

{CAREERCONNECTION}





STUDENT SERVICE



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Where Are We Located?

303 Martindale
 Post Office Box 1848
 University, MS 38677-1848
 Phone: 662-915-7174
 Fax: 662-915-7759
www.career.olemiss.edu
olemiss.joinhandshake.com

{ABOUTUS}

What is the Career Center?

The Career Center's mission is to collaborate with the university community to provide services, resources, and professional networking opportunities. We educate students in the exploration of occupational pathways and in the development of career readiness skills that prepare students to compete in the global marketplace.

Meet Our Staff!

Administrative:

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Recruiting Coordinator

christy@career.olemiss.edu

Student Staff:

Peer Career Educators, Recruiting Assistants, Graduate Assistants, & Practicum Students



How to Schedule an Appointment

To schedule an appointment, call or stop by the Career Center between 8 am-5 pm, Monday through Friday. Appointments are not necessary to use the Job Location and Development Program, which operates 8:30 am - 2:00 pm, Monday-Friday.



Find Us on Social Media!

Instagram & Twitter: @HireOleMissRebs

Facebook & LinkedIn: University of Mississippi Career Center

Pinterest: OleMiss CareerCenter

{OURSERVICES}

Career Development

Career Counseling
Outreach Presentations
EDHE 301: Career & Life Planning
Career Resource Library
Online Resources
Correspondence Review Service
Career Assessments
Mock Interviews
Peer Career Educators

Employment

Handshake
On-Campus Recruiting
Information Sessions
Full-Time Employment Postings
Internship Postings
Career Literature
Classroom Presentations & Lectures
Job Location & Development Program
Career Fairs



How to Schedule a Presentation

To schedule a presentation about any of the topics described in this manual for your class or organization, please call 662-915-7174. Please schedule your presentation at least two weeks in advance and have alternate times and dates available when you make your request.

{UPCOMINGEVENTS}

Fall 2017

Annual Speaker
Graduate, Law, & Health Professional School Fair
Career Readiness Week
All Majors Career Expo
Engineering, Manufacturing, & Technology Fair
Pharmacy Recruitment Day

September
September
October
October
October
October

Spring 2018

All Majors Career Expo & Diversity Career Fair
Engineering, Manufacturing, & Technology Fair
Pharmacy Recruitment Day
Educator Recruitment Day

February
February
February/March
March/April

All dates subject to change. Contact the Career Center for dates, times, and locations. Visit our website or check out Handshake for a complete list of events that may interest you!





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Students take time for a study break near the Phi Mu Fountain.



- ☐ Schedule an appointment with a Career Center counselor to begin exploring majors/careers.
- ☐ Evaluate your interests and explore possible career paths using the Career Center's online career exploration tools.
- ☐ Explore majors through the online academic catalog, academic web pages, and interviews with faculty and current students.
- ☐ Conduct informational interviews with people working in occupations of interest to ask questions about careers while making valuable contacts.
- ☐ Take a variety of electives to explore your options.
- ☐ Get involved on campus by joining an organization.
- ☐ Gain experience and explore possible careers through part-time, summer, or volunteer jobs.
- ☐ Establish relationships with faculty to utilize later for references and networking.
- ☐ Set up your Handshake profile.
- ☐ Begin creating a resume. Visit the Career Center's Peer Educator Helpdesk for assistance.
- ☐ Keep a list of your accomplishments/activities.
- ☐ Develop a tentative four-year action plan.

FRESHMAN YEAR

- ☐ Still undeclared? Visit a Career Center counselor or the Academic Support Center to learn about specific majors.
- ☐ Explore your interests and personality through career assessments.
- ☐ Continue exploring occupations through Career Center resources.
- ☐ Keep your Handshake profile up-to-date. Check often for events and info sessions that may interest you.
- ☐ Attend employer information sessions and lectures to talk with people in professions of interest.
- ☐ Attend Career Fairs to explore the variety of career options available to you.
- ☐ Gain relevant experience through work or volunteer experiences, class activities, and internships.
- ☐ Become actively involved in organizations to gain skills sought by employers.
- ☐ Attend a resume and cover letter workshop and utilize the Career Center's Correspondence Review Service.

SOPHOMORE YEAR



The Career Center is not only for graduating seniors! Use this checklist to help you explore majors and careers, gain valuable experience, and prepare for your future career. (Icons by icons8.com)



- ☐ Narrow down your career options to those of greater interest.
- ☐ Research specific jobs and/or graduate programs through Career Center resources.
- ☐ Increase your leadership and organizational skills through active participation in organizations.
- ☐ Take the Career & Life Planning course (EDHE 301).
- ☐ Create a LinkedIn profile and update your Handshake account.
- ☐ Begin serious networking with alumni and professionals in your career field; keep a record of your contacts.
- ☐ Attend Career Fairs with resumes in hand, making connections for summer jobs, internships, and potential full-time employment.
- ☐ Begin collecting references from professors and employers.
- ☐ Meet with a Career Counselor to review your action plan.

JUNIOR YEAR

SENIOR YEAR

- ☐ Decide which career to pursue.
- ☐ Be aware of graduate/professional school application deadlines. Visit the Career Center for assistance with applications and personal statements.
- ☐ Check job listings regularly on Handshake.
- ☐ Schedule a mock interview with a Career Center counselor to strengthen your interviewing skills.
- ☐ Attend various Career Center workshops to become effective in your job search.
- ☐ Attend Career Fairs to make contacts with potential employers and secure job interviews.
- ☐ Make sure that you have fulfilled graduation requirements by checking with your Academic Advisor or the Registrar's Office.
- ☐ Prepare for the transition from college to the working world.
- ☐ Inform the Career Center of your future plans or job offers received!



{EXPLORING MAJORS}

Major Exploration

Choosing a major is an important decision. However, it is not one that must be made before you enter college, and it does not determine your career for the rest of your life. These steps will help you find the major that is best fit for you!

Step 1: Get to know yourself

Take a moment to assess your VIPS:

- **Values** - what you believe is important in life
- **Interests** - what you like to do
- **Personality Traits** - what makes you unique
- **Skills** - what you're good at

Assessments such as the Myers-Briggs Type Indicator (MBTI, \$25) or Strong Interest Inventory (SII, \$30) can assist in self-exploration and help you identify a career path that may suit you based on your personality and interests. Schedule an appointment with a Career Counselor to learn more.

Step 2: Make a list of majors/careers you think you would enjoy

- Gather facts and weigh alternatives based on what you've learned about yourself.
- View the course catalog (catalog.olemiss.edu) to learn about different degrees and courses.
- Make a list by first eliminating majors that do NOT interest you.

Having trouble finding someone in your field of interest to interview? Access

Candid Career

through the Career Center website to view thousands of informational interviews with professionals in a wide variety of careers!

I have to know what I want to do the minute I step into college.

Myths About Majors

My major in college defines what I do for the rest of my life.

Step 3: Explore those occupations/majors

Now that you've identified majors that interest you, find out:

- What skills or education is needed for particular jobs?
- What types of jobs can I do with certain majors?
- What type of salary can I expect to earn in this field?
- What is the job outlook for this field?

Follow these strategies:

- Visit online resources:
 - Occupational Outlook Handbook (bls.gov/ooh)
 - Career Center links (career.olemiss.edu), including "What can I do with my major?"
 - Google search for more information
- Research occupations in trade publications and websites for particular fields
- Research curriculum and courses within that major
- Talk with students in that major, individuals in that occupation, career counselors, and academic advisors. (We call this an "informational interview" - see sidebar, p. 10.)

Step 4: Based on your research, narrow down your list

Consider pros/cons of each major as compared to your VIPS and any factors you think are “must haves” in a career. Narrow your list again based on these factors. Sometimes you might have to make a choice between majors that you like equally. In that case, consider:

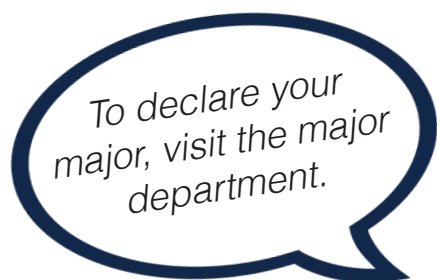
- Choosing a minor or emphasis in another area and/or taking a variety of electives.
- Investigating your interests through part-time jobs, internships, volunteering, shadowing, and getting involved on campus.
- Getting to know your professors. They can serve as a valuable resource for exploring job options within your field of interest, as well as using them as references on applications.

Step 5: Speak with a Career Counselor

If you are still having trouble deciding, don't hesitate to make an appointment at the Career Center. Come see us during any or all of these steps. That's what we're here for!

Final Thoughts:

- Choosing a major may feel like a risk. You may be thinking, “How do I know whether this is right for me?” Successful people take risks!
- Doing your research before you make a decision will help considerably.
- Always have a plan B and C.
- Build transferable skills throughout college so you can break into a different field, if necessary, after graduation.
- Your goals may change over time, so re-evaluate periodically.



(Icons by icons8.com)

Informational Interviews

An informational interview is a meeting where you ask others for career and industry advice – not employment. Informational interviews can help you find out about jobs you might like and see if they are a good match for your personality and interests; provide an inside look to an industry or an organization; and sharpen your interviewing skills. There are many things you can learn from an informational interview: career preparation, the truth about a profession, career specialization, and your professional strengths and weaknesses.

Planning the interview

- Meet with a career counselor to decide which occupations you want to know more about.
- Make contact with individuals to interview by networking through family, friends, instructors, or past coworkers in fields of interest.
- You may have your interview arranged by a mutual acquaintance, by letter, e-mail, or by phone call. While a phone call is the fastest way to make contact, an e-mail or a letter gives the prospective interviewee time to check his or her schedule and make arrangements.
- Typically, you should request no more than 15 or 20 minutes of the interviewee's time.

Conducting the interview

- Arrive on time and dress appropriately; professional business casual or business attire is acceptable.
- Have a list of about 10 questions prepared and a notepad to take notes.
- Make sure to send a thank you note within 24 hours of the interview.
- If the person you interviewed suggested specific action items, contact him or her and report back your results. In many cases you can build good rapport, and he or she may later serve as a mentor or be a part of your professional network.

Questions to consider asking:

- What is a typical day or week like?
- What do you like most about your job?
- What excites you about your job?
- What are some of the more difficult or frustrating parts of this career?
- What qualifications are most important for your career?
- What types of decisions do you make?
- How does your work fit into the mission of the organization?
- What changes do you anticipate for the future of this career?
- Do you have any advice for me?
- Are there others in the field that you think I should meet with?

ARE YOU CAREER READY?

It is critically important for college graduates to display career readiness in order to succeed in the workplace. Through research and collaboration with higher education and corporate professionals, the National Association of Colleges and Employers (NACE) has developed a definition and identified competencies associated with career readiness. *Career readiness is defined as the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.* Consider these skills when preparing to gain experience for your future career.

Critical Thinking/Problem Solving



Exercise sound reasoning to analyze issues, make decisions, and overcome problems; obtain, interpret, and use knowledge, facts, and data; demonstrate originality and inventiveness.

Digital Technology

Leverage existing digital technologies to solve problems, complete tasks, and accomplish goals; adapt to new and emerging technologies.



Oral/Written Communications



Articulate thoughts and ideas clearly and effectively to various audiences; demonstrates public speaking skills; able to write/edit memos, letters, and reports.

Leadership

Leverage the strengths of others to achieve common goals; use interpersonal and empathetic skills to coach, develop, guide, and motivate others; organize, prioritize, and delegate work.



Teamwork/Collaboration



Build collaborative relationships representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints; work within a team structure; negotiate and manage conflict.

Career Management

Identify and articulate relevant skills, strengths, knowledge, experiences, and areas necessary for growth; navigate and explore options; pursue and self-advocate for opportunities.



Professionalism/Work Ethic



Demonstrate personal accountability and effective work habits: punctuality, working productively with others, and time workload management; demonstrate integrity, ethics, and responsibility; learn from mistakes.

Global/Intercultural Fluency

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions; demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully and understand differences.



Adapted from the NACE Career Readiness Competencies
Icons by icons8.com

Join Campus Organizations

Statistics show that during freshman year, students who are involved with at least one organization have higher GPAs, are more likely to graduate, and have a more enjoyable college experience.

Many skills can be developed through campus involvement, including:

- Communication
- Analytical/critical thinking
- Organizational skills
- Leadership

These skills are transferable and make you a stronger candidate for employment or admission into graduate or professional school. Ideally, you should join at least two organizations during your college career:

1. One that is related to your major, so you can grow professionally and stay abreast of your future industry.
2. One that is committed to serving the community in some capacity.



