career passport
career support for MSU students

✔ Choosing your major
✔ Finding career advisors
✔ Finding student jobs
✔ Internship tips
✔ Resume writing
✔ Interviewing prep
✔ Landing a full-time job!

MICHIGAN STATE UNIVERSITY
MAJORS, OPPORTUNITIES

EXTRA       •     DISCOVER • CONNECT
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Auto-Owners INSURANCE
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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.**

For more information, contact your Central Regional Team:
1 (800) 899-6337 ext. 9 1051
CentralUSAdmission@sgu.edu
sgu.edu/md

*According to published information as of April 2016.
**http://usmle.org/performance-data/
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IT ALL STARTS WITH OUR PEOPLE. Talent is vital to what we do. We provide the tools you need to build a career you’re passionate about. Here’s to taking the first step. Apply to join the pack.

Training Programs
Talent Development
Accessible Leadership
Significant Opportunity

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

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

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

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

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
Activity

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. _______________________________________________________________________

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

1. __________ 2. __________ 3. __________
4. __________ 5. __________ 6. __________

What does “success” look like to you?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

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. _______________________________________________________________________

This is ME
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!

**Life after MSU**

---

**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

---

**FALL**
- Meet with Career Consultant
- Meet with Academic Advisor each semester
- Informational Interviewing & Networking
- Student Job

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

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

---

**FALL**
- Meet with Career Consultant
- Meet with Academic Advisor each semester
- 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**
- Meet with Career Consultant
- Meet with Academic Advisor each semester
- Job Search or Apply to Grad School

**SPRING**
- Graduation
- Destination Survey

---

**SUMMER**
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
   - hireoPhD@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
   - grodcareermgt@broad.msu.edu

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

  - **TV:** 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.

- **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**

---

**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!

---

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. (Tip: For the best assistance, please select a career advisor who sees “All Majors” or is connected to your college.)
- 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.
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.

**Finance** summer internship

- **Impactful projects**
- **Exposure** to senior leadership
- **Dedicated** intern activities
- **$** Signing bonus and living stipend

**Finance** rotational program

- **Three** custom rotations
- **Volunteer** in the community
- **Develop** your professional network
- **Accelerated** learning and development
- **Global** business environment
- **Projects** tailored to your strengths
- **Personalized** development plan
- **Multiple** assignment locations
- **$** Competitive pay and tuition reimbursement

**Opportunities for you to make an impact:**

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

Career link

http://careers.stryker.com/college-recruitment
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You’ll get more than just a paycheck.

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- Procurement
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- Sales & Marketing

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Apply today at: www.dart.jobs

Follow us at: [LinkedIn] [Twitter] [Facebook]
Steps to explore your career options

Here are some great steps to get you started, but remember: Your major is just one of the factors in shaping your future career—your interests, skills, values, and personality all play a vital part. For more help putting the pieces together, make an appointment with the Career Consultant for your college or a Career Advisor at CareerNetwork.msu.edu.

I want to do everything!
“What can I do with this major?” is a resource for students wondering how to connect majors to careers. You can find this at the CareerNetwork.msu.edu website in the “Exploring Options” tab under “Choosing a Career and Major.” Click on majors to see common career areas, employers, and strategies designed to maximize career opportunities. There are also links by major to professional organizations, the Occupational Outlook Handbook, and job websites.

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

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

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

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

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

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

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

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

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

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

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

find your purpose

Start by asking yourself... and go back to pages 6-7 for more tips!

- Who am I? Who do I want to be?
- What values guide me? What are my most important life goals?
- What ideas excite me? What activities are most engaging?
- How do I learn? 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.
- Study Abroad is a great way to broaden your global perspective and develop intercultural awareness. Browse study abroad options at StudyAbroad.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.
Liberal arts students: Major ≠ Career

Did you know that 50–75% of all undergraduate degree requirements are the same, regardless of major? The last 25% (about 30 credits) is what determines the name of your major, but most of your academic classes are very similar to other college graduates. As for your major, liberal arts degrees are broad by design. This makes you a versatile graduate with lots of transferable skills to offer employers. Your degree doesn’t automatically predetermine what you can do—you can do just about anything you want with the right combination of skills and experience!

