Training (AT)
    - **after graduation**
      - F-1 students may apply for 12 months of work authorization, called the Optional Practical Training (OPT)
      - J-1 students (unless prohibited by J-1 sponsor) may apply for up to 18 months (36 months for post-doctoral) of Academic Training (AT)

- **On-campus Employment**
  - F-1 or J-1 students (unless prohibited by J-1 sponsor) are eligible to work on campus for 20 hours a week when classes are in session without work authorization.
  - **Work that exceeds 20 hours per week on campus or any work off campus** must be authorized in advance by OISS.

- For more information on work authorizations and Resume, Interviewing, and Networking Guides, visit the OISS website: oiss.isp.msu.edu/students/employ/
- Or visit their office:
  - Office for International Students and Scholars (OISS) 427 Shaw Lane, Room 105, International Center
  - Phone (517) 353-1720
  - Email: oiss@msu.edu
  - Web: oiss.msu.edu/students/employ
  - Drop In Hours: Monday-Friday, 1-3pm

**Goals after graduation**

- **Working in the U.S**
  - Know your work authorization options and partner with OISS.
  - Identify international student-friendly employers, the Global Talent Retention Initiative of Michigan is a great resource for this: migtri.org.
  - Learn about U.S. work culture/values by getting engaged in groups on campus and develop your communication skills in the community.
  - Build your personal and professional network: start with LinkedIn.com, reach out to MSU alumni, and conduct informational interviews.

- **Working in your home country/another country**
  - Use GoinGlobal.com for country-specific career tips and internship/job postings. Find it on careernetwork.msu.edu under ‘Career Resource Tools’
  - Build your network in desired country: connect with MSU alums, join MSU student groups affiliated with the country where you wish to work.
  - Use your existing network: reach out to friends and family to conduct informational interviews.

- For in-depth information specifically for international students, visit http://careernetwork.msu.edu/resources-tools/student-resources/resources-for-international-students.html. You can personalize your online resource search at CareerNetwork.msu.edu/search.

**Handshake**

- Whether you are looking for a position on or off campus, OISS and Career Services encourage you to become familiar with Handshake, MSU’s online advising, events, and job and internship resource. Access your account at CareerNetwork.msu.edu/Handshake.
Government & nonprofit work

政府工作

政府就业

“为什么选择政府工作？”

员工在公共领域工作，致力于解决复杂的挑战性问题，这些问题往往影响着许多人。学生说“我不喜欢竞选或选举”，但大多数政府雇员都在竞选过程之外工作。政府雇员经常有资格获得学生贷款还款援助或减免，此外还有有竞争力的薪酬包。政府职位触及美国生活的方方面面，从商业、教育、环境、法律、家庭、社区、公共交通、安全，等等。

“我需要了解政府就业的什么？”

你知道联邦政府雇佣了艺术到动物学的所有领域的人吗？它是众多文科毕业生的就业领头羊。事实上，成千上万的人文科学和社会科学毕业生在联邦机构工作。这些工作人员的中位数工资比其他雇主的中位数工资要高。政府的退养率非常高，超过10万名雇员在接下来的几年内退休。一些机构会自己发布职位，而其他机构会通过USAjobs.gov发布。

“申请过程难吗？”

政府职位遍布美国各地和海外。事实上，联邦政府职位中只有8%位于华盛顿特区。此外，州、市、县的政府也为高校学生和毕业生提供了各种职位。访问你所在地区的政府网站，与你的职业顾问或职业顾问寻求帮助。

“不需要搬到DC？”

政府职位遍布美国各地和海外。实际上，只有8%的联邦职位位于华盛顿特区。此外，州、市、县的政府也为高校学生和毕业生提供了各种职位。访问政府网站，查看你感兴趣的位置，并与你的职业顾问或职业顾问寻求帮助。

美国有2200多万人为政府工作，其中联邦政府280万人，州政府150万人，地方政府450万人。
It’s a big world out there, and it can sometimes feel like you could be finding more opportunities if you just knew the right places to look. There are two sectors of the job market that seekers don’t always tap to their full capacity: government and nonprofit jobs.