The Big Event 2017

Volunteer

Why Volunteer?

- It gives you a chance to interact in a real work environment—valuable experience that will improve your chances of future success.
- It allows you to test your vocational skills in the workplace.
- It adds valuable experience to your resume. Employers prize experience in the world of work.
- It gives civic-minded students a way to donate skills and services to organizations within their communities.

Get a Part-Time Job

Not only is this a great way to earn a little spending money, it will also give you experience to put on your resume. Some part-time jobs can be competitive, so stop by the Career Center to get tips on resumes, completing applications, and interviews.

For off-campus employment:

If you don't know where to start looking for a job, we can make it easy. Just stop by the Career Center between 8:30am to 2pm, Monday - Friday. You can check our website or the board outside our office for the most current off-campus postings through the Job Location and Development (JLD) program.

For on-campus employment:

If you want to work on campus, you can visit departments where you would like to work or you may visit Student Employment to inquire about job openings. Call 662-915-5690 for more information.

Visit the

Dean of Students
website (dos.olemiss.edu) for more information about volunteering around Oxford and Ole Miss – including the student led initiative, the UM Big Event.

{GAINING EXPERIENCE}

Study Abroad

Study abroad is more than just an adventure in a foreign country. Studies show that it can help you gain marketable qualities including:

- Adaptability
- Cross-cultural sensitivity
- Global-mindedness
- Interpersonal and relationship skills
- Tolerance for diversity
- Personal traits such as confidence, dependability, and maturity

Simply stated, employers are looking for individuals who are globally competent.

In addition to gaining these desired qualities, you have the opportunity abroad to:

- Find an internship
- Network with professionals in your field
- Conduct informational interviews
- Shadow a professional in your desired occupation
- Volunteer or conduct a service learning project
- Visit graduate schools to meet with potential research advisors



Allison Jenkins, Senior Marketing Major, bathing elephants during Semester at Sea

Let us help you to maximize the return on your investment!

To prepare: Attend a Career Center workshop or schedule an individual appointment to learn about international business etiquette, business cards, resumes and CVs, and success tips for your time abroad.

While abroad: Get out and be active! Immerse yourself in the culture. Take this opportunity to conduct internships, service learning projects, or volunteer. Be sure to email us with your career questions or concerns or schedule a Skype appointment.

When you return: Attend a Career Center workshop or schedule an individual session so we may help you make sense of your experiences in ways that employers can understand.

Questions? Contact the

***Study Abroad
Office***

Division of Global
Engagement

318 Martindale

662-915-1508

abroad@olemiss.edu

studyabroad.olemiss.
edu

Pursue an Internship

An internship (also known as a co-op, practicum, or fieldwork) is an opportunity for you to gain hands-on experience in a field of professional work that interests you. Benefits include:

- Gaining valuable work experience that increases your employment marketability
- Developing new skills while refining others
- Reinforcing classroom learning to workplace settings
- Exploring potential career options
- Meeting and working with professionals
- Building your professional network
- Adding experience to your resume
- Can lead to full-time job offers



Internship Requirements

- Non-Credit Internships: The only qualifications are those set by the employer.
- Academic Department Credit Internships: Internship opportunities and requirements, as well as student eligibility, varies greatly by academic department. Check with your advisor for more details.

During the Internship, You Should:

- Bring new ideas to the table—you were hired for a reason and the company could benefit from a new perspective.
- Show them that you care by dressing for the job that you want, acting professionally, and being punctual.
- Branch out from other interns and network with co-workers.
- Try to schedule regular meetings with your internship supervisor where you can go over your goals, expectations, and performance.
- Do as much as you can since you are only there for a limited time.
- Try to find a mentor within the company who you can use for support or as a reference or letter of recommendation in the future.

Maria Mulrooney, Graduate Higher Education Student, spent Summer 2017 interning in Housing at Cornell University

Questions to Ask Yourself:

- Do I plan on interning full-time or part-time? If full-time, am I okay with taking all online classes or graduating a semester later?
- Would I be willing to work for academic credit or for payment? Does the payment cover travel, housing, or other expenditures I may incur?
- If I find an unpaid internship, will I be willing to fund my own travel or housing expenses?
- Would I want to intern in the Fall, Spring, or Summer semester?
- Do I want to intern locally, in my hometown, in another state, or internationally?
- Does my program require me to have completed an internship in order to graduate?
- Do I want to intern in a field relevant to my major/minor or gain experience in something else I may be interested in?
- What am I looking to gain from this experience?

{GAINING EXPERIENCE}

SEPTEMBER

Ask yourself what you are looking for in an internship. Begin working on your resume and cover letter. Create LinkedIn and Handshake profiles.

OCTOBER

Get your resume and cover letter critiqued by the Career Center (Mon-Fri 8 am-5 pm in 303 Martindale).

DECEMBER

Spend Winter Break doing research. Keep track of everything you are interested in or have applied for on a spreadsheet or chart. Handshake is a great place to start.

JANUARY

Update your Handshake and LinkedIn profiles. Continue applying to internships.

MARCH

Set up interviews; be sure to send thank-you notes. You may receive offers at this point. Ask how much time you have to respond in case you are waiting to hear back from other internships. It is okay to ask if you can hold off on accepting.

APRIL

Offers can still be made. If you can't decide between offers, try to read intern reviews online-especially through Vault.

NOVEMBER

Meet with the Internship Coordinator to learn how to begin the internship search process. (More competitive summer internships may have as early of a deadline as Nov or Dec).

FEBRUARY

Finish applying to your final internships. Schedule a mock interview at the Career Center to practice your interviewing skills. Begin looking for housing. Will you need to sublease your apartment?

MAY

Finalize any extra paperwork (HR, housing lease, forms to have credits transfer back to Ole Miss).

SUMMER INTERNSHIP TIMELINE

Most applications are due the semester prior to the one you are trying to intern for





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A student greets an employer at the Risk Management and Insurance (RMI) Career Fair, hosted by the UM Department of Risk Management and Insurance.

{WINNINGRESUMES}

What Is a Resume?

A resume is a document used to introduce yourself to an employer and market your skills, accomplishments, and educational background relevant to the position. On average, employers spend only **7-20 seconds** reviewing a resume, so it is important to create a document that aligns your best qualifications with the position you are seeking.



Peer Career Educator Bailey Garner, Junior Human Resources Major, provides feedback on a resume

See our **Anita A. Jobb** resume example (opposite page) which is appropriate for graduating seniors. Check with Career Center staff for additional examples related to your field of study or for incoming freshmen.

Resume Formats

Chronological: Showcases your education, activities, and work history. Highlights your most recent experiences first, followed by additional information in reverse chronological order.

Functional: Draws attention to key skills, lessening the emphasis on dates of graduation or employment. Typically used by those with diverse work experiences or noticeable gaps in employment history.

Chrono-Functional or Combination: Maintains the emphasis on skills and notable accomplishments, including a brief section outlining work history and employment.

Anita A. Jobb

Enlarge your name so that it stand out.

Jackson, MS • 601-555-5555 • anita@go.olemiss.edu • www.linkedin.com/anita.a.jobb

Education

The University of Mississippi University, MS

Bachelor of Arts May 2018

Major: Psychology, Minor: Business

Overall GPA: 3.0, Major GPA: 3.5

Study Abroad: **Stellenbosch University** Stellenbosch, South Africa - Spring 2017

Use bold or italics to highlight key information.

Relevant Courses

- Techniques of Pharmaceutical Sales
- Social Psychology
- International Market Research
- International Marketing Principles
- Buyer-Seller Communications
- Sales Management

Honors and Activities

- Dean's Honor Roll
- Rotary Club Scholarship
- Student Wellness Committee
- American Marketing Association
- Phi Gamma Nu
 - Leadership Award
 - Public Relations Chair
- Ole Miss Ambassador

Relevant Experience

Sales Intern Jackson, MS

Regional Pharmaceutical Supply, Summer 2017

- Recognized as top intern in sales district by Regional Manager
- Accompanied seasoned sales professionals and assisted them in conducting professional presentations to prospective clients
- Compiled, edited, and recorded customer profiles
- Proposed travel expense budget for summer assignments and maintained accurate record of travel expenses within budget allowance

Use a standard font. Use 10-12 pt. font for the body.

Organize information consistently; you can use either bullets or paragraph style.

Work Experience

Customer Service Associate Oxford, MS

University Hallmark, December 2014 - Present

- Successfully perform managerial duties during manager's absence
- Train new employees and conduct company orientations
- Assist customers with selection and purchase of new products
- Create seasonal product displays
- Calculate weekly sales reports and transmit results to home office

Volunteer Experience

Resident Volunteer Oxford, MS

North Mississippi Regional Center, August 2014 - February 2015

- Provided individualized assistance to 15 residents with disabilities
- Assisted residents in developing social skills and mobility
- Monitored and assessed each client's progress

Create an uncluttered layout, with white space remaining.

Skills

- Social Media Marketing
- Moderate Fluency in Spanish
- Adobe Photoshop

Set margins to a maximum of 1", but no less than .5".

What to Include

Your resume should clearly and concisely highlight your most valuable experience to your employer. It is **not** a list of every job you've ever had. The following sections can be used to categorize your qualifications, work history, and activities:

Demographic Information

- Include full name, address (city/state only), phone number, email address
- Optional: web address, professional social media
- Be sure your phone number has an active, professional voicemail message
- Use school or personal email - be sure it is appropriate!
- Remove hyperlink from email

Sample Headers

Seymour Success

Jackson, MS | (601) 555-5555 | seymour@gmail.com | www.linkedin.com/seymour.success

AMELIA DE VEYRA Social Media Manager

CONTACT

hello@ameliadveyra.com
(271) 555 - 5555
www.ameliadveyra.com
San Francisco, CA

ANNE STRANG

359 Francis Mine, Sacramento, CA | (386) 492 9740 | annastrang.com

Sample Summary/Objective

Social media manager and champion of social media tools and technologies with a track record of creating and implementing successful social media programs. Keep up-to-date with constantly evolving technologies in online social networking, the blogosphere, search tools and Web 2.0, and work closely with clients to create innovative, effective campaigns.

OBJECTIVE: To obtain an internship with Velocity Sports Performance in order to enhance my knowledge in the field of exercise science and sports medicine.

Profile, Summary of Qualifications, or Objective

- Profile or Summary of Qualifications should mirror the job description
- Objective, if used, should be specific and concise

EDUCATION

**BACHELOR OF SCIENCE
INTEGRATED MARKETING
COMMUNICATIONS**

2017

The University of Mississippi
University, MS

EDUCATION

The University of Mississippi
May 2018

Bachelor of Arts in Journalism
Emphasis: News-Editorial
Specialization: Magazine Service
GPA: 3.85

EDUCATION
Bachelor of Business Administration in Marketing University, MS
The University of Mississippi
GPA: 3.75 Graduation: May 2016

EDUCATION	MAY 2018	The University of Mississippi Bachelor of Science in Exercise Science Major: Exercise Science, Minor: Psychology GPA: 3.78
	MAY 2016	Northeast Mississippi Community College Associate of Arts Major: Exercise Science GPA: 3.95

Education

- Include official degree name, university name, location, graduation date, and major(s)
- Can also include minor, emphasis, and specialization/concentration
- Place your education after your experience if you've been in the workforce for more than five years
- If the degree you earned is the most relevant or impressive detail of your education section, highlight it; if the school you attended is the selling point, emphasize it
- Be sure to include the correct degree name (find it on the online catalog, your school website, or your transcript) and write it out instead of using abbreviations
- If you have not yet graduated, list your expected graduation date
- GPA: Only include if 3.0 or higher; alternately, can list major GPA instead of cumulative
- Can list Study Abroad experience (See "Anita A. Jobb" sample resume, p. 20)
- If you attended multiple institutions, only list the institution where you received your degree

Experience

- List job title, employer's name, dates employed, and location.
- List in reverse chronological order (most recent first).
- Give the most weight to your most recent professional positions. Each entry should contain a minimum of 3 bullet points.
- Use stats to increase your impact on the organizations you have worked for. Always ask yourself how you helped the organization, and insert the numbers that demonstrate that impact.
- Highlight experiences and skills that match the employer's needs.
- Consider including transferable skills (see p. 27).
- May divide into Relevant Experience vs. Other Work Experience.
- Experience does not have to be paid! Can include relevant internships, volunteer experience, etc.

