

# CAREER GUIDE





**TIGERS2WORK** is the on-line Career Services Center that allows JSU students and alumni to electronically submit resumes to employers, to search for co-ops, internships, part-time and full-time jobs, and research employer information.

## **HOW TO REGISTER AND ACTIVATE YOUR *TIGERS2WORK* ACCOUNT WITH THE JSU CAREER SERVICES CENTER**

### **Getting Started**

- Contact the Career Services Center by phone at 601-979-2477 or e-mail [tigers2work@jsums.edu](mailto:tigers2work@jsums.edu) for the registration password.
- To register you will need a valid email address.
- Go to <https://jsums-csm.symplicity.com/students/> to log-in directly or go to the Career Services Center homepage at <http://www.jsums.edu/careers> and click on *Tigers2Work*.
- Click on “For Students/Alumni”.
- Click on “Register.”
- Use your valid email account for your username and the registration password that you obtained from the Career Services Center to register.
- Complete the student registration form and click submit.
- You will automatically be taken to your new personal *Tigers2Work* homepage.

### **IMPORTANT:**

Remember to check your email for your new log-in password. **YOU MUST USE THE NEW PASSWORD THAT WAS EMAILED TO YOU FROM THE SYSTEM THE NEXT TIME YOU SIGN IN TO YOUR TIGERS2WORK ACCOUNT.** All fields in red must be completed. On the right side of the screen is a completion box. Completed items are indicated by a green check. Items not yet completed are indicated in red.

### **Writing and Uploading Your Resume**

If you have not developed a resume or wish to view some tips on resume design, refer to the [Career Services Center Career Guide](#). Keep in mind, your resume in *Tigers2Work* is going to be converted into PDF format. Once you have completed your resume, it must be critiqued in the Career Services Center. Please allow the staff two to three days to complete this process.

Now you're ready to upload your resume. Log-in to your *Tigers2Work* account and follow the instructions listed below:

- Click on “resumes/documents” on the tab bar.
- Click “add new”.
- Here you will first give your resume or cover letter a label name.
- Label your resume (submit resumes only).
- Next, you will go to the “File” box and click “Browse” to locate your document on your computer.
- Once you have located the document, highlight the document you are going to upload and click open.
- Lastly, click “submit.” You will then receive this message: “Pending documents are awaiting approval by Career Services Center Staff prior to being available for submission to employers.”
- If your resume has been critiqued by our office, it will be approved and you will receive an e-mail notification.
- Once your resume has been critiqued by the Career Services Center, you will receive an email notification regarding its status.

**YOU ARE NOW REGISTERED WITH THE JSU CAREER SERVICES CENTER!**

# Jackson State University Career Services Center

## CAREER GUIDE

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[www.jsums.edu/careers](http://www.jsums.edu/careers)

[jobplace@jsums.edu](mailto:jobplace@jsums.edu)





The Mission of the Career Services Center is to provide career services in a supportive and proactive manner for Jackson State University students and alumni including information and counseling on career choices, graduate and professional school opportunities, internship opportunities, and part-time and full-time employment opportunities. The Career Services Center also provides effective and efficient services to employers through recruitment programs and activities.

## SPECIFIC SERVICES PROVIDED

**Career Coaching**, to assist students in developing realistic and innovative career goals.

**Job Search Skills Development**, includes providing assistance with resume and cover letter writing and the interview process.

**Tigers2Work**, on-line Career Center that allows JSU students and alumni to electronically submit resumes to employers, search for internships, part-time and full-time jobs, and search for employer information.

**On-Campus Interviews**, accommodate numerous employers annually to conduct interviews with students for internship, and full-time career opportunities.

**Internship Programs**, to integrate classroom theory with practical experience in the work place.

**Career Resources**, include brochures and manuals that contain information on: graduate and professional schools; employment outlook and opportunities in business, industry, government, social service, and education; profiles of major corporations; information on salary expectations; and job-seeking guides.



## ANNUAL UNIVERSITY-WIDE EVENTS

**Graduate and Professional Schools Day**, a service to junior, senior, and graduate students who contemplate further study upon their graduation from Jackson State.

**Career Fair**, an event designed for all Jackson State University students and seeks to familiarize them with various professions and career fields through face-to-face interaction with representatives of the private and public sector job markets.

**Teacher Recruitment Day**, an event designed to allow school systems from across the nation to interview prospective Teacher Education graduates for job openings in their respective schools.

**Career/Internship Fair**, an event designed to familiarize students with internship opportunities within their chosen majors.



