career handbook
for MSU students

✔ Resume writing
✔ Thank you letters
✔ Cover letters
career handbook

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RIVALRIES MATTER. 
SO DO THE CHILDREN OF OUR STATE.

Rivalries should never keep us from helping children and families in Michigan. Wolverine Human Services is the largest child welfare agency in the State of Michigan providing behavioral health, substance abuse, juvenile justice, foster care, and adoption services to children and families in all 83 counties.

INTERNSHIPS | PART-TIME POSITIONS | FULL-TIME POSITIONS
8 LOCATIONS THROUGHOUT THE STATE

GREAT WORK LIFE BALANCE
☒ Educational Reimbursement Program Available

MODERN WORK ENVIRONMENT
☒ Team Culture
☒ Multiple Therapeutic Settings for Children & Families

FLEXIBLE SCHEDULES
☒ Start Earning Paid Time Off Immediately
☒ 7 Paid Holidays

BENEFITS
☒ Scheduled Salary Increases
☒ Full Medical Benefits Including Dental, Vision, Short & Long Term Disability, Life Insurance
☒ 401K Matching

WolverineHS.org/careers
Want to develop software that helps of 7.5 million kids become better readers? How about working in all stages of the development process, from front end to big data?

Learning A-Z software engineers deliver award winning software to nearly half the school districts in the country and over 155 countries worldwide using a fast-paced, iterative development process that puts new features and curriculum materials into the hands of our customers every month.

APPLY TODAY AT LEARNINGA-Z.COM/CAREERS
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 your 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 explore 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 go 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.

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

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

**FALL**
- Freshman Seminar
- Join Clubs
- Attend Local Job & Internship Fair
- Attend Career Exposure Events

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

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

**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

**Connect**
- 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

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

**SPRING**
- Graduation
- Destination Survey

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

*Adapted for use at MSU by The College of Arts & Letters*
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 fairs 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
   gradcareer@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, isbellel@msu.edu
   Lisa Parker, lisap@msu.edu

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**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

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 toolbox
- **Career Advising**: meet face-to-face with pros: CareerNetwork.msu.edu/advising
- **Career Tools**: personalize your search for career resources: CareerNetwork.msu.edu/search
- **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 toolbox

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

- **10,000+ 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!
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 “Skills” and “Career Interests” sections, to better share your story 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

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!

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: set your notification preferences in “My Profile” to receive email reminders about your scheduled appointments.

Find details about career fairs and events!

- Log in to Handshake, click on “Events” then “Find Career Fairs”
- Fairs are listed by date or you can search by keyword
- Fair details: Date, time, location, description and a list of all employers!
- Click “Search Events” button to see list of career workshops, employer sessions, networking sessions and more!
Make an impact
Our programs will challenge and develop you to launch the professional career you’ve been waiting for.

Internship focus areas
- Accounting and finance
- Supply chain
- Human resources
- Regulatory affairs and quality assurance
- Marketing
- Engineering

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.

Spotlight on Accounting and Finance student opportunities

Checkmate Leadership Program
One-day leadership conference for sophomores designed to provide an opportunity for networking, learning and immersion into Stryker’s culture. Aimed to reaffirm personal career objectives, prompting students to make the first move in their career.

Summer Internship Program
Twelve-week program for juniors and high performing sophomores structured to task students make an impact through working on challenging projects, establish long-lasting relationships with finance professionals and peer interns, and gain a new perspective on what a long term career would look like at Stryker.

Finance and Accounting Rotational (FAR) Program
Entry-level development program comprised of three, one-year rotational program, including a geographic relocation, for high performing recent undergraduates designed to build technical, leadership and systems capabilities at an accelerated pace. There is no finish line. Some choose to go (FAR).

Opportunities
- Support for CMA and CPA certifications
- Global exposure to leadership
- Structured development through job shadows, plant visits, formal training, product showcases, and volunteer opportunities

Opportunities
- Tour manufacturing plant
- Engage with Stryker products
- Network with finance professionals

Opportunities
- Commercial finance
- Treasury
- Tax
- Operations accounting
- Internal and external reporting
- Internal audit
- Financial planning and analysis

http://careers.stryker.com
At Dart, we create excellent products and positive experiences for our customers, coworkers and communities.