Sample Experience

Account Executive, University Special, LLC Oxford, MS

May 2013- August 2013

- Marketed advertisement space in student targeted coupon books, online, digital, and mobile media
- Ranked #297 out of 600 Account Executives nationwide in 2013
- Sold \$19,495 in total revenue during Summer 2013, including individually selling \$11,417
- Initiated and solidified new & existing client relationships with 17 local business owners
- Participated in sales meetings, provided written reports, and attended company wide conference calls
- Managed portfolio of clients, set up meetings, signed contracts, provided customer service, handled accounts receivables, and met production deadlines

SOCIAL MEDIA MANAGER

ABC Media Co. | Feb 2013 - Dec 2014

- Develop and manage online marketing campaigns, effectively driving brand awareness, engagement and traffic to social media pages.
- Achieve a strong, visible social media presence and develop concepts with viral potential.
- Continuously monitor online public relations and ensure the success of client programs.

Coach Ocean Springs, MS

Ocean Springs High School Athletic Camp, Summers 2013 – 2015

- Instructed 60-70 1st-9th grade athletes on proper athletic skills development
- Created interactive and participatory sessions to engage youth and help them understand correct and safe techniques and strategies
- Worked with head coach and other coaches in a team-related environment
- Monitored and evaluated drills and activities to ensure proper safety measures in place (technique, dehydration, foul play, etc.)

Sample Skills

CORE COMPETENCIES

Performance Analysis
Real-time Engagement
Brand Strategy
Channel Growth
Customer Acquisition
Response Monitoring

Product Marketing
Quality Control
Social Media Strategies
Campaign Evaluation
Competitive Analysis
Referral traffic

SKILLS

Illustrator	● ● ● ● ●
Photoshop	● ● ● ● ●
InDesign	● ● ● ● ●
Premiere	● ● ● ● ●
Corel Draw	● ● ● ● ●

COMPUTER SKILLS

AutoCAD
Adobe Photoshop
Adobe InDesign
Microsoft Office Suite
Spexx
Sketch Up

Skills

- Job-related skills (qualitative/quantitative research, social media marketing, AP Style)
- Technical skills (Photoshop, SPSS, Java, MS Access)
- Languages - include fluency (Conversational Spanish, Fluent in Mandarin)
- Certifications (CPR, Basic First Aid, CPA)
- Transferable skills (collaborating, managing, communicating)
- Remember: Listing a skill implies that you have more than a basic knowledge of that task or program

Other Categories

- Honors, Awards, Achievements
- Relevant Coursework
- Professional Organizations
- Campus/Community Involvement
- Volunteer Experience/Community Service
- Leadership Experience
- Internships, Observation, or Shadowing
- Academic, Capstone, or Senior Projects
- Geographic Preference
- Availability

Don't Include:

- Birth date - check your email address!
- Social security number
- Photos
- References on your resume (see p. 29 for creating a reference list)
- "References Available Upon Request"

Need assistance?
The Career Center's
***Correspondence
Review Service***
allows you to leave
your resume to be
edited by staff within
24-72 business hours.

RESUME DO'S AND DON'TS

✓ *Do*

- Place your most impressive, impactful achievements and qualifications in the two-inch visual space that begins about 2 5/8 inches from the top of your resume.
- Using the company's job description, address keywords in your "summary of qualifications." Many companies use computer software for the initial screening. If certain words aren't included, it is removed from the screening process.
- Pay as much attention to your resume's design as you do to its content. The key is consistency. If you choose to bold company names, make sure you do this for each. If you italicize dates, verify that each date is italicized.
- Include publications, patents, presentations, honors, relevant volunteer experiences, and professional licenses or certifications in your resume, particularly if they are relevant to the position you seek.
- Be sure to edit your resume. Many of our employers tell us they will allow only one mistake on a resume. If a resume contains two mistakes, it is removed from consideration. Some employers say they do not allow any mistakes. It's never too careful to have your work reviewed by your peers, faculty, and the Career Center.
- Most employers ask for a one-page resume. However, it is okay to have two if you can demonstrate related work experience, transferable skills, and campus involvement. Once you've been in the workforce for a period of time, your resume will be expected to grow in length.
- When submitting resumes via email, always submit in PDF form to "lock in" your formatting. If you are asked to submit it to resume screening software, remove all of your formatting by saving the document in a TXT file (plain text) or RTF (rich text format) before copying and pasting it on the application website.

✗ *Don't*

- Never lie or falsify previous position titles or length of employment. This is good cause for termination of employment.
- Never use the same resume for every job you apply to. Remember, employers are looking for specific items unique to their company and job. Be sure you address those items in your resume. Tailor each resume to meet that company's expectations.
- Don't use pronouns ("I") or articles ("a," "the").
- Don't provide personal data. Marital status, date of birth, height/weight, and similar non-work-related information can be used to illegally discriminate against applicants, and they rarely add anything of value to your qualifications.
- Don't repeat the same action words throughout the resume. (See "Active and Descriptive Words" on p. 28 for a cheat sheet.)
- Make sure your dates are accurate. Employers routinely call Human Resources offices to verify an applicant's length of employment. If you have doubts, contact HR and check your dates before including them on your resume.
- Don't use more detail than you need to convey your accomplishments. If an employer sees paragraph-sized bullet points, they generally will not read them. A good rule of thumb is to limit each bullet to one to two lines of text with three to five accomplishments for each position.
- Don't make your resume a list of your job duties — make it a list of your accomplishments! Weave your job responsibilities into your descriptions of your accomplishments.

Resume Brainstorming

Take a moment to think about the experiences, accomplishments, and skills that make you the perfect job candidate. List them all here. Later, you can plug them in on your resume.

Education/Study Abroad/Relevant
Coursework, Projects, Thesis/Dissertation

Work/Internships/Co-ops

Honors/Awards/Achievements

Clubs/Organizations/Civic Groups

Volunteer Experience/Community Service

Skills/Certifications/Languages

Focus on Transferable Skills

Though you may not have held a “real job” yet, you have developed abilities and/or expertise through part-time jobs, internships, coursework, volunteering, student organizations, athletics, study abroad, etc., that will be valuable in your future career. For instance, research by the National Association of Colleges and Employers (NACE) revealed that above all else, “employers are looking for team players and candidates who have strong verbal communication skills.” What experiences have helped you to build these skills? Use the list below to take stock of your current skill set. Which would you still like to develop?

Communication Skills Relate to the skillful expression, transmission and interpretation of knowledge and ideas.	Speaking effectively Writing concisely Providing appropriate feedback Negotiating Perceiving nonverbal messages Persuading Reporting information	Describing feelings Listening attentively Expressing ideas Facilitating group discussion Interviewing Proofreading and editing Presenting material orally
Research & Planning Relate to the ability to search for specific knowledge, to conceptualize future needs, and to identify solutions for meeting those needs.	Forecasting, predicting Creating ideas Identifying problems Solving problems Setting goals Extracting important information	Defining needs Analyzing Developing evaluation strategies Imagining alternatives Identifying resources Gathering information
Interpersonal Skills Relate to the ability to resolve conflict, relate to and help diverse others.	Developing rapport Being sensitive Listening attentively Conveying feelings Providing support for others Motivating Counseling Collaborating with others Working on a team	Sharing credit Cooperating Delegating with respect Representing others Perceiving feelings and situations Asserting Managing conflict with others Advocating for self and others
Organization, Management, & Leadership Skills Includes the ability to supervise, direct and guide individuals and/or groups in the completion of tasks and fulfillment of goals.	Initiating new ideas Handling details Coordinating tasks Promoting change Selling ideas or products Making decisions with others Managing conflict between others Planning/arranging events and activities Assessing and evaluating others□ work	Managing groups Motivating others Delegating responsibility Training, coaching, or teaching others Counseling others Keeping records Handling complaints Managing finances Identifying and managing ethical issues
Work Survival Skills Includes every day skills that assist in promoting effective production and work satisfaction.	Implementing decisions Cooperating Enforcing policies Assessing/evaluating own work Punctuality Dealing with obstacles and crises Multi-tasking Managing time Being flexible/adaptable	Attending to detail Meeting short and long-term goals Enlisting help Accepting responsibility Setting and meeting deadlines Organizing Making autonomous decisions Utilizing computer software (specify programs)

Use Active & Descriptive Words!

Combine your qualifications and transferable skills with active and descriptive words to make your resume pack punch! Here's a cheat sheet to get you started.

ACTIVE WORDS

Accelerated	Conducted	Effected	Installed	Prepared	Revised
Accomplished	Consolidated	Eliminated	Instituted	Presented	Scheduled
Achieved	Constructed	Encouraged	Instructed	Processed	Selected
Activated	Consulted	Enlarged	Interpreted	Produced	Served
Adapted	Contributed	Enlisted	Interviewed	Programmed	Set Up
Adjusted	Controlled	Established	Invented	Projected	Sold
Administered	Convinced	Estimated	Investigated	Promoted	Solved
Adopted	Coordinated	Evaluated	Launched	Proposed	Stimulated
Advanced	Corresponded	Examined	Lectured	Protected	Streamlined
Advised	Counseled	Executed	Led	Proved	Strengthened
Analyzed	Created	Expanded	Logged	Provided	Structured
Applied	Dealt	Expedited	Maintained	Purchased	Studied
Approved	Decided	Explained	Managed	Raised	Succeeded
Arbitrated	Defined	Financed	Mediated	Received	Suggested
Arranged	Delegated	Fixed	Monitored	Recommended	Summarized
Assembled	Delivered	Forecast	Navigated	Recorded	Supervised
Assisted	Demonstrated	Formed	Obtained	Recruited	Supplied
Attained	Designed	Formulated	Operated	Reduced	Supported
Audited	Detected	Founded	Ordered	Reevaluated	Tabulated
Balanced	Determined	Generated	Organized	Referred	Taught
Built	Developed	Guided	Originated	Reinforced	Tested
Calculated	Devised	Hired	Oversaw	Reorganized	Trained
Chaired	Diagnosed	Implemented	Participated	Reported	Transferred
Collected	Directed	Improved	Perceived	Represented	Translated
Communicated	Discovered	Increased	Performed	Researched	Traveled
Compared	Dispensed	Influenced	Persuaded	Resolved	Updated
Completed	Disproved	Informed	Pinpointed	Restored	Valued
Composed	Distributed	Initiated	Planned	Revamped	Won
Conceived	Edited	Inspected	Predicted	Reviewed	Wrote

DESCRIPTIVE WORDS

Accurate	Competent	Economical	Independent	Perceptive	Sensitive
Active	Conscientious	Efficient	Innovative	Persistent	Significant
Acuity	Consistent	Energetic	Instrumental	Personable	Sincere
Adaptable	Constructive	Enriching	Kind	Pioneering	Sophisticated
Adept	Contagious	Enterprising	Leading	Pleasant	Stimulating
Alert	Contributed	Enthusiastic	Lifelong	Positive	Strong
Ambitious	Greatly	Exceptional	Logical	Productive	Successful
Analytical	Courageous	Expert	Loyal	Proficient	Sympathetic
Artful	Creative	Extensively	Masterful	Punctual	Systematic
Assertive	Deep Insight	Extroverted	Mature	Quick	Tactful
Astute	Deft	Fair	Methodical	Readily	Talented
Attentive	Dependable	Firm	Natural	Realistic	Thoughtful
Attractive	Determined	Helpful	New and Improved	Refined	Trained
Aware	Diplomatic	Highest	Objective	Reliable	Uncommon
Bright	Disciplined	High-level	Observant	Repeatedly	Unique
Broad	Discrete	Highly	Open-minded	Resourceful	Unusual
Broad-based	Distinctive	Honest	Optimistic	Responsible	Urgently
Broad-minded	Diverse	Humanizing	Outgoing	Responsive	Versatile
Calm	Driving	Humorous	Outstanding	Self-reliant	Vigorous
Caring	Dynamic	Imaginative	Perceivable	Self-trained	Well-balanced
Challenging	Earning Respect	Increasingly Able		Sensible	Well-rounded

{PRESENTINGREFERENCES}

Presenting Your References

During the job and internship application process, typically you will be asked to submit the names and contact information of at least three references. Here are a few key points to remember when choosing references and creating your references page:

Create a separate reference page using the same header as your resume.

Anita A. Jobb

Jackson, MS • 601-555-5555 • anita@go.olemiss.edu • www.linkedin.com/anita.a.jobb

References:

List the following for each reference: name, title, employer, work address, phone number and e-mail.

**Mr. Gale Jones
Manager**

University Hallmark
123 Smith Lane
Oxford, MS 38655
(662) 234-1234
gjones@uh.com

**Ms. Jane Starr
Sales Manager**

Regional Pharmaceutical Supply
231 Capitol Road
Jackson, MS 39245
(662) 542-9875
jstarr@pharmacy.com

Try to stick with professional or academic references (faculty, administrators, advisors, current/ former employers, coworkers, or team members) and only use personal references as a last resort.