## CAREER PLANNING TIPS FOR UNDERGRADUATES

### Freshman Year – Self Assessment

- Visit the Career Services Center for TypeFocus, computerized career guidance, and information about majors and careers.
- Attend career fairs to learn about employers and career options.
- Schedule an appointment with a career counselor.
- Get to know your academic advisors and professors.
- Visit the Career Services Center for information about internships, volunteer opportunities and part-time jobs.
- Get involved in at least one student organization, preferably in a leadership position.
- Develop positive work attitudes and skills.
- Start to build resume.

### Summer After Freshman Year

- Get an internship/summer job that relates to your college major or career interest.
- Gain work experience and start developing a strong business and work ethic.

### Sophomore Year – Exploration of Interests

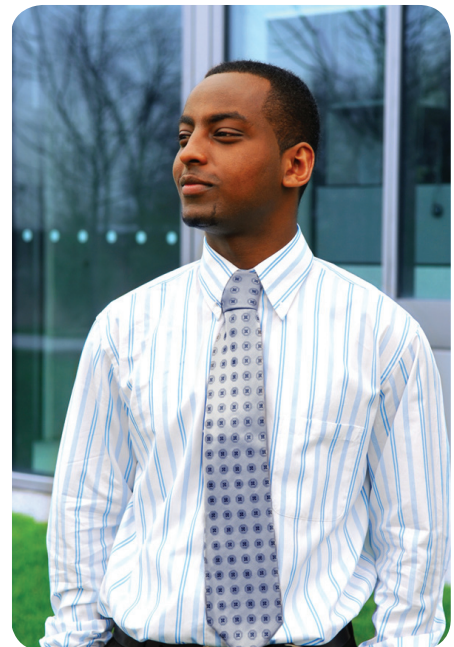
- Learn about occupations that interest you through networking and library research.
- Remain active in student organizations and clubs.
- Consider obtaining a leadership position in your student organization if you have not already done so.
- Conduct informational interviews and guided company site visits.
- Attend career fairs to learn about employers and career options.
- Check into internship opportunities.
- Consider a major.
- Talk with an advisor and other faculty about your major career interests.
- Consider a term abroad or other off-campus experience.
- Write a draft of your resume for summer work experience and have it critiqued by the Career Services Center.
- Register with the Career Services Center for on-campus interviews (summer internships).
- Participate in a job shadowing experience.

### Summer After Sophomore Year

- Get an internship/summer job relating to your field and develop your skills.
- Strengthen your resume by developing references and a good reputation.



Visit your Career Services Center to **explore assessment tools**. Learn what role your personality, interests, values and skills play in identifying a satisfying career.



# CAREER PLANNING TIPS



## CAREER PLANNING TIPS FOR UNDERGRADUATES



Searching for the right job takes a commitment of time and energy. **Be prepared**, be organized and be flexible as you pursue your career goals.

### Junior Year – Evaluation and Decision Making

- Obtain internship experience in your chosen field.
- Continue to take leadership positions in your organizations and clubs.
- Attend Graduate and Professional Schools Information Day.
- Further develop your draft resume from your sophomore year.
- Gather three letters of recommendation.
- Talk with faculty about graduate school options and do preliminary research on graduate programs.
- Attend career fairs and network.
- Develop career objective and review alternative career plans.
- Update your resume.
- Schedule mock interview with the Career Services Center.
- Register with the Career Services Center for on-campus interviews (summer internships).

### Summer After Junior Year

- Excel in your summer internship.
- Further develop job-related skills.
- Compile an inventory of interests and qualifications and how they relate to your objective.
- Decide when to take graduate entrance exams.

### Senior Year – Planning, Preparation and Implementation for Career Success

- Polish your resume and cover letter.
- Gather letters of recommendation.
- Register with the Career Services Center for on-campus interviews.
- Attend Career Fair and Graduate and Professional Schools Information Day.
- Focus on your chosen career field and begin your job hunt, graduate school applications, or both.
- Participate in on-campus information sessions and recruiting.
- Network, network, network!

### Planning for Graduate School

- Consult free Graduate School Guide publication (available in Career Services Center).
- Register and take graduate entrance exams.



Meet with a Career Services Center counselor to explore your options and **develop a plan** to help you reach your career objectives.



DISCOVER THE PERFECT CAREER FOR YOU BASED ON YOUR PERSONALITY STRENGTHS.

# TypeFocus™

**Success Through Self Awareness**

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*TypeFocus Careers* is an online career program that will assess your personality and help you choose careers that match your natural strengths. Along the way, you will discover a lot more about yourself so you can answer the questions everyone who is searching for a good career must ask:

- Who am I . . . really?
- Where am I going?
- How will I get there?

---

Find out how you fit into the career puzzle – create a career plan that really works for you.