Keeping an eye on innovation and efficiency, we work together to manufacture, sell and distribute 3,000 food and beverage products sold in markets around the world. We’re expanding at our global headquarters in mid-Michigan, and offer a wide variety of career paths.

You’ll get more than just a paycheck.

Dart offers:
• An expansive health & wellness package, including an onsite fitness center and dining facility
• Tuition assistance
• A generous retirement plan, employee activities, sport teams and social clubs

WE HIRE INDIVIDUALS IN THESE AREAS:

- Accounting
- Information Technology
- Engineering
- Logistics
- Finance
- Procurement
- Human Resources
- Sales & Marketing

Learn more about Dart at: www.dartcontainer.com
Apply today at: www.dart.jobs
Follow us at: LinkedIn, Twitter, Facebook
WHY Purpose?

▶ “We Foster Purpose!” is the mission of MSU’s Career Services Network. Our focus is to help you in developing a strong sense of purpose for your life. Why is this important? Research shows that when people have a strong sense of purpose in life, they tend to be more happy and successful!

Check out online resources like the Occupational Outlook Handbook, O’Net, and “What Can I do With This Major” (see page 15).

Gain experience and knowledge about specific career fields by working, interning, and interviewing professionals in your areas of interest (see pages 22-30).

Participate in volunteer, leadership, and extracurricular activities to continue to explore your abilities/skills, passions/interests, and ways you want to help others. These kinds of experiences not only build your self-awareness, but they also look great on a resume! (See page 17.)

WHAT IS Purpose?

PURPOSE noun \pər-ˈpəs\ 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

▶ One way to describe your purpose is as life/career goals in the intersection of your:

• abilities/skills,
• passions/interests, and
• ways they want to help others (societal needs)

▶ All three areas are critical to the development of your purpose!

HOW CAN YOU EXPLORE YOUR Purpose?

Purpose development is a lifelong process, but it begins now!

Here are 5 ways you can explore your purpose (and connect it to your major / career goals):

▶ Use the purpose exploration exercise on page 15 to identify your skills/abilities, passions/interests, and ways you want to help others. If you get stuck, or are not sure what to write down, you can check out career assessments (see page 18).

▶ Set up a meeting with a Career Consultant (via Handshake) once you have made some progress on this purpose exploration exercise. Bring in this Handbook to discuss your purpose and identify some “purposeful” majors/careers.

▶ Investigate the majors/careers you discuss with your Career Consultant.

Purposeful young adults are more likely to...

▶ Achieve higher grades and test scores
▶ Engage in deep and meaningful learning
▶ Graduate from college
▶ Be psychologically (and physically) healthy

▶ The evidence is clear: Purposeful young adults are more successful and satisfied in college, work, and life. By helping you explore and develop your purpose, we are setting you up for a lifetime of success!

Success in college

Purposeful young adults are more likely to...

Success After college

Purposeful young adults are more likely to...

▶ Be satisfied in their life and work
▶ Experience more meaningful lives
▶ Be engaged at work/view their work as a calling
▶ Make more money
What do you love doing? When are you happiest in life?
____________________________________________________________________________________________________________________________________________________

What motivates, excites, inspires, or engages you most in life?
____________________________________________________________________________________________________________________________________________________

What do you think about when you have free time?
____________________________________________________________________________________________________________________________________________________

Which populations / social issues do you care most about?
____________________________________________________________________________________________________________________________________________________

How would you like to help make the world a better place?
____________________________________________________________________________________________________________________________________________________

How would you like to be remembered by others?
____________________________________________________________________________________________________________________________________________________

What are you really good at doing?
____________________________________________________________________________________________________________________________________________________

What do other people ask for your help with?
____________________________________________________________________________________________________________________________________________________

What are some skills that come naturally to you?
____________________________________________________________________________________________________________________________________________________

PASSIONS / INTERESTS

SOCIETAL NEEDS

ABILITIES / SKILLS

YOUR PURPOSE
Exploring your career options

I want to do everything!

What can I do with this major?

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/advising.

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.
“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 your career path. CareerNetwork.msu.edu/search

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 22-25 for info.

Job shadowing can be an excellent way to explore a career up close and get a real-life experience. Check out pages 22-25 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 64-65 have advice for getting results at a career fair.

Working on- or off-campus, volunteering, or working on a research project are all excellent ways to explore specific career fields while networking with professionals, building your skills, and enhancing your resume. Search at MSU.joinHandshake.com.

