MAJORS, OPPORTUNITIES

EXPLORE • DISCOVER • CONNECT
www.auto-owners.com/career-center

Auto-Owners INSURANCE
LIFE • HOME • CAR • BUSINESS
1. GETTING STARTED

6 Your Path to Purpose
8 4-Year Foundation for Your Future
10 Where is Career Services?
12 Career Services Online

2. EXPLORE YOUR FUTURE

18 Explore Your Career Options
21 Liberal Arts Students
22 Thinking about Graduate School
24 Building Awareness and Confidence
28 Develop Skills Through Experience

3. PREPARE TO COMMUNICATE

32 Writing a Good Resume
38 Skill Areas: Use Action Verbs!
42 Cover Letters
44 Thank You Letter, Email & Phones
46 Personal Statements & Portfolios

4. PREPARE TO MAKE YOUR MOVE

50 Searching for Internships & Jobs
52 Developing Your Search Strategy
55 International Students
56 Government & Nonprofit Work
58 Building Your Network
60 What to Wear
63 Job Search Checklist

5. CONNECT WITH YOUR FUTURE

64 MSU Career Fair Calendar
66 Getting Results at a Career Fair
68 Interviewing
70 Negotiating Job Offers
71 Professionalism, Honesty & Ethics
TRUE. SGU is the #1 provider of doctors into first-year US residencies for the past 6 years combined. Over 850 US residencies to date in 2016.*

TRUE. SGU has a network of over 13,000 School of Medicine Graduates who have impacted health care worldwide.

TRUE. In 2015, SGU’s US and Canadian students achieved a 97% first-time pass rate on the USMLE I, surpassing students from US and Canadian schools 6 years in a row.**

*According to published information as of April 2016.
**http://usmle.org/performance-data/

For more information, contact your Central Regional Team:
1 (800) 899-6337 ext. 9 1051
CentralUSAdmission@sgu.edu
sgu.edu/md
Talent is vital to what we do. We provide the tools you need to build a career you’re passionate about. Here’s to taking the first step. Apply to join the pack.
GOT Purpose?

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

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

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

ACTION PLAN: Your path to Purpose

✔ Getting to know yourself

☐ Reflect ask yourself some basic questions to find deeper insights
☐ Evaluate just write down what feels right to you (and not what others think…)

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

☐ What sounds good for when you’re all done with school? Explore career options on pages 18-19 & 24-27
☐ Major doesn’t always = your career or job title. Learn more by turning to page 21
☐ Consider going to grad school? Find out more by turning to pages 22-23

✔ Get some experience outside of the classroom

☐ Test drive your options and develop skills through real world experience. Learn more by turning to pages 28-29
What do you love doing? What would you be happy to do for free?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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

________________________________________________________________________

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What are you really good at?

1 ____________________________________________
2 ____________________________________________
3 ____________________________________________
4 ____________________________________________

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

Plan A: ______________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Plan B: ______________________________________
________________________________________________________________________
________________________________________________________________________

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

1 ______________________________________
2 ______________________________________

What does “success” look like to you?

____________________________________________________________________________________________________________

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

1 ______________ 2 ______________ 3 ______________
4 ______________ 5 ______________ 6 ______________
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.
We’ve provided opportunities below to help...

- The MSU Career Services Network is here to help you succeed in whatever path you choose. We’ve provided opportunities below* to help you develop a path to EXPLORE your options, highlight the skills that PREPARE you for life after college, and CONNECT you to future career possibilities. We’ve got your back!

**EXPLORE**
- Meet with Career Advisor
- Activate Handshake profile
- FALL: Freshman Seminar, Join Clubs, Attend Earn, Learn & Intern Event, Attend Career Exposure Workshops
- SPRING: Volunteer, Meet with Academic Advisor, Student Job
- SUMMER: Work or Intern, Study Away, Update Resume

**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

Life after MSU

*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/Graduate Career Services** offers academic and non-academic career support for graduate students.
   
   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 MySpartanCareer job system and organizes 12 different career events annually.
   
