career handbook
for students
MSU
2019-20 edition
MANY MAJORS, MANY OPPORTUNITIES®

SEEKING SPARTANS LIKE YOU!

We offer:

• A friendly and stable work environment
• Structured training programs
• Good work/life balance
• An excellent compensation/benefits package (competitive base salary, matched 401(k), fully-funded pension plan, bonus programs, health care plan, help with student loans)
• Generous paid time off including holidays, vacation days, personal time, and sick leave

Auto-Owners offers a wide range of entry-level career opportunities and paid internships, and know talented Spartans will help us continue our long tradition of success. Apply online at auto-owners.com/career-center
Every year we distribute 20,000+ MSU Career Handbooks. This is valuable information because career advice for college students is different than for college grads. This is just the good stuff, for MSU students like you!

1. GETTING STARTED

5 Foundation for Your Future
6 Where is Career Services?
9 Career Services Online
11 Handshake

2. EXPLORING YOUR PURPOSE

14 Framing Your Future
16 Career Exploration Tools
18 Exploring Your Purpose
20 Odyssey Planning
23 Informational Interviewing & Job Planning
27 Experience the World of Work

3. PREPARE TO COMMUNICATE

32 Writing a Good Resume
34 Bullet Points & Action Verbs
36 Resume Samples
41 References & Recommendations
43 Personal Statements & Portfolios
44 Cover Letters
47 Thank You Letters, Email & Phones

4. PREPARE TO MAKE YOUR MOVE

49 Developing Your Search Strategy
53 International Students
54 Government & Nonprofit Work
57 Building Your Network
59 LinkedIn & Social Media
60 What to Wear

5. CONNECT WITH YOUR FUTURE

62 MSU Career Fairs
64 Getting Results at a Career Fair
66 Interviewing
69 Negotiating Job Offers
71 Professionalism & Your First Day
Our process is the key to achieving our goals.

At Hyundai Mobis, our process begins with people.

We seek talented designers, engineers and technical talent who want to work in a team-based environment and build long-lasting relationships with colleagues and customers. Collaboration, one of our core values, is one of the keys to our success.

Start your Career at http://www.mobistc-na.com/
You can get more out of your undergraduate experience if you plan each year. Regardless of your career interests, it’s important to take the right classes and get good grades, gain work and internship experiences, and be involved in campus activities. Most post-college jobs require a wide range of demonstrated skills, accomplishments and work-related experiences. Use the plan outlined below to help ensure you’re not missing opportunities. Even if you’re already in year 3 or 4 you can compress some of the suggested activities into a shorter time frame!

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

Life after MSU

Adapted for use at MSU by The College of Arts & Letters
HUB OFFICES.

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

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

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

4 Russell Palmer Career Management Center provides career advising for all undergraduate and graduate 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
   Minskoff Pavillon
   651 N. Shaw Lane Suite M120
   palmer@broad.msu.edu

5 MSU Alumni Association offers career support and activities for Alumni Association members.
   Spartan Stadium Office Tower
   535 Chestnut Rd., Room 300
   Dave Isbell, isbellde@msu.edu
   Lisa Parker, lisap@msu.edu

CareerNetwork.msu.edu/advising
7 College of Natural Science
Natural Science Building
288 Farm Lane, Room 103
Brian Telfor, LMSW, GCDF, telfor@msu.edu

8 College of Agriculture & Natural Resources
Morrill Hall of Agriculture
446 West Circle Dr., Room 121
Jill Cords, j cords@msu.edu

9 College of Arts & Letters
Linton Hall
479 West Circle Dr., Room 200
Christie Schichtel, schicht3@msu.edu

10 College of Social Science
Berkey Hall
509 East Circle Dr., Room 302
Amy Deitrickson, deitric4@msu.edu
Samantha Jackson, SLjack@msu.edu

11 College of Engineering
The Center:
Experience Engineering Careers
219 Wilson Rd., Room C108
careers@egr.msu.edu

12 College of Communication Arts & Sciences
ComArtSci Career Center
181 Communication Arts & Sciences Bldg.
Karin Hanson, hanson39@msu.edu
Randi Martinez, mart1705@msu.edu

13 James Madison College
South Case Hall
842 Chestnut Rd., Room 328
Karissa Chabot-Purchase, kcp@msu.edu

14 Residential College of Arts & Humanities
Snyder Hall
362 Bogue St., Room 210
Allison Fox, foxallis@msu.edu

15 College of Education
Erickson Hall
620 Farm Lane, Room 134
Pepa Casselman, carls173@msu.edu

16 College of Music
Music Practice Building
345 W. Circle Dr., Room 202
Christine Beamer, beamerch@msu.edu

17 Lyman Briggs College
Holmes Hall
919 E. Shaw Ln., Room W-192
Ed Tillett, tillett@msu.edu

18 College of Veterinary Medicine
Veterinary Medical Center
784 Wilson Road, Room G-100
Paul Edwards, edward48@msu.edu

CareerNetwork.msu.edu 7
JOIN OUR TEAM OF DEDICATED PROFESSIONALS

CMHA-CEI a public behavioral health agency that serves Clinton, Eaton, and Ingham county residents. We offer wide array of specialty services and evidence-based programs through our clinical departments.

POSITIONS
- Therapists
- Nurses
- Occupational Therapists
- Speech/Language Therapists
- Psychologists
- Quality Specialists
- Information Services Staff
- Finance Staff
- Human Resources Staff
- Paraprofessionals
- Interns

BENEFITS
- Medical Insurance
- Dental insurance
- Vision Insurance
- Life Insurance
- Disability Insurance
- Supplemental Insurance Programs
- Robust Retirement Programs
- Employer-Funded Pension Plan
- 457 Deferred Compensation Plan
- Payroll Deduct Roth IRA
- Longevity Bonus
- Flexible Scheduling
- Generous Paid Time Off
- Employee Assistance Program
- Short Term Counseling
- Financial Counseling
- Legal Services
- Wellness Work Life Programs
- Many other services
- 12 Paid Holidays

WWW.CEICMH.ORG
Find career support online

Info & resources at your fingertips 24/7

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

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

There’s more!

- **Handshake** - your personal career management toolbox (see page 11)
- **Career Advising** - meet face-to-face with pros: CareerNetwork.msu.edu/advising
- **Career Events** - info on career fairs, Career Exposure events and workshops
- **Career Ready** - offers online career training and learning resources, available any time!
- **Career Tools** - let you personalize your search for a wide variety of career resources
- **CandidCareer** - provides thousands of short videos that can help you explore careers
Love where you live

Join the TCAPS team of dedicated professionals who work together in the best interest of our region’s children.

- Largest district in northern Michigan
- Nationally ranked high schools
- Widest variety of high quality academic and extracurricular programs
- Competitive pay, benefits, retirement savings plans
- Career advancement opportunities
- Professional development/training
- Tuition reimbursement

Life in Traverse City offers limitless options to play and enjoy a healthy, active lifestyle.

- 25 Coolest Towns in America (Matador Network)
- 10 Most Beautiful Towns in the World (Select City Magazine)
- A “foodie” community with plenty of restaurants, wineries, breweries and distilleries
- Vast outdoor recreation: hiking, beaches, boating, golfing, skiing, and more
- Arts and entertainment, museums, shopping, casinos, festivals

Visit us at creditacceptance.com/careers for more info!
Your handshake job posting system

Your MSU student account has been created for you!

- 10,000+ job & internship postings for MSU students
- Apply and manage your applications and on-campus interviews
- Details on career fairs, career workshops and employer info sessions
- Schedule career advising appointments

Set up your profile for personalization

- Upload your resume to have Handshake fill in some of your profile
- Fill out the “Skills” and “Career Interests” sections, to better share your story
- Choose “Public Profile” to make it easier for employers to find you. You can keep some info private (e.g., GPA)
- The more you use Handshake the more it personalizes your homepage and job results!

Discover thousands of jobs & internships!

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

Schedule a career center appointment

- Click tab “Career Center > Appointments” to schedule a career advisor meeting
- You can pick a date, time, appointment topic and staff member
- Tip: set your notification preferences in “My Profile” to receive email reminders about your scheduled appointments.

Find details about career fairs and events!

- Log in to Handshake, click on “Events” then “Find Career Fairs”
- Fairs are listed by date or you can search by keyword
- Fair details: Date, time, location, description and a list of all employers!
- Click “Search Events” button to see list of career workshops, employer sessions, networking sessions and more!
LOVED COLLEGE?