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 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 B-11 or visit CareerNetwork.msu.edu/advising.

A career assessment can help you discover your strengths and interests and connect them to majors, extracurriculars, and jobs/internships. CareerNetwork.msu.edu/exploring-options.

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 14-15 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.

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/advising.
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 predefine 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 14-30), 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 8-11).
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. In order to advance in some fields—such as social work, public administration, education, and business—you may need to complete a professional master's program.

- 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? Visit grad.msu.edu/departments.

- Attend our 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/events.

How can I decide if grad school is right for me?

Real world experience, right here in East Lansing!

Put your education into practice and gain valuable skills that build your resume with an MSUFCU internship.

Paid MSUFCU internships available in:
- Accounting and Internal Audit
- Financial Education and Innovation
- Information Technology
- Marketing and Communications
- Sales and Member Relations

Apply today. msufcu.org/careers
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. 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 46 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.

Letters of Recommendation. See page 39 for some quick tips.

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 grad school info:

- Search in Career Tools using “Grad School” filter: msuCareerTools.campuscareerinnovations.com
- Check out the Summer Research Opportunities Program, a gateway to graduate education, at grad.msu.edu/SROP
- 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/dossier 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/dossier for pricing.
Building Awareness & Confidence

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.

✔ informational *interviewing* & job *shadowing*

- **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.
WITH YOUR MSU DEGREE, YOU’RE ALREADY LINKED IN.

You did it. You’re graduating and heading out on your next adventure. Exciting and scary... just like when you decided to come to Michigan State.

Did you know that there are Spartans just like you no matter where you go? There are more than 140 alumni clubs worldwide that bring Spartans together for local events, networking, career enhancement, activities and service opportunities. Alumni clubs are an extension of the MSU Alumni Association promoting and enhancing Michigan State University, and offering programs and experiences within their communities.

Don’t hesitate. When you get to that new city make sure you look up your local alumni club.

alumni.msu.edu / clubs
Building Awareness & Confidence

informational interviewing & job shadowing:

- **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.

- **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 10). 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.

- **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.

- **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.

- **Connecting with people**

- **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.
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**

**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](http://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 45 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
I’m making $80K a year and my own schedule.

At ALDI, we believe in our people. That’s why we pay our District Managers incredibly well and invest heavily in their training. We have also been recognized as one of the Best Places to Work for Recent Grads, a National Top Workplace and one of America’s Best Large Employers by Forbes for three years running.

Consider joining an award-winning employer that empowers and entrusts you to run a multi-million dollar operation in an entrepreneurial environment. We offer terrific benefits including:

- Competitive Salaries - Starting at $80K
- Fully Expensed Audi A3
- $5K Signing Bonus
- Award-Winning Training
- Career Advancement

To learn more please visit: careers.aldi.us/district

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ALDI is an Equal Opportunity Employer.
Interested in creating packaging of the future? 

Internships, trainee programs, and full time opportunities in:

- Product Development
- Manufacturing
- Operations
- Sales
- Marketing

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Printpack.com | corprecruiting@printpack.com

Start your journey at munsonhealthcare.org/dreamjob

Your new commute

Munson Medical Center
Munson Healthcare
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 MSU.joinHandshake.com 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 and GiveGab.com.

- Doing *undergraduate research* helps you gain complex reasoning, problem-solving, and communication skills while building a mind for innovation. See MSU.joinHandshake.com 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 basically a learning experience **outside of the classroom**.
  - Identified learning goals
  - Supervisor emphasizes learning & mentoring
  - Regular feedback and evaluation from supervisor
  - Emphasis on professional development
  - Emphasis on transferable skills
  - The more you put into it, the more you get out of it!
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.

MAKE MONEY AND CONNECTIONS.

WORK ON CAMPUS

jobs.rhs.msu.edu

1855 Place  |  550 S. Harrison Road  |  East Lansing, Michigan, 48823  
517-884-0634  |  studentjobs@rhs.msu.edu
Develop skills through experience

✔ 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.

✔ 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.
- **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.

- **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.

JOIN OUR WORLD-CLASS HOSPITALITY TEAM AND BUILD YOUR RESUME!