   Spartan Stadium Office Tower
   
   535 Chestnut Rd., Room 290
   
   (517) 884-1300 / HireASpartan@csp.msu.edu

4. **Lear Corporation Career Services Center** provides career advising for all students interested in business-related careers. They also host interviews with companies seeking interns or entry-level hires in business-related fields.
   
   Broad College of Business
   
   645 N. Shaw Ln., Room 21
   
   (517) 432-0830 / lear@broad.msu.edu

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

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

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

CareerNetwork.msu.edu info & resources at your fingertips 24/7

- **Content on our home page** provides handy links to Handshake and Career Advising as well as highlighting upcoming career events and sharing Twitter news and YouTube videos.

- Use **Career Tools** to personalize your resource search and discover information about career fields, job outlooks, professional organizations, job and internship opportunities, and much more!

- Do you know about the **Steps for Success Workshops**? Workshops are a great way to get hands-on help and answers to common questions about resume writing, interviewing, internships, and getting into grad school.

- As if that weren’t enough, alumni and employers often participate in our **Career Exposure Series**, so workshops can also be a way to make new connections and explore fields of interest. Career Exposure events are highlighted in Handshake and on our **homepage Events Calendar**. Check out what’s coming up!

- Need some one-on-one help? **Schedule a career advising appointment!** Click on “Make an appointment” to log in and sign up for an open time with a Career Consultant or a Career Advisor to answer your questions. What’s in it for you? **Career advising can help you at every stage** of planning for life after MSU—whether your plans are employment or graduate study. Not sure who to meet with? Click “Services + Locations” tab. Because appointments are in high demand, attending a workshop and/or using the information here in Career Passport or online before you come see us can jump-start the conversation to make the most of your time.

- Look under **Exploring Options** for information to help you with your major and career. **Resources + Tools** has info about everything from resumes to applying to grad school. And **Jobs + Internships** can help you with… finding jobs and internships!

- We also subscribe to powerful resources to help you with your career and job search. Under **Resources + Tools** click on “Career Research Tools” and find in-depth info on everything from learning about your interests, to finding potential employers and salary data, to international “country career guides”.

- Our full list of career events is online—just click on “Career Fairs” under Jobs + Internships. All events are open to students in all majors. Use the website to get times, locations, and links to see who’s attending, and to sign up to be a student ambassador. Attend any and all events that fit your personal interests.

- **Handshake** your personal career management tool

  - **Jobs and internships.** Thousands of employers post job and internship opportunities on Handshake each year. Search here first for part-time or on-campus jobs, and for jobs and internships across the country. And many employers hold interviews right on campus for positions they’ve posted in Handshake!

  - **Events and workshops.** Handshake has information on all career-related events and workshops on campus, including career fairs (see pages 64-67), workshops and presentations, employer information sessions and campus visits, and trips off campus to visit employers. With more than 100 events each year, you’ll be sure to find events that help you meet your career goals!

  - **Career exploration and management.** Handshake allows you to create a profile that highlights your skills, experiences, education, coursework and interests. You can also upload your resume and other professional documents, follow employers, and create and save multiple job searches. You can even sign up to get emails about new job opportunities and career events!

  - **A complete profile is important.** The more you complete your profile in Handshake, the easier it is for us to match you with job and internship opportunities that are relevant to your interests and skills. A complete and public profile will allow employers to find qualified candidates for their internships and jobs - like you!

  - **Learn more at CareerNetwork.msu.edu/Handshake**

More ways to find us online!
How do I sign up for Handshake?

As an MSU student, your account has already been created for you! Simply visit CareerNetwork.msu.edu and click on the “handshake student login” button and get in to your account using your MSU email and MSU password.

Do I need a resume?

While you don’t need a resume to join Handshake, quickly uploading a resume will allow Handshake to import the information on your resume to the fields on your profile, saving you time. You will need a resume when you begin applying for jobs and internships. Check out pages 32-39 for resume help.

What does it mean if I make my Handshake profile “public”?

A public profile in Handshake means that employers connected with MSU are able to view your profile information. It is not visible to other students or anyone not connected with MSU. You can have a public profile and keep some information private (for example, GPA.) A public profile makes it easier for employers to find you!