Choose a person who will be able to share informed and positive comments about your character, work ethic, and potential.

**Dr. Phillip Johnson
Professor of Psychology**

The University of Mississippi
Department of Psychology – 600 Peabody Hall
University, MS 38677
(662) 915-1111
philjohn@olemiss.edu

**Ms. Lisa Watkins
Director**

North Mississippi Regional Center
987 Medical Plaza
Oxford, MS 38655
(662) 234-5555
lmwatkins@nmrc.gov

Always remember to send a thank-you note to your references and to keep them updated during the job search. Stay in touch! You never know when you might need their assistance again in the future.

Always ask permission before listing someone as a reference. Do so formally via email and include your resume even if you discussed it in person.

When is a CV Appropriate?

In the United States, the Curriculum Vita is used in academic and medical careers instead of the resume. The main difference between a resume and CV is that the CV is much more comprehensive, whereas resumes focus on the most relevant qualifications only.

CV VS. RESUME: WHAT'S THE DIFFERENCE?

CV

Most often required for **higher education** and **research positions**

Demonstrates a candidate's **full professional work history and experiences**

Comprehensive biographical statement focusing on **professional qualifications and activities**

Includes more **diverse experiences**

RESUME

Most commonly required for **industry positions**

Focuses on the candidate's **strongest, most relevant qualifications and experiences**

Demonstrates a fit for a **specific job or type of position**

Provides a **summary of educational and experience-based qualifications**

Parts of a Curriculum Vitae

- Summary of Qualifications
- Education
- Research/Lab Experience
- Teaching Areas
- Research Interests
- Relevant Work Experience
- Publications
- Presentations
- Awards/Honors
- Grants
- Professional Memberships
- Service to the Profession
- Community Involvement
- Other Work Experience
- Other Important Information (varies based on field and profession)

All CVs are different, so do not worry about having all the sections listed above to be competitive. Start off by brainstorming for each of these sections (use the "Resume Brainstorming" worksheet on p. 26) and then make an appointment to have an advisor critique it. Alternatively, you could drop it off at the front desk for our Employment Correspondence Review Service.

Visit the
***Chronicle
of Higher
Education CV
Doctor***
(chronicle.com)
for great samples
of CVs for different
fields!

Adapted from North Dakota State University Career Center's "Curriculum Vita Guidelines and Tips" Handout

Guidelines for Writing Cover Letters

Never send out a resume without a well-designed, position-specific cover letter. The purpose of this letter is to match your skills, education, and experience to the employer's needs and to express your interest in the position and the company/organization. Here are a few tips:

- As with the resume, the cover letter should be printed on high quality resume paper if you are mailing it and/or hand delivering.
- Include a cover letter even if you are emailing your resume to an employer.
- Always address the letter to a specific individual. Call HR to request the name of someone on the hiring committee if you can't find one online. If you are unable to find a specific name, use "Dear Hiring Manager," "Dear Committee Chair," etc. Never write, "To Whom It May Concern," as it sounds very cold and impersonal.
- It's best to have a position posting in front of you when you write the cover letter so that you can tailor your letter to the needs of the company as expressed in the posting.
- Research the employer prior to writing the letter. Tell them why you want to work for them!
- Be confident and positive (market yourself!), but be careful not to sound arrogant.
- Don't just regurgitate your resume. Provide examples of your qualifications that make you well suited for the job.
- Keep the cover letter to one page, and follow the paragraph structure described here. See the opposite page for a strong cover letter example.

First Paragraph

The first paragraph simply tells what position you are applying for and how you learned of the position.

- If you know someone at the company, or if someone referred you, be sure to mention it in your first paragraph in order to catch the reader's attention.
- You could also state why you are interested in the position or what attracted you to the company (to show that you have researched the company).

Second Paragraph

This one is a little harder, but you basically want to tell the employer why they should hire you!

- Focus on what you can do for the company instead of what the company can do for you.
- Describe your accomplishments, previous experience, and job-specific skills. (You can use one or two paragraphs for this section.)
- Be selective. There's no need to restate everything that is on your resume.
- A good tip is to look at the qualifications listed on the position announcement, then make sure you respond to each qualification listed.
- You are establishing your case for an interview so indicate at least three accomplishments that fit directly with what the employer is looking for.

Last Paragraph

This paragraph closes the letter and does four things:

- 1) Requests a meeting or interview at the employer's convenience;
 - 2) Offers a follow-up date that you will get in touch with the employer;
 - 3) Invites the employer to contact you with questions (include phone number and e-mail address here); and
 - 4) Thanks the employer for his/her time and consideration.
- You may state that you will be in the area during a specific period of time and will make contact with the employer when you arrive in that city.
 - You may take an assertive approach by indicating a specific week in which you will contact the employer to follow-up. For example, "I will contact you the week of April 12 to schedule an interview."
 - Allow the employer enough time (1-2 weeks) to review the resume before you follow up.

Use the same header as your resume to carry your brand across all your documents.

Anita A. Jobb

Jackson, MS • (601) 555-5555 • anita@go.olemiss.edu • www.linkedin.com/anita.a.jobb

February 15, 2018

Mr. Charles Boswell
Human Resources Director
Summerville Clothing Company
2000 Cannon Court
Memphis, TN 38117

*Inside address should include:
Individual name
Title
Company name
Company street address
City, State Zip Code*

Dear Mr. Boswell: *Open with "Dear Mr./Ms./Dr." - be sure to use a colon.*

I am writing to express my interest in the Executive Training Program for Summerville Clothing Company as detailed on the company's Human Resources Website. I was immediately attracted to the position because of Summerville's commitment to customer service and the tremendous growth opportunity within the company. Additionally, my prior experience in retail and my student leadership at Ole Miss make me a strong candidate for the rotational program.

I am a senior at the University of Mississippi majoring in Psychology with a minor in Spanish and will graduate in May 2018. My passion for the retail industry began when I started working for Macy's in the Juniors Department during high school. I found that I enjoyed working with customers in determining their needs, matching those needs with a quality product, thereby building relationships with satisfied consumers. I was further motivated by our team sales goals and enjoyed thinking of creative ways to feature new products. This passion carried over to my student leadership position with Kappa Sigma Nu, where I established and helped exceed target fundraising goals for the Donate My Dress Foundation, which provides prom dresses to underprivileged youth. A study abroad opportunity to Stellenbosch University, South Africa, further enabled me to apply these skills as I worked with a team to gather used clothing from affluent communities for needy children in a local township. I will bring this same energy to Summerville Clothing Company.

I would appreciate the opportunity to meet with you and discuss my potential contribution to the Summerville team. If you require additional information, please call me at (601) 555-5555 or email anita@go.olemiss.edu. Thank you for your time and consideration.

Sincerely,



Anita A. Jobb

In closing, use "Sincerely."

Leave room for your signature, and type your name beneath your signature.

Conducting the Job Search

Whether you are looking for a full-time job or internship, it is important that you do so with your long-term goals in mind. Think about where you'd like your career to go and then set short-term objectives to help get you there. Once you have your goals in place, follow these tips:

- Start your job search early, take an aggressive approach, and always remain poised.
- Be systematic, looking for every opportunity to display your abilities.
- Follow-up with any position that seems attractive and also with anyone who assists you during your job search. This will require you to document your job search well and to stay organized.
- Visit the Career Center to learn about on-campus recruiting (Handshake), job listings, and Career Fairs and to receive expert guidance in interview techniques, resume development, and much more.



handshake

A STUDENT'S GUIDE

INITIAL LOGIN

Visit:
olemiss.joinhandshake.com

Enter your **Ole Miss Email**

Check your Email to **Confirm Account**

Set Password

Activate Account

Continue through Initial Prompts to Home Screen

Update your Account and **Attach Documents**

Apply for Jobs & Internships

PROFILE FEATURES

Dashboard Contains:

Events, Jobs & Internships, and Career Fairs that Match your Profile

Select Jobs & Internships, Events, or Fairs as **Favorites**

Automatic Job & Internship **expiring notification** on your Dashboard

Help: 24-7 access to Handshake Support

IOS Users: Download the Handshake App to receive Push Notifications

Android Users: App available soon!

FORMAL

Job-Search Strategies

Online Postings

Many job openings are posted online on company websites, job search engines, or job boards related to social media platforms. Start your search at **www.monster.com**, **www.careerbuilder.com**, **www.indeed.com**, **www.simplyhired.com**, or **www.internships.com**. Also search for job boards specific to your field or visit those associated with your professional organizations.

Newspaper Ads

As few as 5% of jobs are advertised in newspapers, so don't rely solely on this method to find employment opportunities. If you find listings in a newspaper, apply for the position immediately as they are often time-sensitive.

Employment/Staffing Agencies

Companies pay employment agencies to find employees. Research agencies that specialize in placing people in your field and choose one that works on a broader scale.

Career Fairs

This is a convenient way to market yourself and learn more about companies hiring for positions that might interest you. The Career Center organizes several career fairs throughout the year. Please check www.career.olemiss.edu for information about these events and companies participating. Dress professionally and bring resumes.

Direct Contact with Employers

It is important to make direct contact with employers when you have had previous communication with them or have been given a business card for follow-up conversations. If you have a question but have not had prior direct communication with a recruiter or the human resources representative, it is best to send an email through the company's website to get clarification on your question. Most recruiters expect candidates to wait until the company representatives have contacted them before reaching out.

INFORMAL

Job-Search Strategies

Professional Networking

Internal referrals depend on knowing someone in the employing organization. Tell friends and relatives about the type of jobs you are searching for so they also can be on the lookout. If you have certain relatives or friends with a knack for networking, give them a couple of copies of your resume to pass along. You never know who may be able to assist you. Some companies even offer "finder's fees" to employees who recommend candidates.

Volunteerism

Volunteering is an excellent way to network with people working in different fields.

Cold Calling

If you learn of a company that seems interesting, but don't know if they are hiring, there's nothing wrong with calling the hiring manager to find out.

Professional Organizations

Professional societies provide networking opportunities and often publish job listings on their websites. Some companies constantly recruit specifically within an organization.

Direct Mail Campaigns

This is a "wait and see" strategy. After identifying companies that offer (but may not be hiring for) positions in your field, you mail or email the hiring manager a customized cover letter and resume and hope to get a response. To make the most of this approach, be sure to follow up on the communication you send out.

Adapted from Advice for the Real World: Job-Search Smarts. Chaz Kyser. jobweb.com

Job Search for Veterans

Several programs are in place to assist veterans as well as those retiring from long military careers or those who have fulfilled their terms of service. Here are a few of those resources:

Financial Aid

- www.studentdebtrelief.us/knowledge-base/financial-aid-programs-for-military-members-reservists-and-veterans
- www.benefits.va.gov/gibill

Career/Job Search

- www.military.com/veteran-jobs
- <https://vetjobs.com>
- www.careeronestop.org/ReEmployment/Veterans
- www.fedshirevets.gov
- www.dol.gov/VETs
- www.amc.army.mil/amc/opportunities.html#careers
- www.wallstreetwarfighters.org/web

Transition Assistance

- www.TaOnline.com
- www.benefits.va.gov/tap

Business Development/Entrepreneurship

- www.sba.gov/about-offices-content/1/2985

Career Services

- www.benefits.va.gov/vocrehab/index.asp

Additional Resources

- My Next Move: mynextmove.org/vets
- CareerCommandPost.com
- MilitaryHire.com
- Key to Career Success: careeronestop.com
- Employment Services - US Department of Labor: dol.gov
- Opportunities for Veterans: godefense.com
- Vetjobs.com
- Vocational Rehabilitation & Employment - US Department of Veterans Affairs: vba.va.gov
- FedSHireVets.com

For more information, visit the Career Center or contact:

Veterans and Military Services

361B Martindale

662-915-2854

umveterans@olemiss.edu

vms.olemiss.edu

The Federal Job Search

If you are interested in federal employment, the best place to begin your job search is at the US Office of Personnel Management (OPM). Most government agencies must post vacancies on USAjobs.gov. However, because not all government jobs are posted here, you should visit websites of agencies with which you wish to work. For tips on how to use USAjobs.gov effectively (it can be a bit tricky to navigate), make an appointment with a Career Center staff member or visit GoGovernment.org for additional information.

To apply for a federal job:

Once you've selected the job in which you are interested, you should consider the following tips:

- **Plan in Advance:** The application process can take time. To improve your chances of getting a job, be sure to allow plenty of time to thoroughly complete your application.
- **Selection:** Make sure your resume reflects skills for each job to which you apply. Applications tailored for specific jobs that match your skills and talents will be more successful than mailing a standard resume for many jobs. The Career Center hosts "Federal Resume Workshops" to help you prepare.
- **Be Patient:** It can take weeks or months before you hear back about an application, and there may be little or no communication from the agency.