Kellogg Hotel & Conference Center hires throughout the year for a variety of positions including those listed below. **ALL positions require 15-20 hours per week, including weekends.**

- **Banquet Server**
- **Restaurant Server Assistants and Hosts**
- **Catering Server**
- **Catering Cook**

Please apply at www.jobs.rhs.msu.edu for the position you are interested in.
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

Kim DeLand
Former Adviser
Yale High School
2013 MSU grad
Major: Psychology

Taylor Berry
2nd Year Adviser
White Cloud High School
2015 MSU grad
Major: Psychology

Mollie VanOrsdol
2nd Year Adviser
West Ottawa High School
2015 MSU grad
Major: English and Secondary Education

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

Contact information

- Contains name, email, and phone number
- Address and LinkedIn profile link are optional

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

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

Activities/Leadership

- Focuses on activities that suggest you are well-rounded: teamwork, creativity, volunteering, leadership, interests

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

- Black type, consistently used throughout
- 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 at least .5”
- Leave room for white space!
- Proofread: Read it out loud and have it reviewed.
- Information is accurate, up to date and isn’t redundant
- Can you skim highlights 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  
May 2022

High School Diploma  
North Street High School, City, MI  
May 2018

- Class Salutatorian
- 125 cumulative community service hours

Experience

Senior Class Vice-President  
North Street High Student Government, City, MI  
August 2017 – May 2018

- 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

Crew Member  
McDonald’s, City, MI  
October 2014 – May 2015

- Received 2 ‘Outstanding Customer Services’ 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 services in a fast-paced environment

Activities

Member, North Street High Track Team, City, MI  
January 2016 – May 2018

- Committed 10 hours per week to practice and to developing team building skills

Volunteer, Boys & Girls Club, City, MI  
June 2016 – August 2016

- 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

- 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 **storytelling tool** that can help you “present” yourself in a competitive job market.
- You should **create** an evidence-based resume to:
  - **Demonstrate your skills**, accomplishments and potential
  - **Better understand who you are** and can share what you have to offer
  - **Provide specific proof** that you are a great candidate!

### 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, attitudes)
- **O- Outcomes** associated with the work (results, impact, contribution, intention, scope)

### Communication

- 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

### Analysis

- analyzed
- ascertained
- assessed
- compared
- 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

### 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

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 transferable skills.
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Action verbs are also for cover letters & interviews!
Avery Black
231-123-4567 | averyb@msu.edu | www.linkedin.com/ablack

Education
Michigan State University; East Lansing, MI May 2019
- Bachelor of Arts, Psychology
- Minors: Education and Spanish
- GPA: 3.91; Dean’s List (all eligible semesters); National Society of Collegiate Scholars

Comparative Cultures in Ecuador; Quito, Ecuador May 2016 - Aug. 2016
Study Abroad Program Participant
- Participated in an 8 credit intensive Spanish language and cultural immersion experience
- Volunteered at a local orphanage, built a new common room, and engaged 3-7 children weekly
- Strengthened cross-cultural skills by building relationships with on-site instructors and local residents

Experience
NorthWest Initiative; Lansing, MI June 2018 - Present
Community Outreach Intern
- Recruit 4 nonprofit organizations and 5 business partners to sponsor and attend workshops and events aimed at building healthy communities through youth engagement and food system development
- Maintain database of 500 contacts, update events website regularly, and create promotional plans
- Oversee team of 12 volunteers for event set-up, registration, food service, and take-down
- Compile conference evaluation reports and make recommendations to Executive Director

J.Crew; East Lansing, MI December 2016 - Present
Sales Associate
- Assist manager in training new hires, on-boarding 15 new associates to date
- Memorize promotions and special order processes to provide expertise for customers
- Independently processed credit cards, cash transactions, bank deposits, and other store reports accurately
- Resolved customer concerns efficiently to maintain positive relationships and brand loyalty

Michigan House of Representatives; Lansing, MI January 2016 - May 2016
Office Support Intern
- Composed 10-12 formal responses to constituents each week on legislative-related topics
- Used Democratic Party database to maintain constituent contacts on local, state, and federal concerns
- Addressed high volume calls (20-30 daily), prepared presentations for weekly committee hearings, and managed office’s digital and physical records, ensuring accuracy and professionalism on all fronts

Refugee Development Center; East Lansing, MI August 2016 - December 2016
Volunteer High School Mentor/Tutor
- Overcame cultural and language barriers with 30+ students by remaining open and encouraging
- Coached students weekly in reading, writing, pronunciation, and cultural practices