### **How to Get Started:**

Go to [www.typefocus.com](http://www.typefocus.com)

Complete the required information

Access Password is: jsu77

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If you have questions, contact the Career Services Center at 601-979-2477

## Writing the Resume

Your resume should be a tailored document that highlights your education, work experience and skills. It should provide a summary of your qualifications for a job, internship, scholarship, assistantship, co-op, or other position. Think of it as a personal brochure that markets you!

### The Basics

- One to two pages (one page preferable)
- If your resume is two pages, use a paper clip to attach
- Tailor your resume to the position for which you are applying
- Make sure it is appealing to the eye
- Use strong action verbs and power words (see chart on page \_\_\_)
- Be consistent with use of bullets or paragraph format
- If you are scanning your resume, use white paper and plain fonts
- Paper should be 8 ½ x 11-inch white or off-white of good quality
- Print on a laser printer
- Grammar and spelling errors will end your chances of an interview; make sure your resume is reviewed several times by several people
- Avoid phrases “Duties included...” and “Responsible for...”
- Include numbers, percents and dollars to add detail
- Avoid high school information after your first year of college
- Be sure information is updated and current

### Military Experience

May be listed under Experience or listed as a separate section

Include branch, years of service, rank, special assignments, awards, distinctions, pertinent skills

### Foreign Language Skills

This section is optional

Indicate your level of expertise with the language and specify written and/or oral skills

## Elements of the Resume

### Contact Information

List your name, address, telephone number(s), and e-mail address. Make sure your e-mail address sounds professional or neutral. If necessary, set up an alternate screen name to use for business contacts exclusively. Above all, make sure that any potential employer can easily contact you! Other personal information such as religion, age, marital status, etc. should not be included.

### Objective/Summary of Qualifications

There are differing viewpoints as to whether an objective will help or hurt your chances in the job market. Check with your career services office for their recommendations. If you decide to use an objective, state the type of position you are seeking. Also, consider including in your objective how you will benefit the employer—not what you are seeking from the employer. An alternative

to an objective is a summary of qualifications. The summary of qualifications simply includes skills/traits that you can bring to an employer.

### Educational Background

List names and locations of educational institutions attended, degree(s) awarded with completion dates, majors and minors, and anticipated or actual dates of graduation.

### Employment History

List employment experience in reverse chronological order, including any summer/part-time jobs and internships. Use action words to describe your duties and achievements, and be sure to indicate when and how increases of responsibility occurred.





# WRITING THE RESUME

## Action Words

The following list of words is useful when describing your job duties. These words represent skill areas that you may have that would be beneficial to a prospective employer.

## References

You can list references as the final major category of the resume or as an attachment page. Check with your career services office for their recommendations.

## Optional Items

If any of these items are related to your objective and can help sell you as a job candidate, you may want to consider including them:

- G.P.A. (if 3.0 or above) or major G.P.A.
- Academic awards, honors, or scholarships
- Special projects/research
- Personal skills/computer skills
- Extracurricular activities/community service
- Leadership

## ACTION WORDS

accomplished	composed	earned	handled	observed	recruited
accelerated	conducted	edited	implemented	obtained	reduced
achieved	consolidated	eliminated	improved	operated	reinforced
adapted	controlled	established	increased	organized	researched
administered	created	evaluated	initiated	participated	reviewed
analyzed	delegated	examined	instituted	performed	scheduled
appraised	delivered	exhibited	launched	planned	supervised
assisted	demonstrated	expanded	maintained	presented	strengthened
budgeted	developed	expedited	managed	processed	translated
built	diagnosed	explained	mastered	produced	updated
calculated	directed	facilitated	mediated	programmed	wrote
charted	discovered	formulated	motivated	proposed	
compiled	distributed	generated	negotiated	recommended	

## Editing Your Resume

### Length

Ideally, your resume should be one page. You should make certain all pertinent information is included. If your resume requires more than one page, label the second page with your name and the page number.

### Appearance

The body of the resume should be an eleven or twelve point standard font of no color other than black. Fonts such as Arial, Helvetica, or Times New Roman are always a safe bet when constructing a resume that has a professional appearance. Spacing and size of the page are

key elements to ensure optimum readability. Print your resume on quality 8½" x 11" paper in white or conservative colors.

### Accuracy

Proofread carefully for spelling and grammar and ask someone else to proofread your resume. Accuracy is essential; nothing stands out like spelling or grammatical errors!



