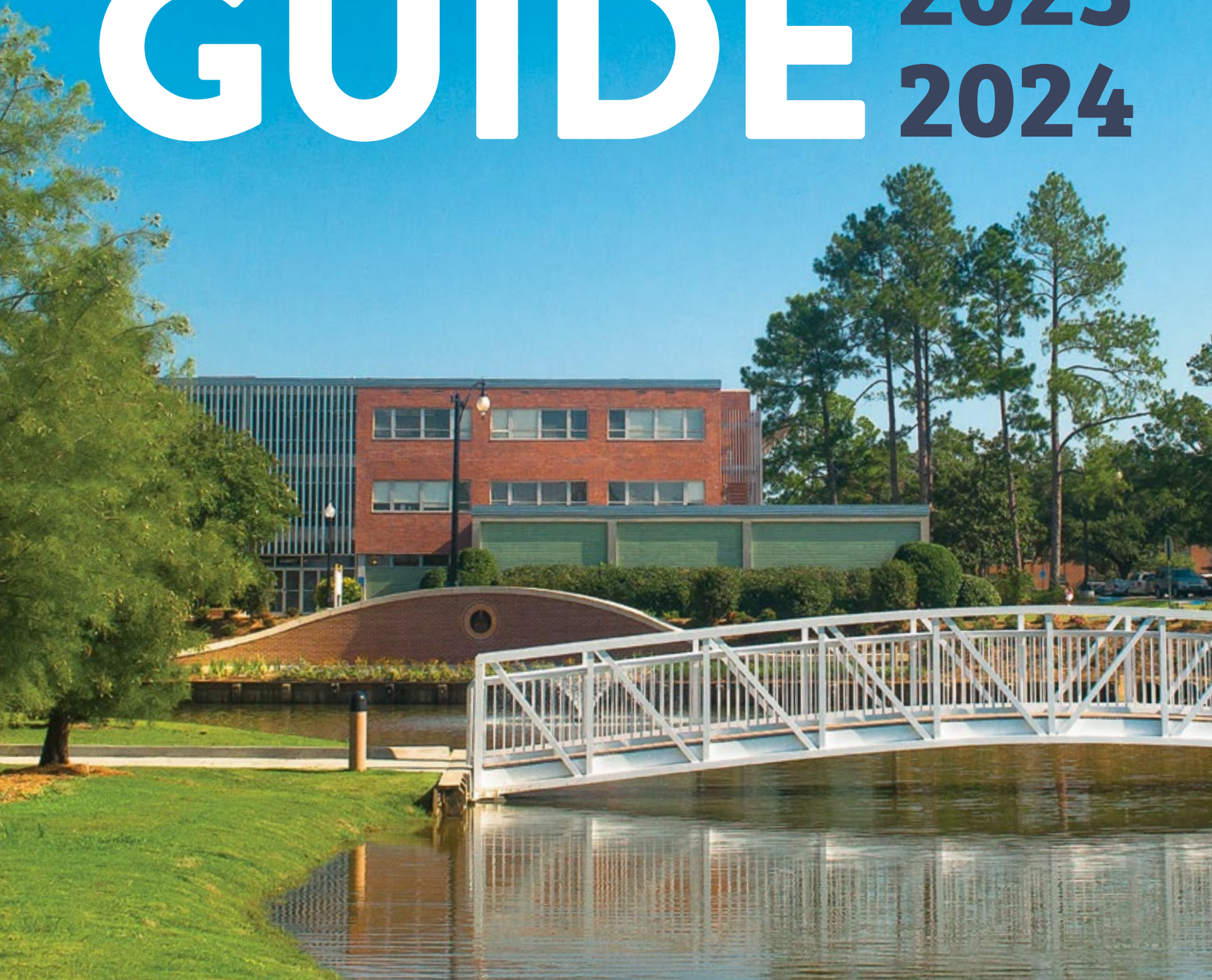


**Career Services**

# **CAREER GUIDE 2023 2024**



**The University of Southern Mississippi**





Choosing an employer that's right for you is an important decision. Partnering with an organization that shares your values can be a powerful experience.



Consolidated Electrical Distributors is one of the country's largest electrical solutions distributors and product suppliers, specializing in residential, commercial, and industrial projects. We have a team of motivated, enthusiastic individuals working at each of our locations to ensure quality service at every level, and we're always looking for more to join the team.

CED is an Equal Opportunity Employer | Disability and Veteran. Applicants have rights under Federal Employment Laws

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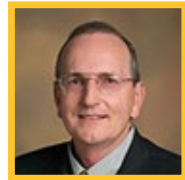
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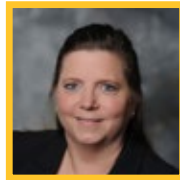




# MEET THE STAFF



**RUSTY ANDERSON**  
Director



**KATHY K. DOWNEY**  
Assistant Director



**MARY MANER**  
Assistant Director  
Gulf Park Campus



**MARY BEARD**  
Manager, Career  
Counseling



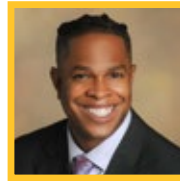
**ANDREW HATCH**  
Career Counselor



**CINDY WALKER**  
Budget and Office Manager



**VONETTA JONES**  
Information Specialist



**AKIM GILLIAM**  
Coordinator, Job Location  
and Development



**ELYSSA KLIPSCH**  
Program Director, Center  
for Pathway Experiences



**AMY YEEND**  
Assistant Dean, Professional  
Development and Career  
Success for the College  
of Business and Economic  
Development

Career Services assists students in finding meaningful career paths, developing job-seeking skills, and connecting with employment opportunities to become successful professionals.

## Who We Are

Our services are FREE and available to all Southern Miss students enrolled in a degree program and registered for classes, as well as alumni.

The Career Guide is made possible through advertising within the guide. Many of the organizations advertising hire for part-time, full-time and internship opportunities. I encourage you to browse through the companies listed and aggressively seek career opportunities or internships with these organizations. Feel free to meet with our staff to learn more about connecting with these companies.

On behalf of the entire staff of Career Services, we look forward to helping you reach your career goals, and as always, SMTTT!

**RUSTY ANDERSON, DIRECTOR**

## Our Services

### CAREER EXPLORATION

- Choose a Major
- Explore Career Options
- Career Consultations
- Online Career Assessment Tools

### JOB SEARCH PREPARATION

- Résumé Development
- Cover Letter Writing
- Interview Practice
- Networking Tips
- Employer Research

### CONNECT WITH EMPLOYERS

- Handshake
- Career and Job Fairs
- On-campus Job Interviews
- Pathway Experiences (Internships, etc.)
- Student Employment (Off-campus Jobs)



Our website has an online resource center that you can access 24/7 from the comfort of your own space.

# HOW TO SCHEDULE AN APPOINTMENT

## Hattiesburg Campus

- Visit [usm.edu/career-services](http://usm.edu/career-services) to schedule an in-person or virtual appointment.
- Call Career Services at 601.266.4153.
- Stop by the office in McLemore Hall, room 125.



Hours of operation are between 8 a.m.-5 p.m. Monday through Friday. Walk-ins welcome based on availability

## Gulf Park Campus

- Call Mary Maner at 228.214.3330.
- Stop by the office in Hardy Hall, room 240.

## FOLLOW US ON SOCIAL MEDIA

@USMCAREERSERVICES

USM CAREER SERVICES

and visit our website  
**USM.EDU/CAREER-SERVICES**  
and Handshake for other  
events, workshops and tips!

Handshake

Refer to page 15 for  
Professional Dress tips!

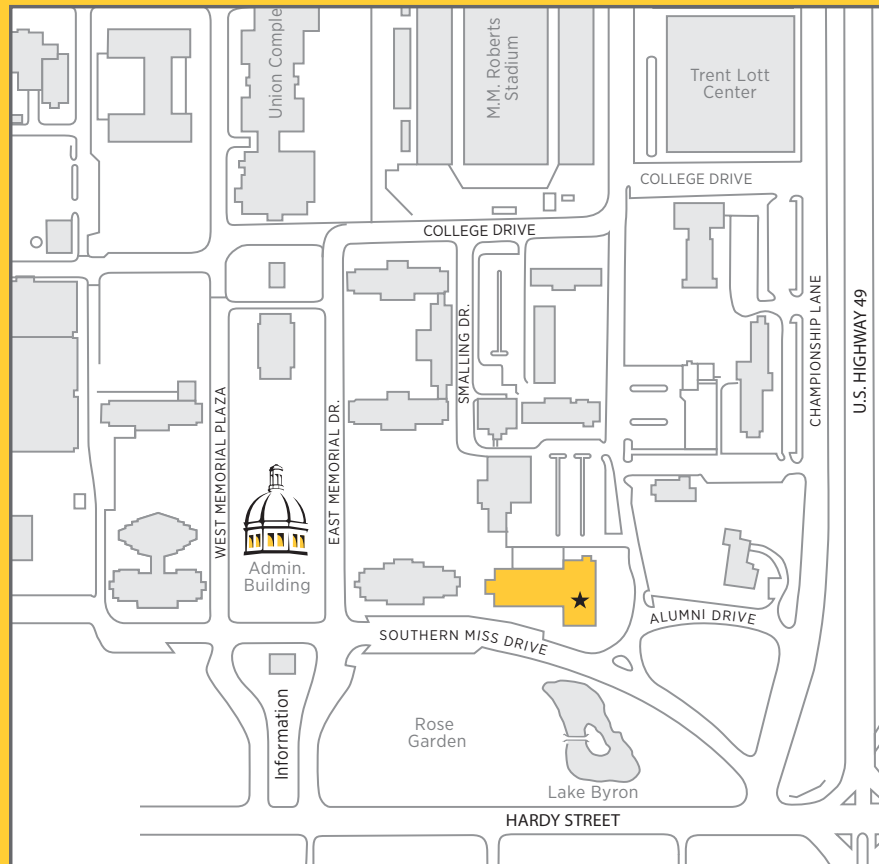
# SIGNATURE EVENTS

- Career and Internship Fair
- Teacher Job Fair
- Business Career and Internship Fair
- Graduate and Professional Schools Fair

For more information on these events, visit **USM.EDU/CAREER-SERVICES.**



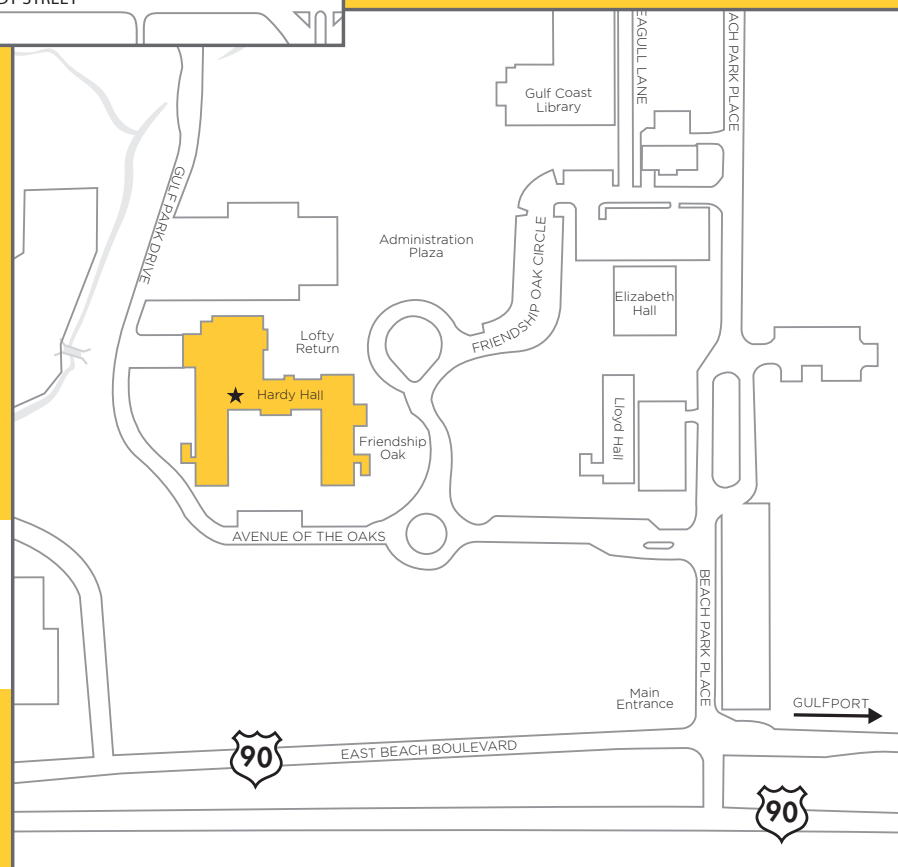
# CAREER SERVICES LOCATIONS



**HATTIESBURG CAMPUS**  
**McLemore Hall 125**  
**Phone: 601.266.4153**



**GULF PARK CAMPUS**  
**Hardy Hall 240**  
**Phone: 228.214.3330**



# STUDENT SUCCESS

## Helpful Tips for Students



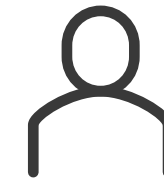
Hello! I am a new student at Southern Miss and would like some advice on how Career Services can help me.

**Don't be afraid to change your major if you think you need to.** It happens all the time. Talk to your advisor or a professor and explore your options!

**Be sure you understand our policies on plagiarism and other forms of academic integrity misconduct.** It may not be what you think, and you can be given an XF on your permanent record for "failure due to academic misconduct" if you break the rules. Read the policy on the provost's website and be very careful to follow it!

**Write a résumé your first semester and revise it at least once a semester after that.** It will help motivate you to get involved and keep you from forgetting all that you do!