Take on the role of college adviser!

Change lives and develop skills that will serve you for a lifetime.

These full-time, paid positions are open to MSU grads of all majors.

Find out more! Email MSUCAC Program Staff msucac@msu.edu
WE PACK A WHOLE LOT OF KNOWLEDGE INTO A WHOLE LOT OF TRAINING.

This is the beginning of something great.

Our 51-week District Manager training program is a hands-on, comprehensive, award-winning foundation for a career filled with potential. We’re one of America’s favorite grocery stores, because we put leaders like you in a position to succeed. You’ll be empowered to guide your teams, manage millions in revenue and make your mark on our global organization. But there’s even more. We’re opening over one hundred new stores a year, expanding your opportunities across the country. Plus, with a pay and benefits package that includes a $5K signing bonus and could have you earning $110K in five years, it’s easy to see just how much a career at ALDI can offer you.

ALDI is where big things start. Get started today.

Learn more: careers.aldi.us
Welcome to MORE.

ALDI IS AN EQUAL OPPORTUNITY EMPLOYER.

From careers in nursing and law to marketing and finance — and so many others in between — the insurance industry offers more than what you might expect. And AF Group, along with its family of brands across the country, have phenomenal opportunities in just about every discipline you can imagine, including internships and trainee programs for those just getting started in their careers.

Insurance is a growing industry and we want you to grow with us. Learn more about our business and the future that awaits you as part of our team at AFGroup.com.

KNOWLEDGE

We pack a whole lot of knowledge into a whole lot of training.

MAKE A POWERFUL DIFFERENCE.
We’re influencing and shaping the secure energy future for utilities, independent power producers, government, industry, and some of the world’s most prestigious academic, research & healthcare institutions.

• Consulting
• Owner’s Engineering
• Power Generation & Energy
• Line Design & Optimization
• Station Engineering
• Electrical System Planning/Studies
• Land & Right of Way

NOW HIRING!
Civils, Electricals, and Mechanicals. Competitive pay and generous benefits!

www.cai-egr.com | caiinfo@cai-engr.com | (517)788-3000
The world of work is always changing. With advances in technology, new jobs are created every day. As you explore major and career options, you’ll get opinions from many sources, and it might feel like you have to decide your whole future right now. No pressure! The good news is you have time to figure it out, and this Career Handbook and the Career Services Network are here to help you through these important decisions. Let’s take a look at some common misconceptions about choosing a major and career.

Career Myth: “My major = My career”

Career Reality: Most employers care more about your transferable skills and experiences than a specific major (see page 28 for details)

Career Myth: “My first job = My forever job”

Career Reality: The average person will have around 12 jobs in a lifetime, lasting about 4 years each

Career Myth: “Most students have it all figured out”

Career Reality: 70% of MSU students change their major at least once!
Thinking about graduate school?

Like planning for your first job, graduate school planning takes time and careful consideration. Start thinking and planning now about whether or not graduate or professional school is necessary to achieve your career goals.

Here are some questions to consider:

• Do I really want to continue my education, or am I just trying to postpone entering the "real world"?
• Should I wait on grad school until after I gain some full time work experience?
• Have I explored what career options are available with my intended graduate degree?
• What do I need to do to become a strong candidate for my graduate/professional school program (undergraduate experiences and academic performance)?

Here are some steps to help you start preparing:

• Do an online search of schools with grad programs that interest you
• Review admissions requirements (grade point average, internships, etc.) for each program of interest
• Meet with an admissions representative for a program of interest to learn more
• Investigate any entrance exam requirements for graduate or professional schools of interest
• Attend the annual Graduate & Law School Fair to conveniently talk with a lot of schools! (see page 63)
Wondering what you should major in? Curious about which kinds of careers you should pursue? You are not alone: 70% of MSU students change their major at least once!

▶ **Choosing a major and career** can be a stressful process, but it doesn’t have to be. The reality is that you can do many things with each major and that you will have many jobs (and careers) over your lifetime. To help you make informed and thoughtful decisions, check out the following major/career exploration model.

▶ The braided knot is an ancient design utilized within a wide range of cultures, often as a symbol of a desired interconnectedness and unity between a person and their environment. We'll use this symbol to describe your exploration process as an ongoing cycle where you gain a deeper knowledge about yourself, your major, your career, and the potential connections that exist between all three. This exploration cycle draws upon a variety of tools, tests, activities and experiences that can help you to identify a cluster of careers and range of associated majors.

▶ Already know what you want to major in? Confident in which career you want to pursue? Don’t turn the page! The following popular tools will be helpful to you.

▶ It doesn’t matter if you start with Self Exploration, Career Exploration or Major Exploration. You’re on an interconnected path of exploration and discovery!

▶ There is no single tool or test that can tell you exactly what you “should” do. The career reality is that there is no single, perfect option.

▶ If you start your exploration cycle with Self Exploration, check out some of the Career or Major exploration tools to see if the results confirm, challenge, or modify your thinking and plans.

**Still stuck?** Set up an appointment with a career consultant to discuss which careers/majors are a good fit for you. Make sure you bring any Handbook worksheets or assessment results to your appointment! Learn more about career advising at CareerNetwork.msu.edu/Advising.
“I’m not really sure what I want to do . . .”

Self-Exploration

Learn more about your primary skills, interests, values, and goals.

▶ **Choices 360** is a career assessment that evaluates your interests, values, and beliefs about your work skills. The assessment provides a wealth of information about occupations and related majors and allows you to create a career goal plan. Go to the careernetwork.msu.edu website and search for “Choices 360” to get the MSU login Access Key.

▶ **16 Personalities** is a free online assessment that can help you gain an understanding and appreciation of your personality type and communication style. Take this assessment to better understand yourself before considering which career or major would be a good fit for you. Run an online search for “16 personalities”.

▶ **Purpose Compass Planning** exercise is an integrative self-assessment tool that will help you articulate some of your primary skills, interests, values, and ways you want to help others. This information then helps you identify majors and careers that best align with your top choices. You can find this exercise on pages 18-19.

Career exploration

Learn about different kinds of careers and identify the ones that are best aligned with your primary interests, skills, values and goals.

▶ **Candid Career** provides an interactive way to explore careers through thousands of short 1-2 minute video clips. Use Candid Career to discover new career fields, see the types of jobs people pursue with your major, and hear from real industry professionals about their path and what it takes to get hired in their field. Find Candid Career at the CareerNetwork.msu.edu website.

▶ **O*Net** allows you to view detailed descriptions of occupations, as they relate to industry, level of education and training, job outlooks, and sustainability. Use O*Net’s “Skills Search” to match skills you’d like to use in your future career. Search for “O Net” at the CareerNetwork.msu.edu website.

▶ **LinkedIn.com** is the world’s largest professional social media platforms, designed to help you share information about yourself as well as learn about other people, companies and schools. The best part about LinkedIn is that it allows you to turn connections into opportunities! www.LinkedIn.com

Major exploration

Identify some of the majors which will help you to reach your career and life goals.

▶ **What Can I Do With This Major?** is a resource for students interested in exploring career opportunities by major. Click on majors to see common career areas, employers, and strategies designed to maximize career opportunities. This only works if you search for “with this major” at the CareerNetwork.msu.edu website.

▶ **Spartan Interest Assessment** is a tool created by MSU to help you determine majors you may enjoy based on your preferences. Go to website NSSC.msu.edu and search for “interest assessment”.

▶ **Destination Survey** describes the post-graduate outcomes of MSU undergraduates. This report shows you what graduating seniors from your major have gone on to do. It’s a great place to find job titles, employers, and names of graduate/professional schools. Go to website CareerNetwork.msu.edu and search “destination”.

CareerNetwork.msu.edu
The focus of MSU’s Career Services Network is to help you in developing a strong sense of purpose for your life. Research shows that when people have a strong sense of purpose in life, they tend to be more happy and successful!