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

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

Keep reading through the “Explore Your Future” section (pages 18-29), in addition to the section “Prepare to Make Your Move” (pages 50-63). And if you need help, don’t forget that your Career Consultant or Career Advisor can help you develop a custom plan through a career advising appointment (pages 12-13).

33% of Fortune 500 CEOs have liberal arts degrees

33% of jobs recruit from All Majors in addition to those that require liberal arts degrees

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 9 for a useful “how too...”
Thinking about graduate school

**Why go to graduate school?**

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

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

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

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

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

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

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

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

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

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

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

**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.)
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if you’re considering graduate school

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

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

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

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

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

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

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

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

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

When making decisions about what majors, fields, and careers might be a good fit, one of the best ways to gather information can also help you to make professional contacts that can last you a lifetime.
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.

finding people to interview or shadow

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

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

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

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

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

benefits

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

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

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

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

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

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

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

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

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

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

Thank you for your time,

YOUR NAME

---

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
Develop skills through experience

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

Have you considered . . . ?

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

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

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

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

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

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

**What is an internship?**

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

**An internship is not:**
- Routine, repetitive tasks unrelated to identified learning goals
- A job that does not offer career-related learning opportunities and experiences
- Unsupervised, non-evaluated experiences
Internships are challenging work opportunities related to your major or intended career that force you to reflect and integrate your college learning in the professional world.

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

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

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

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

### finding internships

- Check out [CareerNetwork.msu.edu](http://CareerNetwork.msu.edu) under the “Jobs + Internships” tab for everything you need to get started.
- Use [Handshake](http://Handshake) to search for internship positions, on-campus interviewing and career fairs. You can also “follow” employers you’re interested in working for to stay up to date on their events and opportunities.
- Consider an internship on or near campus during the school year.
- Meet with a Career Advisor or Career Consultant for your college to discuss and create an internship search plan that fits with your goals and interests.
- Identify employers of interest and contact them directly!
- See pages 52-54 for more on developing a search strategy.

### getting the most out of your internship

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

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

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

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

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

- **Build relationships.** Learning about your chosen field can be an enjoyable experience. Connect with other students and employees both inside and outside of the work environment. Take it upon yourself to organize after-work social activities if they are not planned for you. Remember to show a strong work ethic throughout your experience, and you will be respected by those with whom you work.
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517-432-4541
www.socialscience.msu.edu/experiential
Writing a good resume

Yes, everyone needs a resume. Potential employers—for part-time jobs, internships and full-time positions—look at resumes to find the best candidates to invite for an interview. Graduate and professional schools also often ask for resumes as part of the application.

**Research before writing!**

Every communication counts when you’re contacting a potential decision-maker. Whether it’s a resume, cover letter, or short email—be sure to do some research first. To be effective, you need to demonstrate your knowledge of who they are and/or what they are looking for. You also need to know enough about yourself and what you’re looking for so you can present your skills, interests, and goals in a way that’s relevant to your audience. Generic, one-size-fits-all documents aren’t going to make the kind of impression that gets you to the next step.

**What you need to know about resumes**

- **Resumes are most often skimmed** in seconds—not read word-for-word.

- When the job market is tight, it’s even more important to **spend time customizing your resumes**. If you think your resume is “good enough,” it probably isn’t.

- **The job description, employer website, and your networking contacts** are all great sources for keywords and phrases to include. Your resume should mirror what they are looking for and what they value.

- **It’s all about relevance.** Use your knowledge of the position and organization to make decisions about how you describe experiences and skills and what to include or leave out. MSU coursework is only relevant to employers in specific cases. If you need to include it, don’t simply list course names or numbers. Identify the concepts or skills you’ve learned through those courses and include them as a bullet point in your “Education” section.

- **Active, skills-based language** is the best way to begin your resume bullet points. Even a quick skim by a reader should give them enough to know whether they want to read more. See pages 36–37 for action verbs.

- **Go beyond duties and responsibilities.** Be specific and results-oriented. What skills or knowledge did you develop? As you write, ask yourself questions like: How many? How much?
➤ **Employers are interested in what you’ve done recently.** Unless you are a freshman writing a resume for a part-time job or internship, your high school education, experience, and activities should not be on your resume.