Job Search for Non-Traditional Students

Every student is unique with their own set of experiences and goals. As a non-traditional student, you have your own qualities that will make you competitive, but you will also face unique challenges. Schedule an appointment with a Career Center advisor to design a job search strategy that is specific to your needs. In addition to visiting the Career Center, the AARP website (www.aarp.org/work/job-hunting/) has effective tips and advice for older adults seeking employment.

Job Search for Students with Disabilities

Know Your Rights

The Americans with Disabilities Act (ADA) protects individuals throughout the employment process. This law requires any employer with 15 or more employees to provide qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others and prohibits discrimination against these employees. The employment provisions of this law are enforced by the US Equal Employment Opportunity Commission (EEOC) and any complaints should be filed through this agency.

Under ADA, it is illegal for employers to ask you if you have a disability. Also, employers are required to provide reasonable accommodations to an individual with a disability in order for him/her to perform the essential functions of his/her job. If you know you will need accommodation on the job, it becomes your responsibility to address these needs with the employer.

Reasonable Accommodation

“Reasonable accommodations” are modifications or adjustments made to the job or working environment that allows a person with disabilities to perform his or her job duties without causing undue hardship on the employer. Examples of reasonable accommodations include modified work schedules to allow for medical appointments, special equipment, and reconfiguring of work stations.

The best way to determine if you will need accommodations on the job is to review the job description and required duties. Ask yourself whether you can fulfill the described duties with or without accommodations. It is your responsibility to request reasonable accommodations, and you can do so at any time during the interview process or while you are employed.

Disclosing Your Disability

- **On Your Resume/Application:** You are not required to disclose your disability on a resume. If you are asked about disabilities on the application, you can leave it blank since it is considered an illegal question.
- **Before the Interview:** If you have a disability that will require special accommodation during the interview, do not assume that the employer will have prepared for this. It is important to address your concerns with the employer before the interview takes place.
- **During the Interview:** If you have a visible disability, it may be best to address this in a positive manner with the employer. If you have an invisible disability that will require accommodation, it may be best to disclose once a job offer has been made. If you have an invisible disability that does not require accommodation, you can choose not to disclose it.

Handling Inappropriate Interview Questions

You may be asked illegal interview questions regarding your disability, and how you answer to these questions is important. If you are asked an illegal question, here are some tips on how to respond:

- **Don't answer the question:** You may state, “Under the guidelines of ADA, I do not have to answer that question.”
- **Answer the question:** You answer the question truthfully and focus on your strength and abilities to perform the job.

Questions about navigating the job search with a disability? Make an appointment with a Career Center counselor or visit

Student Disability Services

234 Martindale
662-915-7128 (Voice)
662-638-0379 (Video Phone)
sds@olemiss.edu
sds.olemiss.edu

The Global Job Search

If you are an American student wishing to pursue employment abroad, you must first understand the relevant immigration laws and employment eligibility of your desired destination country. Once you confirm that you are eligible to seek employment in your country of choice, follow these strategies:

- Visit the Study Abroad Office to inquire about internships abroad.
- Visit olemiss.joinhandshake.com to review job opportunities abroad posted on Handshake.
- Visit GoinGlobal – a free resource for Ole Miss students – to find country-specific job search websites. Students may access this resource through Handshake.
- Consider finding employment abroad through a placement company. There are many companies offering opportunities to teach, nanny, or volunteer abroad.
- Consider US Government programs that will place you abroad, like the Peace Corps.
- Consider foreign government programs that will allow placement in their country. For instance, the Spanish government has a program that allows US residents to teach English in Spain.
- Identify US-based companies in your field of study who have international branches. Keep an eye on their HR websites for job postings, contact individuals within those companies directly, and network strategically on LinkedIn and in person.
- Visit my.monster.com/resources/ and www.rileyguide.com/internat.html for country-specific job sites that list local opportunities.
- Schedule an appointment with a Career Center staff member if you desire individual assistance.



Global Engagement International Student Reception



Sierra Little, Graduate Accounting Student, explores Stonehenge during Development of Accounting Thought in London

Job Search for International Students

Work in the United States is not guaranteed, or promised, to foreign nationals entering the country on a student visa. The reality is that it can be very difficult to find employment in the US as an international student, especially in light of quotas set on the number of skilled foreign workers legally permitted in the country. If you are an international student wishing to seek employment in the US, you must first know and understand:

- Relevant immigration laws and your employment eligibility
- The duration of employment that you might qualify for during (Curricular Practical Training) and/or after your studies (Optional Practical Training or typically H-1B)

If you are uncertain or confused about your employment eligibility, please visit the Office of International Programs for assistance.

Once you confirm that you are eligible to seek employment in the United States, visit GoInGlobal – a free resource for Ole Miss students that includes H-1B information and a list of employers who have sponsored H-1B visas in the past. (Access it via Handshake.)

As you will likely experience cultural differences in the job search, make sure to visit the Career Center for workshops about the US resume, job application, and interview processes so that you will know how to best proceed. You may also schedule appointments with staff for individual assistance.

In the meantime, make sure to use your time at Ole Miss wisely to network, conduct informational interviews, gain fluency in English, and build experience through internships or volunteering. These activities will enhance your chances of job search success.

Questions? Make an appointment with a Career Center counselor or visit the

***Office of
International
Programs***

331 Martindale
662-915-7404

international.olemiss.edu

Social Media and Your Job Search

Social Media has evolved over the years to become a business-networking tool. Social media platforms like LinkedIn, Twitter, and Facebook create a great opportunity for you to develop online contacts and search for jobs. Below is information and guidelines to get you started!



Twitter is a fast-paced way to learn up-to-date information about your field of interest and those who are in it. It can also be a great way to maintain a strong online presence. To ensure you are using it effectively:

- **Create a strong profile.** Make sure your Twitter handle is professional in nature and complete the bio section with a version of your 30 second commercial. This should include university, class year, major, and career interests, along with keywords relevant to your career interests. Also include a link to your LinkedIn profile, resume, personal website, blog, or any other relevant job search information.
- **What to tweet?** Use the 80/20 rule when tweeting. 80% of your tweets should be professional in nature such as those that consist of promoting skills on one's resume, highlighting past or present internship experience, or sharing interesting articles and news relevant to the industry. The other 20% of your tweets can showcase your personality, but remember to keep it professional!
- **Follow** companies you want to work for or have worked for, top leaders in your industry, recruiters, and trade journals. Be sure to follow the Career Center ([@HireOleMissRebs](#)) for job openings as they become available in Handshake. Also see [jobprofiles.org](#) for 100 Twitter Feeds to Follow to Help You Land a Job.
- **Find internship and job listings.** [#tweetmyjobs](#) has been tagged nearly a million times and you can utilize this in your job search. Go to [www.tweetmyjobs.com](#) to learn more information! Find general job advice and lots of listings through hashtags like [#jobs](#), [#recruiting](#), [#jobadvice](#), [#jobposting](#), [#jobhunt](#), and [#jobsearch](#). To narrow it down, seek out more specific hashtags, such as [#prjobs](#) or [#salesjobs](#). You may even use hashtags by college major, such as [#biology](#) or [#accounting](#).

Facebook is the world's largest social network with more than one billion users. Although the site should be used cautiously in professional networking, there are still numerous features and pages relevant to job seekers.

- **Clean up your profile and set privacy settings.** Facebook may not get you the job, but it can definitely prevent you from getting one! Take down any embarrassing pictures and make sure your privacy settings are set appropriately.
- **Like** company pages that you are interested in to receive updates about the company, find out about opportunities within the company, and discover connections that may already work there!
- **Find internship and job listings.** Check out the Social Jobs Partnership ([@socialjobs](#)) to find jobs and internships. Also, check out [beknown.monster.com](#) and [glassdoor.com](#) for additional apps that can be used through Facebook.



(Icons by [icons8.com](#))

LinkedIn is the world's largest professional social network. It is used widely by recruiters, hiring managers, and professionals in hundreds of industries to both develop themselves professionally and to find qualified candidates for open positions. It allows you to network by geographic location, career interest, alumni associations, and organizations. To ensure you are using it effectively:

- **Create a strong profile and personal brand.** Visit the Career Center and pick up our LinkedIn handout. Also, you may visit university.linkedin.com/ for other tips on developing a student profile.
- **Network and connect professionally.** Connect with at least 50 people to make sure you are getting the most out of your LinkedIn experience. Search for family members, friends and fellow students, internship or job supervisors, coworkers, professors, former teachers, and Ole Miss alumni. Also, get involved in LinkedIn groups. Start by joining the University of Mississippi Career Center Group, Ole Miss Alumni Association Group, and professional organizations associated with your industry.
- **Find internship and job listings.** Begin by searching for companies in which you would like to find an internship or full-time position. These company pages are a great resource for job seekers and can contain information like a brief overview of the organization, a listing of products and/or services the company provides, job and internship opportunities currently available, and much more! Also visit linkedin.com/studentjobs which specifically filters positions that are appropriate for undergraduate students and recent graduates.



SOCIAL MEDIA PRECAUTIONS

DO NOT

Cyber Stalk: If you are not getting responses from the posts or messages you send to someone and you continue to contact them, you are cyber-stalking. Stop.

Drunk Social Media: Sending drunk direct messages or making drunk posts can be funny with friends but seriously damaging with professional contacts.

Write Personal Messages on Public Posts: It's embarrassing, rude, and makes you look immature.

DO

Update Your Followers/Connections: Keep your network up to date on your projects, success, employment, milestones, etc.

Follow Up: Stay in touch with connections. Email, message, or tweet them.

Ask for Introductions: Use your network to gain new connections. Ask someone to introduce you to one of his or her contacts.

Be Respectful: Remember, social media it is a living document. What you write, post, or tweet will be available for others to see years from now. Be cautious and respectful when sharing your thoughts and careful not to offend others.

Consider the Impact of Your Page/Account in Terms of Future Job Opportunities: Most companies search social media for candidate profiles. However, you are not required to provide your passwords to any accounts. In 2012, The National Association for Colleges and Employers (NACE) issued its stance on employers using such practices as a violation of candidate rights. Companies are encouraged to refrain from any such practice. Some states are working to write laws that would prohibit any such act from occurring in the recruiting process.

Networking

There is something in the old saying, “It’s not what you know but who you know.” Many students will land their first job through their network of contacts, so the power of networking should not be underestimated. A networking meeting can take the form of a casual dinner party conversation or that of a formal appointment with a company representative. A great way to network is to conduct informational interviews (see sidebar, p. 10) to learn more about your field of study or one that you are considering. You could also attend Career Fairs to make initial contacts with recruiters.

In addition to making referrals to hiring managers and supervisors on your behalf, your network can help you obtain information about certain companies and link you to contacts who may work in the very company you are interested in.

6 Easy Steps to **BUILD YOUR NETWORK**

Strengthen your existing connections.

①

Getting in touch with old friends, distant relatives, and people you went to school with can be a first step because you are reaching out, without approaching complete strangers. Give them a phone call or send them an email to find out where they are living, in what fields they are working, and with which companies. Tell them what you are doing and mention your job search, if appropriate. Also build your list of contacts from directories (like those used by religious and community organizations), professional associations, civic groups, church members, and LinkedIn Groups.

②

Find out who knows whom.

When you’re talking to people, find out what they do for a living and for fun, as well as what their spouses or significant others, nearby family members, and close friends do for work and recreation.

③

Invite people out! Get to know them.

Going out for lunch, drinks, or coffee is great for casual networking. You can also invite people to do things related to your interests. If you live in different areas, keep in touch by email to engage your contacts. Ask them periodically what projects they are working on or if they plan to travel in the next few months. You may be in the same area when they are traveling.

④

Follow Up!

Don’t get someone’s business card or email address and forget about it. Find a way to stay in touch. Work actively and purposefully to maintain your network.

⑤

Tap into your Network.

The next time you need something (a job or even an exercise partner), cast a wide net and see what happens. Make a few phone calls or send out an email describing your situation in a friendly tone and to ask for assistance.

⑥

Use the Internet.

Social networking has evolved over the years to become a business-networking tool, as well. Social media platforms like LinkedIn, Facebook, Twitter, and Google+ create a great opportunity for you to develop online contacts. LinkedIn allows you to network by geographic location, career interest, alumni associations, and organizations, so this is a great tool. Twitter is a fast-paced way to learn up-to-date information about your field of interest and those who are in it. Facebook should be used cautiously in professional networking. Make sure that your profile is professional and free of any embarrassing pictures.