The good news: there are lots of opportunities with organizations that care more about their mission than the bottom line!

Finding your niche at a nonprofit

If you’re looking for a chance to use your talents with a sense of social contribution, a career with a nonprofit might be right for you. Nonprofits have full-time, paid staff performing all the tasks a for-profit business has, such as management, volunteer coordination, writing, accounting, graphic design, and much more. People from all kinds of academic backgrounds find nonprofits a rewarding and fulfilling career path.

Nonprofit organizations raise and generate revenue, but making a profit isn’t their goal; they are focused on their mission and use their revenue to that end. Nonprofits can be professional associations, political activist organizations, educational institutions, museums and cultural organizations, and human service providers, just to name a few. If there is a cause or issue you care passionately about, chances are there’s a nonprofit doing great work on that issue who may be hiring!

Getting started

With so many nonprofit organizations, here are some tips on where to begin:

▶ Be specific. Which causes are you passionate about? Literacy and education, the environment, advocacy, human or animal rights? Which interest area would you like to support? Public health, business services, outreach, research? The more specific you can be, the more successful you will be in finding organization that might be right for you. See resources below to learn more about specific organizations and positions.

▶ Don’t forget the little guys. You may be familiar with large organizations like the United Way, Red Cross, or Sierra Club; however there are many smaller nonprofit organizations that might not be so well known offering great jobs.

▶ Show your skills. Are you a good writer? Event planner? Do you have web-development or graphic design skills? The more you stand out as somebody who offers a number of valuable skills, the more competitive you are.

Nonprofits & government agencies come to campus!

These employers attend large events such as career fairs throughout the year (see pages 64-65). They may also attend Career Exposure Series events, workshops, or offer information sessions. Always check Handshake to see which employers are visiting campus and make an effort to connect with them during these events.

To learn more about nonprofits

For more information on nonprofits, including nationwide and international job postings, visit Idealist.org. Be sure to visit their The Idealist Guide to Nonprofit Careers and other great tools. MNAonline.org is another popular site from the Michigan Nonprofit Association. Nonprofits can be found from coast to coast! Visit CouncilOfNonProfits.org for nonprofit listings and resources by state.

Many MSU graduates begin their nonprofit careers through “term of service” programs such as AmeriCorps. Check out AmeriCorps.gov and CollegeAdvisingCorps.msu.edu. See more “term of service” opportunities through Idealist.org.
We’ve given you methods and tools for finding professionals working in your fields of interest. What are you doing right now to create or establish those important professional relationships? Meeting people gives you an opportunity to learn from them. If you are not sure what career path you would like to pursue, talk with many different professionals…they can help you narrow your areas of interest. (Read more about the first step to building your own personal network, informational interviewing, on pages 24-27.) Remember, networking should begin long before your job search and often you don’t even realize that you are doing it!

**Networking is usually an informal discussion with people you already know,** or have just met. In fact, most students use networking all the time without even realizing it. When scheduling classes, have you ever asked a friend or classmate about their experiences, or to recommend a good class or section? When making a (relatively) large purchase such as a new cell phone, athletic shoes, computer, or even a car, have you asked people you know what they’ve liked or disliked about theirs? Have you posted questions (or answers) to social media discussing these kinds of topics? Guess what—that’s networking!

**Networking takes place whenever you:**

- Meet with faculty or staff—especially a Career Advisor (see pages 12-13)
- Attend an event, career fair or MSU workshop (Handshake has list of all these opportunities.)
- Meet guest speakers or engage with your peers in class or through a student organization
- Talk with family, friends, and other acquaintances about their work
- Post messages on Facebook, LinkedIn, other websites, and blogs
- Volunteer for a community service event

Since networking can happen anywhere, be prepared to introduce yourself and deliver your pitch about who you are and what you want to do. For some students, this often happens at their part-time job in conversations with customers and clients. “You’re a student at MSU? What are you studying? What do you want to do after graduation?” You never know when that conversation can lead to a new contact or even an invitation to pass along your resume!
Certainly you’ve gone online to connect with others in order to share ideas or information! Two popular social media sites are Facebook and YouTube; however, there are many other tools that you may choose to use in obtaining or sharing information that can help you develop your career.