➤ **Resumes evolve over time.** Your resume will need to be updated regularly to reflect new skills and experiences as you gain them. Not only that, but resume standards have changed over the years. If you are getting resume advice from someone who hasn’t written one since 1989, chances are they might be giving you outdated advice.

For instance, it used to be standard to include an “Objective” (now it’s not very common) and “References Available Upon Request” statement (which is now considered obvious). For tips on references, visit CareerNetwork.msu.edu and click on “Resumes” under “Resources + Tools.”

➤ For most positions, **colored paper, funky fonts, and fancy graphics aren’t going to help** your resume to stand out in a good way. If you are going into a creative field and want to integrate creative elements in your resume, talk to your Career Consultant or professionals in the field for advice on how to do it effectively. Even in creative fields, the quality of your content is key.

➤ When emailing or uploading your resume, the **best format is PDF**. However, many employers may specifically request MS Word format. **Follow instructions if given!** In general, Word is the best program for creating and editing your resume. (No, Microsoft isn’t paying us to say that.)

➤ **Making customizing your resume each time easier** starts by making a “master resume” that includes everything. This document may be more than one page but, since it’s just for you, that’s OK. If you’re having trouble deciding what to keep and what to cut, we can help with that, too.

➤ Before you start writing, consider one or more of these ideas for generating resume content:

  - Make a list of your skills, work and volunteer experiences, honors, awards, memberships, and activities.
  - Use this to help determine what section headings might work best.

  - When considering how to write bullet point descriptions:
    - Make two lists, one for skills/knowledge you gained, one for tasks/duties you performed. Put these lists together to write bullets that include both.
    - Make a list of keywords you want to include using the job description, information you’ve gotten from other sources, and/or the action verbs list on pages 38-39. Use those to start bullet points and then add details.
    - Do 3–5 minutes of free-writing about each experience you want to include to get yourself thinking about what you did, what you found meaningful, etc. Then translate that into bullets.

➤ Many employers have online systems they require applicants to use.

➤ If you need to apply online, **use the same care and attention to detail** as you would with your resume.

➤ Often you can **cut and paste** information from your resume into the application. You may need to **fix the formatting** so it doesn’t look messy.

➤ **Help your application stand out** from the rest by asking for advice from recruiters, alumni, or other contacts you might have at the organization. They may encourage you to use the “comments” area, complete an optional assessment, or include specific keywords.
Writing a good resume

Do...

► be consistent with alignment, fonts, formatting, and verb tense.
► use bolded text, a contrasting font, or larger text to distinguish your headers.
► try fonts like Arial, Georgia, Calibri, and Tahoma instead of Times New Roman.
► leave some white space. #easyreading
► make your name larger than other text on the page.
► skip words like ‘phone’ and ‘email’ to label your contact information. #obvious
► include the URL for your LinkedIn profile. #modern
► omit personal information.

Do Not...

► use an online form or template to assemble your document.
► provide outdated or inaccurate contact information.
► include a photo of yourself. #awkward
► include an Objective statement. #justdont
► present your information in paragraphs.
► use colors. Stick with black!
► italicize or underline text. #hardtoread
► assemble bullets that only focus on your job duties/responsibilities. Instead, highlight accomplishments and outcomes.
► list rusty skills. #keepitcurrent
► include any hobbies. #irrelevant
► include the phrase, ‘References Available Upon Request’.
► forget to check and double check for grammar/spelling errors and typos. Your resume needs to be completely free of mistakes!
Sparty Spartan
Campus: A111 Butterfield Hall, East Lansing, MI 48824
Permanent: 123 North Avenue, City, MI 45654
(517) 582-5555 • Spartan1@msu.edu

Education
Bachelor of Arts, Communication
Michigan State University, East Lansing, MI
May 2020

High School Diploma
North Street High School, City, MI
June 2016
• Class Salutatorian
• National Honor Society Scholar (2015, 2016)
• 125 cumulative community service hours