## REFERENCE PAGE SAMPLE



*It's best to use someone as a reference who knows your skills and work experience rather than a family friend.*

### REFERENCES

DENISE JACKSON  
[djackson@yahoo.com](mailto:djackson@yahoo.com)

Current Address  
1282 Prentiss Avenue  
Jackson, MS 39206  
601.555.1234

Permanent Address  
123 Main Street  
Memphis, TN 38110  
901.555.1234

Dr. Warren Foster, Professor  
Department of Business  
Jackson State University  
1400 J.R. Lynch Street  
Jackson, MS 39219  
601.555.1234  
[wfooster@msn.com](mailto:wfooster@msn.com)

Ms. Valerie Washington, Manager  
Skycom Corporation  
123 Pearl Street  
Jackson, MS 39209  
601.555.1234  
[vwashington@yahoo.com](mailto:vwashington@yahoo.com)

Mr. John Lewis, Owner  
Intel Communications  
1642 World Way Drive  
Memphis, TN 38812  
601.555.1234  
[john@intelcom.com](mailto:john@intelcom.com)

## BASIC RESUME SAMPLE

**Formal Name**  
Email Address

Current Address  
Street  
City, State, Zip  
Home Phone  
Cell Phone

Permanent Address  
Street  
City, State, Zip  
Phone

### OBJECTIVE

This is optional. If included, make sure your goals are specific and match those of the company. Do not use personal pronouns such as I, me and my. Usually, you only use an objective when applying for a co-op or internship position.

### EDUCATION

Degree (spelled out), Major (spelled out), Minor (if applicable)  
Name of Institution (spelled out), City, State  
GPA: (Indicate 4.0 Scale)

### EXPERIENCE

Job Title  
Company Name, City, State Starting Mo/Yr - Ending Mo/Yr  
● Begin description with action verb  
● Begin description with action verb  
● Begin description with action verb

### ACTIVITIES/HONORS

List names of organizations with offices held  
Scholarships and awards can be listed as well

### COMPUTER SKILLS

Be specific about programs (example: Microsoft Excel; Intuit Quickbooks).

### REFERENCES

Available upon request (optional)



*Create a one-page resume with a one-inch margin on all sides; Be original — do not use a template!*

## RESUME SAMPLE

**Jessica Jackson**  
jjackson@yahoo.com

**Current Address**  
123 Prentiss Street  
Jackson, MS 39209  
901-555-1234

**Permanent Address**  
123 Main Street  
Memphis, TN 38101  
901-555-1234

### EDUCATION

Bachelor of Science; Art. Jackson State University, Jackson, MS May 20XX, GPA: 3.6/4.0

### WORK EXPERIENCE

**Senior Darkroom Technician**, Jackson State University, Jackson, MS Spring 20XX-Present.

- Manage the darkroom on a daily basis
- Assist in training students to utilize equipment and develop photographs
- Monitor students' performance in darkroom
- Develop photographs for university instructors and departments

**Sales Associate**, Hudson Group Retail Specialist, Ridgeland, MS Fall 20XX

- Assisted with the newsstand
- Served as a customer service representative
- Managed inventory and served as an Inventory Control Clerk
- Assisted in training new employees on inventory tracking and equipment

### COMPUTER KNOWLEDGE

Microsoft Word	Microsoft Wordperfect	Excel
PowerPoint	PhotoShop	Corel Draw

### ACTIVITIES, HONORS AND CERTIFICATES

Contributing Photographer for *The Blue & White Flash*  
Mass Communications Club, Vice-president 20XX  
Alpha Kappa Sorority, Member 20XX

### REFERENCES

Available Upon Request



## CHRONOLOGICAL RESUME SAMPLE

**DENISE JACKSON**  
Djackson@yahoo.com

**Current**  
1286 Prentiss Avenue  
Jackson, MS 39209  
601-555-1235

**Permanent**  
123 Main Street  
Memphis, TN 38110  
901.555.1234

### EDUCATION

Bachelor of Business Administration, Major, May 20XX  
Jackson State University, Jackson, MS  
GPA: 3.35/4.0

### WORK EXPERIENCE

**Public Relations Assistant/Internship**  
Skycom Corporation, Jackson, MS October 2004 – Present.

- Serve as the assistant to the Public Relations Director
- Write press releases, arrange press conferences
- Create and distribute internal company brochures

**Customer Service**

Intel Communications, Memphis, TN February – August 2002.