Your Career Services Network at MSU is prepared to help you understand the importance of social media in your career development. Here is a quick overview of several social media web-tools you may want to consider using.

▶ LinkedIn. Over 300 million professionals use LinkedIn to exchange information, ideas, and opportunities. See www.linkedin.com for information on how to effectively build your profile, connect with contacts, and find opportunities. Tip: Search for and join groups based on interests and affiliations. Being a member of a common group expands your network. Don’t forget to join SpartanLinks!

▶ Plaxo. A smart, socially connected address book. Tracks feeds from Twitter, Facebook, and dozens of other sites.

▶ Twitter. Stay updated with professionals or employers and keep others up to date with this instant information tool. Use Twitter directories like WeFollow.com and Twellow.com to find professionals and organizations related to your interests that you may want to follow. Many organizations have Twitter accounts dedicated to job postings.

▶ Facebook. Yes, employers and professionals are on Facebook too. Even if you don’t choose to add professional contacts as friends, be aware that employers (and your future colleagues) are very likely to look you up on Facebook or Google you before you even come in for an interview. If you like the idea of using Facebook for both personal and professional reasons, search pages and groups for field or employer specific info or communities. Also consider using your status updates strategically to help your network of friends help you.

The use of social media in learning about potential career paths, receiving feedback on job search documents (e.g., resumes), connecting with alumni, and networking with professionals in your field of interest is becoming one of the most important avenues for successful job seekers.

▶ Visit CareerNetwork.msu.edu and click on the Twitter, Facebook, and YouTube icons for our collection of streams, sites, and channels.

▶ SpartanLinks is a group on LinkedIn that connects MSU students to alumni working in their areas of interest. Alumni who join are looking to share insight, advice, and expertise with students and recent graduates. Student, alumni, and employer members within this main group discuss general career topics such as resume writing, interviewing, job search strategies, workplace trends, and employment/recruiting trends.

Members will also have the opportunity to join subgroups related to their chosen career function (e.g., communications, environment, entrepreneurship, etc.) where they can participate in group discussions, read posted articles, and discuss job opportunities related to their career field.

The MSU Alumni Association also has a large LinkedIn group that students can join to connect with other alumni. In addition, many regional MSU Alumni Clubs have LinkedIn groups specifically for those living and working in that area. If you are planning to relocate or are looking for an internship in a particular area, these groups can be useful resources!

After you’ve joined MSU groups that fit your interests, search groups to find professional associations, industries, or interest affiliations to join. As a member, you can comment on discussions, find exclusive job listings, and meet people who share interests.
Dress to impress

You know that thing about never getting a second chance to make a first impression? Well, it’s true. It’s just as true about a blind date as it is about meeting a professional contact for the first time. Regardless of the circumstances, you want to make the best impression you can the first time around— or you might not get a second chance!

Make your best impression the first time around — you might not get a second chance!

Womenswear

Menswear

New Jacket? Carefully cut & remove “tack stitching”

lapels sewn to suit vent sewn together label on sleeve
clothing essentials for everyone

Professional dress matters because it helps you to project an image that lets the employer see you in the professional role you are seeking. What you wear for a professional encounter depends on the career field you’re pursuing.

Always follow these general guidelines:

- Hair should be clean, well groomed, and away from the eyes. Simple, classic styles are best.
- No visible tattoos or body piercings.
- Earrings? (Women: one pair. Men: none.)
- Avoid strong mints, perfumes, or aftershaves.
- Clothing should work for you, not against you. Fit and comfort are important!
- Trendy clothing—like short skirts, low necklines, extreme prints or colors—generally do not project an image appropriate for a professional meeting.
- Women: Moderate heel height and knee length skirts or pants suits.
- Plant tours require close-toed shoes.
- Crisp, clean, well-pressed clothing is a must.

who wears what?