You Are Networking When You...

*Attend
Career
Fairs*



*Volunteer
on campus
or in the
community*



*Attend
conferences
or meetings*



Strike up a conversation on the Square



Attend panel discussions



*Visit with faculty within
your department/major*



*Talk to others at
sporting events or
in the Grove*

A NETWORKING OPPORTUNITY CAN OCCUR ANYWHERE!

How to Make a Career Fair Work for You

1. Learn who's coming ahead of time.

You can see the list of companies that have registered on Handshake. Narrow the list down to those of most interest and begin to research their products/services and employment opportunities.

2. Prepare a 30-second commercial.

Career fairs offer only brief contact with organizations, so be prepared to make the most of your time. Work up an interesting verbal summary of your background, achievements and career interests so you won't fumble over words at the wrong time. See p. 44 to get started!

3. Dress the part.

How you look will play a big part in determining employer interest. At a minimum, business casual attire is expected at the Career Fair. Of course, if you have a suit, that would make an even stronger first impression. See p. 53 for more information!

4. Arrive early and plan to stay late.

Make sure the employer knows that they are #1 on your list and then follow through with other employers that you like. Use the remainder of the day to visit other organizations that may interest you.

5. Take the right tools with you.

Bring a supply of resumes to circulate (on resume paper), an attractive pen, and a pad of paper. Bring your reference list just in case someone asks for it.

6. Know what you are going to ask.

Try to have one or two questions in mind for each employer that reflects the research you have done on their organization.

7. Learn what's going to happen next.

As you leave each employer, learn what happens next and what, if anything, you should do to advance your candidacy.

8. Follow-up.

If there is any follow-up work necessary (in the form of thank-you letters, reference letters or other materials to be sent), be sure to follow through on your discussion within 24 hours.

Your Business Card

The business card is a great way to exchange contact information as you network in person. Did you know that you don't have to wait for your first job to have your own business card? You can easily create your own using free online templates or have it professionally printed. Companies like www.vistaprint.com have affordable options for students.

Business Card Tips

Do Not:

- Use fancy pictures, designs, clip-art, or slogans.
- Use non-standard size or gimmicky business cards.
- Print business cards on cheap, thin paper.
- Use outdated cards with hand-written edits.
- Hand out business cards that are creased or stained.
- Hand out your business cards between your middle and index finger. Use your thumb and index finger when receiving/giving cards.
- Put your contact's business cards or your own in your back pocket or wallet. Instead, keep a professional carrying case in your jacket pocket.
- Ask others to distribute your business cards for you. It is an important part of establishing a networking relationship!

Do:

- Use color sparingly for interest and emphasis.
- Pay attention to alignment to ensure readability.
- Keep the design clean and simple.
- Stick to no more than 2 font types/sizes.
- Write your name, title (you could say "History Major" or "Student in Integrated Marketing Communications"), University & expected graduation date, contact information and links to your website, blog, and professional social media accounts.
- When receiving a card, do look at it for a few seconds to show interest.
- Write notes about the contact on the back (not the front) of the business card after the exchange (not during).

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seymour@gmail.com
[linkedin.com/seymour.success](https://www.linkedin.com/seymour.success)

Crafting YOUR 30 SECOND COMMERCIAL

(Icons by icons8)

WHAT TO INCLUDE



Academic Info:

Major/concentration, classification or graduation date, minor



Relevant experiences:

Jobs, internships, leadership, volunteer, shadowing, involvement



Skills:

Job specific, transferable, technical, language



Career goals/interests:

Relate this to the company or contact

FIRST SENTENCE: For students and new graduates, include your name, your school, your degree and major. More experienced individuals may want to introduce themselves and then begin with the middle sentence.

MIDDLE SENTENCES: State your relevant experience. For example: your employer, role, the skills you used and developed, accomplishments and results you are proud of, and your future career goals.

“Hello, my name is Ben A. Rebel and I will be receiving my Bachelor of Arts degree in Economics with a minor in Finance from the University of Mississippi in May of 2018. This past summer, I held an internship with BancorpSouth where I assisted customers with loan applications and other financial services. I received superior ratings from my customer evaluations. During the academic year, I worked an average of 20 hours per week as a math tutor on campus where I assisted students with college algebra and statistics. I also served as the treasurer of Kappa Alpha Psi fraternity and managed a \$10k annual budget.

I am very interested in utilizing my talents in communication and customer service within the financial industry. As I researched your organization, I believe that these strengths might fit well within your Lending and Asset Management division. I'd love to hear your perspective on this and any other suggestions you might have where my strengths might be of value.

LAST SENTENCE: Briefly relay how your background might benefit the listener. Ask for their suggestions about who else you might speak with for advice regarding your career goals. For example, “Do you have any advice for me as I prepare for my career in (your field), or could you suggest someone else that I should contact?”

WHEN TO USE YOUR COMMERCIAL



Career fairs and information sessions



Networking events



In response to, “Tell me about yourself,” at interviews



Reaching out to new contacts

Graduate School Application Tips

Whether you are applying to graduate school or a professional program like law or medical school, it is important to remember the most crucial tip – no two programs are the same. You must always call the admissions office or visit the website to get the specifics of what they want in the application process. If you fail to meet all of their criteria, you risk the chance of your application not being considered.

1. Start early. By your junior year, you should attend the graduate school fair to gather information on what you need to do to apply. Start determining which programs best fit what you may want. Also visit the school's website and gradschools.com.

2. Stay organized. Graduate programs have different deadlines and requirements. Make sure you design a system and checklist for each program so that you do not miss deadlines or important documents.

3. Stay close to your professors throughout your academic career. The best recommendation letters and sometimes the only ones allowed are those from your faculty members. Speak up in class and let the professor know who you are! Volunteer to assist in a research project or visit them during their office hours. Just avoid seeming over eager – you want to impress your professors, not irritate them!

4. Prepare for the entrance exams and keep your GPA strong. Schools have a variety of entrance requirements but most use a formula that factors in both your GPA and entrance exam scores. Start early with some type of test preparation – whether self-study or a formal course. Apply to a variety of schools so that you will have: 1) a dream school, 2) a reach school, and 3) a safe school.

5. Visit the campus if possible. Just like choosing an undergraduate institution, you want to make sure you really can see yourself there for the next phase of your education.

6. Make an appointment with the Career Center so you can get step-by-step assistance with everything including finding programs, completing applications, writing your personal statement, and practicing an admission interview. We are here to make the process much easier!

COMMON ADMISSION TESTS

Graduate Record Examination (GRE)
<http://www.ets.org/gre>

Graduate Management Admissions Test (GMAT)
<http://www.mba.com>

Law School Admissions Test (LSAT)
<http://www.lsac.org>

Medical College Admission Test (MCAT)
<https://www.aamc.org/students/applying/mcat>

Dental Admission Test (DAT)
<http://www.ada.org/dat.aspx>

Pharmacy College Admissions Test (PCAT)
<http://www.pcatweb.info>

Personal Statement Tips

The personal statement is often a determining admissions factor, so make sure that you give the writing your best. This is your introduction to the admissions committee and maybe also the only time they get to see you as a person and not just a standardized test score number. Here are a few tips:

- **Be sincere.** Genuinely reflect why you want to enter graduate or professional study. Don't write for the committee by trying to include what you think sounds good or what they want to hear.
- **Let the committee in.** Your personal statement is just that – personal. It should be unique and truly tell why you are working so hard to be admitted. If you have a tear jerker story that is relevant to why you want to study, tell it. If you had a revelation on a spring day your junior year that you wanted to go to law school, write about it. If you are fascinated with one area of study that a professor is researching, talk about why you want to be involved in that line of research.
- **Seek critique.** You want to make sure what you are trying to convey in your statement is actually being clearly understood. Take it to a professor, bring it to us in the Career Center, or let your friends and family read it. Take all the opinions in and revise. Reread again before submitting.

YOUR MONTHLY *To-Do List*

MAY (before senior year): Research potential schools and take a practice admission test to determine how much test prep you will need.

JUNE: If you want to sign up for an entrance exam test prep course, now is the time to do so!

JULY: Contact schools that interest you to get information about their programs.

AUGUST: Take the required entrance exam so that you can retake it if you don't like your scores. Also start writing your statement of purpose.

SEPTEMBER: Determine where you will apply and find professors that have research interests similar to yours in these programs. Contact your recommendation letter writers and keep working on perfecting your statement of purpose.

OCTOBER: Request official transcripts from your undergraduate institution. Supply your recommenders with supplemental materials (like your resume, personal statement, etc.) so they can write the best recommendation letter for you. Make plans to go on campus visits if possible.

NOVEMBER: Have a few people read over your personal statement. You should ask people in the field, Career Center staff, Writing Center staff, and honest friends and family.

DECEMBER: Complete and submit all applications, keeping two copies of every section for your records. Verify that your recommendations have been sent.

JANUARY: Learn about all your financial aid options. Check into graduate assistantships, private loans, grants, and fellowships. Don't forget to complete the FAFSA online too!

FEBRUARY & MARCH: Everything has been submitted so now all you can do is wait. Don't stress while you wait – instead relax and enjoy that everything has been submitted!

APRIL & MAY: Celebrate your acceptances!

Career Center
Interview Suites

Career Center

SUITE H

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www.olemiss.edu/smokefree





{TAKING ACTION}

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The Career Center's Interview Suite provides five professional interview rooms, a private conference room, and a separate interview lobby.

Preparing for the Interview

Researching Employers

Employers expect you to know about the organization and understand the position for which you are interviewing. Thorough research enables you to understand the organization's needs so that you may best market yourself. It also helps you answer the critical question of why you would like to work for that employer and helps you formulate intelligent and appropriate questions to ask in your interview. Here are ways for you to research specific employers:

- **Talk to people:** Find people who work for or know about the organization. This could be people you meet at a Career Fair, family members, neighbors, parents of friends, students who graduated ahead of you, and alumni contacts.
- **The employer's website:** This is a no-brainer! look for basic facts, information about mission, culture, values and more.
- **Internet research:** Note sources of information you find and gauge the credibility of those sources.
- **Call or write the organization** only AFTER you've searched for it elsewhere without success. This is perfectly appropriate to do if you simply cannot find information about the organization through their website, or if the information is not clear.
- **Be careful:** If you email with a question to which you could have found the answer online with a little effort, you'll be perceived negatively as a potential employee (lazy, unintelligent, etc.). As a potential employee, you want to be perceived as a person who does work, not creates more for someone else.

Practice Makes Perfect

The Career Center offers mock interviews to practice for any job, internship, or graduate/professional program interview. Mock interviews involve an interviewing role-play session followed by a critiquing session. The session is usually completed in an hour. We ask that you submit a resume, along with a job description, to the front desk of the Career Center so that the staff member conducting the interview can prepare and structure an interview that is industry specific. We also ask that you dress the part, as interview attire will be discussed and critiqued as well.

In addition to in-person mock interviews, we encourage you to use InterviewStream, which gives you the ability to practice, save, and conduct online interviews from a variety of pre-recorded interview questions from across disciplines. Find out more at <https://olemiss.interviewstream.com/>.

INTERVIEWING TIPS: PUT YOUR BEST FOOT FORWARD

Review the position description to make sure you're familiar with what's expected.

Research the company/position and prepare pertinent questions.

Dress in appropriate professional attire and groom yourself well.

Bring extra copies of your resume to the interview.

Arrive 10-15 minutes early.

Remember to smile and be positive!

Be courteous to everyone you meet.

Turn off all electronic devices.

Offer a firm handshake.

Use good posture, make eye contact, and watch your body language.

Allow yourself to pause for a few seconds to process the question before responding.

Thank the interviewer(s) for the opportunity!

INTERVIEW FORMATS



TELEPHONE INTERVIEWS

After confirmation that an employer wishes to proceed further with your application, the next step is generally a telephone interview (screening interview). These are prearranged and will involve a conference call with one or more individuals from Human Resources and the management team. Telephone interviews can be difficult due to poor quality reception and the absence of face-to-face communication. It is important that you present yourself in the best way possible, so we suggest the following:

- Ensure that you are prepared for your interview and are ready to take notes.
- Ensure that you are in a totally quiet, private space for the interview. Avoid background noise.
- Research the company prior to the interview so you understand as much as possible and can ask pertinent questions.
- Do the same with the job description. Prepare questions for any aspects of the role or reporting structure that you wish to clarify.
- Write down the names of the interviewers and do not be embarrassed to ask them to spell their names.
- Many interviewers are inexperienced - be prepared to assist them by volunteering information that is relevant or valuable and display your interest by asking questions.