Experience
Senior Class Vice-President
North Street High Student Government, City, MI
August 2014–June 2016
• 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
Summers May 2014–August 2016
• Supervised 35 youth campers ranging from 7 to 10 years old
• Coordinated daily activities for campers to keep them active and engaged
• Planned an end of summer event for 200 campers with a group of 4 other counselors

Assistant Trainer, Crew Member
McDonald’s, City, MI
October 2013–May 2014
• Received 2 ‘Outstanding Customer Service’ awards for performance
• Trained between 2 and 5 new Crew Members each quarter, providing ongoing coaching and mentoring during their initial months on the job
• Collaborated with a team of 5 to provide efficient service in a fast-paced environment

Activities
Member, North Street High Track Team, City, MI
January 2015–May 2016
• Committed 10 hours per week to practice and to developing team-building skills

Volunteer, Boys & Girls Club, City, MI
June 2014–August 2014
• Worked with youth between 3-5 hours per week on interpersonal skills and relationships

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

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

Once you have a resume draft, use the following evaluation to take a critical look at it. This can help you to identify and work on problems so that you can make efficient use of a career advising session and resume review. Also consider sharing your resume and this evaluation with someone whose opinion you trust to get feedback.

overall impression

How does the resume look in a 15-second glance?

POOR 1 2 OK 3 4 EXCELLENT 5

Some questions to consider: Does the formatting work to guide your eye to key content? What parts of the resume stand out? (Headings? Job titles? Keywords?) Does it appear organized or jumbled? If you took any creative risks with formatting, are they working for you or are they distracting? Does it seem like it represents a real person or does it feel artificial?

obvious career direction

Is it apparent that you are looking for a specific type of opportunity?

POOR 1 2 OK 3 4 EXCELLENT 5

clear contact information

Are all the basics on the resume: name, address, phone number, email address? If you included your LinkedIn, website, or blog URL, is it employer-ready?

POOR 1 2 OK 3 4 EXCELLENT 5

Is the formatting here working? Have you used space efficiently so that this section doesn’t take up a disproportionate amount of space?
Taylor Levine  
www.linkedin.com/TaylorLevine | 248.987.6543 | taylor.levine@gmail.edu  

EDUCATION  
Bachelor of Arts, English  
Michigan State University | East Lansing, MI  
• Specializations in Jewish Studies and Digital Humanities  
• 12 Honors Credits  
May 2018  

EXPERIENCE  
Student Webmaster  
MSU Interfaith Council | East Lansing, MI  
• Manage Council’s web content and blog posts; increased web views 23% since fall 2016  
• Solicit monthly feedback from users via Survey Monkey to measure effectiveness of web content  
• Collaborate with Publicity and Membership Chairs to promote Council to MSU students  
August 2016–Present  

Front Desk Receptionist  
MSU Career Services | East Lansing, MI  
• Compile hundreds of new job postings into database using attention to detail to ensure accuracy  
• Communicate with diverse clientele including students, staff, professors, and employers  
• Engage strong multitasking skills to run an efficient reception operation in a high-volume office  
• Utilize problem solving skills to remain poised and professional in stressful situations  
June 2015–Present  

Data Specialist, Office Assistant  
Heartcare MD | Waterford, MI  
• Exceeded performance expectations earning significant promotion after 2 months on the job  
• Imported over 500 patient files into new digital system resulting in increased ease of retrieval  
• Located and obtained patient files from a number of other physician offices  
• Regularly interacted with patients, vendors, and delivery staff in a friendly and professional manner  
• Managed appointment calendars through Microsoft Outlook for 2 Doctors and 1 Physicians Assistant  
May 2016 - August 2016  

English Tutor for Hebrew Speakers  
Tapuach Pais | Tel Aviv, Israel  
• Honed Hebrew fluency teaching 15 Israeli students as part of overseas English tutoring program  
• Utilized everyday materials and other creative techniques to instruct students and improve fluency  
May 2015–August 2015  

Volunteer High School Mentor/Tutor  
Refugee Development Center | East Lansing, MI  
• Overcame cultural and language barriers with more than 30 students by remaining open-minded and encouraging  
• Adapted lessons and activities to students’ learning styles and varying levels of proficiency  
• Coached students weekly in reading, writing, pronunciation, and cultural practices  
August 2014 - December 2014  

SKILLS PROFILE  
• Language: English (native); Hebrew (fluent); Spanish (conversational)  
• Technical: Adobe Creative Suite (including Photoshop) (advanced); CSS (advanced); HTML5 (beginning); New Media Driver’s License (intermediate)  

TIP: Read your resume out loud to find mistakes and awkward sentences!
Skill areas: Use action verbs!