- For traditional careers—like banking, accounting, finance, engineering, law, and corporate positions—you’ll need a conservative look that conveys competence and authority.
  - Suits should have a classic cut or style and be dark in color (navy, dark grey, black, etc.). Shirts and blouses should be a neutral color, like white, ivory, light grey, etc. Ties and scarves should be subtle with a little color.
  - Suits should be conservative in subtle dark colors; coordinate separates can work too. Blouses and shirts should be a subtle color.
- For those pursuing technical careers—in areas like engineering, information technology, sciences, etc.—a clean look that conveys knowledge, innovation, and approachability is important.
  - Suits should be conservative in subtle dark colors. Blouses and shirts should be a subtle color.
- People-focused careers—counseling, teaching, sales, and social work, for example—require an image that projects expertise but approachability.
  - Suits should be conservative in subtle dark colors; coordinate separates can work too. Blouses and shirts should be a subtle color.
- The most opportunity for expression of personal style can be found in creative careers—like advertising, art, design, and entertainment, to name a few. In these fields you’ll need a contemporary image that conveys creativity, innovation, and competence.
  - Suits can vary in cut, style, and color; two-piece coordinates are acceptable. Blouses and shirts should accent your total look. While you will often see professionals in these careers wearing jeans and other more casual clothing, it is best for prospective professionals to step it up a notch. Show your creative flair, but remember to look more like a professional than a student.

what to wear for less formal meetings

So, for more formal interactions like career fairs and interviews, hopefully it’s clearer now why suits are usually your best option. But if you’re going to a fair as an information seeker instead of a job seeker, or if you’re attending an event like a conference, informational interview, job shadow, etc., a suit may make you overdressed.

For these kinds of interactions, you always want to dress professionally—no ripped jeans, flip-flops, or T-shirts with obscenities on them. Save these clothes for your friends, not a potential employer.

Follow the “dress essentials for everyone,” and consider the items below when you’re picking out what to wear . . .

- khakis
- blazer
- button-down
- sweater
- dress shoes
- shirt
- dress pants
- loafers

And remember, when in doubt, check with an insider (your employer contact or Career Advisor, for example) about what the appropriate dress in a particular situation might be!
Empowerment…that’s what we do. We hire and unleash top talent to design the next grid and shape the secure energy future. Join us.

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4. Work that Matters. We make driving safer, more fuel-efficient, fun & we are re-imagining future mobility.

5. Be Green. We create fuel efficient technologies & value in an ethical, sustainable way.

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The Doors to Your Future

For more than 50 years, Clopay Building Products has manufactured beautiful, durable and reliable garage doors. We are honored to be North America’s leading garage door brand. Our employees are the cornerstone of our success and we are looking for dynamic individuals to join our team as interns. Visit our website to see current opportunities, and follow us on facebook at Clopay Garage Doors.

www.clopay.com
MSU career events

Don’t forget you can use CareerNetwork.msu.edu to get times, locations, and links to see the list of who’s attending and sign up to be a student ambassador. Attendee lists and ambassador sign-up are coordinated through MySpartanCareer.

If you didn’t already, check out why it’s a good idea for freshmen and sophomores to attend career events on page 19. And don’t miss “How to Get Results at a Career Fair” on pages 66-67. CareerNetwork.msu.edu/handshake for days and times of Career Fair Prep workshops.

career exposure series
presented by the SpartanLinks group on LinkedIn

Ever wondered what it’s really like to work in a particular field? Are you looking for ways to meet MSU alumni who have created rewarding careers in your areas of interest? Here’s your chance to connect with alumni who are out there working and want to share their experiences, insight, and advice with you!