Purposeful young adults are more likely to...
- Achieve higher grades and test scores
- Engage in deep and meaningful learning
- Graduate from college
- Be psychologically (and physically) healthy

The evidence is clear: **Purposeful young adults are more successful and satisfied in college, work, and life.**

### WHAT IS Purpose?

**PURPOSE** noun \(\text{pər-pēz}\) the feeling of being determined to do or achieve something; the aim or goal of a person; what a person is trying to do or become

- Developing a stronger sense of purpose for your life can help you to successfully navigate the ever-changing world of work. You’ll have more direction throughout your career journey!
- We use the metaphor of a compass to describe purpose. For millennia, explorers have used a compass to help them identify “true north” and have clarity about which direction they should move in. The 4 components of purpose form a “career compass” that can help you identify your “true north”, giving you more direction and confidence in the careers and majors that will be a “good fit” for you.
- One way to describe your purpose is as life/career goals in the intersection of your:
  - skills and abilities  
  - ways they want to help others (societal needs)
  - passions and interests  
  - work/life value
- All four areas are critical to the exploration and development of your purpose!

### START BY CALIBRATING YOUR CAREER COMPASS

- **Step 1** Circle the words in each section of the compass that best represent you / are most important to you. Use the blanks in each section to add any words that aren’t on the list.
- **Step 2** Identify the 2-3 most important words from each section. Write these in the blanks of the circle section connected to each box of the compass.
- **Step 3** Share your completed Career Compass with someone else (career advisor, academic advisor, friend, parent) for discussion. Write down corresponding majors and career to explore.

**Careers to Explore:**

**Majors to Explore:**

**Next Steps:**
Identifying life and career goals

ODYSSEY noun \ō-de-sē\ a long journey full of adventures; a series of experiences that give knowledge and understanding to someone

Once you’ve identified some potential careers and majors that seems like a good fit for your skills, interests, values and ways you want to help others (refer to pages 18-19), it’s time to set some goals. On page 21 is an “Odyssey Planning” exercise, a creative tool to help you articulate some of the potential adventures that you could see yourself living. The goal here is to create plans that you would want to live, not just a series of ‘back-up plans’. You’ll get to create three Odyssey Plans, each with a unique theme.

How does it work? Guidelines to help you create robust Odyssey Plans.

**STEP 1**

- **Themes**: Each row represents a unique adventure that you could live. Each plan has a ‘theme’ written to the left (e.g., the “WILD idea”). Start with whichever plan you want, at any point in the timeline

- **Timeline**: Each column represents a single year, from today up to 5 years from now. In these years, identify some of the major life goals (academic, personal, professional) that you’d like to accomplish in a given year. Think about these as big-picture bucket list items (e.g., study abroad in Paris, graduate from MSU), not simply normal/day-to-day activities (e.g., changing your oil, registering for classes, etc.). Try to list at least 2 goals per year

**STEP 2**

- **Gauges**: Once you finish all three of your plans, take a moment to reflect upon them. Next, fill out the “cold – hot” gauges under each of your plans
  - **Resources**: How much do you possess the resources to make this plan happen (time, money, knowledge, skills, etc.)?
  - **I Like It**: How much do you like the plan?
  - **Confidence**: How confident you are that you can make this plan happen?
  - **Coherence**: How much this plan aligns with your “true self” (are the goals represented above truly yours, or are they someone else’s goals for your life?)

**STEP 3**

- **Title**: Once finished, give each of your plans a 6 word title (“My Life With Family Friends Dogs”)

- **Questions**: Identify 1-3 questions that this plan creates for you (“Do I have what it takes?” “Will I be happy?” “How could I support myself financially at first?”)

**STEP 4**

- **Share plans**: Show your plans to someone else (career advisor, academic advisor, friend, parent) for feedback and help determining your next steps.

Helpful Tips:

- **Don’t overthink it.** Don’t get too stuck on the details of HOW you will achieve a goal, just identify WHAT you want to do

- **Be as specific as possible.** For example, instead of a vague “get an internship”, identify: where? employer? industry/field? doing what? Specific goals are easier to plan for and test drive

- **Draw a picture of your ideas.** Good life planning requires visualization of your goals - engage in “visual thinking” by drawing out your life goals (and stick figures are okay!)

- **Feeling stuck?** Revisit the pages on purpose and the Career Compass on pages 18-19

See sample plans: careernetwork.msu.edu/purpose
Career Myth: “I need to figure out my one, best possible life and make it happen.”
Reality: “There are many great lives within me and I get to choose which one I will pursue next.”

What is the story you tell today?

What if the plan above were no longer an option?

What if money, status or image were not an issue?
Congratulations! You’re graduating and starting the next chapter in your life. It’s probably exciting and a little daunting… just like when you first left home to go to college.

Do you know that there are Spartans like you no matter where you go in the world? More than 100 alumni clubs worldwide bring Spartans together for local events, networking, career enhancement, activities and service opportunities. MSU alumni clubs promote and enhance Michigan State University by offering programs and experiences in the communities they serve.

When you arrive in a new city, be sure to look up your local alumni club. It could lead to a new network of Spartan friends.

alumni.msu.edu/clubs
Exploring by talking with people

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! The truth is that our lives can take turns we didn’t expect, the path we start off on ends up somewhere new, and the real day-to-day work in our intended careers isn’t what we envisioned. When making decisions about what majors, fields, and careers might be a good fit, gathering information from others can help.

informational interviewing

- A 10-30 minute meeting you arrange with someone in your field of interest. It allows you to ask questions, build relationships, expand your network, and explore possible career paths.
- Connect with professionals in the field by using your network and resources. LinkedIn, friends, family members, professors, alumni, and networking at Career Exposure events are great options to make those initial connections.
- Prepare for an informational interview by researching the organization and the person you will be speaking with (look at their LinkedIn profile!) You will want to develop a list of 5-7 questions in advance to ask during the interview. See page 25 for example questions.

job shadowing

- 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 you with an up-close look at the workplace and the job from an employee’s viewpoint.
- Take advantage of your chances to observe daily work activities, ask questions, and consider the potential pros and cons of a particular profession or industry. You can also discover workplace skills and career-related experiences that are essential to being successful in your chosen field.
- Research the employer and/or industry you will be observing. Be sure to prepare 10-15 questions to ask during your time at the job site. An outline of sample questions you might ask can be found at CareerNetwork.msu.edu under the “Exploring Options” tab.
- The process for setting up a job shadow is the same as requesting an informational interview, you are just asking for more time. Consider starting with an informational interview and following up with a job shadowing experience to get a deeper look into the field.
Exploring by talking with people

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.

- **CareerNetwork.msu.edu/Resources-Tools/career-resource-tools** include a searchable database of employers, including contact info (see page 9). You might be surprised how many professionals are willing to talk with you about their careers and professional experiences.

- **LinkedIn.com** is a popular social media platform that’s great for connecting with people who are in the world of work. Use LinkedIn to connect and engage with Spartan Alumni who may be working in an industry you’re interested in. Search “Michigan State University” then see “Alumni.” You’ll be able to sort by major, industry, location and job. (See page 59)

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?

- **Identify 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.

informational interviewing & job shadowing:

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

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

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

- **Social networks.** Are you on Facebook? Twitter? LinkedIn? Do you blog? Social networks grow daily, and new ones are always just around the corner.

- **Attending career fairs** can be useful even if you aren’t looking for a job. Go to career events and check out the **MSU Career Fairs** (see page 63) to connect with employers right here on campus. Then take it a step further with an informational interview or job shadow.

- **Career Exposure Events** offer a great way for you to learn about career fields directly from alumni who are on campus. These events typically have a theme and include a panel of alumni who talk about their career path and what their jobs are like. Students are also given time to ask questions and network with the alumni.

- 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 to learn more.
sample informational interview request

Dear [person’s first and last name],

My name is [your first and last name] and I am a [year in school] majoring in [major] at Michigan State University. I discovered your contact information through LinkedIn. Your background in [industry] is something I would be interested in learning more about. I would like to schedule an [informational interview/job shadowing experience] with you to learn more about your experiences and career path.

Please let me know if you would be available to [talk with/meet with] me for an [informational interview/job shadow] and what dates/times work best for your schedule. Thank you for your time, and I look forward to hearing from you.

Sincerely,

[Your first and last name]
Join Team IPF!

IPF is one of the biggest employers of students on MSU’s campus. We offer permanent, on-call and student positions with competitive pay:

- Landscaping
- Custodial
- Planning and Design
- Administrative
- Engineering
- Customer Service
- Building Maintenance
- Recycling

Find our job opportunities: ipf.msu.edu | msu.joinhandshake.com
Experience the world of work

To see yourself in a career that aligns with your Purpose, it helps to put yourself in places where you can experience day-to-day life in the world of work. A great way of doing this is through gaining work experience through part-time jobs, internships and full-time summer jobs. These experiences allow you to immerse yourself in a career field, and reflect and integrate your classroom learning into what’s to come after college.