FACE TO FACE INTERVIEWS

Many employers will fly their preferred candidates to their corporate offices for face-to-face interviews. This interview can be with only one person or with a panel of interviewers. The information in this section will give you some ideas of how to prepare for the interview itself.

(Icons by icons8.com)



VIDEO CONFERENCE CALLS

Potential employers will often request a video conference interview (Skype) in the first stage with top applicants. You must remember that this type of interview is just as important as if you were meeting the interviewer in his or her office. Here are a couple of additional points to keep in mind for Skype interviews:

- Always do a test run with your equipment prior to the interview.
- Be prepared to have a telephone interview at short notice if there are technical problems with connections.
- Now that you can be seen, it is important to ensure that you are appropriately dressed and that the scene behind you is free of distractions. Make sure the room is clean and neat. You don't want to distract the interviewer.
- Be aware that the microphone picks up all the noise in the room. Don't tap your pen or shuffle papers.
- Make eye contact with the camera, not your computer screen. If you don't, the camera will be focused on the top of your head (not your face or eyes), which is a missed opportunity to build rapport.
- Use the picture-in-picture feature so you can see how you appear.
- You will be asked the same type of interview questions as in a face to face interview. Also, be prepared to ask your own questions.



INTERVIEW DURING A MEAL

When interviewing for an internship or full time position, the employer may invite you to lunch or dinner as part of the interviewing process. Your dining skills play an important role in creating a positive impression, and the lack thereof could result in the loss of an offer if you are unable to manage a meal in a social setting with confidence. To ensure that you are successful in handling an interview or meeting over a meal, check out Dining Etiquette on p. 61 to guide you through the dining experience.

Examples of Traditional Interview Questions

1. Tell me about yourself.
2. Why did you select your college or university?
3. What led you to choose your field of study?
4. Where do you see yourself in 5 years? 10 years?
5. How do you determine or evaluate success?
6. What are the most important rewards you expect from your career?
7. What are your strengths and weaknesses?
8. Why should we hire you?
9. How has your college career prepared you for a professional career?
10. What qualities would you want in your supervisor?
11. Describe your most rewarding college experience.
12. How do you work under pressure?
13. What do you know about our company?
14. What have you learned from your mistakes?
15. Why was there a gap in your employment between [date] and [date]?
16. What can you offer that another candidate can't?
17. Talk about an accomplishment you're proud of.
18. What motivates you?
19. Who's your mentor?
20. What questions do you have for me? (See sidebar)

Illegal Interview Question Topics

Employers are prohibited from discriminating against job seekers in protected classes. You are not required to answer questions at an interview related to the following:

- Age/date of birth
- National origin/citizenship
- Race/color
- Religion
- Marital/family status
- Disabilities or impairments (including mental health)
- Arrest record

Preparing Your Own Questions

At the end of the interview, you will typically be given the opportunity to ask questions. To show your interest in the position and company, develop thoughtful questions related to the job, organization, or selection process ahead of time. Keep the focus away from your own needs (don't ask about salary or benefits), and always remember to ask what the next step is. Here are a few sample questions to ask, but it will be worth your while to formulate questions specific to the company as well:

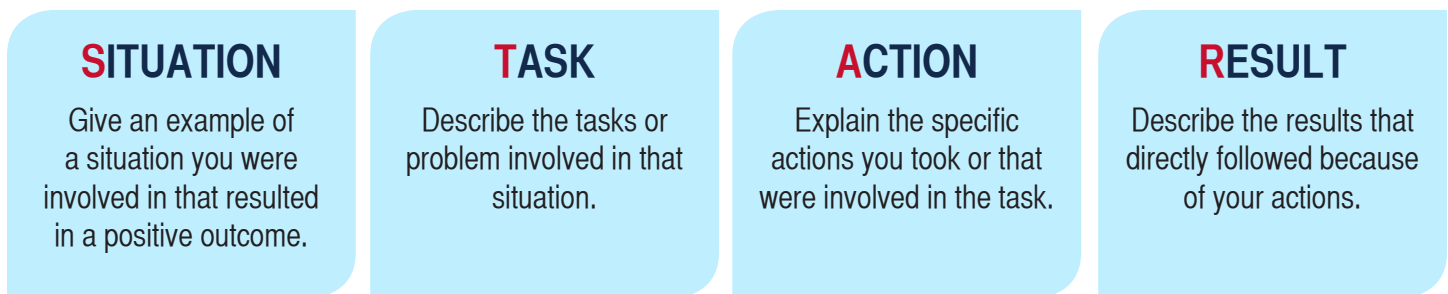
1. How did this position become available?
2. What would you like done differently by the next person who fills this position?
3. What are some of the greater challenges an individual has to face in this position?
4. What orientation/training is offered to new employees?
5. What are the opportunities for advancement in this position and this organization?
6. What opportunities exist for professional growth and development?
7. What are short/long term needs of this department/organization?
8. Why do you like working for in this department/this organization?
9. What opportunities exist to collaborate with individuals from other departments/offices, or to share ideas?
10. What is your timeline for making a hiring decision?

Behavioral Interviewing Techniques

The core principle behind behavioral interviewing is this: the most accurate predictor of future performance is past performance in a similar situation. It focuses on experiences, behaviors, knowledge, skills, and abilities that are job related. Instead of asking how you would behave, interviewers will ask how you did behave.

In this style of interviewing, an employer will predetermine which skills are most important to being successful in a particular role. The questions during the interview will then be very specific to those skills, giving you an opportunity to show your suitability.

To assess which skills an employer is seeking, use sources such as the job description, job advertisement, company website and literature, recruitment agency, and knowledge of the client. Your responses need to be very specific and detailed. We recommend following the **STAR Method** as an easy way to ensure you are answering the question fully.



Examples of Behavioral Questions

1. Give an example of an occasion when you used logic to solve a problem.
2. Give an example of a goal you reached and tell me how you achieved it.
3. Describe a decision you made that was unpopular and how you handled implementing it.
4. Describe a situation where you have had to manage a multicultural environment and the challenges you had.
5. Tell me about a time when you have worked in a remote location or situation which is totally foreign.
6. Tell me about a time you went above and beyond the call of duty.
7. What do you do when your schedule is interrupted? Give an example of how you handle it.
8. Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?
9. Have you handled a difficult situation with a co-worker? How?
10. Tell me about how you worked effectively under pressure.

Follow-up questions will also be detailed. You may be asked what you did, what you said, how you reacted, or how you felt.

The best way to prepare for behavioral interviews is:

- Identify 4 or 5 of your top selling points and decide what examples you can give to get these points across (use STAR Method).
- Try and frame your answer as a story and be prepared for further probing questions from the interviewer around your story (e.g. lead me through your decision process).
- Whenever you can, quantify your results.
- Be prepared to provide examples that didn't have the results you had hoped or planned.
- Choose examples from a variety of places in your life.
- Also prepare answers to more traditional interview questions as you may also have to respond to those questions.

Professional Dress

There is a **big** difference between “dressing up” (what you’d wear out to the Square or the Grove), and dressing professionally. Formal business attire is typically required for interviews and entails a well-tailored suit. Though this might seem too stuffy compared to your usual student attire, remember that it is wise to dress for the job you want, not the one you have. How you look will play a big part in determining employer interest. Here are a few examples of professional attire.

Business Attire: (For Interviews)

Wear a solid colored (preferably black, navy, or grey), neatly pressed conservative suit. Choose a collared shirt (pale blue, white, or other neutral colors) or coordinated blouse in a subtle color. Select a simple tie, if one is worn. Wear closed-toed shoes in black, brown, or a neutral tone. Heels should be moderate height. Your socks should match your pants, not your shoes. If you wear a skirt, consider wearing neutral pantyhose. Carry a portfolio or briefcase with you. Make-up, fingernails, hair, and jewelry should be very simple so as not to distract.

Avoid rumpled clothing, scuffed shoes, shorts, short skirts, revealing necklines, jeans, bare shoulders, tight clothing, flip flops, sneakers, 5-inch Jessica Simpson heels, big purses, and heavy perfumes/ cologne.



Peer Career Educators Darriel Wicks, Senior Chemical Engineering Major, and Casey Hardaway, Junior Marketing and Corporate Relations Major



Peer Career Educators Hailey Strother, Junior Business Management Major, and Stone Reeves, Junior Forensic Chemistry Major

Business Casual: (For Career Fairs and less formal networking events)

Wear a pair of neatly pressed dress slacks/ khaki pants or a skirt/ dress that is at or slightly above the knee. Pair with a cotton long-sleeved button-down dress shirt or loose-fitting and modest blouse. A jacket or cardigan is optional; be sure to cover bare shoulders. Wear closed-toed shoes in a neutral tone. Heels should be modest. A tie is optional, though we recommend wearing one for Career Fairs. In colder weather you may wear a sweater. Trim your hair and beard to appear well-groomed.

Avoid rumpled clothing, scuffed shoes, shorts, short skirts, revealing necklines, jeans, bare shoulders, tight clothing, flip flops, sneakers, 5-inch Jessica Simpson heels, big purses, and heavy perfumes/ cologne.

After the Interview

- Evaluate your performance immediately following the interview.
- Send a thank-you note or email within 24 hours.
- Keep records of important dates and details for follow-up.
- How well did you answer questions? What tone of voice did you and your interviewer use and how did the interview progress?
- How comfortable was the interviewer with you and why do you think this is so?
- What did you find difficult about the interviewing process? Think in terms of the preparation involved, speaking to them face to face or corresponding.
- How well did you ask questions? Consider your confidence in asking them, the length of questions and the responses received.
- What can you do to improve your performance next time? Remember interviewing is a learning process, so build the experience for the future.

Thanking the Employer

Writing a thank-you letter after your interview won't necessarily help you secure the job, but not sending one can hurt your chances. The thank you letter is an opportunity for you to remind the interviewer why you are the best fit for the position and to address any remaining issues.

Send a thank you letter immediately after each interview, ideally within 24 hours. A handwritten note is most memorable, but an email is best if you were interviewed by a traveling recruiter. Use simple stationary or resume paper, making it brief and personalized. If you spoke with more than one person, try to write a thank-you letter to each individual. In your letter be sure to:

- Express your appreciation for the opportunity to interview.
- Express your continued enthusiasm about the position and the company.
- Recap your strengths, being careful to relate them to the requirements of the job and the company.
- Provide your contact information.

Thank You Letter Script

- In the first paragraph, state when and where you had your interview and thank the interviewer for his or her time. Reaffirm your interest in the organization.
- In the second paragraph, mention something that particularly appeals to you about working for them, and reinforce a point or two in support of your application.
- If after the interview you thought of something you wish you had said, the third paragraph of the letter is a good place to bring that up. You can also restate your understanding of the next steps in the hiring process.
- In the last paragraph, thank the employer for considering your application and ask for further communication.

You Got the Job! Now What?

Congratulations, you've been offered the job! Now, you have the all-important task of evaluating the offer and the organization to determine if the entire package meets your objectives. This is not a task you should perform hastily; allow yourself time to consider every factor that is important to you, taking into account all of your life roles. You are not required to accept an offer on the spot. Ask the employer to allow you a couple of days to consider the offer. If more time is needed, negotiate that with the employer. If necessary, talk it over with the people you trust: family, mentors, faculty and other career advisors.

Job Offer Evaluation Checklist

To aid in the decision making process, take time to gather the answers to these questions to assist with the evaluation of your offer before you notify the employer of your final decision – to accept or to decline. Space is available for you to add your own questions and concerns.

QUESTIONS TO CONSIDER	YES	NO	NOT IMPORTANT
Does the position align with my professional career goals?			
Will this job provide engaging work assignments that will help further develop my skills?			
Does the organization's culture and goals align with my personal values and goals?			
Will I fit in with my co-workers? My team? My supervisor?			
Are there opportunities to advance within the organization?			
Does the salary match my requirements?			
Does the company offer a signing bonus? Relocation expenses?			
Does the company offer bonuses for high performance?			
Is my performance evaluated and rewarded in a timely and sufficient manner?			
Does the company offer a retirement plan?			
Is health insurance provided? For dependents? Who covers the premium?			
Is dental insurance included? Vision?			
Are vacation, holiday pay, and sick leave adequate?			
Will unused vacation and sick leave roll over to the next year?			
Are the work hours conducive to my work-life balance?			
Is travel required? Is the amount of travel acceptable?			
Does the company offer flexible work schedules?			
Does the company offer compensatory time? Overtime pay?			
Does the company provide tuition reimbursement and other professional development?			
Does the company offer maternity/paternity leave?			
Does the company provide day care on site?			
Is the geographic location appealing?			
Is the daily commute to work convenient and acceptable?			
TOTAL			

Accepting the Offer

To accept an offer, send the employer a letter restating the position title, salary, starting date, and any other important terms of the offer. Do not forget to inform all of your references, providing them with a proper thank-you, an update on the company you selected and your position title.