**Invest time each semester in getting to know at least one or two of your professors.** Talk to them after class, go to office hours, and seek feedback on your papers or tests. If you need advice down the road, or a letter of reference (you will), they will be there to help!



**DR. AMY CHASTEEN**  
 Professor of Sociology

**Make a list of ALL courses that you need to take to graduate and make your own road map.** Then, take it to your advisor for feedback. You're in charge of your career at Southern Miss, so make sure you know what you need to take!



**VALERIE CRAIG**  
 Class of 2022

A big thank you to Rusty Anderson and Career Services for helping me craft a résumé that resulted in a job that is a great fit for me. The improved content of my résumé helped showcase my experience in a way that allowed me to get a job that was more than I had hoped for. Please let them help you! You will be happy you did.



**CLARISSA EWELL**  
 Class of 2022

Career Services is an underutilized asset available to students. As a young adult and a nontraditional student, I was able to refine and capitalize on the skills I already possessed throughout the years. One of the career counselors, Andrew Hatch, advised me on a constant basis on how to highlight my strengths, but he also challenged me on how to develop my weaknesses regarding a résumé and a cover letter. We met several times, sometimes once a week, and he guided me through the entire process. If I could offer advice, it would be don't wait until your senior year before you visit Career Services. There is something to help you in every stage. Always attend Career Fairs; connections are EVERYTHING. Always dress to impress, prepare your elevator pitch, and be yourself. Use the O\*NET website because it will help your verbiage for cover letters and résumés. Meet with them frequently, keep them posted, and always ask questions.



**KYLEE CRAIG**  
 Class of 2025

Career Services is one of the most helpful and interactive campus resources. I had one session with Ms. Klipsch, and together we created my first professional résumé that helped me secure my first job! Career Services also has the best career counselors that ensure you are moving in the right direction for any career goal. All the staff are so kind and supportive. They are dedicated to helping you achieve your full potential as a student and beyond college!



# 4-YEAR PLAN

## YEAR 1

- Visit Career Services for help choosing a major and exploring options.
- Activate your Handshake account to explore internships and part-time jobs on or off-campus.
- Attend career events - see page 3 for signature events.
- Learn about available academic and support services like Student Counseling Services, Student Health Services, Writing Center, Speaking Center, etc.
- Create or update your résumé with help from Career Services.
- Explore student organizations and join one or two.

## YEAR 3

- Meet with Career Services to review your career plan and goals.
- Schedule mock interviews to practice and get positive critiques.
- Attend Career Fairs.
- Join student and professional organizations for professional experiences.
- Update your résumé.
- If preparing for graduate school, start writing your essays and studying for entrance exams.

## YEAR 2

- Visit Career Services to clarify career options with your major. Are they a perfect match?
- Attend career events to begin meeting and networking with companies.
- Use Handshake to search for internships or part-time jobs.
- Update your résumé to remove high school items. Career Services can help!
- Become active in campus organizations and seek leadership roles, if possible.
- Begin to map out your career plan with help from Career Services. For example, do you need to attend graduate school?

## YEAR 4

- Visit Career Services for help perfecting your résumé, developing job search strategies, and interviewing skills.
- Continue to use Handshake to search for jobs and apply for on-campus interviews with employers.
- Start applying for professional jobs six to nine months before graduation.
- Attend ALL career events - practice makes perfect!
- Establish your references.
- Complete the First Destination Survey emailed to you from Handshake or at cap and gown pickup to inform us of your post-graduation plans.



Review to help you articulate experiences and skills on your résumé.

# 8 COMPETENCIES TO BE CAREER READY

## 1. Critical Thinking/Problem Solving

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

*Sample Behaviors*

- Make decisions and solve problems using sound, inclusive reasoning, and judgment.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
- Proactively anticipate needs and prioritize action steps.
- Be able to multitask well in a fast-paced environment.

## 2. Oral and Written Communication Skills

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

*Sample Behaviors*

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand.

## 3. Teamwork/Collaboration

Build and maintain collaborative relationships to work effectively toward common goals while appreciating diverse viewpoints and shared responsibilities.

*Sample Behaviors*

- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Be accountable for individual and team responsibilities and deliverables.
- Collaborate with others to achieve common goals.

## 4. Digital Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

*Sample Behaviors*

- Navigate change and be open to learning new technologies.
- Use technology to improve efficiency and productivity of their work.
- Identify appropriate technology for completing specific tasks.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.

## 5. Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

*Sample Behaviors*

- Inspire, persuade, and motivate self and others under a shared vision.
- Seek out and leverage diverse resources and feedback from others to inform direction.
- Use innovative thinking to go beyond traditional methods.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.

## 6. Professionalism/Work Ethic

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

*Sample Behaviors*

- Act equitably with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Be present and prepared.
- Demonstrate dependability (e.g., report consistently for work or meetings).
- Prioritize and complete tasks to accomplish organizational goals.

## 7. Career Management

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and outside one's organization.

*Sample Behaviors*

- Show an awareness of own strengths and areas for development.
- Identify areas for continual growth while pursuing and applying feedback.
- Develop plans and goals for one's future career.
- Professionally advocate for oneself and others.
- Display curiosity: seek out opportunities to learn.

## 8. Global/Intercultural Fluency

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

*Sample Behaviors*

- Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.
- Actively contribute to inclusive and equitable practices that influence individual and systemic change.
- Seek global cross-cultural interactions and experiences that enhance one's understanding of people from different demographic groups and that leads to personal growth.



# PLAN YOUR SUCCESS NOW!

## Identify

**Q: As a new student at Southern Miss, are there resources available to help me choose a major?**

**A:** Yes, visit Career Services on campus to explore major areas of study. You can meet with a career consultant to receive help in identifying your interests and learn about various assessments to narrow your search. Research shows that students who find the right major reduce the number of semesters to achieve a degree with fewer major changes.

## Explore

**Q: How do I discover types of jobs related to my career path and inquire about expected salaries?**

**A:** You can gain information about expectations of your occupation of interest (ex. potential salary, values, work environment) by taking advantage of the many online resources provided to you. Such resources include, but are not limited to, the following: What Can I Do With This Major?, O'NET, Focus2, and Occupational Outlook Handbook. Refer to page 10 to learn more about the online resources Career Services offers.

## Discover

**Q: What are some additional tips for new students?**

**A:** Begin with the end in mind. Start building experiences to achieve your goals. Know the GPA expectation for your career choice and resources to achieve it. Start with one or two organizations on campus correlating with your career goals and get connected. Stop by Career Services in McLemore Hall, room 125 or schedule an appointment (601.266.4153) to plan your career success now!

## The Importance of Skill-Building Through Student Involvement

Student involvement through student organizations is a smart way for students to build a robust résumé! Employers want to see that students are well-rounded and competent potential employees. The more students can challenge themselves to grow outside of the classroom, the more confident they will feel going into the job search process.

The Office of Leadership and Student Involvement provides a wealth of opportunities for students to get involved in our nearly 200 student organizations. Stop by our office in the Student Activities Hub (Hattiesburg) or Hardy Hall 242 (Gulf Park) to learn more about the many ways to enhance your involvement experience. Did you know employers have repeatedly indicated that leadership, communication, critical thinking, and teamwork, among others, are top skills they are looking for in new hires based on the NACE Career Competencies? These skills learned in the classroom complement classroom learning to equip students to be the best they can be and achieve all of their post-graduation goals. For more information on the NACE Career Competencies, refer to page 7.

## TOP 5 TIPS

1. Become a leader in a student organization or on a class project. Use this opportunity to flex skills you have and learn about refining those you still need to work on.
2. Spend more time listening than talking to your peers, friends, in relationships, to professors, etc.
3. Take a course in basic communication skills, and commit to learning how to be an effective communicator with all different types of people. Then, practice this skill as much as you can for further development.
4. Develop your own personal philosophy. It should be unique to you and something you can use to drive your leadership practice and hone your particular skillset for future employment.
5. Make sure you are translating all of your skill development and leadership experiences in college in your résumé. Visit Career Services or the Office of Leadership and Student Involvement for help on how to stand out to future employers!

- **EMILY HOLMES, Ed.D.**

Director, Office of Leadership and Student Involvement



# STUDENT SUCCESS: GRADUATE SCHOOL

## Are You Ready?

When thinking about graduate school, the first things you want to determine are your academic and career goals. Decide what your goals are, and then determine if graduate school will help you get there.

### WHY GO TO GRADUATE SCHOOL?

- Necessary for field
- Gain more knowledge and credibility in your field
- Advance career opportunities and salary



### CHOOSING THE RIGHT GRADUATE SCHOOL

- Research programs and determine which is right for you. Consider the following:
  - Apply to the highest ranked national programs reflective of your credentials. Also apply to strong regional schools.
  - Review the faculty credentials for areas of expertise and possible teaching assistant or research assistant opportunities.
  - Review admission criteria, program success, and job placement rates.
  - Check accreditation status.
  - Search for financial resources available (federal aid, grants, fellowships, assistantships, scholarships).



### BEFORE YOU SUBMIT THE APPLICATION

- Search graduate school websites for specific requirements for admission and deadlines.
- Study and take the appropriate exam for the discipline (GRE, LSAT, MCAT, etc.).
- Identify a professor in your major for mentoring and advising assistance.
- Register with the pre-professional office at usm.edu/preprofessional.
- Determine if interviews are required for the program of interest, and seek preparation assistance from Career Services or preprofessional advisors.
- Write your personal statement, if required, and have it reviewed by the Writing Center staff or a faculty mentor.



### APPLICATION PROCESS

- Meet all application deadlines for admission and assistantships.
- Have your résumé or CV reviewed by Career Services.
- Follow up with references to verify timely submission of applications.
- Track your applications before the deadline, and add documents as necessary to completion.



## TIPS AND ADVICE

"As a graduate student, it can be challenging. Especially when you have work, school, and personal commitments. However, I have learned that having good communication and support, however that may look, is very important. The goals and experience that follow this time in our lives will be worth the journey. Make time to take care of yourself because school and work will be there, but live the adventure of life, too."

**ABIGAYLE LABORDE, CLASS OF 2024**

"When it comes to finding and fulfilling your purpose in life, be kind to yourself. Sometimes finding that thing that will give your life meaning takes practice. Some passions or interests may not be discovered until you accumulate experiences and gain awareness of yourself, your values, your interests, and your strengths. So, don't be afraid to try. You may do something unexpected and find yourself in the middle of the very thing you never knew you always wanted to do! Having a plan is great, but don't be afraid to let experience be your teacher because the lessons you learn could prove invaluable for putting you on the path to achieving your dream!"

**NIKKIE BAILEY, CLASS OF 2023**



# ONLINE RESOURCES

Find these resources at [usm.edu/career-services/online-resources](http://usm.edu/career-services/online-resources).

## Handshake

OUR INTUITIVE ONLINE JOB DATABASE SYSTEM

See next page

### What Can I Do With This Major?

- Research majors and discover many career opportunities for employment.
- Explore which companies and employers are associated with your career choice.
- Acquire helpful learning strategies and information now to get ahead in a chosen career.



## Focus 2

- Discover your values, skills, and personality interests through the online career assessment.
- Receive an interest code based on FOCUS results to help with your major/career selection.
- Explore and compare jobs in your career field side-by-side to receive detailed information.
- Call Career Services at 601.266.4153 for the free access code.

## careershift

job hunting & career management solutions

- Search thousands of job opportunities daily through the online database system.
- Upload your résumé to enhance employment opportunities in your chosen career.
- Narrow job searches by city and state for desired location of employment.
- Call Career Services at 601.266.4153 for the free access code.

## biginterview

- Practice interview questions online from your personal computer.
- Record your interview answers.
- Receive quality feedback from a career counselor in our office.

## USAJOBS

WORKING FOR AMERICA

- This is your one-stop shop for federal jobs.
- Search and apply for federal jobs across the country.

## O\*NET OnLine

- Explore career options.
- See detailed job descriptions.
- Learn about salary ranges for your career field.

## vault

- Browse an online library of career guides for exploration and job searches.
- Discover what it's really like to work within an industry, company and profession.
- Gain career advice and how to get ahead.

## glassdoor

- Prepare for interviews.
- Compare salaries.
- Research companies.

## LinkedIn JOBS

- Search for jobs.
- Network with employers.

## college diversity network

- Find opportunities with employers who value diversity.
- Use the online resource center to help make you a stand-out candidate.

# Handshake

## CONNECT WITH OUR ONLINE JOB DATABASE

The "Indeed" for Southern Miss students, Handshake allows students to do the following:

- Search for on- and off-campus part-time jobs, work study, internships, co-ops, and full-time positions
- Explore local and nationwide companies
- Receive personalized job recommendations based on major and interests
- Create and save specific job searches
- Set up email notifications when new opportunities are posted
- View and sign up for on-campus interviews with companies
- Use the resource center as a one-stop-shop for job-related questions
- View and register for career events
- Upload documents (résumé, cover letter, etc.) to your profile for easy applying

### How to Sign Up

HANDSHAKE: FIND JOBS AND EMPLOYERS ON AND OFF CAMPUS!

Handshake is our online job database. You already have a profile if you are a registered, degree-seeking student; you simply need to log in and validate your account. If you have never logged into Handshake, follow the instructions below. *First-time users must log in on a desktop computer (you cannot use the app).*

- Go to [usm.joinhandshake.com](http://usm.joinhandshake.com).
  - Click "The University of Southern Mississippi."
- Type "w" and your student ID number @usm.edu (example: w123456@usm.edu) and your SOAR password (if you are NOT connected to the eduroam network, use your university email address - example: Joe.Smith@usm.edu).
- Upload a current résumé. Click "Build Profile From Résumé" for Handshake to automatically populate your education and work experience from your résumé.
  - Edit or add your information by clicking on your name in the top right corner of the page, click on "My Profile," and click on the pencil icon by each section.
  - Add any organization/student activities, relevant courses, and projects to complete your profile.
  - Click on "Make Profile Public" to allow employers to find you!