Research indicates that students who've held an internship earn 10% more over their lifetime than those who don't. Why the increase? Interns can get a head start because internships today are equal to entry level jobs ten years ago. Most importantly, these work experiences provide opportunities to develop critical skills that new professionals need, such as critical thinking, interpersonal communication, and teamwork.

Internships and student work experiences come in many shapes and sizes. They also vary between career fields and employers.

• most employers will value your part-time job in a dining hall
• internships can be paid or unpaid, for-credit or not-for-credit
• internships and part time jobs can be held anytime during the year

find work experience

› Check out CareerNetwork.msu.edu under the “Jobs + Internships” tab to get started!
› Visit MSUjoinhandshake.com to discover part-time jobs and internships, career fairs, and employer campus visits:
  • “Follow” employers you’re interested in to be updated on their events and job postings
  • Use the “location” and “keyword search” filters in the Jobs section
  • Identify employers and contact them directly!
› Meet with a career advisor for your college to create an internship plan that fits your goals and interests.
› See pages 49-61 for more search strategy tips

How to make the most of your out-of-classroom experiences

› Find a mentor. Seek out relationships with employees who will coach you and answer your questions. Creating a network of supportive professionals during your work experiences is key in fostering lifelong career success.
› Take the initiative. Your employer will be impressed if you demonstrate that you can 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, and offer opportunities to create relationships. Use your LinkedIn account to stay connected!
› Be respectful. You will be working with professionals who have many more years of experience than you. Communicate respectfully to all employees, regardless of what position they hold. Remember that you do not have all the answers. At the same time, don’t be afraid to respectfully share your ideas.
› Take notes. You are working with an employer to learn about your potential career, and yourself! Take note of what you enjoy about the experience, or what you would do differently. Use the key skills on page 28 to track your skill development during your work experiences.

An internship is basically a learning experience outside of the classroom.
Identified learning goals
Supervisor emphasizes learning & mentoring
Regular feedback and evaluation from supervisor
Emphasis on professional development
Emphasis on transferable skills
The more you put into it, the more you get out of it!

What is an internship?
Develop skills with out-of-classroom experiences

Employers and grad schools want to see that you have work-related experience, regardless of your major. These experiences help you explore your purpose, get a head start in life after college, and further develop a broad range of important skills.

MSU strives to cultivate “T-Shaped” graduates

At MSU, you’re developing a depth of knowledge from coursework related to your major and any minors. You’ll also be developing a breadth of knowledge from your general education classes as well as transferable skills from your out-of-classroom activities and experiences. Your time in and out of the classroom helps you explore and refine your purpose. See pages 18-19 to learn more!

Employers and grad schools look for students who have experience, regardless of your major. These experiences help you get a head start in life after college, and further develop a broad range of important skills.

Research has helped categorize key skills (competencies) that employers believe prepare you for a successful transition into the workplace. (Source: National Association of Colleges and Employers)

Key Skills:

- **Critical Thinking/Problem Solving**: analyze issues, make decisions, and overcome problems using knowledge, facts, and data
- **Oral/Written Communications**: articulate ideas clearly and effectively in written and oral forms
- **Teamwork/Collaboration**: work and collaborate in a team structure; able to negotiate and manage conflict
- **Digital Technology**: leverage digital technologies to solve problems, complete tasks, and accomplish goals
- **Leadership**: leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others
- **Professionalism/Work Ethic**: demonstrate personal accountability and effective work habits; demonstrates integrity and ethical behavior; learns from his/her mistakes
- **Career Management**: Identify and articulate personal skills, strengths, knowledge, and experiences relevant to career goals; identify areas necessary for professional growth
- **Global/Intercultural Fluency**: demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences

Your examples:

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

Ways to get out-of-classroom experience:

- Internships
  - Both off- and on-campus

- Part time jobs (during school year)
  - Dining halls (freshmen start here!)
  - MSU offices and departments

- Summer jobs
  - East Lansing, home town, etc.

- Undergrad research
  - MSU professor projects
  - MSU labs and centers

- Entrepreneurship (start-ups)
  - The Hatch (student incubator)
  - Student-run MSU programs

- Student Organizations (professional)
  - PRSSA, Finance Association, etc.

- Student Organizations (social)
  - Sororities & fraternities, etc.
  - Student Organizations (personal interests)
  - Ski Club, Graphic Novels Club, etc.

- Volunteering / Community Service

- Education Abroad
  - Domestic “study away”
  - International

- Field work class assignments
  - MSU campus and farms
  - Off campus field trips

- Community-engaged learning assignments

Don’t forget! Hands-on experience coursework:

- Group projects and presentations
- Technology development
  - Websites, apps, games, etc.
- Capstone class projects and competitions

RESIDENTIAL AND HOSPITALITY SERVICES

JOIN OUR TEAM

CULINARY SERVICES

Create a flexible work schedule
(More study and “you” time!)

RESIDENTIAL AND HOSPITALITY SERVICES

jobs.rhs.msu.edu
Follow your passion.

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

Careers that yield success!
Be Part of Growth

Not just a job, a career path in
Supply Chain, Logistics, Sales & Marketing, Business Management

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

Visit @ colonyhardware.com/careers for details

Start here. Accelerate here.
Launch your career in logistics with C.H. Robinson!

Join our culture of innovation and collaborate with a team that is energized by providing creative solutions each day. We accelerate global commerce, helping companies from startups to the Fortune 500 deliver their products around the world. Expect a fast-paced, high-energy work environment, and the chance to leave your mark.

Make an impact.
Now hiring top talent for:
ACCOUNT MANAGEMENT
SALES
CARRIER MANAGEMENT
Visit chrobinson.com/careers

© 2019 C.H. Robinson Worldwide, Inc. All Rights Reserved.

C.H. ROBINSON
@CHRcareers #AccelerateHere
linkedin.com/company/c-h-robinson

Intern with a team of leaders bringing cutting edge solutions to the plastics industry

Where innovation meets packaging
Start your career at Gateway Plastics, Inc.

best-in-class automation and robotics
high speed injection molding
world-class plastics manufacturing company

VISIT: GATEWAYPLASTICS.COM/CAREERS
Who needs a resume?

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

Why do I need a resume?

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

How do I get started?

✓ Follow the steps on the next few pages of the Career Handbook to help you create and update your resume.

No resume template needed!

Parts of a resume

Contact information

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

Education

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

Experience: both paid and unpaid

- Includes job title, company name, city, state, dates (month-month, year)
- Bullet point statements, starting with action verbs that go beyond listing job duties
- For more on writing bullet points, turn to pages 34-37

Activities/Leadership

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

Skills/Certifications

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

Formatting Checklist

- Black type, consistently used throughout
- Size 10.5 or larger
- Font is easy to read (e.g., Arial, Georgia, Calibri or Tahoma)
- Verb tense is consistent (i.e., put present experiences in present tense and past experiences in past tense)
- Limit resume to 1 page
- Margins are at least .5”
- Proofread: Read it out loud and have it reviewed.
- Information is accurate, up to date and isn’t redundant
- Can you skim highlights in less than 15 seconds?
Sparty Spartan  
A111 Butterfield Hall  
East Lansing, MI 48824  
(517)582-5555 • spartan1@msu.edu

Education
Bachelor of Arts, Communication  
Michigan State University, East Lansing, MI  
May 2023
High School Diploma  
North Street High School, City, MI  
May 2019
• Class Salutatorian  
• National Honor Society Scholar (2017,2018)  
• 125 cumulative community service hours

Experience
Senior Class Vice-President  
North Street High School Government, City, MI  
August 2018 - May 2019
• Served as official liaison between Student Government and NSH administration  
• Facilitated monthly senior class meetings with 25 student government members  
• Spearheaded “Fall Carnival” fundraiser that raised over $1,900 for senior class trip  
• Oversaw 10 colleagues on Homecoming and Prom Planning Committees
Youth Counselor  
North Street YMCA, City, MI  
May 2016 - August 2018
• Supervised 35 youth campers ranging from 7 to 10 years old  
• Coordinated daily activities for campers to keep them active and engaged  
• Planned an end of summer event for 200 campers with a group of 4 other counselors
Crew Member  
McDonalds, City, MI  
October 2015 - May 2016
• Received 2 ‘Outstanding Customer Services’ awards for performance  
• Trained between 2 and 3 new Crew Members each quarter, providing ongoing coaching and mentoring during their initial months on the job  
• Collaborated with a team of 5 to provide efficient services in a fast-paced environment.