The action verbs listed here are organized by skill areas to help you think about how your past experiences can apply to skill sets employers seek. Of course, many of these verbs apply to multiple skill areas—use all categories to get ideas for how you might describe your own skills and experience in your resume, cover letter, portfolio, interview, and other interactions.

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

### 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

### 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

### FLEXIBILITY
- accommodated
- adapted
- adjusted
- altered
- amended
- balanced
- converted
- grew
- improvised
- tailored

### 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
MEET ROCCO

Skateboarder, Calvin & Hobbes Fanatic, PROJECT ENGINEER for the new $10,000,000 Michigan Humane Society facility.

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Build your network

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- Marketing
- Human resources
- Supply chain
- Engineering
- Regulatory affairs
- Quality assurance

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HANNAH COLBERT
Talent Acquisition Specialist
hannah.c.colbert@ehi.com
734-784-2115

MIKE PROULX
Talent Acquisition Specialist
michael.proulx@ehi.com
517-346-8912

BRE FASSBENDER
Talent Acquisition Specialist
breanna.l.fassbender@ehi.com
248-426-1940

Amazon is an Equal Opportunity-Affirmative Action Employer: Minority / Female / Disability / Veteran / Gender Identity / Sexual Orientation

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 explicitly states why you want the job and why you are qualified.

**features**

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

**stuck getting started?**

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

**final checklist**

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

November 14, 2016

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

Dear Dr. Washington,

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

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

Experience: As a Community Outreach intern with the Northwest Initiative, I developed a strong track record of outreach, event logistics, and program assessment. I learned to interact with families, children with special needs, and people from diverse backgrounds with my undergraduate research project, home care jobs, and working with orphans in Ecuador. I developed a detail orientation and active listening skills working with the FACES research project, while at the Michigan House of representatives, I learned to communicate in a professional setting with diplomacy on a variety of topics. Further, my 2 years of Spanish and volunteer work in 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 am 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

Taylor Levine

May 4, 2016

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

Dear Mr. Sullivan,

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

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

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

Sincerely,

Taylor Levine
very time you communicate with an employer, be as professional as possible. Always use correct grammar when speaking or writing. Professional email is different from a text message or writing a friend.

Even if email is your preferred way of communicating, check with your contacts to see what their preferred contact method is so you can communicate with them most effectively.
**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!

- In fact, **be prepared to silence your phone and put it away.** Texting, checking your phone for email, and otherwise being constantly distracted by your phone is likely to make you seem uninterested. It’s not going to make a good impression.

- **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, background noise, or are just generally unprofessional.

**thank-you letters**

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

- **Be sure to send the thank-you promptly** —it’s best to send it within 24 hours of your meeting or exchange.

- The bottom line is that you want the note to reach them before they’ve made their decision. If they haven’t told you what their timeline is, that’s one of the things you should ask before leaving the interview!

- To avoid burning bridges that might be useful later on, you should even send a thank-you letter to an employer with whom you’ve decided not to accept a position.

- For more information on thank-you letters, see the resources available at CareerNetwork.msu.edu.

**effective email**

- **Don’t use an unprofessional email address** (e.g., sexykitten@hotmail.com). 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.

- Remember that there is no guarantee that an email is private.

- When replying to a message, include the previous message in your response. Keeping the thread of the discussion together will help both you and your contact to 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.” Sadder still, employers who are alumni have said these unprofessional messages hurt their Spartan pride!
Outside the resume box
writing a personal statement

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

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

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

the portfolio alternative

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

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

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

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

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

  • Many creative fields also expect a title page, essay, or artist statement and biography. Talk with people working in your field about the specific expectations for this type of portfolio, and whether an electronic or hardcopy format is preferred.
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Looking for an employer who will recognize and develop your talents? Come work for Autoliv, the worldwide leader in automotive safety systems, and discover how your creativity can assist in Saving More Lives. Learn how our products become an integral part of your daily driving experience and keep you and your family safe on the road.