You are now ready to start searching for jobs! In the future, you can also use the Handshake app (IOS or Android).

YOUR DREAM JOB IS AROUND THE CORNER.



Scan here or visit our website at

[APP.JOINHANDSHAKE.COM/LOGIN](http://APP.JOINHANDSHAKE.COM/LOGIN)



**FYI:** If a student has a FERPA flag on his/her SOAR account, he/she will not have access to Handshake. Contact the Registrar's Office if you wish to remove your FERPA flag.



# STUDENT EMPLOYMENT

The goal of Student Employment is to locate and develop off-campus, part-time employment opportunities for currently enrolled Southern Miss students, regardless of financial need.

## Why you should visit

- Get personal assistance from the coordinator
- Learn how to navigate Handshake for job search needs
- Receive job search and interview tips, including résumé help



## Benefits of working part-time as a student

- Earn money to supplement living costs while enrolled
- Build résumé with relevant professional experience
- Develop useful skills that can benefit you in future employment
- Get ahead in the job market by connecting with employers and building a network of contacts
- Obtain work experience before receiving your degree



## How does student employment work?

Student Employment is located within Career Services. Below are two options for using this service.



1. Visit Handshake to search for off-campus, part-time job opportunities.
2. Schedule an appointment with the coordinator for guidance on navigating employment opportunities that best suit you.

When you schedule an appointment, you can also receive help with other aspects of the job search process, such as the following:

- Résumé preparation
- Cover letter review
- Interviewing techniques

## TOGETHER EVERYONE ACHIEVES MORE

- Smoother process through defined roles and objectives
- Less reliance on management
- Support network
- Encourages motivation
- Ability to negotiate and manage conflict
- Boosted productivity and improved morale
- More people = greater ideas



**Make sure to always follow up with the employer.**

(See our follow-up instructions on page 44).



Scan here or visit our website at [USM.EDU/CAREER-SERVICES/STUDENT-EMPLOYMENT.PHP](https://usm.edu/career-services/student-employment.php).

McLemore Hall, Room 125  
Monday-Friday, 8 a.m.-5 p.m.  
601.266.4153

@USMSTUDENTWORK

# CENTER FOR PATHWAY EXPERIENCES

The goal of the center is to assist undergraduate students in finding, funding, and finishing pathway experiences that connect to their post-graduation goals.

## What are Pathways?

Pathways are significant experiences connected to a student's post-graduation goals.

- Internships (on and off-campus; paid or unpaid)
- Student jobs related to field (on or off campus, including part-time jobs or co-ops)
- Research (scholarly and/or creative)
- Student teaching, clinicals, practicums, externships
- Fieldwork/Other activities that provide students with experience related to their chosen discipline and/or post-graduation goals

## Benefits

- Gain relevant work experiences in field of interest
- Build critical career competencies and begin to process how to articulate these competencies for future job application materials and interviews
- Develop and expand your professional network

## When should I participate in a Pathway Experience?

It's never too early to gain field experience.

- Summer Break
- Winter Break - five to seven weeks
- Allow four to six months to find and obtain an internship
- Participate in more than one internship

## How does the center help?

**FIND:** Schedule one-on-one appointments with a staff member to discuss goals and strategies on using online resources.

**FUND:** Review Pathways Summer Scholarship Program. Apply in the GO System.

**FINISH:** Participate in the Pathway Reflection to receive a free graduation cord to wear at Commencement.



Scan here or visit our website at [USM.EDU/PATHWAYS](https://usm.edu/pathways)

McLemore Hall, Room 125  
Monday-Friday, 8 a.m.-5 p.m.  
601.266.4153

[PATHWAYSUSM](https://www.facebook.com/pathwaysusm)  
 [@USMPATHWAYS](https://www.instagram.com/usmpathways)

## QUOTES FROM STUDENTS ABOUT PATHWAY EXPERIENCES

"This internship was my first experience in a professional job setting, so I learned how to communicate effectively in a work setting. I learned how to do the tasks assigned to me based on their instruction, have coworkers review my work, and was able to ask for help if I came across any problems."

"In my internship group, I worked with those of different cultures, races, and sexual orientations. I found it to be important that all interns treat one another with respect, regardless of lifestyle or background."

# CAREER EVENTS

## Be Prepared Before the Event

- Develop your brief introduction, practice it, and be ready to deliver it. Refer to page 20 to learn about crafting your elevator pitch.
- Look over the list of companies in Handshake and find the top 10 that interest you.
- Research companies of interest. Focus on its mission statement, values statements, and brief history, as well as its products, goods, or services.
- Customize a résumé for each employer you have identified as preferred and bring extra résumés for additional companies you meet with during the event. Get your résumé reviewed by Career Services.
- Think of questions for each employer of interest. Write them out, but don't read from the list.
- Dress professionally. (see next page)



### CAREER EVENTS ARE EXCELLENT OPPORTUNITIES TO NETWORK WITH EMPLOYERS AND LEARN ABOUT JOB OPPORTUNITIES.

#### Examples of questions you can ask during the event

What qualities are you looking for in new hires?

Does your company hire college students for cooperative education positions, internships, or summer positions?

Can I give you my résumé?

What is the application process?

Are you the recruiter for hiring?

What do you like most about the company you are working for?

What types of things can I do while in school to make myself more competitive in your job market?

## At the Event

1. Review research notes prior to meeting with an organization.
2. Strategize with which employer(s) you want to connect and in what order, based on importance and event setup (use event map).
3. Review your talking points before initiating a conversation with the employer(s).
4. Talk to a few companies not in your top choices. Practice your brief introduction (elevator pitch) on them. (See page 20, for example.)
5. Treat each conversation as a mini-interview—that's exactly what it is.
6. Be sure to get contact information and follow up with each employer. (See page 44 for instructions.)

For more information on the Career Fairs, visit [usm.edu/career-services/online-resources](https://usm.edu/career-services/online-resources). Scroll down to find the PDF: "How to Work a Career Expo Guide."

# DRESS FOR SUCCESS



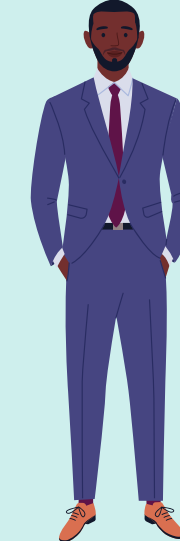
CASUAL



BUSINESS CASUAL



PROFESSIONAL



### Professional

- Wear solid, dark, or neutral colors with light colors underneath.
- Don't wear stripes or bright prints/colors.
- Suit jacket and pants/skirt should be matching colors.
- Wear closed-toe dress shoes.

### Business Casual

- Wear nice pants, skirts, or dresses.
- If skirts or dresses are worn, they should be knee-length.
- Ties are optional.
- Don't wear jeans, shorts, or athletic apparel.
- Wear closed-toe flats, boots, or shoes.

### General Recommendations

- Clothes should be tailored, in good condition, and wrinkle/lint-free.
- Hair should be well-groomed.
- Jewelry should be moderate, and fragrances should be mild.
- Belts should match color of attire and shoes.



### WARM WEATHER TIPS

- Try wearing linen and other light fabrics.
- Try lighter colors and accessories.

## Seymour's Career Closet

Seymour's Career Closet is a new program on the Southern Miss Hattiesburg campus which allows students to shop for FREE professional clothing in preparation for job interviews, internships, networking events, etc. Staffed by volunteers and open by appointment only, the closet has provided professional attire to numerous USM students, who now have one less thing to worry about going into a big interview.

Students have a variety of clothes, shoes and accessories to choose from. Students who select clothing from the closet will have to present a student ID, but no other questions will

be asked. When they are done, a local dry-cleaning business, Town and Country Cleaners, will provide a free dry-cleaning service for any outfit a student brings in from the closet.

Donations to the closet and appointments to pick up items from the closet may be made by emailing [sustainability@usm.edu](mailto:sustainability@usm.edu). **Seymour's Career Closet is located on the first floor of Bolton Hall.** This program is brought to campus by the Graduate Student Senate, Office of Sustainability, and the Division of Student Affairs.



# BUILDING A PORTFOLIO

Cindy Blackwell, Ph.D. adapted from 2018-19 Career Guide

## Details Matter

- There should be a consistent message that demonstrates your personal brand.
- Your name should be on every page to remind the reader whose work is being viewed.
- Use the header of your résumé on other elements of your portfolio, such as your personal profile, contents page, and divider pages.
- Use consistent fonts, and pay attention to every detail, such as ensuring the watermark is aligned in the same direction as your text, if using bond paper.
- Consider what elements could be confidential, and ensure you are only using appropriate information.

## Physical and Online Portfolios

There should be consistency between the two, but not everything will be the same.

### PHYSICAL PORTFOLIOS

- Your portfolio should consist of a three-ring portfolio that allows you to add and remove items as your career grows.
- Put all artifacts and examples in heavy-duty page protectors and back it with black cardstock, not construction paper.

### ONLINE PORTFOLIOS

- The viewer should be able to immediately connect the online elements to the physical portfolio.
- Make the online version viewable in as few clicks as possible.
- Use online versions to demonstrate things like videos that are not viewable in the physical copy.

## What to Include

- All portfolios should include a résumé and a one-page personal profile.
- The personal profile should be compelling and something that helps the reviewer to understand your passion and commitment.

Below is a list of selected disciplines and suggestions of artifacts and examples to include in a portfolio to support that discipline.

**ART** – Prints or photographs of works, written details of processes or protocols, and media reports related to showings and presentations

**BUSINESS** – Business-related writing samples and elements that demonstrate the process of developing a business plan, including spreadsheets and graphs

**EDUCATION** – Writing samples, lesson plans, student work artifacts, and evaluation of lessons

**JOURNALISM/COMMUNICATION** – Writing samples across mediums, including print and social media, investigative research, graphic design, layout, and photography

**HEALTH CARE/NURSING** – Anonymous or hypothetical patient care plans and written reports

**SCIENCES** – Science-related writing samples, research protocols, statistical data and analysis, charts and graphs related to research and results, and media reports related to research

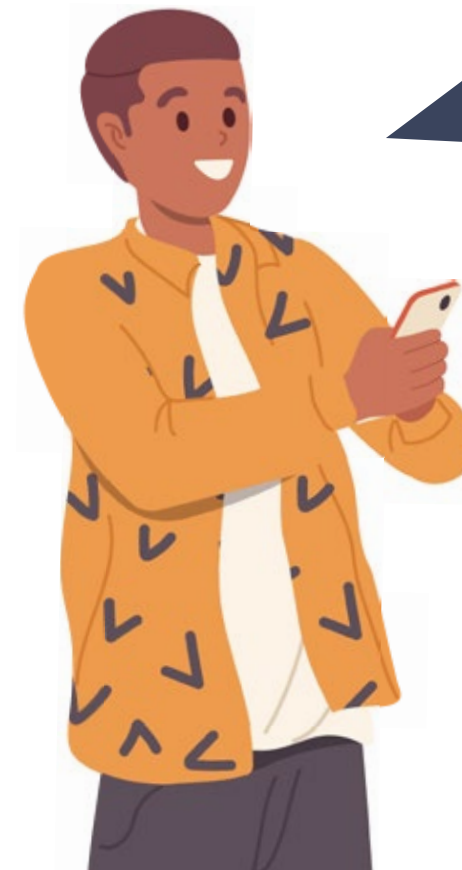
**SOCIAL SCIENCES** – Relevant writing samples, including published work, research protocols, data and results, and any media reports related to presented works

# SOCIAL MEDIA BRANDING

## Brand Yourself on Social Media

### WHAT IS PERSONAL BRANDING?

Personal branding is the practice of people marketing themselves and their careers as brands. Your personal brand is what makes you, you.



### Why is this important?

 **55%**

of employers who use social media screenings have found content that caused them not to hire a candidate.

 **78%**

of employers believe that current employees should maintain a work-appropriate social media profile.

► Source: Business News Daily

 **1/5**

employers won't call a person for an interview if they can't find them online.

 **67%**

of employers look for information that supports a candidate's qualifications to get them through the door.

 **88%**

of employers and hiring managers would fire an employee for posting certain kinds of social media content on their personal account.

## How do I do this?

### CLEAN YOUR PRESENCE

- Remove all things that could have a negative effect.
  - Profanity
  - References to illegal activity
  - Risqué comments/photos
  - Complaints about your school or job
  - Posts with spelling and grammar errors
  - Find online resources that flag possible problematic posts, ex: Scrubber
- Search for yourself online to see what's out there.
- Interaction matters – what you like on platforms will be seen by employers.

### PLAN AND IMPLEMENT

- Choose three things that you love and that describe you. Form what you are going to communicate and how you are going to communicate around that.
- Your brand needs to also have a message that is intended for a specific audience. Examples: travel, sports, fashion, self-care, etc.

**KEEPING UP YOUR BRAND CONSISTENCY IS KEY!**



# OPTIMIZE YOUR PROFILE TO BECOME A LINKEDIN ALL-STAR!

**LinkedIn** is the biggest professional social network, with over 500 million users.

Nearly every industry uses LinkedIn to find and vet job candidates, and over 90% of recruiters rely on the site. With these statistics in mind, you can't afford NOT to have a LinkedIn profile!