Do not renege on the offer once you accept. It's considered poor professional etiquette to back out of an offer because another offer more to your liking comes along afterward. Try to avoid damaging any professional relationships that you have established with the organization.

Declining the Offer

If you decide to decline the offer, do so in a professional manner by sending a letter to the hiring manager who extended the offer. Avoid negative language in your letter. Let the employer know that after carefully evaluating all of the factors involved, you wish to decline the offer. Thank the employer for his/her consideration and decline on a positive note so that you don't breach any future opportunities with the organization.

Salary Negotiation

The idea of salary negotiation can cause a great deal of anxiety. To negotiate effectively, you'll have to do a little homework prior to any conversation with an employer about your requirements for the position you're seeking. There are three rules to salary negotiation:

1. Determine your worth before launching in to the negotiation discussion.

Conducting salary research:

- Visit websites like Salary.com, Payscale.com, and Glassdoor.com
- Visit the Career Center to review the NACE Salary Survey, which is published several times per year.

Tips for the salary discussion:

- If an employer brings up the salary early during the interview, let him or her know that you are interested in learning more about the opportunity to determine if there's a mutual fit.
- When asked about salary requirements on a job application, use buzz words like, "competitive," "negotiable," "flexible," or "market value."
- Prepare to offer a range instead of a specific number, within \$3000-\$5000, beginning with the minimum salary you are willing to accept.

- Use the NACE Salary Calculator:
www.jobsearchintelligence.com/NACE/salary-calculator-intro
- Take the geographic area into consideration to make sure that you are comparing the salary information to the local market value in the area where you plan to work.
- When reviewing what others are paid, compare your level of experience to others who are doing the same type of work in the same sector (private, not-for-profit, government, etc.).
- Network with other professionals who are working in careers similar to the one you are seeking.
- Conduct informational interviews with professionals who are working in your field to get their feedback on what they would consider to be a fair starting salary range for a new professional entering the field with your level of experience.

After gathering your salary data, give careful consideration to the skills, education, certifications, relevant experience, and special talents you bring to the organization in order to have an intelligent and informed discussion with potential employers. During the negotiation phase, be prepared to discuss how your experience adds value to the organization. Self-knowledge and researching the appropriate salary data will arm you with the tools you need to have an effective conversation with potential employers.

2. Never initiate the salary discussion. Wait until you receive the offer before discussing the salary requirements. A wise negotiator once said that “the first one to speak is the one who loses.” Don’t give the employer the impression that the salary is the only thing that interests you about the position.

If the organization’s salary doesn’t match your minimum salary expectations, or if it falls well below the market value of your salary research, you may have to be prepared to decline the offer. Or, you can try to negotiate other benefits, such as a signing bonus, additional vacation time, telecommuting days, frequency and timing of performance and salary reviews, etc.

3. Don’t accept the offer as soon as it’s extended. Thank the employer and ask if you can have some time to consider the offer. Allow yourself ample time to review the entire salary and benefits package thoroughly before you accept or decline the offer. Take this opportunity to ask the employer any additional questions you may have about the compensation package and opportunities to advance within the organization. Be sure to discuss and agree on a deadline for delivering your final decision.

Don’t be afraid to negotiate. Just make sure you do your research in advance so that you can approach the salary discussion with the employer in a fair and reasonable way, exhibiting your knowledge of the market value of the position, your enthusiasm for the opportunity, and your skills and experience that demonstrate that you are the most qualified candidate for the position.

CLASSROOM TO CAREER

Congratulations on your new appointment! Going from classroom to career can pose many challenges, so be sure to prepare yourself adequately for this next chapter. Consider scheduling an appointment with a Career Center staff member to help you in this process. Read on for more tips to help you navigate the world of work.

{PROFESSIONAL ETIQUETTE}

Etiquette in the Workplace

Roget's Thesaurus defines etiquette as "socially correct behavior." Proper protocol exists for many different situations and behaving in a courteous manner is a must. Failure to learn and follow some of the basic principles of etiquette can lead to disastrous results in a professional or social setting. While there are numerous resources available in print and online to assist you with managing decorum, here are some quick tips to help you brush up on your etiquette skills for business interactions.

Workplace Etiquette for Internships and Full-Time Careers

- Adhere to the company dress code policy.
- Make sure that you understand the expectations of your supervisor.
- Keep your supervisor informed at all times, whether the news is positive or negative.
- Understand office politics and the culture of the organization.
- Arrive on time.
- Approach your tasks with a positive attitude. Don't complain if you have to arrive early or stay late to complete a project.
- Always greet your co-workers in a friendly manner when you arrive in the office.
- Be kind and courteous to all of the staff.
- Do not gossip or get caught up in the middle of workplace conflicts.
- Avoid office romances.
- Show initiative and take on additional projects when you can.
- Never miss out on the opportunity to make your supervisor look good!
- Keep your workspace neat and noiseless. Use your "inside voice" in your workplace.
- If working in a cubicle, refrain from eavesdropping on conversations.
- Unless your work involves the use of social media tools, refrain from using Facebook, Twitter, and other social media sites during office hours.
- Ask for help if you need it, and be a good team player, assisting others where needed.

Social Etiquette

Introductions

The highest ranking person's name is spoken first. You can initiate introductions by saying, "(Senior Individual), please meet (Junior Individual)," or "...may I introduce..." Example of rankings include:

- Introduce a student to faculty/staff (e.g., "Professor Jones, please meet Anita Jobb.")
- Introduce a younger person to an older person
- Introduce a non-official to an official, using the Dignitary's title even if retired
- Introduce a corporate executive to a customer or client
- Introduce your peer to a peer from another group

The Handshake

- The handshake is a gesture of kindness and mutual respect. In a business setting, handshakes are the same for men and women; the palm-to-palm grasp should be firm and administered while making proper eye contact with the other individual(s).
- Grasp the individual's hand firmly, but not in a manner that makes him or her uncomfortable. Don't prolong the handshake—two or three hand pumps are sufficient.
- It is appropriate to initiate a handshake if you are the host, if you are in the position of greatest authority, or if you are joining a group and must introduce yourself.
- Be mindful of cultural differences and follow the rules of etiquette appropriate for your audience. This may require some research in advance of the meeting.

RSVP

“RSVP” means “please respond.” If you are invited to an event, you may be asked to RSVP if you plan to attend, or to respond with regrets if you are unable to attend. It is polite to respond to the invitation in timely manner, adhering promptly to the deadline indicated on the invitation. This will allow the host to plan for an accurate number of guests.

Telephone Etiquette

- Try to answer the phone on the first two rings.
- Greet the caller in a friendly manner (e.g., “Good morning, Career Center, Anita speaking. How may I help you?”)
- Do not place the caller on hold for more than 30 seconds.
- If you are the caller and are asked to leave a message, please restate your name, a brief reason for calling, and your telephone number for the individual to return the call. This rule applies to voicemail messages, as well.
- Respond promptly to voice messages and try to return calls on the same business day if possible.

CELL PHONE ETIQUETTE

Refrain from using your personal cell phone in excess during work hours or business meetings.

Turn your ringer off, or place your phone on vibrate during office hours or business meetings.

Do not take a call on your cell phone during interviews, meetings or business luncheons. Allow the calls to go to voice mail and return the calls when appropriate.

Refrain from using your cell phone in the bathroom! It's poor hygiene and it makes others uncomfortable.

Create a professional voicemail message, eliminating music, profanity, or any other distraction that could make another professional uncomfortable when leaving a message.

If there is an emergency situation, explain before the meeting begins that you may need to take a call. If you have to accept a call, excuse yourself and move to a private area.

Email Correspondence

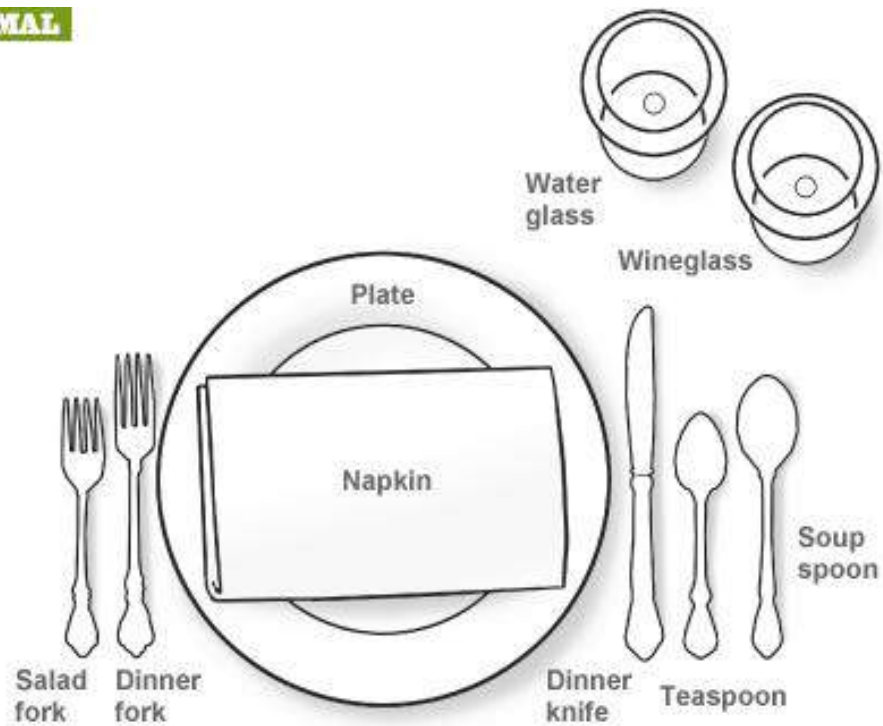
- Always include a subject line in your email message, making sure that it is brief but meaningful to the reader.
- Begin your message with an appropriate greeting to the recipient (e.g. “Good morning,” “Dear _____,” “Good afternoon,” etc.)
- Proof your message for correct grammar and spelling. Do not use abbreviations, emojis, ALL CAPS, or all lower-case letters. Follow the guidelines for writing business correspondence when preparing an email message.
- Make sure that your message is concise, covering only the important details.
- Include a closing at the end of your email (e.g., Sincerely, Regards, Thank you, etc.)
- Create a signature, including your name and other relevant contact information.

Dining Etiquette

- Portfolios, cell phones, wallets, or purses should be placed under your seat and not on the table.
- Familiarize yourself with your place setting. (See diagrams at right.) Avoid rearranging the table setting.
- Follow the lead of your host and allow him or her to direct the conversation. Typically, the “business” portion of the discussion will begin after you place your orders.
- Ask for recommendations if you are unsure what to order from the menu.
- Don’t take too long to make your selection and don’t order the most expensive or the least expensive item. Stay away from selections that are messy or difficult to eat.
- Gently place your napkin in your lap, following your host’s lead. The fold of a large napkin should be near your waist.
- Always be kind to your server. If there is something wrong with your meal, subtlety is the key; don’t create a scene.
- Avoid alcoholic beverages, if possible. If you elect to drink, limit yourself to one drink.
- If you need to excuse yourself from the meal, please do so between courses.
- Pass items to your right, or counter-clockwise.
- Salt and pepper shakers are always passed together.
- Use your napkin to dab at the corners of your mouth and not to discard items from your meal.
- Place your napkin to the right of your plate when the meal is finished.
- Silverware should never touch the linens, once used.
- When in doubt about which fork to use first, start from the outside of your place setting and work inward toward the silverware nearest your plate. Or, you can watch your host.
- If you drop your silverware, you do not have to pick it up; just ask the server for another one.
- Stir your beverage quietly, and use sweeteners sparingly.
- Do not slurp, smack, or chew with your mouth open.
- Begin eating after everyone is served, unless your host invites you to go ahead and start the meal.
- Avoid seasoning your meal before you taste it.
- It’s polite to try everything that you are served, even if you don’t eat it all.
- Butter your bread or roll one bite at a time.
- Spoon your soup away from yourself, sipping from the side of your utensil.
- Cut one or two bites of your food at a time.
- Eat small bites so that you can continue to carry on a conversation without a long delay.
- Do not push your plate away from you when the meal is complete. Place your fork and knife on your plate in the “4 o’clock” position to signal to your server that you are finished.
- Refrain from using a toothpick or applying makeup at the table.



INFORMAL



Utensils are placed one inch from the edge of the table

FORMAL