Additional Experience
Nanny for middle-school student with special needs; Holt, MI March 2017 - Present
Spanish Tutor/Mentor at Southside Community Coalition; Lansing, MI Oct. 2015 - Dec. 2015

Skills Profile
- Language: English (native); Spanish (intermediate)
- Technical: Photoshop (beginner); Excel & Google Sheets (intermediate); website updates (beginner)

Tips from the pros
▶ First: Just write something down then edit to improve
▶ Your resume should look familiar and professional
▶ Stick with black type on white paper
▶ Use bullet points, avoid paragraphs
▶ Use active, skills-based words in bullet points
▶ Keep it to one page!

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: Resolved customer concerns to efficiently maintain positive relationships and brand loyalty

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

More resume tips
Taylor Levine
www.linkedin.com/s/TaylorLevine | (248) 987-6543 | taylor.levine@gmail.com

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

EXPERIENCE
Research Technician
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
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
Beaumont Health Systems | Troy, MI
- May 2017 – Aug. 2017
- 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
MSU Alternative Spring Break Program | Camden, New Jersey
- Spring 2016
- 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
MSU Career Services | East Lansing, MI
- Aug. 2015 – July 2017
- Developed and maintained a database of over 200 job postings 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
- Read to Succeed; Volunteer Tutor
- Girl Scouts of America; Lifetime Member

bullet points using the WHO method

Before: “Input data and provide reports”

After: Record data from testing and evaluations using Excel and provide reports to laboratory managers

How: Communicate your skills gained by describing the “tools” used to complete your work

Before: “Assisted supervisor by compiling job postings”

After: Compiled over 200 new job postings into database using attention to detail to ensure accuracy

How: Add scope to your resume by sharing numbers (“200”) that provide proof of your impact

Online applications
Many employers are required to have you complete an online application (in addition to your resume)

Use the same care and attention to detail as you would when writing your resume

Save your resume as a Word doc to make it easier to cut and paste in the online application fields

Final checklist
- No photo of yourself
- Current contact information only
- No Objective statement
- Use extreme caution when sharing your GPA
- Listing your most recent experiences first is preferred
- Don’t include “References available on request”
Resume sample & references

Amanda 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 2019
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 2017

PROFESSIONAL EXPERIENCE
General Motors, Detroit, MI  June – Aug. 2018
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. 2016
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. 2016 – 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 2015, 2016
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. 2017 – Present
Phi Chi Theta, Professional Business Fraternity, Member  Aug. 2015 – Present
Chinese and English Language, Fluent
Bloomberg Certified in Equities and Commodities
Amanda 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) 798-7894
m.washington@gm.com

Ms. Leann Vollman, current supervisor
Chef & Student Cook Supervisor, Michigan State University Culinary Services
(517) 355-1234
vollma17@msu.edu

Dr. Kelley Cochran, study abroad faculty leader
Director of International Business Study Abroad Program, Michigan State University
(517) 355-1515
cochran@msu.edu

Mr. Marc Chen, advisor for student organization
Advisor, Michigan State University Supply Chain Management Association
(517) 353-5982
chenmarc@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!

How to find people for references & recommendations

Start early (now!) and be intentional about cultivating (and maintaining!) relationships with your professors, employers/supervisors, student org advisors, and others. Meet with Career Services for more tips on how to initiate and sustain connections.

For more Resume Samples: CareerNetwork.msu.edu/SampleResumes
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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

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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

Equal Opportunity Employer/Disability/Veterans
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, and 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. 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

Top 12 Attributes Employers Look For:

- Problem-solving skills
- Ability to work in a team
- Communication skills (written)
- Leadership
- Strong work ethic
- Analytic/quantitative skills
- Communication skills (verbal)
- Initiative
- Detail-oriented
- Flexibility/adaptability
- Technical skills
- Interpersonal skills (relates well to others)

Source: Job Outlook 2018 National Association of Colleges and Employers
Taylor Levine
www.linkedin.com/TaylorLevine | 248.987.6543 | taylor.levine@gmail.com

May 4, 2018

Ignatius Sullivan
Executive Director, Michigan Chapter
Crohn’s & Colitis Foundation of America
24758 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 Head 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 student 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 Dearborn last year, I was Team Captain for MSU CISTI, 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

---

Avery Black

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 AMMC.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. In addition, your reputation as an innovative collections-holding institution (especially the way you take an interactive approach to the visitor education experience) has interested me in the Visitor Education Intern position.