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

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

**USING MULTIPLE JOB SEARCH METHODS WILL HELP YOU FIND A POSITION FASTER,** as data from the U.S. Bureau of Labor Statistics suggests. Read on for more about those methods and how you can decide which might work best for you.

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

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

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

Conduct **informational interviews** (pages 24-27) and don’t be afraid to network (pages 58-59)!

Take advantage of MSU resources like **Handshake,** workshops and career events, employer events and info sessions, SpartanLinks, and other student organization meetings to meet and discover potential employers.

**Use more than the Internet when searching for jobs!**
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.

**Develop your strategy**

As you develop your search strategy, you should:

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

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

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

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

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

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

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

field-specific research: focus & identify opportunities

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

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

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

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

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

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

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

Employer research: the right place, the right job

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

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

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

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

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

- Whether you are considering employment during your time at MSU or afterwards, it’s important to partner with both the Office for International Students and Scholars (OISS) and the Career Services Network at MSU.

- OISS can explain your U.S. work authorization options, assist you with the proper documentation in many instances, and give you tips on how to talk to employers about your immigration status.

- The Career Services Network offers resources and programs to build your resume writing and interviewing skills, one-on-one career advising, career workshops and fairs, and connections to jobs and internships.

**international students’ work authorization options**

**Off-campus Employment**
- F-1 or J-1 students (unless prohibited by J-1 sponsor) are eligible to work off-campus ONLY with pre-approved employment authorizations.

**before graduation**
- F-1 students - Curricular Practical Training (CPT)
- J-1 students - Academic Training (AT)

**after graduation**
- F-1 students may apply for 12 months of work authorization, called the Optional Practical Training (OPT)
- J-1 students (unless prohibited by J-1 sponsor) may apply for up to 18 months (36 months for post-doctoral) of Academic Training (AT)

**On-campus Employment**
- F-1 or J-1 students (unless prohibited by J-1 sponsor) are eligible to work on-campus for 20 hours a week when classes are in session without work authorization.

- Work that exceeds 20 hours per week on campus or any work off campus must be authorized in advance by OISS.

**goals after graduation**

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

- **Working in your home country/another country**
  - Use GoinGlobal.com for country-specific career tips and internship/job postings.
  - Find in on career.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/students/employ/

- Or visit their office:
  - Office for International Students and Scholars (OISS) 427 Shaw Lane, Room 105, International Center
  - Phone (517) 353-1720
  - Email: oiss@msu.edu
  - Web: oiss.msu.edu/students/employ
  - Drop In Hours: Mon., Tues., Thurs., Fri., 1-3pm

**Handshake**

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

“why work for government?”

Employees in the public sector get to work on challenging and complex issues often affecting the lives and legacies of many people. Students say “I don’t like campaigns or elections” but the majority of government employees are working outside the election process. Government employees are often eligible for student loan repayment assistance or forgiveness in addition to competitive compensation packages. Government positions touch every part of life in America, from commerce, to education, the environment, law, families, communities, public transportation, safety, and more.

“what do I need to know about government employment?”

Did you know the federal government employs people in all fields from art to zoology and is among the leading employers of liberal arts grads?

In fact, thousands of humanities and social science alums work in federal positions. And median salaries for these workers tend to be higher in the federal government when compared to other employers. High rates of retirement — more than 100,000 employees are eligible to retire over the next few years — are creating job openings across the government. Some agencies will post openings on their own website while others will post through USAjobs.gov.

“isn’t the application process hard?”

The basics of applying for federal or state positions are similar to private industry. It usually starts with a resume and cover letter. Depending on the position or agency, you may have additional forms, documents, or questionnaires to submit, so pay attention to the information included in the “How to Apply” section of postings.

The good news is that even though there can be more steps, federal and state governments are more transparent about how to successfully compete for openings. Many agencies include advice for applicants, sample resumes, interview questions, and selection criteria right on their website. The State of Michigan has a Career Services office for applicants and offers resume reviews and individual appointments with their staff. Many agencies also host prospective employee events in large cities or web-based workshops on how to be successful in your search.