- Maintained customer orders and servicing schedules
- Assisted in production of direct-mail campaign
- Worked at sales counter to sell and explain benefits of products offered

### COMPUTER SKILLS

Microsoft Word, Excel and PowerPoint

### ACTIVITIES/HONORS

American Public Relations Association, Secretary of Local Chapter  
Delta Sigma Theta Sorority, Inc.  
Honor Society  
JSU Tennis Team, 2005, Co-Captain

### REFERENCES

Available Upon Request



- *Do use 10-12 pt. font size*
- *Do not use unusual fonts.*
- *Print final version on quality white or ivory paper*
- *Let your counselor in the Career Services Center critique your resume.*
- *Errors in grammar and spelling will end your chances of an interview.*
- *Are your email and voice mail appropriate?*
- *Is your resume limited to one page?*
- *Is the exact name of your degree correct?*
- *Have you listed your experience in reverse chronological order?*

**JANE SMITH**

Present Address: 1111 Main Street, Anytown, US 22222, 555-555-5555

E-mail address: [jsmith@email.com](mailto:jsmith@email.com)

Permanent Address: 1234 Main Street, Anytown, US 22222

**EDUCATION**

ABC University, Anytown, US

Bachelor of Arts in Communications, May 2012

Overall GPA 3.4; Major GPA 3.6

Relevant Courses: Interpersonal Communication, Marketing, Psychology

Relevant Projects: Developed Marketing Strategy for local chapter of PRSSA

**EXPERIENCE**

Associate Manager, My Store, Anytown, US, June 2011 – present

Supervised staff of 10 part-time employees. Increased sales 25% in 6 months. Utilized team-building, goal setting, and business knowledge to improve employees' skills.

Maintained company web site. Opened and closed store in absence of owner. Created window and in-store displays.

President, College Honor Society, ABC University, Anytown, US, August 2011 – present.

Utilized leadership skills to increase membership and encourage active participation in the organization.

Planned and conducted monthly meetings. Contacted guest speakers and organized fundraisers.

Salesperson, Smith County Fast Food, Anytown, US, January 2011 - June 2011.

Interacted with customers and utilized suggestive selling techniques. Increased sales by 15%. Salesperson of the month twice. Created product displays. Conducted inventory.

Assisted in training new sales staff.

**SKILLS, HONORS, AND ACTIVITIES**

American Marketing Association, Treasurer: Managed \$16,000 budget, 2010-2011 Alpha Phi Omega

National Service Fraternity, Membership Chair, 2011-present

Graduated top 10% of high school class with 3.8 GPA; Senior Class President

80% self supporting in college; work 25 hours per week as full-time student

Big Brothers/Big Sisters Volunteer

PRSSA – Attended National Conference, 2010, 2011

Computer Skills: Windows 7, Microsoft Office 2010, Dreamweaver, Photoshop, Visual Basic

Speak Fluent Spanish

## GENERAL TIPS FOR WRITING LETTERS

You will very likely find it necessary to write several types of letters in connection with your job search. They are generally categorized as cover letters, letters of inquiry, letters of application, networking letters and thank you letters.

Always address your letter to a specific person within the organization. Be sure to include his or her name, job title and business address.

Type your letters on 8½ x 11-inch paper that matches your resume. The best paper choices are white, off-white or cream.

Don't forget to attach (with a paper clip) your resume to the cover letter! Never send a cover letter without a resume.

Your paragraphs should be average in length; about two or three sentences each.

Be sure to proofread your letters very thoroughly! Check carefully for spelling and correct grammar. Don't rely on the spell-check feature alone. Have someone else review your letters as well.

Ask a member of the Career Services Center staff to proof and critique your letters before you send them.

If you send your letter electronically, be sure to watch for errors in grammar and spelling in the e-mail. Write the note in a word processing program, use the spell check feature, then copy and paste the note into the body of your e-mail.

## SAMPLE COVER LETTER

P.O. Box 1111  
Jackson State University  
Jackson, MS 39217  
February 11, 20XX

Mr. Adam Young  
Personnel Director  
XYZ Corporation  
1600 Business  
Jackson MS 39205

Dear Mr. Young:

I am seeking the opportunity to prove myself as an accountant with your firm. I learned of XYZ Corporation from the Jackson State University Career Services Center and from professors in the JSU School of Business.

In May, I will receive a bachelor's degree in accounting from JSU. While attending JSU, I have taken several opportunities to apply the accounting principles I learned in class. Through my internship with PACE Accounting in Ridgeland, Mississippi, I gained a feel for the day-to-day operations of an accounting firm. Additionally, the experience I received in preparing tax returns as a student volunteer has been interesting and beneficial to me. My experiences and accomplishments are further outlined in the enclosed resume.

All of these skills, along with my ability to work well with others, will be an asset to XYZ Corporation. I look forward to meeting with you to discuss my employment prospects with XYZ Corporation. I will call your office next week to schedule an interview. Thank you for your consideration.