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 Ecuador 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 experience) 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
Here, apply your talent in bold ways that matter.

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Communication essentials

**thank-you letters**

- **Always send a thank-you letter** after an interview. 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**.

- More online: CareerNetwork.msu.edu/ThankYou

**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.”
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 20-21 and additional resources on exploring further education available at CareerNetwork.msu.edu and grad.msu.edu.

the professional portfolio

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 target 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 “elevator pitch” (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.

If this sounds like you, let’s take this conversation a step further. Start by exploring amazing opportunities at Ally. We’ll help you turn your talents into the career of your dreams.

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ARE YOU CHASE BRASS MATERIAL?
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.
job search facts

- 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 12 different jobs between the ages of 18 and 50.** 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 bottom line

- 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 22-25) 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, LinkedIn groups like SpartanLinks, and other student organization meetings to meet and discover potential employers.

Using multiple job search methods will help you find a position faster.
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 14-30) 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 though, 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 10). 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!

Subscriptions to many of these publications can be costly, so make use of copies or electronic subscriptions available through your academic department, 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 10) 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@bus.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’ work authorization options

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.

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)

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 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.

online career help

For more information on work authorizations and Resume, Interviewing, and Networking Guides, visit the OISS website: oiss.isp.msu.edu

Or visit their office:
- Office for International Students and Scholars 427 Shaw Lane, Room 105, International Center
- Phone (517) 353-1720
- Email: oiss@msu.edu
- Web: oiss.msu.edu
- Drop In Hours: Monday-Friday, 1-3pm

handshake

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

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

政府就业

“为什么工作为政府？”

政府就业者在公共领域能够处理复杂问题，涉及到许多人的生活和遗产。学生们说“我不喜欢竞选或选举”，但大多数政府雇员工作在选举之外。政府雇员经常有资格获得学生贷款偿还援助或宽恕，以及竞争性的薪酬包。政府职位涉及美国生活的各个方面，从商业、教育、环境、法律、家庭、社区、公共交通、安全等方面。

“我需要了解政府就业的什么？”

你知道联邦政府在所有领域都有员工，从艺术到动物学，是顶级的文科毕业生雇主吗？事实上，成千上万的人文和社会科学毕业生在联邦机构工作。这些工人的薪酬高于联邦政府的平均水平。高退休率——超过50,000名员工将在未来几年退休——正在创造政府的职位空缺。有些机构将职位空缺发布在他们自己的网站上，而其他机构则通过USAjobs.gov发布。

“申请过程难吗？”

申请联邦或州职位的基本步骤与私营行业相似，通常从简历和求职信开始。根据职位或机构，您可能还需要其他形式、文件或问卷，所以请注意“如何申请”部分的指示。

好消息是，尽管有更多的步骤，联邦和州政府对如何成功竞争职位更加透明。许多机构为求职者提供申请建议、示例简历、面试问题和选择标准，直接在他们的网站上。

“发不发你得搬到DC？”

政府职位遍布美国和海外。事实上，只有8%的联邦职位位于华盛顿特区。此外，州、县和城市政府也都有适合学生的职位。访问你感兴趣地点的政府网站，并咨询你的职业顾问或职业建议师。

美国有超过2.8亿人在政府工作。

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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 an 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](https://www理想ist.org). Be sure to visit their The Idealist Guide to Nonprofit Careers and other great tools. [MNAonline.org](https://www.mnaonline.org) is another popular site from the Michigan Nonprofit Association. Nonprofits can be found from coast to coast! Visit [CouncilOfNonProfits.org](https://www.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](https://www.americorps.gov) and [CollegeAdvisingCorps.msu.edu](https://www.collegeadvisingcorps.msu.edu). See more “term of service” opportunities through [Idealist.org](https://www.idealist.org).

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**Quick facts**

- There are over 1.5 million nonprofits in the U.S.
- U.S. nonprofits have over $2.87 trillion in total assets.
- 1 in 10 U.S. jobs are found in nonprofits.
- U.S. nonprofits have over 10.7 million employees.
Building your network

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 22-25.) 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 8-9)
- Attend an event, career fair or MSU workshop (Handshake has a 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!