Activities
Member, North Street High Track Team, City, MI  
January 2017 - May 2019
• Committed 10 hours per week to practice and to developing team building skills
Volunteer, Boys & Girls Club, City, MI  
June 2017 - August 2017
• 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

resume space allocation

- Name and contact info: 5%
- Education: 10–15%
- Relevant experience and/or skills: 75%
- Other (activities, awards, memberships, computer skills, interests, etc.): 5–10%
Creating an evidence-based resume

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

Bullet points using the WHO METHOD

- **W** - WHAT did you do (tasks/projects)
- **H** - HOW did you do the work (skills, strategies, methods)
- **O** - OUTCOMES associated with the work (results and impact)

Don’t forget!
Pay attention to the verb tense used describing each experience.
Avery Black
231-123-4567 | averyb@msu.edu | www.averyblack.com

Education
Michigan State University; East Lansing, MI May 2020
Bachelor of Arts, Psychology
• Minors: Education and Spanish
• GPA: 3.91; Dean’s List (all eligible semesters); National Society of Collegiate Scholars

Comparative Cultures in Ecuador; Quito, Ecuador May 2017 - Aug. 2017
Study Abroad Program Participant
• Participated in an 8 credit intensive Spanish language and cultural immersion experience
• Volunteered at a local orphanage, built a new common room, and engaged 3-7 children weekly
• Strengthened cross-cultural skills by building relationships with on-site instructors and local residents

Experience
NorthWest Initiative; Lansing, MI June 2019 - Present
Community Outreach Intern
• Recruit 4 nonprofit organizations and 5 business partners to sponsor and attend workshops and events aimed at building healthy communities through youth engagement and food system development
• Maintain database of 500 contacts, update events website regularly, and create promotional plans
• Oversee team of 12 volunteers for event set-up, registration, food service, and take-down
• Compiled conference evaluation reports and make recommendations to Executive Director

J.Crew; East Lansing, MI December 2017 - Present
Sales Associate
• Assist manager in training new hires, on-boarding 15 new associates to date
• Memorize promotions and special order processes to provide expertise for customers
• Independently processed credit cards, cash transactions, bank deposits, and other store reports accurately
• Resolved customer concerns efficiently to maintain positive relationships and brand loyalty

Michigan House of Representatives; Lansing, MI January 2017 - May 2017
Office Support Intern
• Composed 10-12 formal responses to constituents each week on legislative-related topics
• Used Democratic Party database to maintain constituent contacts on local, state, and federal concerns
• Addressed high volume calls (20-30 daily), prepared presentations for weekly committee hearings, and managed office’s digital and physical records, ensuring accuracy and professionalism on all fronts

Refugee Development Center; East Lansing, MI August 2017 - December 2017
Volunteer High School Mentor/Tutor
• Overcame cultural and language barriers with 30+ students by remaining open 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

Additional Experience
Nanny for middle-school student with special needs; Holt, MI March 2018 - Present

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

www.linkedin.com/s/TaylorLevine  |  (248) 987-6543  |  taylor.levine@gmail.com

EDUCATION

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

EXPERIENCE

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

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

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

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

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

AFFILIATIONS

- Human Biology Club; Volunteer Chair  |  Sep. 2017 - Present
- Read to Succeed; Volunteer Tutor  |  Mar. 2018 - Present
- Girl Scouts of America; Lifetime Member  |  Jan. 2015 - Present


Online applications

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

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

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

Final checklist

- No photo of yourself
- Current contact information only
- No Objective statement
- Use extreme caution when sharing your GPA
- Listing your most recent experiences first is preferred
- Don’t include “References available on request”
if you’re looking to kickstart your career, we’re looking for you.


Sound like you? If so, we’d love to talk. At Ally, we offer unique opportunities to help recent graduates turn their interests into successful careers.

Our targeted programs provide the hands-on experience you need to explore and achieve your career goals. Because we don’t just want to be your employer — we want to be your ally.

Choose Your Career Path

Early Talent Rotational Programs
• Accelerated rotational and Accounting leadership development programs
• 3-year programs in Risk, Compliance & Regulatory Affairs, Accounting roles and more

IT Full-Time Opportunities
• Immersive technical training boot camp
• Training for Development, Business Analytics, Cyber Security, Quality Assurance and Project and Delivery Management

Audit Development Program
• 12-month accelerated program dedicated to audit services to strengthen audit communication and leadership skills

Internship Programs
• 12-week program beginning late May in various organizations throughout the company

Learn more about us:
allyearlytalent.com  @ally  ally

© 2019 Ally Financial Inc. All rights reserved
Amanda Getajob
430 Park Ln., Milford, IL 60953  ●  (815) 555-5555  ●  getajob@msu.edu  ●  www.linkedin.com/akgetajob

EDUCATION
Michigan State University, East Lansing, MI  May 2020
Eli Broad College of Business
Bachelor of Arts, Supply Chain Management
Minor in International Business
Major GPA: 3.75/4.00; Cumulative GPA: 3.35/4.00
Sparty Foundation Scholarship Recipient; Dean’s List: 3 Semesters

International Business Study Abroad, Western Europe  May 2018

PROFESSIONAL EXPERIENCE
General Motors, Detroit, MI  June – Aug. 2019
Supply Chain Intern
● Increased next-day deliveries of dealer referral orders by 50 lines per month, impacting 100 dealers in North America through the creation of a new order pulling process
● Executed a regional $100,000 materials budget to reduce the expense of required materials
● Managed relationships with 3 suppliers to ensure a collaborative relationship and maximize the interactions
● Presented potential cost-savings plan to 12 upper level executives for further review

EY, Chicago, IL  May – Aug. 2017
Core Tax Intern
● Collaborated with a team of 6 interns and professional staff to complete compliance work, finishing 4 weeks ahead of the budgeted schedule
● Provided tax compliance services on an international, federal, state, and local to multiple clients, including trusts and multinational corporations
● Developed an Excel workbook to expedite the preparation process resulting in time saving in excess of 150 hours

OTHER RELATED EXPERIENCE
Michigan State University Culinary Services, East Lansing, MI  Jan. 2017 – Present
Student Cook
● Provided courteous and prompt customer service to guests in a dining hall for approximately 7,500
● Attained full responsibility for completion of daily projects of front-kitchen team and supervision of 4 other co-workers in the front kitchen
● Mentored a novice prep chef in basics of food preparation until she attained sufficient competence to be independent contributor to team
● Ensured all service and preparation areas were kept clean and met sanitation standards

Lindow’s Lawns, Milford, IL  Summers 2016, 2017
Office Assistant
● Increased revenue by over 9% by implementing “Sunday Special” lawn care promotion
● Designed and implemented a training program to onboard 4 new staff members
● Managed and held responsibility for balancing daily cash flow of $300

ACTIVITIES & SKILLS
MSU Supply Chain Management Association, Vice President  Aug. 2018 – Present
Phi Chi Theta, Professional Business Fraternity, Member  Aug. 2016 – Present
Chinese and English Language, Fluent
Bloomberg Certified in Equities and Commodities
We believe that outstanding ideas can originate anywhere. Our employees are willing to explore new paths and push boundaries beyond limits aimed at providing our customers with unique products and solutions. If you are passionate about technology, you will be in your element at Kistler. We look forward hearing from you!

www.kistler.com

Are you looking for a challenging opportunity where you can grow professionally and add value to a Fortune 25 Company? See how you can make Marathon Petroleum Company YOUR CAREER CHOICE.

Join our team apply today!

HOW DO YOU APPLY?
www.JoinMPC.com

MSU TOURS
Become a pro public speaker (and share the Spartan Story)

jobs.rhs.msu.edu
Amanda Getajob
430 Park Ln., Milford, IL 60953 • (815) 555-5555 • getajob@msu.edu • www.linkedin.com/akgetajob

PROFESSIONAL REFERENCES

Mr. Marcus Washington, former internship supervisor
Supply Chain Manager, General Motors
(313) 798-7894
m.washington@gm.com

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

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

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

Quick Tips: References

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

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

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

Quick Tips: Letters of Recommendation

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

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

Tip #3: Submit your request 4-6 weeks in advance
Provide clear instructions (format, submission steps), copies of your application materials, and a deadline. Bonus points if you remind them what aspects of your application they’re best positioned to speak about. Always be grateful for their time!