There are great resources to help you! The USAjobs.gov website Info Center has special information for students, (including a list of federal jobs by college major), as well as tutorials for how to use the system, tips on applying, and more.

“don’t you have to move to DC?”

Government jobs span all parts of the US and overseas. In fact, only 8% of federal positions are located in Washington, DC. Additionally, state, country, and city governments have all kinds of positions for college students and graduates, too.

Visit the government websites for your locations of interest and talk to your Career Consultant or Career Advisor for assistance.

More than 22 million work for governments in the U.S.
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, advocacy, human or animal rights? Which interest area would you like to support? Public health, business services, outreach, research? The more specific you can be, the more successful you will be in finding organization that might be right for you. See resources below to learn more about specific organizations and positions.

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

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

Nonprofits & government agencies come to campus!

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

to learn more about nonprofits

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

Many MSU graduates begin their nonprofit careers through “term of service” programs such as AmeriCorps. Check out AmeriCorps.gov and see more “term of service” opportunities through Idealist.org.

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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 24-27.) Remember, networking should begin long before your job search and often you don’t even realize that you are doing it!

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

Networking takes place whenever you:

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

Since networking can happen anywhere, be prepared to introduce yourself and deliver your pitch about who you are and what you want to do. For some students, this often happens at their part-time job in conversations with customers and clients. “You’re a student at MSU? What are you studying? What do you want to do after graduation?” You never know when that conversation can lead to a new contact or even an invitation to pass along your resume!

The U.S. Department of Labor estimates that up to 80% of positions are filled without employer advertising.
Certainly you’ve gone online to connect with others in order to share ideas or information! Two popular social media sites are Facebook and YouTube; however, there are many other tools that you may choose to use in obtaining or sharing information that can help you develop your career.

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

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

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

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

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

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

After you’ve joined MSU groups that fit your interests, search groups to find professional associations, industries, or interest affiliations to join. As a member, you can comment on discussions, find exclusive job listings, and meet people who share interests.
You know that thing about never getting a second chance to make a first impression? Well, it’s true. It’s just as true about a blind date as it is about meeting a professional contact for the first time. Regardless of the circumstances, you want to make the best impression you can the first time around—or you might not get a second chance!
Professional dress matters because it helps you to project an image that lets the employer see you in the professional role you are seeking. The whole working world doesn’t revolve around dark, conservative suits. **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.
- Remove extraneous earrings. (Women: one pair. Men: none.)
- Avoid strong mints, perfumes, or aftershaves.
- Clothing should work for you, not against you. Fit and comfort are important considerations in projecting yourself at your best.
- Trendy clothing—like short skirts, low necklines, extreme prints or colors—generally do not project an image appropriate for a professional meeting.
- Crisp, clean, well-pressed clothing is a must.

### who wears what?

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

### what to wear for less formal meetings

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

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

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

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

And remember, when in doubt, check with an insider (your employer contact or Career Advisor, for example) about what the appropriate dress in a particular situation might be!
Who says you can’t choose your Family?

The Meridian Family is expansive, and each family member plays a pivotal role in the success of the business. Our core values of passion, vision, integrity and quality are centered on family and woven into everything we do. Come grow with us. Over 379 openings!

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The Michigan Department of Corrections is seeking qualified women and men for positions throughout Michigan.

Candidates must meet the following criteria:

- Must be 18 or older and possess a current LPN or RN licensed for the State of Michigan. 1 year of clinical experience preferred, but not required.
- Applicants must not have any felony convictions or any conviction for domestic violence or drugs.

MDOC BHCS RECRUITMENT (517)335-3855
EMAIL: BHCS-Recruitment-Mailbox@michigan.gov
WWW.MICHIGAN.GOV/STATEJOBS

NOW HIRING NURSES!

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Job search checklist

- Handshake
- career fairs
- employer info sessions
- on-campus interviews
- career tools research search
- workshops
- professional organizations
- trade publications & journals
- social media
- field- & industry-specific job listing & professional resource sites
- local resources for geographic area(s) of interest
- online career research tools
- specific employer information
- government agencies
- networking!