Attend any and all sessions that fit your interests. Bring your curiosity and an open mind. Leave with ideas for how you can create a meaningful career path that will take you where you want to go.

Check CareerNetwork.msu.edu for session topics and details. Information will also be available in Handshake. Most require that you RSVP in advance to attend. Events fill up fast!
SEPTEMBER 6
**student job & internship fair**
Local businesses, along with on-campus employers, will be present to talk with students about part-time job and internship opportunities.

SEPTEMBER 13
**accounting & information systems career exchange**
Meet with over 40 employers offering internships and full-time roles!

SEPTEMBER 14
**business analytics & marketing research career fair**
Meet with employers to explore career opportunities in the growing fields of big data analytics and consumer insights - and how these are shaping the future.

SEPTEMBER 19
**finance association career fair**
Connect with recruiters who are specifically looking for MSU students interested in the field of finance.

SEPTEMBER 20
**engineering co-op/intern exchange**
Networking between students, alumni and company recruiters to open doors to co-ops & internships.

SEPTEMBER 23
**construction management career fair**
More than 30 employers attend to talk with students about full-time jobs and internships.

SEPTEMBER 28
**sales leadership career fair**
Did you know that 80% of entry-level careers begin in the field of sales? This event is for all majors and all levels!

OCTOBER 3, 4, 5
**career gallery**
The largest fair of the year—a three-day event! Over 300 employers and 6,000 students attend.

▶ **Science, Agriculture, Food, Environment, Packaging & Health Exchange** (Oct. 3)
▶ **Engineering & Technology Exchange** (Oct. 4)
▶ **Business Exchange** (Oct. 5)

OCTOBER 26
**nursing career fair**
This event attracts 30–40 health organizations offering full-time positions, externships, and volunteer opportunities.

NOVEMBER 3
**international student career & resource fair**
This event focuses on home country opportunities (full-time, part-time, and internship) plus employment opportunities that require OPT, CPT, or sponsorship in the U.S.

SPRING 2018

JANUARY (TO BE ANNOUNCED)
**diversity career fair**
This inclusive event attracts over 2,400 students and 150 well-known employers representing a variety of industries.

FEBRUARY 7
**spartan start-up**
Dream of starting your own business? Visit with Michigan start-up companies looking for students to join their teams.

FEBRUARY 9
**ComArtSci connect**
This event connects employers looking for students interested in the fields of advertising, public relations communications, media information, sales communications, telecommunications, and more.

FEBRUARY 13
**environmental, natural resources & sustainability fair**
For students interested in environment, conservation and the out-of-doors.

FEBRUARY 23
**engineering expo**
Come to gain knowledge of companies, interact with alumni, network with professional engineers, and get “insider” info. Coordinated by The Center for Spartan Engineering, egr.msu.edu/thecenter.

MARCH 21
**summer job & internship fair**
Over 80 employers attend to meet students looking for full- or part-time seasonal jobs or internships.

APRIL 16
**teacher & administrator fair**
This annual MSU event attracts over 125 school districts nationwide seeking to recruit new teachers and staff.

**All events are open to students in all majors.** Attend each that fits your personal interests!

Tobacco products are prohibited on MSU grounds. Learn more at TobaccoFree.msu.edu
Getting results at a career fair

What to wear to the fair

- **It’s best to err on the side of more formal:** We recommend business professional. Dress for the most conservative company on your list. Don’t be remembered as “the extremely under dressed one!”

- **Men**
  - Suit – matching jacket + pants in gray, black or navy
  - Shirt – light colored or lightly patterned oxford
  - Tie – a little style is okay, but nothing too flashy
  - Shoes – polished black or brown dress and a belt!

- **Women**
  - Suit - two piece suit; if skirt, hemline near the knee
  - Shirt - oxford, sweater or sleeveless with modest neckline
  - Shoes - heels under 3 inches (no strappy shoes or sandals)
  - Jewelry - small earrings, necklace and wristwatch (a classic look!)