How to find people for references & recommendations

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

For more Resume Samples: CareerNetwork.msu.edu/SampleResumes
People always told you to own your work. Now you can.

Shareholder Opportunities Available for Veterinarians

We are currently seeking Veterinarians who are looking for a place to call their own. Positions are available across the country and include openings for:

- BOARDED SPECIALISTS
- RESIDENCY TRAINED INDIVIDUALS
- EMERGENCY VETERINARIANS

Visit us online or contact our Medical Recruiting Team directly at barbara.lightner@medvet.com to learn more.

medvet.com/careers linkedin

JOIN OUR TEAM

SPARTAN HOSPITALITY GROUP

Build your resume with actual experience
(Learn what you won’t in a classroom!)

jobs.rhs.msu.edu

MAKE AN IMPACT

What Can YOU Do at NTH?

nthconsultants.com/careers

- Fix Our Infrastructure
- Advance Renewable Energy
- Transform Our Cities
- Protect Our Water & Environment
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.

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 page 15 and additional resources on exploring further education available at CareerNetwork.msu.edu and grad.msu.edu.

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

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

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

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

the professional portfolio

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

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

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

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

- The most effective portfolios target a particular skill set or career direction. They may include videos, photos, files, a copy of your resume, and a short introduction much like your career fair “elevator pitch” [see page 65]. 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 or Wix.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.
Cover letters

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

_features_

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

_stuck getting started?_

- **Try writing a letter to someone you know well** – a parent, advisor, professor or teacher. Tell them about the position you’re applying for, how you found it, why you’re interested or excited, why you think you would be a good candidate, what parts of the job you’re ready to take on, and what you know and like about the employer. 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

Top 12 attributes employers look for:

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

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

May 4, 2019

Ignatius Sullivan
Executive Director, Michigan Chapter
Crohn’s & Colitis Foundation of America
24758 Orchard Hills Rd. Ste 700
Detroit, MI 48201

Dear Ignatius Sullivan,

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

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

Of particular relevance to CCFA, I also currently serve as the Social Chair of the MSU GSCI (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 CSCI, 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
Make an impact

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

**Internship focus areas**

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

**Who we are**

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

$13.6B annual global sales in 2018

39 years of consecutive sales growth

36,000+ employees worldwide

**Spotlight on Accounting and Finance student opportunities**

**Checkmate Leadership Program**

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

**Opportunities**

- Interact with Stryker products
- Learn about corporate finance functions
- Network with finance professionals

**Summer Internship Program**

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

**Opportunities**

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

**Finance and Accounting Rotational (FAR) Program**

Entry-level development program comprised of three, one-year rotations, for high performing recent undergraduates designed to build technical, leadership and systems capabilities at an accelerated pace.

There is no finish line. Some choose to go (FAR).

**Opportunities**

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

http://careers.stryker.com
Spotlight on Accounting and Finance student opportunities

Internship focus areas

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

What will you look like at Stryker.

new perspective

on what a long-term career would

finance professionals and peer interns, and

make the first move in their career.

reaffirm personal career objectives, prompting

learning and immersion into Stryker’s culture. Aimed

designed to provide an opportunity for networking,

National leadership conference for sophomores

opportunities

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

opportunities

- Structured development through job
- Global exposure to leadership
- Support for CMA and CPA certifications

Thank you letters

- Always send a thank-you letter after an interview. Show the people you met that you appreciate their time and attention. Thank-you letters can be sent via email, a hand-written note, or formal letter.
- Be sure to send the thank-you promptly—it’s best to send it within 24 hours of your meeting or exchange. The bottom line is that you want the note to reach them before they’ve made their decision.
- To avoid burning bridges, send a thank-you letter to an employer with whom you’ve decided not to accept a position.

More online: CareerNetwork.msu.edu/ThankYou

Using the phone

- Taking a cell phone call when with another person can be rude. This is especially true during an interview, site visit, career fair, or other professional event!
- Silence your phone and put it away. Texting, checking your phone for email, and being constantly distracted by your phone is likely to make you seem uninterested.
- When leaving a voice mail or message, speak slowly and clearly so your message is clear. Keep your name and phone number to ensure the employer can call you back.
- Return calls the day they’re received. If for some reason you can’t call back the same day, call within 24 hours.
- Make sure that the greeting for your voice mail is professional. Employers often complain about greetings that include loud music or are unprofessional.

Effective email

- Don’t use an unprofessional email address. The recipient could delete the message. Your MSU email or a Gmail account are the best bet.
- Include a meaningful subject line that makes it clear what will be covered in the message, such as "Jose Vega—Confirming Friday Interview Time" or "MSU Food Science Junior Seeking Information."
- Be sure to include your full name and contact information in each email.
- There is no guarantee that an email is private.

- When replying to a message, include the previous message in your response to help both you and your contact follow the course of your email discussion.
- Re-read and spell-check every email before you hit “Send”! Sadly, employers say they’ve received emails from students (or recent grads) that are so casual or full of grammatical and spelling errors that they just hit “delete.”

More online: CareerNetwork.msu.edu/ThankYou
An internship with MSUFCU offers real-world experience, right here in East Lansing. Be part of an award-winning team and learn superior skills that make your resume stand out.

**Paid internships offered in:**
- Accounting
- Internal Audit
- Financial Education
- Sales and Member Relations
- Information Technology
- Marketing and Communications

Apply today! [msufcu.org/careers](http://msufcu.org/careers)
Developing your search strategy

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

Job search facts

▶ 80% of all positions are filled without employer advertising. Employers like to hire people they know, who have been referred by a trusted source, or who have made contact directly.

▶ 98% of U.S. employers have fewer than 100 employees and often do not directly recruit from college campuses.

▶ The average bachelor degree holder will have about 12 different jobs over their working years. Your first job out of college is just the beginning of a lifelong job search process! You’ll need to become skilled at job hunting.

The top line tips

▶ The Internet should not be your only means of searching for a job.

▶ Talking to people, asking questions, and being about to effectively describe who you are and what you’re looking for may be your best job search method!

▶ Conduct information interviews (pages 23-25) and don’t be afraid to network (page 57).

▶ Take advantage of MSU resources like Handshake, career workshops and events, employer events and info sessions, LinkedIn groups like Spartan Links, and student organizations to discover potential employers.
Developing your search strategy

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 a Career Advisor, or professional contacts you’ve made). Common search criteria are:

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

If you find that you’re having a hard time putting parameters around your search, start by going back to the “Explore Your Future” section (pages 14-29) for tips on resources, tools, and methods for getting some clarity.

Some people think it’s good to be flexible in your job search, and to some extent it is. However, the more you can narrow down what you’re looking for and where, the more likely you’ll be able to uncover viable possibilities.

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

field-specific research: focus & identify opportunities

Focus & identify opportunities. Research can make all the difference in your search. 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, 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, check out “What Can I Do with This Major?” and our online Career Tools at CareerNetwork.msu.edu/search [see page 9]. Even a basic Google search with the name of your field of interest and “professional organization” will often yield good results.

- Professional 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!


- Job listing and professional resource sites. Use Career Tools at CareerNetwork.msu.edu to find links to job boards, lists of potential employers, industries, and professional organizations. 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. See more tips on page 59.
geographic research: the right place, the right job

If you’ve got some particular geographic areas in mind, there are resources that can help you uncover employers by location.

- Click on Career Tools at CareerNetwork.msu.edu/search (page 9) 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, subscriptions and other resources offering a wealth of information on specific employers. And unlike a generic Google search, the MSU library provides free employer info that is authoritative, credible, and timely. Email the Gast Business Library for help with employer research: gastbus@bus.msu.edu.

- Find and make use of local resources such as newspapers, networking groups, Chambers of Commerce, and regional alumni clubs (check out alumni.msu.edu).

- Additional sources include:
  - Employer websites
  - Annual reports
  - Recruiting materials/websites
  - Marketing materials
  - Media articles and press releases
  - And don’t forget social media!

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 should get most of your attention. Actively work to meet people in the organizations and learn more.

- Create a second list of organizations you have some interest in. 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.

if you’re considering graduate school

The MSU website grad.msu.edu offers a variety of resources from how to apply to graduate school to how to fund your graduate education. Other great sources for grad school info:

- Search using “Grad School” filter at msuCareerTools.