Sincerely,

(Signature)

Anita Davis

Enclosure



- *The introductory paragraph should persuade the employer to keep reading. You may also identify the position for which you are applying and explain how you learned about the position.*
- *In the second paragraph, describe your main qualifications for the positions the employer has available. This also is where your research about the company should be included. State why you are interested in the position, company, service or product and tell the employer what you can do to contribute to the company.*
- *In the final paragraph close your letter with a strong statement. Say that you look forward to meeting with the employer, or describe how you plan to follow up with the employer, i.e. telephone call, e-mail, or meeting.*





- State your *appreciation of and acceptance of the offer.*
- Share your *travel plans and anticipated arrival date.*
- Express *your pleasure in joining the employer's organization.*

## SAMPLE ACCEPTANCE LETTER

1111 Tiger Trails, Apt. 34  
Jackson, MS 39217  
April 22, 20XX

Susan Schultz  
Senior Project Engineer  
Northstar Commercial Contractors  
2300 American Boulevard  
Greenwood, MS 39211

Dear Ms. Schultz:

I am pleased to accept your offer to become an engineer in the Planning Department of Northstar Commercial Contractors at a monthly salary of \$2,600. I am certain that the duties assigned to me will be interesting and challenging.

Thank you for your offer of assistance in locating available housing in the Greenwood area. I will contact Ms. Brown to make arrangements for the van lines to move my furniture two weeks prior to my reporting to work.

I look forward to my future association with Northstar Commercial Contractors. As advised in your letter, I will report to your office at 8 a.m. of May 20, 20XX.

Sincerely,

(Signature)

John A. Ransom, Jr.

## SAMPLE THANK YOU LETTER

P.O. Box 9999  
Jackson State University  
Jackson, MS 39217  
March 16, 20XX

Ms. Alice Foster  
Palm Beach Design, Inc.  
3344 First Street  
White Sands, MS 30005

Dear Ms. Foster:

Thank you for taking the time to interview me last week. Our discussion gave me a better idea of your graphic design and public relations operations.

During our interview, I told you about my graphic design experience with Diamond Graphic Arts. There, I gained valuable experience that would make me an asset to your firm. My devotion to my work and determination would also be of benefit to your firm. Palm Beach Design, Inc. has built an exceptional reputation in the field and being part of your firm would be a wonderful opportunity for me.

Thank you again, for allowing me to interview with you. Contact me if you need any additional information. I will contact your office next week. I look forward to speaking with you again.

Sincerely,

(Signature)

Sara Thomas

## SAMPLE DECLINE LETTER

2006 West Pearl Street  
Jackson, MS 39201  
February 27, 20XX

John Doe  
Human Resources Director  
ABC, Inc.  
555 Main Street  
Jackson, MS 39205

Dear Mr. Doe:

I am very appreciative of the time you spent with me discussing career opportunities at ABC, Inc. I feel fortunate to have had the chance to meet with you.

ABC, Inc. is a highly respected organization that has made significant contributions to the field of technology. However, another opportunity has arisen and I have accepted it.

Those whom I have met through the interview process have been exceptional representatives of your organization. I can only hope that my future career affords me the same job satisfaction your team members have shown.

Thank you again for your time and consideration.

Sincerely,

(Signature)

Christopher Shelby



- *Thank the employer for the opportunity to interview.*
- *Emphasize information covered in the interview.*
- *Add pertinent information that was not covered.*
- *Restate your interest in the employer.*



- *Decline the offer.*
- *State your appreciation for the offer and the employer's interest in you.*

Recruiting experts agree that a very small percentage of jobs are found by combing through classified sections of newspapers. In fact, around 80 percent of jobs are found through networking.



## What is Networking?

Networking is simply gathering information from and making contacts through the people you already know. How do you start establishing a network? After you have professional objectives in mind, begin talking to people you know such as:

- Friends and family
- Classmates and professors
- Former employers
- Colleagues from professional, community, and religious groups
- Former teachers and faculty from schools you have attended

The key to creating a network is to obtain the names of at least two additional contacts each time you talk to someone. The types of questions you should ask when obtaining further contacts are:

- What organizations should I investigate?
- Do you know anyone who works in or is associated with my field of interest?
- May I mention your name when contacting other people or organizations?

## Develop a Tracking System

Develop a method of keeping track of each conversation, phone call, letter, interview, follow-up and promise. Without a good organizational system, you could become confused.

## Be Professional

As you begin to make professional contacts, make sure you dress and act the part. Conduct yourself in a manner that will convince your professional contacts that you can do the job. This will also help you obtain other referrals much more easily.

## Return the Favor

Networking is a give-and-take proposition. Send thank-you letters after each meeting or helpful phone conversation. Keep in touch with members of your network and give back to it whenever possible.