How can I find career fairs, workshops and other events?

This is pretty easy once you’re in Handshake. First, click on the “events” or “fairs” links on the navigation bar. Then click the search tab by the top of the page. You can join events and workshops that you plan to attend, which will add them to your calendar and ‘upcoming events’ list in Handshake, making sure you don’t miss an event or career fair!

How can I schedule a career advising appointment?

Log in to Handshake, select “appointments” from the navigation bar, and click the “schedule a new appointment” button at the top of the page. Follow the prompts to select the type of appointment, date, and staff member to request an appointment. (Tip: For the best assistance, please select a career advisor who sees “All Majors” or is connected to your college.)

How do I find jobs and internships?

Handshake will provide a feed of jobs on your home page based on information included in your profile. To search additional jobs, simply select the ‘Jobs’ link on the navigation bar and set up your search criteria. Handshake allows you to save multiple searches, so you can easily return to them and find new opportunities!

How do I find on-campus jobs?

Click on ‘Jobs’ on the navigation bar, and type “MSU” in the search box. (Tip: check out the resource library in Handshake for a list of MSU departments who frequently hire students.)

How do I apply for positions?

You can easily apply for positions by clicking the ‘apply now’ button in a job posting on Handshake. Some jobs will allow you to apply right from Handshake, while others will direct you to an external site. Make sure to follow employer’s instructions!

How do I find on-campus interviews with employers?

You can browse for interviews coming up on campus by selecting “Interviews” on the navigation bar. You can filter the options to find the interviews you’re most interested in!

How do I sign up for interviews?

If you’ve applied for a job that is hosting an interview on campus and you would like to see if you have been selected for an interview you can select “Your Upcoming Interviews”. This will display all interviews you’ve been invited to and the next steps you will need to take in the process. Next, you’ll need to review the timeline of the interview. If the interview is open for taking slots you can click “Take Slot.”

There are two main types of interview schedules that employers will use on campus:

- **Pre-Select Schedule:** a pre-select schedule is one that requires that you apply to a specific job posting in order to be considered for an interview. After you apply, the employer will contact you if they are interested in selecting you for an interview slot. If selected, you will be prompted to register for a time that works for your schedule. To see if you have been selected for an interview, click on “Your Upcoming Interviews” by the top of your Handshake home page.

- **Open Interview Schedule:** This means that if you meet the criteria set by an employer, you are eligible to sign up for an interview slot when sign-up opens. These fill on a “first come, first served” basis and the schedule will close when all of the slots are taken.
Making Products that People Depend on Every Day

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

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

Visit your school’s career center or the student section of internationalpaper.com to learn more.
Intern at MSUFCU!

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

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

Internships are currently available in the following fields:

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

Apply today at www.msufcu.org!
Get a job that helps put other people to work.

It may not say it, but your resume has passion written all over it. Join a team that appreciates it.

Register at AerotekCareers.com or call or email Sara Rich at 269-903-4423 or srich@aerotek.com and be recognized for the phenom you are.

Accelerate your career in **accounting and finance**

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

<table>
<thead>
<tr>
<th><strong>Finance</strong> summer internship</th>
<th><strong>Finance</strong> rotational program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impactful projects</td>
<td>Three custom rotations</td>
</tr>
<tr>
<td>Exposure to senior leadership</td>
<td>Accelerated learning and development</td>
</tr>
<tr>
<td>Dedicated intern activities</td>
<td>Global business environment</td>
</tr>
<tr>
<td></td>
<td>Projects tailored to your strengths</td>
</tr>
<tr>
<td></td>
<td>Personalized development plan</td>
</tr>
<tr>
<td></td>
<td>Multiple assignment locations</td>
</tr>
</tbody>
</table>

Opportunities for you to make an impact:

- Accounting
- Operations accounting
- Internal and external financial reporting
- Divisional finance
- Treasury
- Financial planning and analysis
- Internal audit
- Tax

USE YOUR PASSION
TO CREATE REAL SOLUTIONS.

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

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