- Check out the Summer Research Opportunities Program, a gateway to graduate education, at grad.msu.edu/SROP

- 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.

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

- DiverseEducation.com/top100 provides rankings of graduate programs in each discipline by minority student participation.

- Interfolio.com/dossier is a web-based service that can hold letters, evaluations, and unofficial transcripts for candidates applying to graduate/professional schools or seeking employment in the field of education; documents kept in your file will be sent out upon your request. Note that this is a fee-for-service resource.
For over 70 years, True has been an industry leader in commercial refrigeration and continues to exceed customer’s expectations because of our high standards in customer service, quality materials, design, availability and performance.

JOIN OUR TEAM
APPLY TODAY!
www.truemfg.com/Careers

It is our policy to afford equal employment opportunity and advancement opportunity for all qualified individuals without distinction or discrimination.
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.

ύ international students’ work authorization options

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

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

  - **Before Graduation**
    - F-1 students -Curriculum Practical Training (CPT)
    - J-1 students - Academic Training (AT)

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

ύ goals after graduation

- **Working in the U.S**
  - Know your work authorization options and partner with OISS.
  - Identify international student-friendly employers by visiting careernetwork.msu/internationalstudents and learn where MSU international student alumni found work in the U.S. and their home countries.
  - 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. Schedule an appointment with Career Services using Handshake to learn more about this!

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

ύ online career help

- For in-depth information, visit careernetwork.msu.edu/internationalstudents. You can personalize your online resource search at CareerNetwork.msu.edu/search.

ύ 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 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 agencies. Median salaries for these workers tend to be higher in the federal government when compared to other employers. High rates of retirement—more than 500,000 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.

▶ Federal applications have no length limitations!
▶ Include every detail and skill about your experience

“Don’t you have to move to DC?”

Government jobs span all parts of the U.S. and overseas. In fact, only 8% of federal positions are located in Washington, D.C. 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.
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!

---

**nonprofits & government agencies come to campus!**

These employers attend large events such as career fairs throughout the year (see pages 62-65). They may also attend Career Exposure Series events, workshops, or offer information sessions. Always check Handshake to see which employers are visiting campus and make an effort to connect with them during these events.

---

**to learn more about nonprofits**

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

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

---

**getting started**

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

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

- **Don’t forget the little guys.** You may be familiar with large organizations like the United Way, Red Cross, or Sierra Club; however, there are many smaller nonprofit organizations 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.

---

**U.S. nonprofits have over $5.78 trillion in total assets**

**1 in 10 U.S. jobs are found in nonprofits**

There are over 1.5 million nonprofits in the U.S.

U.S. nonprofits have over 12.3 million employees
JOIN OUR TEAM!

Great Company
Competitive Pay
Benefits Day 1
Growth Opportunity

Check out our openings spartanmotors.com/careers

SACHSE CONSTRUCTION


JOIN OUR TEAM!

WORKING ACROSS ALL 50 STATES, CANADA, AND PUERTO RICO

MEET COURTNEY

+ MSU Class of 2017
+ Project Engineer for the first G-Star RAW store in Michigan, located in downtown Detroit
+ Can complete a Rubik's Cube

It’s Who She Is. It’s Who We Are. Join Our Team at sachseconstruction.com!

1528 WOODWARD AVE. | SUITE 600 | DETROIT, MI 48226 | 313.481.8200
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 23-25](#).) Remember, networking should begin long before your job search and often you don't even realize that you are doing it!

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

**Networking takes place whenever you:**

- Meet with faculty or staff—especially a Career Advisor (see pages 6-7)
- Attend an employer event, career fair or MSU workshop ([Handshake has a list of all these opportunities](#))
- Meet guest speakers or engage with your peers in class or through a student organization
- Talk with family, friends, and other acquaintances about their work
- Post messages on Facebook, LinkedIn, other websites, and blogs
- Volunteer for a community service event

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

The U.S. Department of Labor estimates that **up to 80%** of positions are filled **without employer advertising.**
GRADUATE TO A LIFETIME OF OPPORTUNITY
U.S. CUSTOMS AND BORDER PROTECTION
NOW HIRING

COMPREHENSIVE BENEFITS PACKAGE
• JOB SECURITY
• CAREER PROGRESSION
• COMPETITIVE PAY
• PAID TIME OFF (ANNUAL/SICK/HOLIDAY PAY)
• HEALTH INSURANCE
• LIFE INSURANCE
• GENEROUS RETIREMENT

LEARN MORE CBP.GOV/CAREERS/CBPO
OR EMAIL A RECRUITER TODAY
LinkedIn, Facebook & Twitter

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

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

▶ Sign up at LinkedIn.com/reg/join
  - Photo – doesn’t have to be fancy
  - Headline – who you are and what you want to do
  - Summary – what motivates you? What are you good at?
  - Experience – don’t hold back, list it all!
  - Skills – try to list 5-10 skills
  - Courses – focus on those related to your career interests

▶ 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.

▶ 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.

career services network & social media

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

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

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

▶ MSU departments and student organizations often have social media accounts that you can join. This is where you can make connections with people who share your interests plus often learn about student jobs, visiting employers and other career-related information. Check out the MSU Social Media Directory at msu.edu/social/
You know that thing about never getting a second chance to make a first impression? Well, it’s true. It’s just as true about a blind date as it is about meeting a professional contact for the first time.

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

**New Jacket?** Carefully cut & remove “tack stitching”

lapels sewn to suit vent sewn together label on sleeve
Professional dress matters because it helps you to project an image that lets the employer see you in the professional role you are seeking. What you wear for a professional encounter depends on the career field you're pursuing.

Always follow these general guidelines:

- Hair should be clean, well groomed, and away from the eyes. Simple, classic styles are best.
- No visible tattoos or body piercings.
- Earrings (keep it simple, less is more).
- Avoid strong mints, perfumes, or aftershaves.
- Clothing should work for you, not against you. Fit and comfort are important.
- Trendy clothing—like short skirts, low necklines, extreme prints or colors—generally do not project an image appropriate for a professional meeting.
- Moderate heel height and knee-length skirts or pants suits.
- Plant tours require close-toed shoes.
- Crisp, clean, well-pressed clothing is a must.

Who wears what?

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

What to wear for less formal meetings

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

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

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

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

And remember, when in doubt, check with an insider (your employer contact or Career Advisor, for example) about what the appropriate dress in a particular situation might be!
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 [Handshake](http://handshake).

If you didn’t already, check out why it’s a good idea for freshmen and sophomores to attend career events on page 17. And don’t miss “How to Get Results at a Career Fair” on pages 64-65. [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!

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

---

tobacco products are prohibited on MSU grounds. Learn more at [TobaccoFree.msu.edu](http://TobaccoFree.msu.edu)
**fall 2019**

**September 4**
**Local Job & Internship Fair**
Local businesses, along with on-campus employers, will talk about part-time jobs and internships during fall/spring semesters.

**September 11**
**Accounting & Information Systems Career Exchange**
Meet with over 40 employers offering internships and full-time roles!

**September 12**
**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 12**
**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 17-19**
**MSU Fall Career Days**
The largest career fair of the year - a three day event! More than 300 employers and 5,000 students get together in the Breslin Center.
- Engineering Co-op & Intern Exchange (Sept. 17-18)
- Careers in Agriculture, Food, Health, Packaging & Science (Sept. 17)
- Careers in Engineering & Technology (Sept. 18)
- Careers in Business (Sept. 19)

**September 18**
**International Student Career & Resource Fair**
This event focuses on home country opportunities (full-time, part-time, and internship) plus OPT, CPT, or sponsorship opportunities in the U.S.

**September 25**
**Finance Association Career Fair**
Connect with recruiters who are specifically looking for MSU students interested in the field of finance.

**September 26**
**Construction Management Career Fair**
More than 60 employers attend to talk with students about full-time jobs and internships.

**October 23**
**Graduate School Fair (with Law School Fair)**
Meet with reps from close to 100 graduate programs in health, business, social science, public affairs, education & more!

**October 23**
**Law School Fair (with Graduate School Fair)**
Meet with reps from close to 50 law schools from around the country!

**October 24**
**Nursing Career Fair**
This event attracts 30–40 health organizations offering full-time positions, externships, and volunteer opportunities.

**spring 2020**

**January (To Be Announced)**
**Diversity Career Fair**
This inclusive event attracts over 2,000 students and 200 employers representing a variety of industries.