If you want to truly maximize the value of LinkedIn, you'll want to optimize your profile. Optimizing your profile means completely filling it out and becoming a LinkedIn "all-star." LinkedIn users who achieve all-star status show up in recruiters' search results more often.

Use the following tips summarized from *Social Media Marketing: A Strategic Approach* to market yourself and achieve all-star status on LinkedIn.

## 1. Headshot and Background

Photo should be professional and should not show too much skin (a good rule of thumb is to use a picture that shows from the collar bone up).

Use a background picture identifying your work or university.

## 2. Summary Section

Write your summary in first person (i.e., use "I" not "he/she"). Use keywords that describe you and what you DO rather than a job title. For example, if you are skilled in graphic design and want a career in that area, you might include the words "graphic designer" (how you want to be found on LinkedIn) in your summary instead of "student" (your title). Where possible, include your keywords in other areas of your profile as well, so that you come up in searches of recruiters looking for job candidates with your competencies and so you receive suggestions from LinkedIn about jobs that would be a good fit.

## 3. Skills/Endorsements

Fill out the skills section of your profile. LinkedIn allows you to input 50 skills. Use them all! People can then endorse you for these skills, which adds to your credibility.

## 4. Recommendations

Try to get at least 6-10 people to recommend you to enhance your credibility. Recommendations are not the same as endorsements, which are just a click of a button. When someone recommends you, he or she is writing a detailed paragraph about your competencies and his or her interactions with you.

## 5. Groups

LinkedIn lets you join up to 100 groups. Join as many as possible and participate in their discussions. Monitor conversations, and look for opportunities to share opinions and give feedback. Be seen as a contributor and someone who is helpful.

## 6. Connections

Aim for 500 connections, but try to stick to connecting with people you have met offline or through a group on LinkedIn. That way, you'll build a solid network on which you can rely in the future. It can take some time and effort to build 500 connections, but doing so indicates to LinkedIn that you are a serious, well-connected professional and increases the odds of your profile getting served up in searches.

## 7. Create Résumé from Desktop

In the profile section, click the "more" button to convert your résumé to a PDF to send to employers or for a quick view.

**-HOLLY SYRDAL**

## REFERENCES

Barker, M.S., Barker, D. I., Bormann, N. F., Roberts, M. L., & Zahay, D. (2017). *Social Media Marketing: A Strategic Approach*. Boston, MA: Cengage.

Aslam, S. (2018, January 1). *LinkedIn by the Numbers: Stats, Demographics & Fun Facts*. Retrieved from [omnicoreagency.com/linkedin-statistics](https://omnicoreagency.com/linkedin-statistics).

Bahler, K. (2018, January 17). *What Your LinkedIn Profile Should Look Like in 2018*. Retrieved from [time.com/money/5077954/linkedin-profile-tips-résumé](https://time.com/money/5077954/linkedin-profile-tips-résumé).

# LINKEDIN ETIQUETTE

## How to Use LinkedIn Groups for Networking

5 WAYS TO MAKE THE MOST OUT OF THIS FEATURE



### 1. SEARCH KEYWORDS TO FIND GROUPS THAT MATCH YOUR INTERESTS

There are thousands of professional groups that are one click away! Utilize [onetonline.org](https://onetonline.org) to get an idea of keywords related to your career field.

### 2. DON'T SPAM THE GROUP

Don't just join groups to make job-seeking posts. Instead, begin by commenting on posts and engaging in dialogue with members of the group. It takes tiny steps to build rapport with professionals.



### 3. BE A LEADER

Yes, engaging in dialogue is important. However, these groups are looking for leaders, too! Start your own discussion on the platform. Increasing your online presence is the first step to making those professional connections.

### 4. LINK TO OTHER CREDIBLE SOURCES

Include references to credible work in the field in your dialogue. Providing these source links may lead the way to future connections.



### 5. TURN ON LINKEDIN NOTIFICATIONS

Staying active on LinkedIn involves staying up-to-date on new groups, discussions, updates, and more!

- Personalize connection requests. Tell them your reason for connecting.
- Have a profile picture so people can see with whom they are connecting.
- Personalize your recommendation requests, and offer to reciprocate (if appropriate).
- Keep it professional, and only share information relevant to business.
- Turn off notifications when updating your profile.
- Send a welcome message that provides value.
- Regularly maintain relationships. Building relationships is not a numbers game!
- Make your contact list open to your connections.
- Offer to introduce your connections to others in your network.
- Respond promptly to messages (1-2 days).



Compiled by graduate career counselor, Olivia Miller



# ELEVATOR PITCH

## What is it?

An elevator pitch is a short, memorable summary of your professional experiences and goals.

### WHERE DID THIS TERM COME FROM?

The term was coined from people getting into an elevator with a top executive of a company and pitching themselves during the 30-60 second ride.

### WHERE DO I USE THIS?

You can use this any time you are networking, whether you're at an event, at work or in an interview.

### WHY DO I NEED TO DO THIS?

When you only have 30-60 seconds to pitch yourself, you can't afford to mess it up. It is **VITAL** to know what you want to say and how you want to say it, so preparation is essential.

## Example Elevator Pitch



HELLO,

My name is Aisha Cartwell, and I am a senior at The University of Southern Mississippi, majoring in marine biology. *I bring with me two years of experience in customer service*, and I am currently interning at the Institute for Marine Mammal Studies, where *I am receiving firsthand exposure to working with marine life and educating the public*. I am enthusiastic about beginning a career as a marine biologist and studying the effects of weather-related disasters on the Gulf Coast shores, as well as the specific impact on dolphins and larger marine mammals. My interests vary from research to instruction, and *I am working toward my goal of becoming a professor*.

### HOW DO I CREATE THE PITCH?

#### Four Main Ingredients for a Comprehensive Elevator Pitch:

1. Brief summary of education and experience
2. Strength or quality that makes you distinct
3. Investment or commitment to your field/area of study
4. What is your goal, and what do you want to accomplish?

### TIPS

- Keep small take-away items with you, like a business card, so you can continue the conversation at a later date.
- Make sure your speech doesn't sound rehearsed.
- Remember to be engaging and friendly.
- Write it out; talk it out. Practice so that it's clear, concise and well-paced.

# PROFESSIONAL COMMUNICATION TIPS

Professionalism includes an array of aspects, and communication skills are a big factor. Emails, phone conversations, and face-to-face interactions all require strong communication skills in the professional world. Set the tone for who you are and what they expect from you.

In order to accomplish your goals and maintain a positive reputation, it is essential to communicate using protocol that is professional, appropriate, polite, and effective. Remember: Communicate professionally, whether it's in person, over the phone, or through email, text, or any other form of communication.

## Important Tips for Effective Communication

- Always know your audience.
- Address people by name with proper etiquette.
- A formal greeting and a formal closing should be included (see sample email below).
- State your message clearly and provide at least one form of contact information for the person to use when responding. Do not assume the reader remembers a previous conversation.
- Write down your thoughts prior to making a phone call.
- When talking on the phone, smile! It helps your voice to sound warm and welcoming.
- Respond to an email, fax, or phone message within a 24- to 48-hour time period, if at all possible.
- Proofread, run a spell check for all written forms of communication, and do not use all capital letters.
- Include a concise, purposeful subject line.
- Always make time to say thank you.
- Choose the best method of communication for what you are trying to achieve (email is not always the best option).

## Sample Email

SUBJECT: JOB SHADOWING

Dear Ms. Brewster, *(Always try to find the person's name!)*

Hello, my name is Roxanne Jones, and I am very interested in job shadowing with you. My professor, John Doe, highly recommended that I contact you.

I recently became interested in teaching, and I am heavily considering changing my major. Before I take the leap, I would love to shadow you for a day and see what it's like behind the teacher's desk.

I look forward to hearing from you at your earliest convenience. I can be reached via email at Roxanne.Jones@usm.edu or by phone at 228.123.4567. Thank you for your time and consideration.

Best regards,

Roxanne Jones

- Make sure you have punctuated your message properly and spelling is correct.
- The tone of your email should not be casual. Do not use abbreviations or colloquial terms. The use of "textisms" or emoticons is also not considered professional. These types of communication can reflect an unprofessional and casual attitude that may send the wrong message to the recipient.
- Use the "Reply All" function carefully.
- When typing the subject, be sure it adheres to the guidelines in the job posting. If there are no guidelines, be as specific as possible. Emails from unknown individuals will usually be placed into junk mail if they do not grab the recipient's attention.

# NETWORKING

Have you ever heard the phrase, “It’s not what you know but who you know?” A large percentage of the jobs filled each year are a result of networking. This aspect of the job market is commonly referred to as the “hidden” job market. If you are only responding to online/official job postings, you could be missing a considerable number of opportunities.

## First Build Yourself

“Building effective relationships is one of the most essential elements to ensuring success in your professional life. Far more important than any relationship you establish with another person is the relationship you have with yourself.

In order to effectively initiate, sustain, and develop relationships in your professional life, you must first have a sense of confidence in communicating who you are in an enthusiastic and articulate manner. Know your own personal goals, the topics that you are passionate about, and the vision that you want to cultivate.”

-JONA BURTON

Former Assistant Director of Career Services  
Gulf Park Campus

- DON'T** be timid.
- DON'T** speak to only one person.
- DON'T** self-promote.
- DON'T** forget to follow up.
- DON'T** ask someone to distribute your résumé.
- DON'T** get too personal.



- DO** have a firm handshake.
- DO** say your full name.
- DO** introduce others.
- DO** have your elevator pitch ready (refer to page 20).
- DO** bring business cards or mini-résumé cards.
- DO** get introductions from current contacts.
- DO** use your personality.
- DO** listen more than you speak.



# RÉSUMÉ GUIDELINES

Every résumé should have the following: education, experience and involvement (at a minimum).

## REQUIRED INFORMATION

### Education

- Reverse chronological order (most recent first)
- Spell out degree name (i.e. Bachelor of Science or Bachelor of Arts)
- “The” in front of University of Southern Mississippi
- Include study-abroad experience, location and date (month, year)

- Transfer students: Include community college or university information if attended one year or more
- GPA recommended if above 3.0

### Internship, Practicum, Field Experience/Work Experience

- Reverse chronological order
- No complete sentences

- No period needed at the end of descriptions
- Action words to begin each description
- Can have one or more sections

## HIGHLY RECOMMENDED INFORMATION

### Special Projects

- Title, date, city, and state
- Detailed descriptions of related projects completed through coursework

### Research Experience-Related Coursework

- 2-6 course titles related to major

### Presentations/Publications Professional Development

- Professional association conferences attended
- Research presented at professional association conferences
- Webinars
- Relevant topical papers

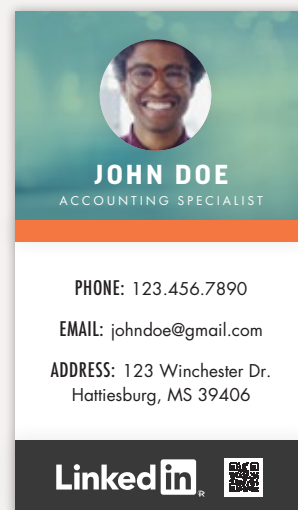
### Skills

- Skills related to major or potential jobs
- Computer skills for technical majors
- Languages (list proficiency levels)

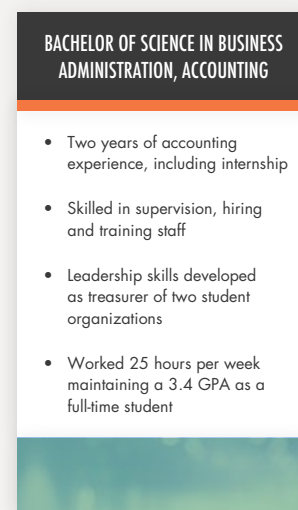
## Mini-Résumé Cards

Mini-résumé cards are business cards with a brief highlight of skills or accomplishments on the back in three or four bullet points. These will often get you noticed in highly competitive searches. Mini-résumé cards can easily be carried in pockets, wallets, purses, and padfolios, especially at events like our Career Fairs.

Consider creating a design for your mini-résumé card using graphics and conservative coloring to help separate yourself from other job seekers. Suggested layout programs include InDesign, GIMP, Illustrator, Photoshop, Inkscape, and CorelDraw.



Front of card should contain your contact information.



Back of card should contain highlights of qualifications.

## CONTENT TO CONSIDER, IF NECESSARY

### Objective

- Provides specific purpose for résumé
- Include position title and employer/company name
- Do not include a period at the end of objective

### Certifications/Licenses

- Certification title
- Certification or license number
- Include date (month, year)

### Honors/Awards/Scholarships

- Scholarships
- President’s List and Dean’s List

### Athletics

- Mention if team captain and sport played
- Conference championships or NCAA tournament appearances
- Number of years

### Community Service/Volunteerism

- Organization name, city, and state
- Number of hours served, if significant
- Description of service, if related to major

### Activities/Campus Organizations

- Full name of organizations
- Philanthropic participation
- Succinct descriptions of most relevant leadership roles



### FYI

On your résumé, your name should be 18-20 pt. font. The rest of the résumé should be 10-12 pt. font.



# ACTION WORD LIST

## EXAMPLES OF ACTION WORDS THAT DESCRIBE YOUR FUNCTIONAL SKILLS

Strong résumés have strong verbiage. Use our action word list to help your résumé stand out.