- **Notes for everyone**
  - Don’t bring a backpack to lug around - opt for a messenger bag or purse
  - Bring a pad folio with resumes and paper/pen to take notes about employers
  - Visit CareerNetwork.msu.edu and click “Jobs + Internships” then “Appearance and Attire”
before the fair . . .

- **Know who will be attending.** Before the fair begins, know which organizations will attend and what positions they are hiring for currently. Get this information through Handshake. Make a ranked list of employers that interest you.

- **Research employers of interest.** If you want to stand apart, be able to talk to the recruiter about what the organization does and how your skill set fits. At a minimum, go to their website, learn about products, services, or clients, and read the annual report. See pages 52-54 for more ideas.

- **Prepare your resume(s).** Make sure your resume effectively reflects your knowledge, skills, and abilities. You can have a general resume to hand out, but if you really want to make a great impression, make different versions of your resume that target the specific industry or job that interests you. Make sure you give the right resume to the right organization! (See pages 32-39.)

- **Develop your elevator pitch.** You only have about 30 seconds to make an impression with a recruiter, so you need to be able to quickly introduce yourself and let them know your interests and qualifications. Practice a short 30-second to one-minute story that you can present easily while still sounding natural. Things to include:
  - Your name
  - Your MSU program/major (optional)
  - When you’re graduating
  - What you’re looking for (more information, full-time employment, an internship or co-op, etc.)
  - Your area of interest within the organization and how your skills (or personal qualities or experience) relate to that area.

. . . at the fair . . .

- **Get organized.** Pick up a map showing where organization booths are. You might also want to take a quick walk through the space to get a feel for the layout of the fair. Then what? . . .

- **They’re watching you!** Keep in mind that the moment you enter the fair, recruiters are watching you. They take note of how you dress, how you behave, and how you interact with your friends and with other recruiters.

- **Approach an organization.** It can be intimidating to approach and introduce yourself to a recruiter. Students often say introductions at career fairs are “weird,” “unnatural,” or “forced.” It helps if you remember the recruiter is here to meet you, so don’t be shy! Offer a firm handshake, and then share your elevator pitch. Remember, be direct. If you’re interested in a certain position, let them know.

- **Talk to the recruiter.** Don’t talk over their shoulder or at the free stuff that they’re giving away! Make eye contact and don’t be afraid to let your enthusiasm show. Being truly passionate about the employer and the opportunities they have to offer can make all the difference.

- **Gather information and be respectful of the recruiter’s time.** The truth is that most people at career fairs use them as an opportunity to gather information. This is perfectly fine and a great reason to go if you’re not looking for a full-time job or internship. Remember, career fairs are all about networking, and recruiters love to see 1st- and 2nd-year students at fairs asking questions. It shows that the student is thinking about and making connections for the future!

- **If you’re at the fair to try to land a job, recruiters need to know you’ve done your research and are ready to go.** While speaking with recruiters, be courteous to them and your fellow students by keeping your conversations short and purposeful.

- **Finally, make sure that you get the names of the recruiters you talk to and, if possible, get their business cards.**

. . . after the fair . . .

- **Follow up.** If, during your conversation with a recruiter, you promised to follow up with more information (website link, portfolio, writing sample, etc.) then make sure that you get the information out right away.

- **Send thank-you notes.** Send a thank-you note within 24 hours to everyone you talked to. This is a little thing that really makes a difference! Almost everyone has the intention, but very few actually get around to it. Don’t know what to write? See information on thank-you letters on page 44 or at CareerNetwork.msu.edu. It doesn’t have to be fancy—the point is to remind them of who you are and let them know you’re serious about your job search.
You’ve got an interview: Now what?

the **PARK** method

- **P** the PROBLEM or situation ("What happened?")
- **A** the ACTIONS you took ("What did you do?")
- **R** the RESULTS or outcomes ("What was the result?")
- **K** the KNOWLEDGE you gained and applied ("What did you learn? How did you apply it?")