**January 31**
**ComArtSci Connect**
This event connects employers looking for students interested in the fields of advertising, public relations communications, media information, sales communications, telecommunications, and more.

**February (To Be Announced)**
**Environmental, Natural Resources & Sustainability Fair**
For students interested in environment, conservation and the out-of-doors.

**February (To Be Announced)**
**Engineering Expo**
Come to gain knowledge of companies, interact with alumni, network with professional engineers, and get "insider" info. Get updates and details at egr.msu.edu/careers.

**February/March (To Be Announced)**
**Summer Job & Internship Fair**
Over 130 employers attend to meet students looking for full- or part-time seasonal jobs or internships.

**April 20**
**Teacher & Administrator Fair**
This annual MSU event attracts over 180 school districts nationwide seeking to recruit new teachers and staff.
Getting results at a career fair

What to wear to the fair

- **It’s best to err on the side of more formal:** We recommend business professional. Dress for the most conservative company on your list. Don’t be remembered as “the extremely under dressed one!” (Refer to pages 60-61 for more.)

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

- 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!)

- **Don’t bring a backpack** to lug around; opt for a messenger bag or purse

- **Bring a padfolio 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 50-51 for more ideas.

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

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

. . . at the fair . . .

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

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

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

- Tip: Depending on time and crowds, you might want to consider approaching an employer towards the bottom of your list to start off. This gives you an opportunity to actually use your prepared introduction with a real recruiter and work out any nervousness before you visit the employers you’re most interested in, when you want to be relaxed and confident.

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

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

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

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

. . . after the fair . . .

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

- Send thank-you notes. Send a thank-you note within 24 hours to everyone you talked to. This is a little thing that really makes a difference! Almost everyone has the intention, but very few actually get around to it.

- Don’t know what to write? See information on thank-you letters on page 47 or at CareerNetwork.msu.edu/thank you. It doesn’t have to be fancy—the point is to let them know you’re serious about your job search.
You’ve got an interview! Now what?

the **P**ARK method

- **P** the PROBLEM or situation
- **A** the ACTIONS you took
- **R** the RESULTS or outcomes
- **K** the KNOWLEDGE you gained or applied (*What did you learn?*

The **STARL** technique

- **S** the SITUATION or setting
- **T** the TASK (your goals)
- **A** your ACTIONS taken
- **R** the RESULTS or your actions
- **L** the LESSON of what you learned

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

**A:**
- “Last semester, I was part of a student advisory board to my academic department. We had each developed recommendations to improve faculty-student communication. It was difficult to get the board members to agree on which recommendations to choose, because everyone argued for their own.”
- “My goal was to reach a group consensus.”
- “I focused on helping us look for common elements between each recommendation. Using Post-It notes, I had each member break down their recommendation into smaller parts for easier comparisons.”
- “The result was a faculty-student retreat where most of our recommendations were used.”
- “I learned how important it is to really look at things from the perspective of each team member.”
**Interview Basics**

**What's the Point of an Interview?**

The purpose of an interview is to exchange information. The employer evaluates your ability to do the job. You look for how well your interests/skills are a match with the work/organization.

**What's a Behavioral Interview?**

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

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

Being able to briefly talk about your experiences in a way that helps employers identify your skills and qualities is a challenge. You can organize your experience stories by using the P.A.R.K. or S.T.A.R.L. methods described on page 66. Both methods will help you focus on relevant aspects of your experience and give structure to your story for the employer.

**Be Prepared!**

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

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

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

**Virtual Interviews!**

**Phone Interviews**

- It’s common for first interviews to take place over the phone. This approach can help an organization pre-screen candidates quickly and without much expense. A successful phone interview can lead to an in-person interview. Tips to help you succeed:
  - Set up in a quiet space with a great phone connection
  - Smile when talking to sound enthusiastic and confident
  - Have your notes in front of you to help with succinct responses
  - Try to avoid “yes” or “no” answers and have a list of questions ready if time allows

**Video Interviews**

- Some employers are using Skype and FaceTime for cost-effective interviewing. Prepare like you would for a phone interview, and then take it a few steps further!
  - Double-check your audio, video, and internet connection
  - Make sure you have good lighting (and a distraction-free background)
  - Dress for success – your video image should be from the waist up
  - Remember to smile and look at the interviewer(s) as if you are in the room together

**Interview Tips**

- Arrive early to be more relaxed and organized
- Seem interested and alert
- Connect your skills, background, or experience to the job
- Only say positive things about past employers or co-workers
- Bring a list of questions you can ask the employer
- Realistically present your qualities
- Ask about salary and benefits after you have a solid job offer
- Allow for “quiet time” for the interviewer to think and take notes
INTERESTED IN CREATING PACKAGING OF THE FUTURE?

INTERNSHIPS, TRAINEE PROGRAMS, AND FULL TIME OPPORTUNITIES IN:

- PRODUCT DEVELOPMENT
- MANUFACTURING
- OPERATIONS
- SALES
- MARKETING

Printpack Inc
@WeArePrintpack
printpack.com | corprecruiting@printpack.com

First National Bank of America

GENEROUS BENEFITS & PROFIT SHARING
EQUAL OPPORTUNITY EMPLOYER
GROWTH OPPORTUNITIES
COMPETITIVE SALARIES
CAREER DEVELOPMENT

JOIN OUR TEAM

REHS FACILITIES

Advance quickly in your role
(Opportunities are rampant!)

jobs.rhs.msu.edu

Full & Part Time Positions Available
www.fnba.com/careers
Negotiating job offers

✓ employment offer policies

We understand that the recruiting process may include tight deadlines for both the employer and students. Students that make abrupt decisions, however, are not offered the opportunity to evaluate all of their options and seek appropriate counsel, which could result in reneging on job offers.

▶ The following has been shared on our website with employers:
  • All offers must be in writing and the offer decision deadline starts with the delivery date of a written offer
  • Students need a reasonable amount of time to evaluate and respond to an employment offer - all offers should remain open for a minimum of three weeks (and employers should consider extending the offer deadline upon reasonable request from the student)
  • Exploding offers are prohibited (e.g., offers given during the interview with the intention that the offer will be rescinded if not quickly accepted)
  • Students will face consequences for reneging on an accepted offer

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

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

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

✓ happiness is a balance

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

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

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

✓ negotiation tools

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

The industry’s economic climate and the location of your position will both have a major influence on your salary offer, even when compared to other candidates within the same company. New York City is not the same as Lansing in cost of living.

Use our online Career Tools (see page 9) to find salary and cost-of-living information. CareerNetwork.msu.edu/search
If you’re aiming for your dream job after graduation, then come experience what it’s like to work on a team that doesn’t miss the mark.

At KL&A, we help our clients win BIG by solving complex challenges with custom software solutions. Our largest office is only minutes from MSU, so we’re looking for passionate software developers to bring the heat and join our team of undefeated problem solvers.

Are you ready to take your shot?

**Our House Rules.**

- Only superior benefits/perks permitted.
- Stingy salaries will not be tolerated.
- Work/life balance is mandatory.
- Corporate Kool-Aid is prohibited.
- Career growth is strongly preferred.
- Midday Ping Pong matches are acceptable.
- Warm fuzzy feelings are allowed.

kunzleigh.com/careers
Playing by the Rules

Professionalism, honesty, ethics

Policies (see CareerNetwork.msu.edu/Handshake)

Falsification of information

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

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.

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.

Expectations

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

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

Performing with integrity means:

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

Off to a strong start!

Before your first day...

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

Your first week...

• Be enthusiastic and tackle every task with a positive attitude!
• Ask clarifying questions about assignments up front to avoid missing the mark down the line
• Volunteer your time and skills, offer to help with smaller tasks, or take an extra assignment. Show that you’re a hard worker, willing to go above and beyond
• Get to know your new colleagues. Identify people you might want to connect with on LinkedIn and reach out to in person
When you’re a Spartan, you’re part of something far bigger than campus’ 5,200 acres. We’re a global community more than 550,000 strong, and we’re passionate about making the world a better place.

Spartans have a proud tradition of service in their personal and professional lives. Proudly coordinated by MSU alumni clubs, dedicated campus partners, students and Spartans worldwide, service initiatives annually attract hundreds of volunteers contributing thousands of service hours in locations around the world.

Visit serve.msu.edu to learn about how you can make an impact in your community no matter where your career takes you.