### COMMUNICATION

Addressed  
Advertised  
Arranged  
Articulated  
Authored  
Collaborated  
Communicated  
Composed  
Condensed  
Conferred  
Consulted  
Contacted  
Conveyed  
Convinced  
Corresponded  
Debated  
Defined  
Described  
Drafted  
Edited  
Elicited  
Enlisted  
Explained  
Expressed  
Formulated  
Furnished  
Incorporated  
Influenced  
Interpreted  
Interviewed  
Lectured  
Listened  
Marketed  
Moderated  
Negotiated  
Observed  
Outlined  
Participated  
Presented  
Publicized  
Reconciled  
Recruited  
Referred  
Reported  
Resolved

Spoke  
Suggested  
Summarized  
Synthesized  
Translated  
Wrote

### CREATIVE

Acted  
Combined  
Composed  
Conceptualized  
Condensed  
Created  
Customized  
Displayed  
Drew  
Entertained  
Fashioned  
Illustrated  
Initiated  
Integrated  
Introduced  
Invented  
Modeled  
Modified  
Performed  
Photographed  
Revised  
Revitalized  
Shaped

### FINANCIAL

Adjusted  
Allocated  
Appraised  
Audited  
Balanced  
Budgeted  
Corrected  
Counted  
Estimated  
Prepared  
Reduced  
Regulated  
Retrieved

### HELPING

Advocated  
Aided  
Answered  
Assisted  
Contributed  
Cooperated  
Counseled  
Demonstrated  
Educated  
Ensured  
Expedited  
Familiarized  
Furthered  
Helped  
Insured  
Intervened  
Prevented  
Provided  
Rehabilitated  
Represented  
Simplified  
Supplied  
Supported  
Volunteered

### LEADERSHIP

Administered  
Analyzed  
Appointed  
Approved  
Assigned  
Attained  
Authorized  
Chaired  
Condensed  
Considered  
Consolidated  
Controlled  
Converted  
Coordinated  
Decided  
Delegated  
Developed  
Directed  
Eliminated

Emphasized  
Enforced  
Enhanced  
Established  
Executed  
Generated  
Handled  
Headed  
Hired  
Hosted  
Improved  
Implemented  
Led  
Managed  
Merged  
Motivated  
Organized  
Originated  
Oversaw  
Planned  
Prioritized  
Produced  
Recommended  
Replaced  
Restored  
Scheduled  
Secured  
Selected  
Streamlined  
Strengthened  
Supervised  
Transformed

### ORGANIZATION

Catalogued  
Categorized  
Classified  
Coded  
Compiled  
Distributed  
Inspected  
Logged  
Maintained  
Monitored  
Obtained  
Ordered

Processed  
Purchased  
Recorded  
Registered  
Reserved  
Responded  
Routed  
Screened  
Served  
Submitted  
Supplied  
Updated  
Validated  
Verified

### RESEARCH

Analyzed  
Clarified  
Collected  
Compared  
Conducted  
Detected  
Determined  
Diagnosed  
Evaluated  
Examined  
Experimented  
Explored  
Extracted  
Gathered  
Identified  
Inspected  
Interpreted  
Invented  
Investigated  
Located  
Measured  
Researched  
Reviewed  
Searched  
Solved  
Studied  
Summarized  
Surveyed  
Systematized

### TEACHING

Advised  
Coached  
Critiqued  
Enabled  
Encouraged  
Explained  
Facilitated  
Focused  
Guided  
Individualized  
Informed  
Instilled  
Instructed  
Motivated  
Persuaded  
Stimulated  
Taught  
Tested  
Trained  
Transmitted  
Tutored

### TECHNICAL

Adapted  
Adjusted  
Applied  
Assembled  
Built  
Calculated  
Compared  
Conserved  
Constructed  
Designed  
Determined  
Engineered  
Estimated  
Maintained  
Operated  
Printed  
Programmed  
Remodeled  
Solved  
Specialized  
Upgraded  
Utilized

# RÉSUMÉ HEADING SAMPLES

- Located at the top of résumé
- Single-spaced
- First and last name (18-20 point font) boldfaced
- City/State (optional) and phone number
- Professional email (name in email included or @usm.edu email)

## JANE DOE

601.123.4567 | jane.doe@usm.edu | linkedin.com/jane.doe

## JANE DOE

601.123.4567 | jane.doe@usm.edu

## JANE DOE

Cell: 601.123.4567 | Email: jane.doe@usm.edu

## JANE DOE

601.123.4567 | jane.doe@usm.edu

## JANE DOE

Email: jane.doe@usm.edu

Cell: 601.123.4567

## JANE DOE

601.123.4567 | jane.doe@usm.edu

# Résumé Sample

## Makalah White

makalahwhite@gmail.com (601) 123 -7890

### EDUCATION

**Bachelor of Arts, Speech Pathology and Audiology**  
The University of Southern Mississippi, Hattiesburg, MS  
GPA 4.0

**Honors College Thesis:** *The Relationship Between Cognitive Triggers and Trauma in Adolescents*  
**Study Abroad:** China – Business and Culture in Asia

Do not include high school education.

Summer 2021

### RELEVANT EXPERIENCE

**Volunteer,** Merit Health Wesley Rehabilitation Center

- Assisted with clerical tasks, such as filing patient information, labeling speech samples, and organizing records.
- Helped patients feel more comfortable during their stay by visiting and bringing them newspapers and other items.

Relevant experience can include information other than work history.

### WORK EXPERIENCE

**Student Academic Tutor**, Department of Housing and Residence Life, The University of Southern Mississippi  
Explained scientific concepts, coordinated social programs, and counseled a building of over 300 students

Fall 2022-Spring 2023

**Human Biology Teaching Assistant**, Department of Biological Sciences, The University of Southern Mississippi  
Lectured, administered, and graded quizzes, ensured lab safety, and guided experiments for a lab section of 25 students

Fall 2023

**Summer Conference Assistant**, Conference Services, The University of Southern Mississippi  
Promoted the University by communicating effectively with hundreds of summer camp guests

Summer 2021

### LEADERSHIP AND INVOLVEMENT

**Member,** National Student Speech-Language Hearing Association

- Participated in events with The Children's Center and the DuBard School
- Attended Mississippi Speech-Language-Hearing Association Conference

**Leadership Team,** Campus Crusade for Christ  
Scheduled weekly meetings with students

Spring

Fall 2020-Spring 2022

**Secretary,** Kappa Delta Sorority  
Recorded attendance and minutes for over 50 events and maintained membership records for 146 members

Fall 2020-Spring 2022

**Mentor,** Honors College  
Advised, supported, and built sincere relationships with a group of 16 freshmen students

Fall 2020-Spring 2021

**Senator,** Student Government Association  
Acted as a representative for the College of Health

Spring 2020-Fall 2020

- Researched campus issues, authored legislation, and voted on bills and resolutions

Highlight leadership and involvement when you don't have a lot of work history.

### HONORS / AWARDS

Order of Omega, Honor Society  
Kappa Delta Sorority Model Member of the Year  
National Merit Finalist Scholarship

Phi Kappa Phi, Honor Society  
Phi Eta Sigma, Honor Society  
USM Outstanding Freshman of the Year

Be sure to list Honors/Awards to show accomplishments.

### SKILLS / CERTIFICATIONS

Intermediate American Sign Language    Basic Spanish and Mandarin    Adult CPR/AED, Pediatric CPR and First Aid

List skills that are related to major or potential jobs.



Call Career Services to get your résumé critiqued. // **601.266.4153**

# Résumé Sample

## CAMILLE FRESHMAN

601.555.7896

Camille.Freshman@usm.edu

**OBJECTIVE:** To obtain a part-time position in a communications or public relations firm

**EDUCATION:** **Bachelor of Arts**  
Major: **Communication**    Minor: **English**  
The University of Southern Mississippi, Hattiesburg, MS    May 2027

**EXPERIENCE:** **Writer/Reporter**  
*Magee Daily News*, Magee, MS    June – August 2023

- Assisted in editing articles
- Met tight weekly deadlines consistently
- Wrote stories and interviewed individuals for articles

**Camp Counselor**  
*Strong River Summer Camp*, Magee, MS    June – August 2022

- Worked under camp management in all aspects of camp
- Ensured great camp experience for campers
- Participated and led counselors in leadership training

**Office Assistant**  
*Magee Dixie Youth Program*, Magee, MS    June – August 2021

- Maintained HIPPA or FERPA confidentiality guidelines in office environment
- Operated office machines, such as fax machine, photocopiers, scanners and voicemail system
- Regulated system, updated inventory in office, checked and delivered mail to appropriate people, and updated database systems regularly
- Answered main office telephone, directed calls, took messages for clients, and made appointments on appropriate calendars
- Communicated effectively with customers, employees and other individuals to answer questions and address complaints

**HONORS AND ACTIVITIES:** **Luckyday Scholar**, May 2023 (120 selected from 1,200 applicants)  
**Rotary Club Scholarship**, May 2023  
**National Honor Society**, 2017-22  
**Newspaper Editor**, Magee High School, 2021-22  
**Vice President**, Senior Class, 2021-22  
**March of Dimes and United Way Volunteer** (more than 150 hours)



# Résumé Sample

## SARAH STUDENT

228.555.5555  
Sarah.Student@usm.edu

### SUMMARY OF QUALIFICATIONS

- Experienced in analyzing financial data to determine risk
- Over three years of experience in customer service and communicating complicated information
- Proven leadership skills developed through classroom and extracurricular involvement

### EDUCATION AND CERTIFICATIONS

The University of Southern Mississippi *Hattiesburg, MS*  
**Bachelor of Science in Business Administration, Finance** *August 2024*  
**GPA: 3.49** President's List (two semesters)  
**Italian Studies Program** *Summer 2023*

Bloomberg Certified in Equity Essentials and Fixed Income Essentials *2023*

### SPECIAL PROJECTS

- Financial Management Association C-Suite Symposium, Hattiesburg, MS, Fall 2021 – Contacted high-level executives at various industries to create a panel of presidents and chief financial officers to discuss economic outlooks, challenges facing the industry, and career paths in finance
- Eagle Jam and Crawfish Fest, Hattiesburg, MS, Spring 2020 – Served on the Sponsorship Committee, which raised approximately \$4,300 to host an event for over 500 students

### FINANCE INTERNSHIP

Trustmark National Bank *Jackson, MS*  
**Credit Analyst Intern** *Summer 2023*

- Generated financial ratios, using computer programs such as Optimist, to evaluate customers' financial status
- Prepared reports determining the degree of risk of lending to potential clients
- Conferred with credit associations and references to exchange client credit information
- Completed loan applications, including credit analyses and summaries of loan requests, and submitted to loan committees for approval

### EXPERIENCE

Olive Garden *Hattiesburg, MS*  
**Server** *October 2020-Present*

- Provide friendly service to over 100 customers daily in a fast-paced environment
- Increased the sales of daily specials by 5% through effective recommendations to guests
- Recognized twice for obtaining the highest customer satisfaction scores

### ACTIVITIES

**Treasurer**, Financial Management Association  
**Vice President of Pledge Education**, Delta Sigma Pi, Business Fraternity  
**Southern Miss Activities Council**  
**Tutor**, Boys and Girls Club

# Résumé Sample

## EDWARD BEAKER

601.010.1001 • edward.beaker@usm.edu

### EDUCATION

The University of Southern Mississippi *Hattiesburg, MS*  
**Bachelor of Science in Biological Sciences** *December 2023*  
Minor: Spanish  
**GPA: 3.5**

Jones College *Ellisville, MS*  
**Associate of Applied Science** *May 2021*  
**GPA: 3.25**

### UNDERGRADUATE RESEARCH

The University of Southern Mississippi *Hattiesburg, MS*  
**"Study of Viral Immunology Testing"** *January 2021 – Present*  
**Undergraduate Research Assistant**  
School of Biological, Environmental and Earth Sciences

The University of Southern Mississippi *Hattiesburg, MS*  
**"Bactericidal Properties of Lactoferrin"** *August 2020 – Present*  
**Undergraduate Research Assistant**  
School of Biological, Environmental and Earth Sciences

### RELATED EXPERIENCE

Hattiesburg Clinic *Hattiesburg, MS*  
**Internship | 65 Hours** *May 2021 – August 2021*

- Ran lab tests and prepared specimens for doctors and providers
- Prepared and stained slides for analysis
- Recorded tested information into database system
- Kept inventory
- Updated inventory record system

### WORK EXPERIENCE

The University of Southern Mississippi Foundation *Hattiesburg, MS*  
**Student Worker** *August 2020 – May 2021*

- Answered and transferred incoming telephone calls to correct personnel
- Assisted with making copies and accurately filed documents

Sweet Peppers *Hattiesburg, MS*  
**Waiter/Cashier** *June 2018 – August 2020*

- Greeted customers and developed rapport
- Worked in fast-paced environment handling financial transactions accurately
- Interacted with customers to verify accuracy of order and resolve discrepancies

### LEADERSHIP/CAMPUS INVOLVEMENT

**Student Ambassador**, College of Arts and Sciences  
Beta Beta Beta  
**Secretary**, Medical Laboratory Science Club  
Increasing Minority Access to Graduate Education

### VOLUNTEER EXPERIENCES

Forrest General Hospital, Cancer Center | 25 hours *Hattiesburg, MS*  
Drug-Free Resources for Education and Alternatives in Mississippi | 15 hours *Hattiesburg, MS*  
Hub City Humane Society | 15 hours *Hattiesburg, MS*





# Dual-Enrollment Résumé Sample

## A. JUAN EAGLE

228.123.4567 | AJeagle@xmail.com

### EDUCATION

#### Bachelor of Science in Business Administration, Accounting

The University of Southern Mississippi (USM), Long Beach, MS  
May 2025

#### Associate of Arts, General Studies

Mississippi Gulf Coast Community College (MGCCC), Gulfport, MS  
May 2023

- Completed while simultaneously earning a diploma at Gulfport High School (GHS)
- 3.68 GPA