## Informational Interviews

You can collect information on your chosen field via informational interviewing. Informational interviewing is simply asking questions of different members of your network. Remember to ask for the names of at least two more contacts during an informational interview.

### *Questions you may want to ask during an informational interview are:*

- What aspect of your job was the biggest challenge when you first started?
- What qualifications do you seek of new employees?
- What are the things you like or dislike about your job?
- If you could start over again in this field, what would you do differently?
- Should I have a particular certification or achieve a higher-level degree in order to advance in this field?
- What classes and activities in college best helped prepare you to enter this field?
- How can I make myself a more desirable job candidate?
- What kinds of job titles would I probably have in this field?
- What life experiences have most helped you acquire and develop knowledge of this field?
- Are there any professional groups you would recommend I join?
- How do you see this industry changing in the future?
- Who else should I contact within the field?



Before applying for a position within an organization, you should first do some research to find out essential information about it. You should do this to discover the employer's needs and make sure your qualifications are a good fit for the organization. You also need to have as much information about the organization as possible before going into an interview, because the interviewer may ask you pointed questions to assess how much you know about the company.

Make sure you are familiar with *at least* these aspects of an employer:

- Name, age, and location(s)
- Product lines and/or services
- Parent company and/or subsidiaries
- Financial picture of organization, assets, stock picture, recent mergers, etc.
- Major competitors
- Growth history
- Career possibilities
- Deadline for application

You can find this information in the following resources:

### Your Career Guide

This Career Guide is an excellent resource to reach organizations that are actively recruiting college graduates like yourself. Take time to carefully review the career opportunities that these companies have placed in your Career Guide. These advertisements will typically include open positions and contact information. You can then contact the organization if you desire additional information. Be sure to check out the on-line version of this publication at [www.jsums.edu/careers](http://www.jsums.edu/careers).

### The Employer's Website

You can frequently locate an employer's website by typing the company name into many search engines. Most employers have specific sections of their own websites devoted to employment opportunities.

### Internet

There are numerous other places on the Internet that contain employer information as well.

### Job Search Assistance Sites

The following sites have valuable information that will help you in your job search. Some of the sites give you the option to post your resume on-line and search through available job opportunities, while others provide more

general recruitment information about employers and enable you to link to their websites.

- <https://jsums-csm.symplicity.com>
- [www.Career-Guides.net](http://www.Career-Guides.net)
- [www.HBCUcareers.com](http://www.HBCUcareers.com)

### Researching Companies

The following site allows you to search for companies according to a number of search criteria.

- [www.companiesonline.com](http://www.companiesonline.com)

### Researching Graduate Schools & Continuing Education Programs

The Council of Graduate Schools website includes several resources for students.

- [www.cgsnet.org](http://www.cgsnet.org)

### Directories

These resources may provide information about an organization's products or services, number of employees, principal executives, history etc. You should be able to locate the directories listed below in the reference section of a public library.

- *America's Corporate Families*
- *Dun & Bradstreet's: Million Dollar Directory*
- *Middle Market Directory*
- *Reference Book of Corporate Managements*
- *Moody's Manual*
- *Standard Directory of Advertisers*
- *Standard Rate and Data (Business Publications Directory)*
- *The Directory of Corporate Affiliations: Who Owns Whom*

### Trade Associations

These organizations produce membership directories, journals and informational briefs. Find associations that match your career interest and then write to ask for their membership list or any printed material they offer. If they publish job listings or have a resume referral service, these could prove to be a great asset to you. And if they have student memberships, then all the better. Remember, almost every type of field or industry that exists has a trade association affiliation.

Using the Internet is an excellent tool for finding a job, but it can seem overwhelming and you may wonder, “Where do I begin?” Furthermore, since employers have to sort through a high volume of resumes and one single job posting can potentially attract hundreds of applicants; you really need to be on top of your game to grab an employer’s attention. The following are tips to help you get started and help you to get the most out of your online job search.

## How to Conduct an Online Job Search

### Online Job Search Tips

- **Make sure your online presence is spotless**

The first step in your online job search is to check your own online presence. Employers are very Internet savvy and may surf the web and come across information about you that you may not want them to find. Consequently, it’s critical that you make sure there is nothing floating around in cyberspace that may show you in a negative light.

- Google yourself to make sure nothing incriminating or embarrassing comes up.
- If you have a Facebook account check your privacy settings. In addition, make sure there is nothing that you would not want a potential employer to see.
- If you use Twitter be cautious about what you tweet because you don’t know who might read it.

- **Be organized**

Create a log of the sites you have visited that includes user IDs and passwords you have used and applicable notes. This will save you time in the long run and keep you from applying to the same position more than once. It’s also a good idea to create a separate e-mail account that is devoted solely to your job search. Be sure you check this account several times a day so you don’t miss out on a potential opportunity.