The U.S. Department of Labor estimates that up to 80% of positions are filled without employer advertising.
using social media

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. Why bother with LinkedIn?
  - internships & job postings
  - research grad schools
  - research employers
  - maintain professional connections
  - career related news & information

▶ 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.

career services network & social media

▶ Visit CareerNetwork.msu.edu/services-locations/social-media to find a list of Facebook, Twitter, Instagram and YouTube accounts managed by Career Services staff and Career Peers.

▶ 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.

▶ 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.
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.

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

New Jacket? Carefully cut & remove “tack stitching”

lapels sewn to suit vent sewn together label on sleeve

Womenswear

Menswear
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? (Keep it simple, less is more.)
- 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.
- 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, 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.

- **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 and 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 provocative graphics 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!
HEAVY-DUTY THINKING
FOR HEAVY-DUTY VEHICLES

Internship and co-op opportunities in Supply Chain, Accounting & Finance, Engineering, Human Resources, IT, Operations, and Sales & Marketing
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Insight from executive leadership

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Eddie Eckart - e.eckart@gmcivil.com

First National Bank
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GROWTH OPPORTUNITIES
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PTD Technology has provided technology solutions in the Midwest for over 40 years. We are looking for dynamic and creative students to join our diverse IT team. All majors welcome!

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  At Courtesy Ford, we employ a variety of administrative staff necessary to support and coordinate operations.

- Sales
  With a fresh approach to sales, Courtesy Ford is a total transportation center and our sales staff is fully trained and supported by management.

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  Not just a “grease-monkey” anymore, service is one of the most important areas in a dealership. Today’s service pro is more skilled and challenged than ever before. Want to get your crank on? Become a Ford Certified Tech.

- Phone Professionals
  Our phone pros assist the sales and service departments and are experts in customer service. Love interacting with customers? Check us out.

(844)334-1469
CourtesyFordOkemos.com
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 Handshake.

If you didn’t already, check out why it’s a good idea for freshmen and sophomores to attend career events on page 17. 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!

Check CareerNetwork.msu.edu and MSU.joinHandshake.com often for new events, dates and details. Most events require registration in Handshake so move quickly if you find something of interest!

tobacco products are prohibited on MSU grounds. Learn more at TobaccoFree.msu.edu
SEPTEMBER 5
local job & internship fair
Local businesses, along with on-campus employers, will talk about part-time jobs and internships during fall/spring semesters.

SEPTEMBER 12
accounting & information systems career exchange
Meet with over 40 employers offering internships and full-time roles!

SEPTEMBER 13
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 18
finance association career fair
Connect with recruiters who are specifically looking for MSU students interested in the field of finance.

SEPTEMBER 20
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!

SEPTEMBER 24-27
MSU fall career days
The largest career fair of the year - a four day event! More than 300 employers and 5,000 students get together in the Breslin Center.
▶ Engineering Co-op & Intern Exchange (Sept. 24)
▶ Careers in Engineering & Technology (Sept. 25)
▶ Careers in Agriculture, Food, Health, Packaging & Science (Sept. 26)
▶ Careers in Business (Sept. 27)

OCTOBER 4
construction management career fair
More than 60 employers attend to talk with students about full-time jobs and internships.

OCTOBER 11
college of veterinary medicine career fair NEW!
More than 30 employers attend to talk with students about full-time jobs and internships.

OCTOBER 18
international student career & resource fair
This event focuses on home country opportunities (full-time, part-time, and internship) plus OPT, CPT, or sponsorship opportunities in the U.S.

OCTOBER 23
graduate school fair (with law school fair)
Meet with reps from close to 100 graduate programs in health, business, social science, public affairs, education & more!

OCTOBER 23
law school fair (with graduate school fair)
Meet with reps from close to 50 law schools from around the country!

OCTOBER 25
nursing career fair
This event attracts 30-40 health organizations offering full-time positions, externships, and volunteer opportunities.

OCTOBER 2
nonprofit career & resource fair
Learn about working at a nonprofit plus talk with nonprofit representatives about internships, volunteering and careers.

JANUARY (TO BE ANNOUNCED)
diversity career fair
This inclusive event attracts over 2,000 students and 200 employers representing a variety of industries.

FEBRUARY 1
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 (TO BE ANNOUNCED)
environmental, natural resources & sustainability fair
For students interested in environment, conservation and the out-of-doors.