### EMPLOYMENT

#### Office Assistant, August 2023 – Present

USM Institute for Disability Studies at Gulf Park, Long Beach, MS

- Answer incoming calls and redirect inquiries to the appropriate staff member
- Create digital flyers and other announcements using Canva to promote events to clients and the campus community
- Perform data entry and scan documents to maintain files on over 125 clients

#### Lifeguard, Summers 2021 – 2023

Francis X Collins Lifetime Fitness Center, Gulfport, MS

- Supervised swimmers and guests while enforcing facility policies and safety regulations
- Conducted daily checks on pool equipment, first aid supplies, and water chemical levels
- Taught weekly swim lessons to groups of 15 children ranging in age from 7-12

### ACTIVITIES AND HONORS

Associate Achievement Scholarship (USM)

Concurrent Enrollment Leadership Organization (MCGCC)

Phi Theta Kappa, Honor Society (MGCCC)

Mu Alpha Theta, Mathematics Honor Society (GHS)

DECA (GHS)

- State Career Development Conference
- Personal Financial Literacy Event

# Creative Résumé Sample

# TORI GIEGER

## CONTACT

601.323.1122

toriegieger@yahoo.com

## ABILITIES

### PUBLIC RELATIONS

Writing

- Press Releases
- Blogs
- News Features

Event Planning

Public Speaking

### MARKETING

Microsoft Office Suite

Audience Research

### GRAPHIC DESIGN

Adobe Creative Cloud

- Photoshop
- InDesign

### VIDEO PRODUCTION

iMovie

### SOCIAL MEDIA

Facebook

Instagram

Snapchat

Twitter

Pinterest

## EDUCATION

**B.A. IN JOURNALISM WITH AN EMPHASIS IN PUBLIC RELATIONS AND B.A. IN COMMUNICATION STUDIES**

The University of Southern Mississippi, Hattiesburg, MS  
May 2023

GPA: 3.8

### STUDY ABROAD – BRITISH STUDIES PROGRAM

SUMMER 2021

- Networked with professionals throughout London, gaining insight and skills in the world of mass media
- Blogged about class experiences and the culture of London
- Studied current news, PR and social media regarding the prime minister election, Brexit and terrorist attacks

## PROFESSIONAL EXPERIENCE

**MARKETING INTERN / SUMMERS OF 2019 AND 2020**  
SOUTH CENTRAL REGIONAL MEDICAL CENTER

- Translated video interviews into written articles for hospital publications
- Helped orchestrate, decorate and facilitate children's health fair

## INVOLVEMENT

**KAPPA DELTA SORORITY / FALL 2018 - PRESENT**

- Vice President of Member Education: Guided new members through initiation process, planned events and served as mentor
  - Songfest Chair
  - T-shirt chair

**LUCKYDAY CITIZENSHIP SCHOLAR / FALL 2018 - PRESENT**

- Competitive community service-based scholarship

**LAMBDA PI ETA / SPRING 2021 - PRESENT**

- Honor Society for Communication Studies

**EAGLE CONNECTIONS / FALL 2020 and 2021**

- Recruited prospective football athletes to attend USM, guiding them through a USM home game experience
- GOLDEN EAGLE WELCOME WEEK / FALL 2019 and 2020**
- Group leader responsible for around 25 students
- Guided incoming freshmen through their first week of college

**WHO'S WHO AT SOUTHERN MISS RECIPIENT**

- Competitive award based on community service, academics and leadership

## EMPLOYMENT

**STUDENT WORKER / JANUARY 2021 - PRESENT**

USM NEW STUDENT and RETENTION PROGRAMS

- Professionally greets incoming calls while using problem-solving skills to promote Southern Miss in a positive light
- Handles office tasks involving confidential information
- Communicates with students involved in academic coaching, providing reminders and help regarding academic success

# Creative Résumé Sample



**Robert Pearson**  
Graphic Designer

(123) 456-7899

Robert.Pearson@usm.edu

Hattiesburg, MS

RPDesigns.wixsite.com

## Education

The University of Southern Mississippi | Hattiesburg, MS

May 2023

**Bachelor of Fine Arts—Graphic Design**

**GPA 3.7**

Graphic Design Student of the Year (2022)

## Professional Experience

Graphic Design Assistant | USM School of Performing and Visual Arts | Hattiesburg, MS

August 2021 - Present

- Manage several graphic design projects for the program and various other programs within the university, delegating work to subordinates
- Design multiple print materials, online ads, presentations, and program media for 25 departments
- Actively participate in weekly team meetings, pro-actively taking part in orchestration of future projects
- Collaborate on special project commissioned by the university president to revamp the school logo and advertising graphics

Graphic Design Intern | Optimal Virtual Assistance Solutions | Jackson, MS

May 2020 - August 2020

- Developed sample designs and layouts based on company client's requests
- Applied multiple design software to create illustrations and company logos on 10 projects assigned
- Maintained the company's archive of images, logos, and client information to ensure timely completion of all projects

## Campus Involvement

Vice President, Graphic Artists Student Association

August 2021 - Present

Partners for the Arts

September 2020 - Present

Creative Collective

September 2019 - October 2020

## Community Involvement

Hattiesburg Alliance for Public Art (23 Hours)

Hattiesburg, MS

The Gallery of Art and Design (15 Hours)

Hattiesburg, MS

## Software Skills



InDesign



Photoshop



Illustrator



After Effects



Lightroom



Dreamweaver



JavaScript



Microsoft Suite

# COVER LETTER GUIDELINES

## The Purpose of the Cover Letter

- To introduce yourself to the employer and provide pertinent background information
- To serve as a professional letter to highlight and expound upon your résumé to a prospective employer
- To serve as a “sales” letter, intended to convince the prospective employer that you have something valuable to contribute and that it would be worth the time to interview you

## The Cover Letter Needs to Be

1. Typed
  2. Original - Every cover letter should be job-specific.
  3. Addressed to a specific person - Put every effort into finding a contact name.
  4. Upbeat and confident
  5. Not repetitious of the résumé
  6. Printed on matching résumé paper
  7. Short and to the point—keep to one page
  8. Limit first-person references, such as “I,” “me,” or “my.”
  9. Avoid using doubt words, such as “hope,” “think,” “feel,” or “believe.”
  10. Do not plagiarize. Use your own words.
- 11. PROOFREAD CAREFULLY!**

## HEADER

1. Your header should match your résumé and reference page headers.
2. It should include your name, at least one phone number, and a professional email address.

## ADDRESSEE

1. Do your research on the company so you can have the correct address. State the name and title of the person to whom you are writing the letter, if possible.
2. If not possible, address letter to the position, such as “Re: Hiring Manager.”
3. In the salutation, you should put the title and last name of the person to whom you are writing the letter [Position and Last Name], such as “Dear Director Jones” or “Dear Manager Jones.” Avoid using gender if possible. Always use a colon (:) after the salutation and not a comma.

## OPENING PARAGRAPH

1. State why you are writing or your reason for correspondence.
2. Name the position or type of work for which you are applying.
3. Mention the contact person who told you about the job or how you learned about the job.
4. Explain why you are interested in working for this employer or are passionate about this field.

## MIDDLE PARAGRAPH(S)

1. List all the reasons why the employer should hire you, focusing on how your experiences and education match what the employer wants in the job description.
2. Emphasize your skills, abilities and accomplishments and how they can specifically benefit the employer. Write what you can do based on what you have done.
3. Use industry-specific key words.

## CLOSING PARAGRAPH

1. Request a personal meeting.
2. Include a telephone number and email address where you can be reached, even though it is in your header.



## Cover Letter Sample

**JONATHAN DOE**

Cell 123.456.7891  
jonathan.doe@usm.edu

Be sure to use the same heading as your résumé.

September 4, 2023

Double space  
Current date  
Double space  
Research to find a contact for the return address.  
Double space

Director Esther Smith  
Hiring Manager  
Zeon Chemicals  
1301 W. Seventh Street  
Hattiesburg, MS 39401-2800

### Opening Paragraph

- » State why you are writing or reason for correspondence.
- » Name the position for which you are applying.
- » Mention the contact person who told you about the position or how you learned about the position.
- » Explain why you are interested in working for the employer or are passionate about this field.

Dear Director Smith:

Your company website lists a process technician position in Hattiesburg, Mississippi, and the enclosed résumé is submitted in application. During a recent conversation with Dr. Joe Jones, he informed me of the new polymers utilized at Zeon and encouraged an application directed to you. The opportunity to work for a company that is a leader in specialty polymers and chemicals is exciting.

### Middle Paragraph(s)

- » List all reasons why the employer should hire you.
- » Focus on how experiences and education match the job description.
- » Emphasize how skills, abilities, and accomplishments can benefit the employer.
- » Use industry-specific key terms.

The educational training and research experience gained at Southern Miss has honed skills in the areas of quality assurance, and environmental acceptability practices. Moreover, chemistry training obtained through classes such as Analytical Biochemistry, Inorganic Chemistry, Physical Chemistry, and accompanying lab work have provided knowledge required to work on complex research projects in regard to organic synthesis. Specifically, this knowledge includes data collection, organization, analyses, detailed documentation, and reporting of results.

Double space between paragraphs.

As noted in the job description, you listed previous lab work experience as a desirable qualification. The highlighted intern experience with The Dow Chemical Company afforded me the opportunity to work in a laboratory setting. Responsibilities included testing products and materials, analyzing data, and recording findings. Coupled with the academic training received, this hands-on lab experience in a real-world corporate setting will allow for an easy transition into your lab.

### Closing Paragraph

- » Pave the way for an interview.
- » Let the employer know you can meet at their convenience.

The opportunity to meet and discuss related qualifications for this position is requested. At your convenience, I look forward to meeting with you and learning more about this position. Thank you in advance for your time and review of the enclosed credentials.

Sincerely,

*Jonathan Doe*

Double space after the last paragraph.  
Triple space after closing and before name.  
Sign the letter if sending in the mail.

Jonathan Doe

Signature is not needed when uploading a document into an application portal or when emailing to an employer. Remove the signature and spaces between the closing and type out your name.

## HOW TO ASK FOR A REFERENCE OR LETTER OF RECOMMENDATION

### DO

- Ask early (at least two or three weeks in advance).
- Ask in a professional manner through a
  1. Meeting,
  2. Phone call, or
  3. Email. Use correct grammar, and be professional. *\*A meeting is preferred and adds a personal touch.*
- Include the purpose for the reference letter.
- Provide a copy of your résumé.
- Provide the writer with instructions for submitting your reference and information on when it is due.
- Send a professional reminder email one week before the deadline.

### DON'T

- Have unprofessional references. You want to have people who can talk about your work ethic and performance. Consider professors, advisors, past supervisors, and current employers.
- Send a text. Even if you have a close relationship with the person, use professional communication channels for professional situations.
- Ask someone that can't be a good reference. You want to ask someone that knows you well and thinks highly of you.
- Assume they'll say yes. Ask, "Would you be comfortable writing me a strong letter of recommendation?" They may not feel they know you well enough to write you a strong letter.

### TIP

Be sure to attach your résumé as a PDF.

## Reference Letter Request Email Sample

MESSAGE
OPTIONS

---

To: \_\_\_\_\_

Cc: \_\_\_\_\_

Bcc: \_\_\_\_\_

Subject: \_\_\_\_\_

📎 **FIRSTNAME\_LASTNAME\_RESUME.PDF**

---

Dear (Professor, Dr., Mr. or Ms.) Gold:

As part of the prerequisites for acceptance to (graduate school, etc.), I have been asked to provide a letter of recommendation. Would you be willing to write such a letter in regard to our past association in (the honors program, an internship, coursework, conference, etc.)?

The deadline for submitting the letter is (date), and if you are unable to provide a letter, please let me know by (one week from the date of this letter).

Thank you in advance for your time.

Regards,  
Eliza Doolittle

## Reference List Sample

### Camille Freshman

601.555.7896

Camille.Freshman@usm.edu

#### References

James Gibson, Manager Editor  
*Magee Daily News*  
Work: 601.569.2357  
Fax: 601.265.8943  
jgibson@mageenews.com

Susan George, Camp Director  
Strong River Summer Camp  
Work: 601.985.2365  
Fax: 601.742.3658  
sgeorge@strongriver.com

Dr. Michael Cole, Teacher  
Magee High School  
Work: 601.487.3654  
Fax: 601.852.7361  
mcole@mageehs.com

### References

- Include on separate document and submit only if requested.
- Header information should be consistent with résumé.
- Ask permission from references to include on reference page.
- Include at least three professional references (professors, supervisors, advisors).
- Format: Name, Job Title, Company/ Employer, Work Phone Number, Fax Number (Optional), Email



Keep your reference list updated on your job search.

# FEDERAL RÉSUMÉ GUIDELINES

Have you ever thought about working for the government? The federal government is looking for different attributes in applicants than a private sector employer; therefore, federal résumés differ greatly from private sector résumés. And, yes, the federal job market can be quite competitive. It takes time to compose an effective federal résumé, so start well ahead of the closing date on the job announcement. You can see available jobs through listings with individual government agencies or by searching usajobs.gov.

## Tips to Help You Succeed in Writing Your Federal Résumé

### 1. Include mandatory data.

Insert the position announcement number, job title, country of citizenship, veteran's preference, and grade at the top of your résumé after the header. As an undergraduate, it is most appropriate to apply for internships, recent graduate jobs, or jobs listed in the GS-5 to GS-7 job range. In your employment history section, list each employer's name, title, complete physical address, and phone number, along with the number of hours worked per week, salary information, and whether or not the supervisor can be contacted.