At right is a typical behavioral interview question… and a possible response, using the **PARK** method.

**Q:** “Tell me about a time when you had to deal with conflict in a group.”

**A:** “Last semester I was part of a student advisory board to my academic department. We were developing a set of recommendations to improve faculty student communication. It was difficult to get the various members of the board to agree on which recommendations to choose, because everyone wanted theirs. I focused on helping us look for common elements between each recommendation. The result was that we ended up recommending a faculty-student retreat in which many of the more specific recommendations were used. Through this experience, I learned how important it is to really look at things from the perspective of each team member.”
Interview Basics

What’s the Point of an Interview?
The purpose of an interview is to exchange information. The employer evaluates your ability to do the job. You look for a match between your interests and the work.

Be prepared with information about the company and the job, as well as with questions that you have developed. By taking these steps, you’re ready to be an active participant in this exchange about your future.

What’s a Behavioral Interview?
Behavioral interviewing assumes that your past experiences are good indicators of your future abilities. You’ll be asked to tell stories about your past so that the employer can assess your skills and behavior. There may not be a right or wrong answer. There is only your answer that may reveal something about your qualities to the employer.

By thoroughly understanding the nature of the job and the organization, you can more accurately select examples from your life that have meaning to the employer.

“Tell me about a time . . . ”
Being able to talk about your experiences in such a way that employers can identify your skills is a challenge. One way to help organize your experiences is to use the PARK method. The PARK method helps you focus on the most relevant aspects of your experience for the employer in a structured way.

Prepare!
Being prepared for the interview is very important. The employer has already agreed to meet with you based on your resume and cover letter—you’ve made it this far. Now to be confident in your interview, you need to be prepared. The following things will help you:

Research. Find out everything you can about the organization and the position. The interviewer will be able to tell if you’ve done your homework. The more you know, the more you’ll be able to connect your experiences and skills to the needs of the employer. This will also help you to create a list of good questions to ask at the interview.

Make a list of skills. Before the interview, make a list of your skills and abilities. These are what will make you an asset to your future employer; use the list to put yourself in a positive frame of mind and help you “sell” yourself to the interviewer. Your portfolio and resume are great starting points for this list, since they both sum up your experience and interests.

Sample questions. Check out www.ReadyPrepInterview.com for common and specific questions related to the job titles you’re interested in.

Practice! The Career Services Network offers practice interviews throughout the year. Check Handshake for dates and times to sign up or to request practice interviews. Some schedules may be limited to students in specific majors or colleges.

You can also use InterviewStream to practice interviewing using a webcam! Seeing yourself in action is a great way to test your ability to answer common interview questions and get prompt feedback on your body language and speech patterns. After all, you’re your own best critic! Find InterviewStream at CareerNetwork.msu.edu under the “Jobs + Internships” tab in the section on Interviewing.

Interview Tips

Arrive early and appear relaxed and organized
Seem interested and alert
Connect your skills, background, or experience to the job
Only say positive things about past employers or co-workers
Ask questions that you don’t know the answers to
Realistically present your qualities

Ask about salary and benefits after you have a solid job offer
Allow for “quiet time” for the interviewer to think and take notes

Get more interview resources, including a list of sample interview questions, at CareerNetwork.msu.edu
**conditions of a job offer**

Before you get a job offer, or as a condition of your offer, you will likely have to go through one or more of the following:

- Pre-employment testing can include drug/alcohol, agility, genetic, personality, honesty, skills, loyalty, and leadership tests.

- Background screening can include a credit check, criminal records investigation, driver’s license check, academic credentials verification, and reference checks.

- Reference checks can include academic, employment, and personal references.

While students and job applicants may think of these tests and investigations as an “invasion of privacy” or “offensive,” there is nothing illegal about employers seeking this information.

**happiness is a balance**

The most important question to ask yourself is: *Are you excited about this job and the salary?* If you are not happy, you will not be a great employee, and you aren’t likely to have a good experience with the organization. But it’s also important to balance your excitement and passion for the field you’re entering with a realistic expectation for financial rewards.