Remember, job seekers are more likely to find a position faster by using more than two job search methods. We’ve given you many to choose from. If you have trouble deciding which will be best for the kind of position you’re seeking, see your Career Consultant or Career Advisor for assistance.

CareerNetwork.msu.edu/Advising
MSU career events

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

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

career exposure series

Presented by the SpartanLinks group on LinkedIn

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

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

Check [CareerNetwork.msu.edu](http://CareerNetwork.msu.edu) for session topics and details. Information will also be available in Handshake. Most require that you RSVP in advance to attend. Events fill up fast!
SEPTEMBER 7
earn, learn & intern
Local businesses, along with on-campus employers, will be present to talk with students about part-time job and internship opportunities.

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

SEPTEMBER 14
accounting & information systems exchange
Meet with over 40 employers offering internships and full-time roles!

SEPTEMBER 15
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 22
construction management career fair
More than 30 employers attend to talk with students about full-time jobs and internships.

SEPTEMBER 22
finance association career fair
Connect with recruiters who are specifically looking for MSU students interested in the field of finance.

SEPTEMBER 22
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 27,28,29
career gallery
The largest fair of the year—a three-day event! Over 300 employers and 6,000 students attend.

OCTOBER 25
graduate & law school fair
Meet with representatives from more than 130 graduate programs in law, health, science, business, public affairs, arts, humanities and more!

OCTOBER 27
nursing career fair
This event attracts 30–40 health organizations offering full-time positions, externships, and volunteer opportunities.

NOVEMBER 1
international student career fair
This event focuses on home country opportunities (full-time, part-time, and internship) plus employment opportunities that require OPT, CPT, or sponsorship in the U.S.

SPRING 2017
January (TBA*)
diversity career fair
This inclusive event attracts over 2,400 students and 150 well-known employers representing a variety of industries.

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

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

April 3
teacher & administrator fair
This annual MSU event attracts over 125 school districts nationwide seeking to recruit new teachers and staff.

* TBA = TO BE ANNOUNCED

As of August 2016, tobacco products are prohibited on MSU grounds. Learn more at TobaccoFree.msu.edu
Getting results at a career fair

What to wear to the fair

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

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

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

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

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

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

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

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

. . . at the fair . . .

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

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

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

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

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

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

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

. . . after the fair . . .

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

- **Send thank-you notes.** Send a thank-you note within 24 hours to everyone you talked to. This is a little thing that really makes a difference! Almost everyone has the intention, but very few actually get around to it. Don’t know what to write? See information on thank-you letters on page 45 or at CareerNetwork.msu.edu. It doesn’t have to be fancy—the point is to remind them of who you are and let them know you’re serious about your job search.
You’ve got an interview: Now what?

the **PARK** method

**P** the PROBLEM or situation
(“What happened?”)

**A** the ACTIONS you took
(“What did you do?”)

**R** the RESULTS or outcomes
(“What was the result?”)

**K** the KNOWLEDGE you gained and applied
(“What did you learn? How did you apply it?”)

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

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

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

what’s the point of an interview?

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

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

what’s a behavioral interview?

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

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

“Tell me about a time . . . ”

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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 Traverse City in cost of living. Use our online Career Tools (see page 12) to find salary and cost-of-living information.

for more information . . .

... about salary negotiation, benefits, and dealing with multiple job offers, as well as a salary calculator, check out resources for negotiating job offers at careernetwork.msu.edu.
**Playing by the Rules**

Professionalism, honesty, ethics

**Expectations**

On campus, 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.

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

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

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

  ▶ Late cancellation. See handshake for important information.

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

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

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

  Reneging can damage your reputation forever—and may make you ineligible for on-campus interviewing and Career Network services. The university does not sanction reneging on your part for any reason.
SPARTANS WILL LEAD

Leadership is no longer restricted to specific titles, it happens at all levels. Today’s employers desire professionals possessing deep disciplinary knowledge with a keen ability to communicate and work across social, cultural and economic boundaries. Individuals capable of solving complex problems in collaborative and innovative ways are in high demand.

HOW WE CAN HELP

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

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

alumni.msu.edu/lens