### 2. Forget what you learned previously about résumé page length.

Aim for three to five pages when writing for a federal position. Write comprehensively, clearly, and specifically about your experiences. If you have one year of specialized experience in a field related to the job description, make sure it is stated on your résumé.

### 3. Use key words from the vacancy announcement in the actual résumé.

Key words can be found by reading the job description in its entirety and then locating the words that are most significant in relation to what the agency is requesting for the job. Connect those words to your actual job experience on your résumé. For additional help locating key words, refer to the Office of Personnel Management (OPM) Standards and to any corresponding qualifications questionnaire in the usajobs.gov application.

### 4. Under each job experience, leave room to tell about accomplishments.

In other words, tell about how you contributed to making each experience better. Did you increase sales by a certain percentage? Decrease complaints on your shift? Earn the "Employee of the Month" award? Human Resources personnel will want to know if you have the potential to lead and make improvements in the government position for which you are applying.

### 5. Add value with subheadings to help your résumé shine.

Such headings within your experience sections should reveal your core competencies. Core competencies are categories in which you can group tasks or skills that you do well. Capitalize your core competency titles; then, explain your involvement in each category as it relates to your experience. Examples of core competencies include leadership, research experience, and program coordination.

### Make your federal résumé count.

Craft it skillfully.



Scan here to view a full federal résumé.

[usm.edu/student-affairs/\\_images/career-guide-federal-resume.pdf](https://usm.edu/student-affairs/_images/career-guide-federal-resume.pdf)





# CURRICULUM VITAE TIPS

## What is a curriculum vitae?

A curriculum vitae (CV or vita) is a detailed, ongoing list of experiences and accomplishments. Although it is usually accompanied by corresponding dates for each accomplishment, there is no standard format.

## Why use a CV instead of a résumé?

CVs may be requested when seeking a research or faculty position in academia, applying for fellowships and grants, obtaining an international job, or working in medical or research professions. Résumés, in contrast, are favored by the business world.

## What is the main difference between a CV and a résumé?

The recommended length of a résumé is usually one page, while a CV can be several pages. Bullet points are not necessary on a CV but can be used to emphasize significant details.

## What should be covered in a CV?

Here are some standard categories that can be included in your CV: education, teaching experience, research experience, grants awarded, grants pending, publications, conferences attended, presentations, professional affiliations, committees and advisory boards, languages spoken, honors and awards, research interests, work experience, community involvement.

## How should publications be cited on a CV?

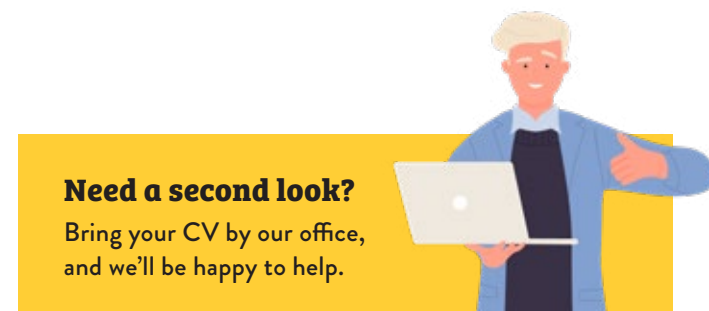
All publications should be formatted according to the formal, publication style of the corresponding field. For example, APA style is typically used for citations in psychology, education, and other social sciences. Refer to your academic department for the preferred style to use.

## Is an international CV different than a CV in the United States?

An international CV can be different in that some countries require personal information like date of birth, marital status, hobbies, etc. Personal information is customarily discouraged on a CV in the United States (other than the usual information required on a résumé). In addition, international CVs should be written in the same language as the job description announcement.

## How can I find examples of CVs that most closely relate to my field of expertise?

Many of your professors will list their CVs online through departmental websites. This is a great place to start in deciding what type of information to include on your CV.



Scan here to view a full curriculum vitae.

[usm.edu/student-affairs/\\_images/career-guide-cv.pdf](https://usm.edu/student-affairs/_images/career-guide-cv.pdf)

# 7 STEPS FOR CONDUCTING A SUCCESSFUL INTERVIEW

An interview is the key to whether or not you are offered a job. On the other hand, this is your opportunity to determine how much both the opportunity and the employer fit what you need and want, as well.

## BEFORE THE INTERVIEW

### Step 1: Research the Company and the Job.

#### 7 THINGS TO RESEARCH FOR THE INTERVIEW

- History of the company
- Company's culture, mission, and values
- Skills needed for the position
- Clients, products/services offered
- Recent news and events about the company
- The person interviewing you
- The job industry and competitors

You can usually find most of this information on the company website and in their annual report.

### Step 2: Know Yourself.

#### QUIZ YOURSELF WITH THESE COMMON QUESTIONS EMPLOYERS WANT TO KNOW ABOUT YOU

- Tell me about yourself. (refer to Elevator Pitch on pg. 20)
- How has your education and experience prepared you for this job?
- What is your greatest strength? What is your greatest weakness?
- What motivates you to do your very best on the job?

- Are you willing to travel or relocate, if necessary?
- Describe your leadership style.
- How would a co-worker or supervisor describe you?
- What do you know about this organization?
- What kind of salary do you expect?
- Why did you leave your last job?
- What makes you qualified for this position?
- Why should I hire you?

*The more you know about yourself, the job and the company, the better you can articulate why you would be a good hire.*

### Step 3: Practice!

#### HOW DO I PRACTICE?

- Use Big Interview on the Career Services website under Online Resources.
- Schedule a mock interview with one of our career counselors.



Call our office at **601.266.4153** to schedule your mock interview today!

## THE DAY OF THE INTERVIEW

### Step 4: Getting Ready and Arrival

- Dress professionally.
- Bring a copy of your updated résumé for each person interviewing you. If you are unsure, bring five.
- Allot yourself plenty of travel time in the event of traffic delays.
- Use the bathroom before you get there.
- Arrive 15 minutes early.
- Be courteous to administrative personnel.

### Step 5: During the Interview and Answering Questions TIPS

- Be confident in your attitude, but not overconfident.
- Show a true interest, but not desperation.
- Be aware of your tone of voice.
- Have good posture.
- Keep strong eye contact.
- Have a firm handshake.



## DURING THE INTERVIEW

### Behavioral Interview Questions

Employers are asking more and more behavioral questions, based on the theory that your past experience in specific situations is a good indicator of your future performance in similar situations. Follow the STAR method to answer the question in a concise and logical manner, while providing all the information the employer desires.

### SITUATION OR TASK

Describe the situation that you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, a volunteer experience or any other relevant event.

### ACTION YOU TOOK

Describe the action you took, and be sure to keep the focus on you. Even if you are discussing a group project or effort, describe what you did – not the efforts of the team. Don't tell what you might do; tell what you did.

### RESULTS YOU ACHIEVED

What did you learn? What happened? How did the event end? What did you accomplish?

### Sample Behavioral Interview Questions

- Tell me about a time when you had to follow a policy you didn't agree with.
- Tell me about a time when you had to deal with a difficult customer.
- Give me an example of a time when you showed initiative and took the lead in a task or project.
- Tell me about a time when you failed and how you dealt with it.
- Describe a decision you made that was unpopular and how you handled implementing it.
- Have you had to convince a team to work on a project they weren't excited about? How did you convince them to complete the project?
- Describe a situation in which you used persuasion to successfully convince someone to see things your way.
- Tell me about a time when you had to go above and beyond the call of duty to get a job done.



### TIP

- Be a professional, not a student.
- It is important to demonstrate to the employer that you can make the transition from student to professional. This is demonstrated in your attire, attitude, and verbal communication, as well as your nonverbal communication.

## How to Respond to Illegal Interview Questions

Questions not related to the job duties and responsibilities can be challenging, especially those that relate to personal areas of one's life. First, you must decide if you want to answer the question. You are not required to answer.

One approach is to remain calm and respond with an answer related to the job duties. You can decide later if this is a company of interest.

### EXAMPLES:

“Do you have plans for marriage and starting a family?” Answer: “If you are concerned if I can meet the time and attendance of the job duties, I am confident in my abilities to meet and exceed your expectations.”

“Will you need personal time for particular religious holidays?” Answer: “As I understand the job requirements, I am prepared to perform the job as presented.”

If the employer continues to ask illegal questions, gently ask the employer to explain how questions relate to the job description. Use the interview process to determine if a company is right for you.



## CLOSING THE INTERVIEW

### STEP 6

At the end of the interview, you will be given another chance to ask questions. Asking questions is essential. This is your opportunity to determine if this position is the best match for you. In order to make your questions productive, your delivery must be as effective as the questions you are asking! Take notes and ask for contact information so that you can follow up within 24 hours to say thank you. Choose at least two or three questions on this list that are valuable to you, and become comfortable using them effectively.

### Questions About the Position

- Why is this position vacant?
- Can you describe what a typical day here looks like?
- Do you expect the main responsibilities for this position to change within the next six months?
- What do you think is the most challenging part of this position?
- What have past employees done in this position to be successful?
- What members of the team would I work with in this position?
- What type of annual review do you provide or require for employees?
- What is the top priority for the person in this position over the next three months?

### Questions About the Business

- What kind of management style is common here?
- What service does this business provide to the community?
- How does this organization strive to meet the mission statement?
- What does success look like here?
- What areas or plans are you looking to develop within the business?
- Can you tell me about the team I will work with?
- What does this organization seek to accomplish over the next five years?
- What do you do as a team to build morale and interact with one another?
- Which particular skill is the team missing that you are looking to fill with a new hire?

### Questions About the Interviewer

- How long have you worked here and in what capacity?
- What do you like most about your work here?
- What has been one of the most challenging aspects of your work here thus far?
- What is the next step in the interview process?
- How can I contact you if I have additional questions in the near future?

Table Source: QuintCareers.com

## Illegal Interview Questions

According to the U.S. Equal Employment Opportunity Commission (EEOC), it is illegal to ask a candidate questions about the following:

- Race, Color, or National Origin
- Religion
- Sex, Gender Identity, or Sexual Orientation
- Pregnancy Status
- Disability
- Age or Genetic Information
- Citizenship
- Marital Status or Number of Children



### FYI

Employers are only allowed to ask questions about criminal background that directly affect the job you are interviewing for.

## FOLLOW UP AND COMMUNICATE

### STEP 7: FOLLOW-UP IS AN IMPORTANT PART OF THE JOB SEARCH

Taking the time to say “thank you” and presenting yourself from the perspective of being appreciative demonstrates a strong sense of self and the confidence that employers are actively seeking. Expressing gratitude can be done through outlets such as thank you cards, emails or phone calls.

#### When Should You Follow Up?

##### ■ After the interview

- » Send the “thank you” within 48 hours after the interview.
- » Send an email if the hiring decision is imminent. A professional “thank you” card is also encouraged.

##### ■ During the search

- » Employers can often lag in the hiring decision so be sure to communicate with employers during their review of candidates.
- » Remind them of your interest about two weeks after the interview and include additional information to boost your candidacy. Example: I just completed my last semester with a 3.4 GPA.
- » If you receive a “not hired” letter from the employer, thank the employer for their interest and ask for consideration for other positions in the company.

##### ■ After a job offer

- » Contact the employer to confirm receipt of the offer.
- » Make sure to ask any unanswered questions regarding the offer, if necessary.
- » Accept or decline the offer within the agreed upon time frame.
- » Once a job is accepted, follow up with companies with pending offers to thank them and ask to remove your name from further consideration.

##### ■ Maintain communication

- » “Ghosting” occurs when an employer stops communicating with a candidate or the candidate stops answering calls or emails from employers. Be sure you make every effort to respond to employers.
- » Ghosting also includes not showing up for the first day of work or leaving a job without giving at least a notice of two weeks. This is unprofessional and can tarnish your reputation for future employment.

#### Points of Caution

- All communication should remain on a professional level. Make sure you have your thoughts together before reaching out.
- Only use a legitimate thank you note or professional stationery.
- While corresponding with more than one individual within an organization, be sure to write unique thank you notes to each person.
- When you have multiple interviews or a group interview, write a thank you note to the person who arranged the visit and one to the key hiring decision-maker for the job. Consider adding, “Please express my appreciation to others involved in my interview today.”



Following these guidelines will help you **maintain a professional presence throughout your career.**

## Interview Thank You Note — Sample

Dear Dr. Walker:

Thank you for interviewing me yesterday for the marketing position. I enjoyed meeting with you and learning more about the position and your department.

As we discussed, I think utilizing success stories is a great idea. I’d love to focus on and create a worthwhile campaign sharing those stories.

I want to reiterate my strong interest in the position and working with Career Services. Please do not hesitate to email or call me if you have any questions or need any additional information. I look forward to hearing from you.

Again, thank you for the interview and your consideration.

Sincerely,

Jane Doe  
601.266.4153

# PHONE AND WEB-BASED INTERVIEW TIPS

## Phone Interview Tips

- Create a quiet environment with no background noise, and listen to questions being asked by the interviewers very carefully.
- Be professional when answering the telephone.
- Even though they can’t see you, smile during the interview. It projects a positive attitude.
- Create a short professional telephone message for missed calls.
- Always avoid using speakerphone.
- Make sure your phone battery is fully charged, and you have a good signal.
- Have a pen and paper available for notes.
- Be sure to have an active mailbox for missed messages.



