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!

Success In college

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

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

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!

WHAT IS Purpose?

PURPOSE noun /ˈpər-ˌpäs/  
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.
- 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 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 do you think are your abilities / skills?
____________________________________________________________________________________________________________________________________________________

What are you really good at doing?
____________________________________________________________________________________________________________________________________________________

What are some skills that come naturally to you?
____________________________________________________________________________________________________________________________________________________

What do other people ask for your help with?
____________________________________________________________________________________________________________________________________________________

What are your passions / interests?
____________________________________________________________________________________________________________________________________________________

PASSIONS / INTERESTS
____________________________________________________________________________________________________________________________________________________

SOCIETAL NEEDS
____________________________________________________________________________________________________________________________________________________

YOUR PURPOSE
____________________________________________________________________________________________________________________________________________________

ABILITIES / SKILLS
____________________________________________________________________________________________________________________________________________________

Careers to Explore:
____________________________________________________________________________________________________________________________________________________

Majors to Explore:
____________________________________________________________________________________________________________________________________________________

Next Steps:
____________________________________________________________________________________________________________________________________________________
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.

Purpose
I am self-aware. I know what I value. I have dreams and aspirations.

Awareness
My Purpose fits in the world. I understand what is expected to achieve success. I seek different perspectives to gain insight.

Confidence
I can contribute. I feel part of something. I ask questions and take action.

BROAD SKILLS

T-SHAPED GRADUATE

DEEP KNOWLEDGE

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 has 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 8-11 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.

Surf by CareerNetwork.msu.edu for a list of career events and to get more details.

- **Education Abroad** is a great way to broaden your global perspective and develop intercultural awareness. Browse study abroad options at EducationAbroad.isp.msu.edu.
- **The Alternative Spartan Break Program** helps you gain insight into different communities and social challenges while contributing to a greater good. Check out asb.msu.edu.

**Exploring may lead to new questions.** Career Advisors can help you find the answers, sort through your options, and plan next steps. Set up an appointment at CareerNetwork.msu.edu/advising.
If Liberal Arts grads had a tagline, it might be “ready for anything!” It’s your job to explore options and get experience to narrow your focus and prepare for life after MSU. Check out the year-by-year plan on page 7 for a useful “how too...”.

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.

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.

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.
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
finding people to interview or shadow

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

- **Career research tools** include a searchable database of employers, including contact info (see page 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.)

connecting with people

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

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

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

- **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.

- **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.

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

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

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

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

Thank you for your time,

your name

---

sample informational interview request

Dear 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 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
Welcome to more.

ALDI is an Equal Opportunity Employer.

The Meridian Family is expansive, ranging from our internal employees to our network providers, members and communities where we operate. Each Family Member plays a pivotal role in the success of the business. Our core values of passion, vision, integrity, and quality are centered around family and woven into everything we do.

#JOINTHEPACK
START YOUR CAREER WITH COYOTE LOGISTICS.

Training Programs
Accessible Leadership
Talent Development
Significant Opportunity

To learn more please visit: COYOTE.COM/CAREERS

COYOTE, a UPS Company
Interested in Creating Packaging of the Future?

Internships, Trainee Programs, and Full Time Opportunities in:

- Product Development
- Manufacturing
- Operations
- Sales
- Marketing

Printpack Inc
printpack.com | corprecruiting@printpack.com

Your new commute
Start your journey at munsonhealthcare.org/dreamjob
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.

**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

Residential and Hospitality Services
Student Employment
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

“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.”

EXPAND YOUR NETWORK

“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.”

DEVELOP PROFESSIONALLY

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

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