FEBRUARY 19 & 21
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 (TO BE ANNOUNCED)
summer job & internship fair
Over 130 employers attend to meet students looking for full- or part-time seasonal jobs or internships.

MARCH (TO BE ANNOUNCED)
a taste for careers in wines & beers
Network with 30+ employers in the beer, wine and spirits industry.

APRIL 8
teacher & administrator fair
This annual MSU event attracts over 180 school districts nationwide seeking to recruit new teachers and staff.
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!” (Refer to pages 60-61 for more.)

- **Men**
  - Suit – matching jacket + pants in gray 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 wants 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.
- **Tip:** Depending on time and crowds, you might want to consider approaching an employer towards the bottom of your list to start off. This gives you an opportunity to actually use your prepared introduction with a real recruiter and work out any nervousness before you visit the employers you’re most interested in, when you want to be relaxed and confident.
- **Talk to the recruiter.** Don’t look 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/thank you. It doesn’t have to be fancy—the point is to let them know you’re serious about your job search.
**You’ve got an interview! Now what?**

**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 had each developed recommendations to improve faculty-student communication. It was difficult to get the board members to agree on which recommendations to choose, because everyone argued for their own.”

✓ “My goal was to reach a group consensus.”

✓ “I focused on helping us look for common elements between each recommendation. Using Post-It notes, I had each member break down their recommendation into smaller parts for easier comparisons.”

✓ “The result was a faculty-student retreat where most of our recommendations were used.”

✓ “I learned how important it is to really look at things from the perspective of each team member.”

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**the PARK method**

**P** the PROBLEM or situation

**A** the ACTIONS you took

**R** the RESULTS or outcomes

**K** the KNOWLEDGE you gained or applied ("What did you learn?")

**OR**

**the STAR technique**

**S** the SITUATION or setting

**T** the TASK (your goals)

**A** your ACTIONS taken

**R** the RESULTS or your actions (plus what you LEARNED)
**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 how well your interests/skills are a match with the work/organization.

**what’s a behavioral interview?**

Behavioral interview questions assume 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. Your responses may reveal something about your qualities to the employer.

“Tell me about a time when you . . . ”

Being able to briefly talk about your experiences in a way that helps employers identify your skills and qualities is a challenge. You can organize your experience stories by using the P.A.R.K. or S.T.A.R. methods described on page 68. Both methods will help you focus on relevant aspects of your experience and give structure to your story for the employer.

**be prepared!**

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.

**virtual interviews!**

**phone interviews**

It's common for first interviews to take place over the phone. This approach can help an organization pre-screen candidates quickly and without much expense. A successful phone interview can lead to an in-person interview. Tips to help you succeed:

- Set up in a quiet space with a great phone connection
- Smile when talking to sound enthusiastic and confident
- Have your notes in front of you to help with succinct responses
- Try to avoid “yes” or “no” answers and have a list of questions ready if time allows

**video interviews**

Some employers are using Skype and FaceTime for cost-effective interviewing. Prepare like you would for a phone interview, and then take it a few steps further!

- Double-check your audio, video, and internet connection
- Make sure you have good lighting (and a distraction-free background)
- Dress for success – your video image should be from the waist up
- Remember to smile and look at the interviewer(s) as if you are in the room together

**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.
Negotiating job offers

**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 Lansing in cost of living.

Use our online Career Tools (see page 12) to find salary and cost-of-living information. CareerNetwork.msu.edu/search
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.edu/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.

❖ see CareerNetwork.msu.edu/Handshake

❖ 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.

❖ see CareerNetwork.msu.edu/Handshake

❖ 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.

❖ see CareerNetwork.msu.edu/Handshake
MAKE AN IMPACT IN YOUR COMMUNITY

When you’re a Spartan, you’re part of something far bigger than campus’ 5,200 acres. We’re a global community more than 600,000 strong, and we’re passionate about making the world a better place. Spartans have a proud tradition of service — students and alumni are inspired to serve in their personal and professional lives. This extends to our alumni clubs who are actively involved in their communities.

Proudly coordinated through our network of MSU Alumni Association regional clubs and dedicated campus partners, these service initiatives annually attract thousands of volunteers, averaging thousands of hours of service donated by people in hundreds of locations throughout the world.

Go online now and find out how you can make an impact in your community no matter where your career takes you.