## Web-Based Interview Tips

- Set up early. Never be late.
- Test all equipment and technology before the interview.
- Look at the camera or the interviewer, not at yourself in the monitor.
- Speak clearly, and treat the interviewer just as if he or she is in the same room.
- Be sensitive to potential audio or video delays.
- Dress professionally from head to toe. Wear solid colors that will not be distracting on camera.
- Minimize all body movements, but don’t be stiff. Do not tap your pen, shuffle papers, or fidget while interviewing. The microphone will pick up ALL noise in the room.
- Keep background free of clutter.



## STILL NERVOUS?

**Do a mock interview with one of our experts!**





# ETIQUETTE TIPS

**Etiquette** [et-i-kit, -ket] - The practices and forms prescribed by social convention or by authority

The American Heritage® Dictionary of the English Language: Fourth Edition. 2000.

## GREETING

- Always rise when introducing or being introduced.
- Provide information when introducing, i.e., "Mr. Smith is CEO of ABC Bank."
- Unless given permission, always use titles and last names.
- Always have a firm handshake, and hold it for three to four seconds.
- Introduce people in the following order:
  - Younger to older
  - Non-official to official
  - Junior executive to senior executive
  - Colleague to customer
- Always carry business cards.
- If wearing a nametag, wear it on your upper right chest.

## DINING

**Roughly 80 percent of second interviews are conducted during a meal.**

- Arrive at least 10 minutes early.
- Wait to sit until the host(ess) indicates the seating arrangement.
- Discretely unfold your napkin to half and place in your lap before eating or drinking anything.
- When ordering, take cues from the host about ordering (price, type of food, etc.).
- Don't hold up the ordering; be prepared to order when asked.
- Order something that is not messy and is easy to eat.
- Expect to be served from the left and for dishes to be removed from the right.
- Do not move your dishes to the side or hand them to the waiter.
- Wait to eat until everyone has been served.
- Keep your hands in your lap unless you are eating.
- Use good posture; keep your arms close to your body.
- Cut your food one bite at a time.
- Break a whole slice of bread after you have placed it on the plate.
- Bring food to your mouth, not your head to the plate.
- Eat at the same pace as everyone else.
- Contribute equally to the conversation.
- Place your napkin on the seat if you must excuse yourself.
- Start with the utensil farthest from your plate.
- Dip soup away from you, and sip from the side of the spoon.
- Always taste your food before you season it.
- Pass salt and pepper together, and always pass items to the right.
- Pass handles toward the receiver, and pass before serving yourself.
- Place items on the table, not in the recipient's hand.
- Don't chew with your mouth open, blow on your food, or talk with food in your mouth.
- Feel free to talk weather, sports, current events, or common interests, but never personal issues or off-color jokes or topics.
- When alcohol is present, know your limitations, and never consume if the host/interviewer abstains.
- Business should not be brought up until after the entrée plates have been removed.

# OFFER OF EMPLOYMENT AND SALARY CONSIDERATION



## TIP 1: Before the interview, know your probable salary range.

- Research on websites like salary.com or glassdoor.com.
- Visit Career Services for current salary data for new graduates.



## TIP 2: During the interview, never talk money.

- Salary should only be discussed after a job offer is made.



## TIP 3: Bracket your salary range.

- Start at what you think they will offer, and end above what you will settle for.
- Don't use unrealistic salary requirements.

### Bracketing Strategy Example:

If they pay \$18 per hour (annual salary: \$18 x 2080 hours = \$37,440), you say, "high 30s to low 40s."



## TIP 4: Be tactful when negotiating salary.

- If an offer is fair and within your expected range, there is no need to negotiate. Making a counteroffer voids the original employment offer. Be sure to discuss your counteroffer in person, and be ready for a couple of questions to justify your request.
- Asking if the salary is negotiable tends to close the discussion. Perhaps state that your salary goal is \_\_\_\_\_, and ask if they can work with you on adjusting the offer. Be fair and realistic in your counteroffer.
- If the employer makes a counteroffer getting you closer to your target, it is often time to end the negotiation, and move toward decision making on the offer.



## TIP 5: Never say "yes" or "no" immediately.

- You have time to consider an offer before responding.
- An offer gives you leverage for contacting other organizations to expedite the search process.
- To give yourself some time to decide, your response could be, "Thank you for this offer. You have given me plenty to think about. According to your timeline, when would you like my final decision?"



## TIP 6: Consider the costs and benefits beyond salary.

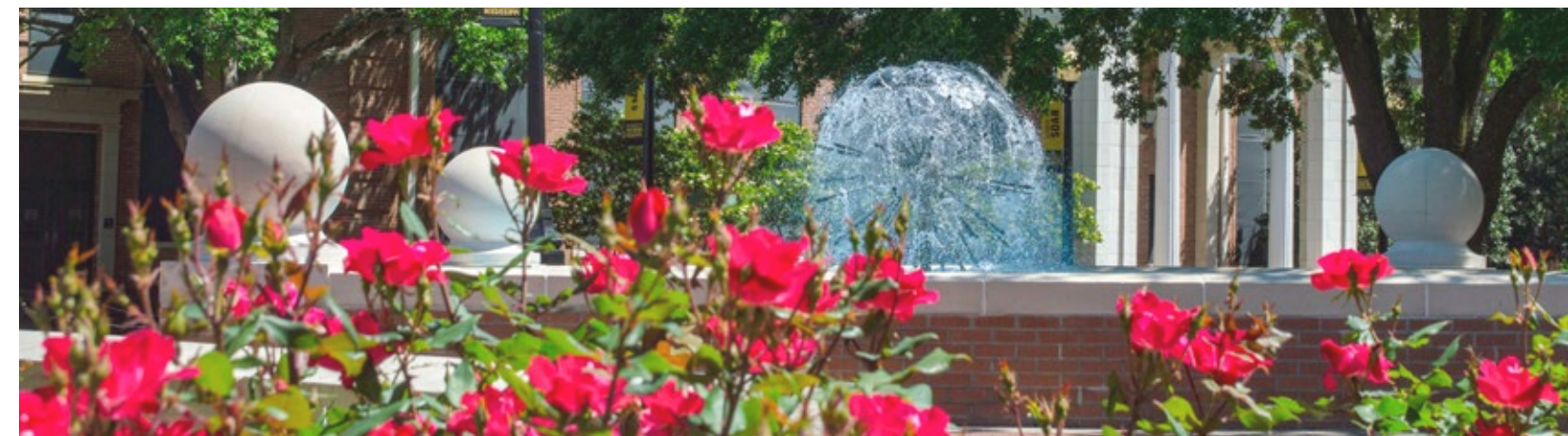
- Health Care Plans
- Vision/Dental Plans
- Prescription Plans
- Commute/Parking Costs
- Vacation/Sick Leave/Holidays
- Life Insurance
- Retirement or 401K
- Profit Share
- Tuition Reimbursement
- Overtime/Work Hours
- Cost of Living in Offer Location
- Relocation Assistance/Signing Bonus

\*Depending on the benefits package, you might have more take home pay with better benefits and less salary. Use a budget sheet, and don't forget taxes. Salary offer will be gross amount before taxes and other deductions.



## TIP 7: Once you've accepted.

- Once an offer is accepted, notify any companies as necessary and conclude your job search.
- Don't forget to thank those involved in your hiring process.



# IS IT WHERE YOU WANT TO BE?

## Evaluating an Organization's Commitment to Diversity, Equity, and Inclusion

Recent surveys show that diversity is very important in shaping the future of recruiting and hiring. As an applicant, here is information to help you find an organization that puts diversity, equity, and inclusion as a top priority throughout the workplace community.

### What is Diversity, Equity, and Inclusion (DEI) in the workplace?

**Diversity** is the presence of differences within a given setting. In the workplace, that can mean differences in race, ethnicity, gender, gender identity, sexual orientation, age, and socioeconomic class.

**Equity** is the act of ensuring that processes and programs are impartial, fair, and provide equal possible outcomes for every individual.

**Inclusion** is the practice of ensuring that people feel a sense of belonging in the workplace.

### Actions you can take when searching for an inclusive organization to begin your career:

#### IDENTIFY MISSION, VALUES, AND GOALS

Usually employers have an "About" section listed on their website that describes their mission, values, and goals. This can give you great insight into who they are as an organization.

- Do they have a diversity statement on their website?
- What are their anti-discrimination policies?

#### RESEARCH DEMOGRAPHICS

Look to see if they have individuals of diverse backgrounds represented at all levels of the organization.

- Do they have a role or team devoted to diversity?
- Does their Board of Directors or Trustees represent diverse voices?

*Note: Not all diversity is visual, but observing the environment may give insight on how diverse the organization actually is.*

#### EXPLORE DIVERSITY AFFINITY GROUPS

Affinity groups are employee-led and facilitated groups formed around interests, backgrounds, identities, and common bonds.

- Do they offer special interest groups for employees?
- Do they feature affinity groups when discussing company culture (race/ethnicity, women, LGBTQ+, young professionals, etc.)?

#### REVIEW BENEFITS

Organizations' policies can reveal a lot about how much they value inclusion, for example, providing maternity leave or family leave benefits that include all parents.

Examples of Inclusive Benefits:

- Floating holidays
- Leave for all parents
- Family-building benefits
- Diverse healthcare providers
- Gender-affirming benefits

#### QUESTIONS TO ASK

- I see diversity is listed in the company's values. Can you share some examples of how you promote it?
- How is diversity shown to be an important value at this company?
- Does the company offer managers training on diversity, equity, and inclusion?
- What does the company do to help ensure inclusion?

# PEER CAREER AMBASSADORS

Peer Career Ambassadors (PCA) are a group of students who are trained to serve in an outreach role promoting resources, programs, and events throughout the academic school year to students on behalf of Career Services. As an ambassador, students have the opportunity to develop professional skills, make valuable connections, and obtain up close access to all of Career Services' resources. This is a great way for students eager to get involved on campus to elevate themselves to the next level to prepare for their future. The goal of PCA is to develop a partnership of mutual reward between Career Services and its student ambassadors. Career Services gains wonderful representatives to connect with the student population and general campus community by promoting resources. In turn, student ambassadors gain knowledge, skills, and experience to build their portfolios and extend their professional reach through exposure as an ambassador.



Students can **apply to become a Peer Career Ambassador** at any point during the semester via the link below or by scanning the QR code.

[usmforms.formstack.com/forms/peer\\_career\\_ambassador\\_application](https://usmforms.formstack.com/forms/peer_career_ambassador_application)



**Career Services** is one of the most beneficial resources that USM has to offer. **They help with everything**, such as résumé-building, mock interviews, exploring pathways, finding internships/jobs, and so much more. I have had the privilege to serve as a Peer Career Ambassador, and I am so thankful for the valuable connections and insight I have gained from it. **I encourage everyone to make an appointment** with the amazing staff at Career Services for any of your needs!" **JENNA MYERS**, Class of 2024



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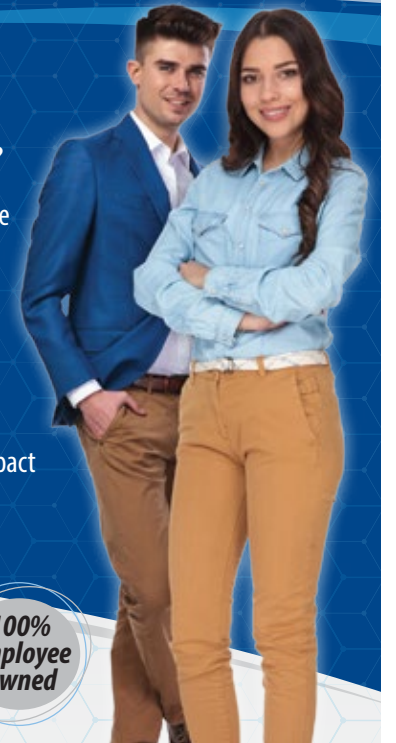
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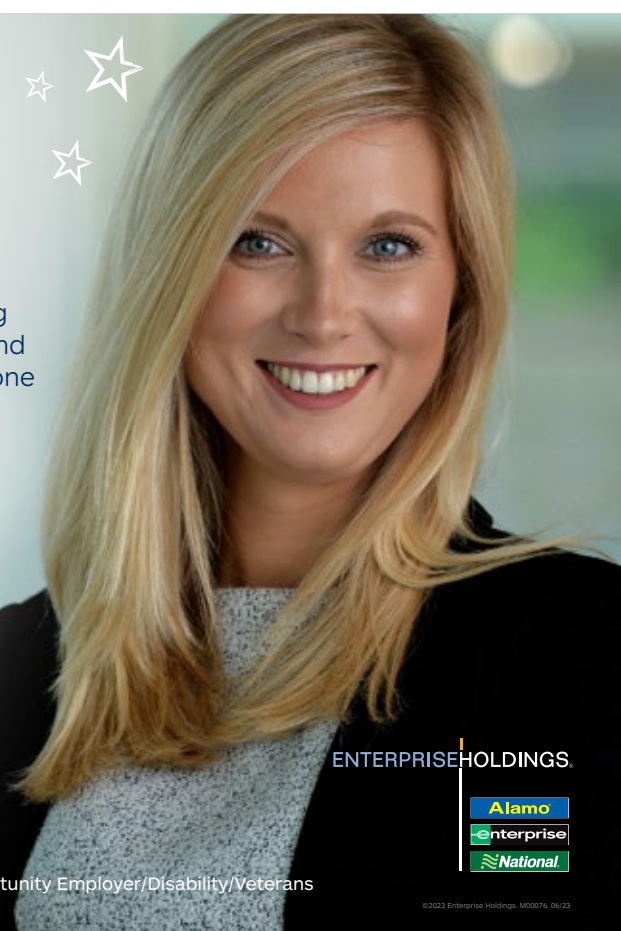
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