You don’t have to accept the first salary you’re offered. You have the ability to negotiate for better benefits, training, or pay.

Feel free to ask for time to adequately examine your total offer. Get all of the elements in writing, including benefit options, stock options, and wages.

**negotiation tools**

The strongest tools to negotiate with are salary information for your industry and the value of the unique skills that you bring to the table.

The industry’s economic climate and the location of your position will both have a major influence on your salary offer, even when compared to other candidates within the same company. New York City is not the same as Traverse City in cost of living. Use our online Career Tools (see page 12) to find salary and cost-of-living information.
**Playing by the Rules**

**Professionalism, honesty, ethics**

**Expectations**

We expect you to follow certain policies and practices, and to honor your commitments—and to do this with a high degree of integrity.

Keep in mind that your actions are not isolated and many constituencies will in some manner be affected by your decisions.

**Performing with integrity means:**

- **Accepting responsibility** for your actions, including your mistakes.
- **Keeping your word** and following through.
- **Making principled decisions** based on personal and professional ethics.
- **Following the Golden Rule**—treating others as you would like to be treated.
- **Acting consistently** and transparently in all your dealings.

**Off to a strong start!**

**Before your first day...**

- Connect with your recruiter and new supervisor on LinkedIn to move ahead on your professional relationship
- Keep reading industry or trade publications so you arrive ready to chat about news relevant to your employer
- Shop for work clothes after reaching out to your on-site contact about office dress code
- Know the commute by planning and “test driving” your route and parking before your first day
- Prepare for New Hire paperwork by pulling together your driver’s license, social security card, emergency contacts, and other relevant information

**Your first week...**

- Be enthusiastic and tackle every task with a positive attitude!
- Ask clarifying questions about assignments up front to avoid missing the mark down the line
- Volunteer your time and skills, offer to help with smaller tasks, or take an extra assignment. Show that you’re a hard worker, willing to go above and beyond
- Get to know your new colleagues. Identify people you might want to connect with on LinkedIn and reach out to in person

**Policies** (see CareerNetwork.msu/Handshake)

**Falsification of information**

Students and alumni registering and submitting their resume and data are certifying that the information is truthful and accurate. Those found providing false information in any way risk becoming ineligible for on-campus interviewing and Career Network services.

**Interview cancellation**

You are expected to accept the responsibility for keeping every interview appointment scheduled. Canceling late or not showing up may result in becoming ineligible for on-campus interviewing. For these situations, you will be blocked from Handshake (for the first incident) and will be required to follow a process to reinstate your access.

- **Late cancellation.** See handshake for important information.
- **No-show.** A “no-show” for an interview is professionally unacceptable and demonstrates a lack of respect and responsibility. Even in an emergency situation, you should contact and inform the Career Center.

**Acceptance of job offer**

If you’ve accepted a job offer, you should not continue to interview with employers. Notify employers whom you may have upcoming interviews with and withdraw your application.

**Reneging**

Reneging is accepting a job offer and then changing your mind in order to accept an offer with another employer.

Reneging can damage your reputation forever—and may make you ineligible for on-campus interviewing and Career Network services. The university does not sanction reneging on your part for any reason.
Leadership is no longer restricted to specific titles, it happens at all levels. Today’s employers desire professionals possessing deep disciplinary knowledge with a keen ability to communicate and work across social, cultural and economic boundaries. Individuals capable of solving complex problems in collaborative and innovative ways are in high demand.

Through the Alumni LENS, the MSU Alumni Association helps Spartans of all ages succeed in expanding their leadership competencies. Leading without authority, perseverance, cultural awareness, emotional intelligence, effective communication and problem solving are all topics of discussion within the portfolio of the Alumni LENS.

Through a combination of personal, professional and online enrichment opportunities the Alumni LENS provides a unique opportunity for students and alumni to grow together.