- **Visit smaller job posting sites and niche job boards**

Some employers do not post their job openings on the larger job boards because they are too expensive, or they do not have time to sift through a vast number of resumes from candidates that may not meet their minimum requirements. Therefore, don’t forget to check smaller job posting sites as well as niche job sites which are focused on a specific career field or industry. Also, be sure to visit [www.hbcucareers.com](http://www.hbcucareers.com) to search for job openings and post your resume.

- **Visit specific employer’s sites**

Not all employers utilize job posting sites to post job opportunities within their organization. Instead, they have information about available positions on their own site. Research employers you may be interested in and then go directly to their website to find out about job opportunities they may have.



- **Use search engines**

Use your favorite search engine to do general job searches on the type of position you are seeking. For example, if you are looking for an accounting position in Atlanta simply type, “Accounting Jobs in Atlanta” in a search engine. You may be surprised by what you find!

- **Take advantage of job alerts**

When you register with most job posting sites you have the option of signing up to receive job alerts. A job alert is an e-mail that is automatically sent to you whenever newly available job opportunities that meet your criteria become available. Take advantage of this feature, and be sure to check your e-mail often!

- **Respond professionally**

Just because you are responding online to an employer doesn’t mean you should be casual. Respond to e-mails as if you are writing a professional business letter. Do not use abbreviations or slang. Always begin your e-mails with a professional salutation (“Dear Sir” or “Dear Ms. \_\_\_\_\_”). End your e-mail with a professional closing such as “Sincerely” and then include your full name and contact info.



Helpful Hint: Remember to use keywords in your resume, cover letter and any correspondence with employers! The best place to find keywords is in job postings and job descriptions from the employer.

## Online Job Search Don'ts

- **Don't limit your job search to using big name job websites only**

It's fine to use sites like Monster, CareerBuilder or Craigslist as part of your online job search strategy, but don't overlook the smaller or niche websites. In addition to finding job opportunities that may not be advertised on the bigger sites, you may also be competing with fewer applicants.

- **Don't blast your resume without thought**

Failing to target your resume and cover letter to a position, or failing to follow an employer's application instructions can quickly take you out of the running for a position. Take the time to customize your resume and cover letter using keywords, and be sure to follow the instructions for applying for a position and for following-up.

- **Don't apply without meeting minimum qualifications**

If you don't meet an employer's minimum qualifications you are wasting both your time and the employer's time.

- **Don't forget to follow-up**

Your work is not done after you have applied for a position and sent off your resume. It's up to find out what the protocol is for follow-up and do it.



## On-Campus Interviews

On-Campus interviews are considered to be professional appointments between you and an organization. It is imperative that you attend as scheduled. Students who fail to appear for a scheduled interview show a lack of professionalism. This no-show situation gives employers a negative impression of the JSU Career Services Center, the College or School, and Jackson State University.

A “**NO-SHOW**” is defined as:

- Failing to come to a scheduled interview.
- Canceling an interview without giving 2 full business days prior notice.
- The only exception is if you call in sick. You must have a note from the health center or your doctor so that it is not considered a “**NO-SHOW**”.

If you “**NO-SHOW**” once you need to call and make an appointment with a Career Services Center Professional. For this appointment, you’ll need to bring a typed letter of apology addressed to the recruiter with a stamped envelope that Career Services will mail out. Access to Tigers2Work will be temporarily suspended.

If you “**NO-SHOW**” a second time, your name will be taken off all interviews and you will lose your interviewing privileges. When you “**NO-SHOW**”, you have denied some other student an opportunity to interview with the employer and possibly get a job offer. Access to Tigers2Work will be permanently suspended.

If you are sick - you, a friend or family member need to call us before your interview. Before you do any additional interviewing, you must bring in a note from your doctor or health center. You must also bring in a typed letter of apology addressed to the recruiter with a stamped envelope that Career Services will mail out for you. If you do not bring in a note confirming your illness, this will be considered a “**NO-SHOW**”.

## Important Information

Do not submit a resume unless you are committed to signing up for an interview. Students who are invited and fail to sign up for an interview eliminate someone else’s chance for that job.



## PRE-INTERVIEW CHECKLIST

*Prepare a good resume and have three to five references. Please refer to information about resumes and references on pages 7 and 9.*

*Brainstorm for answers to possible interview questions and think of questions to ask interviewers.*

*Research the company or organization and know as much in advance as possible.*

*Know how to pronounce the interviewer’s name.*

*Have your interview suit cleaned, and shoes in good condition.*

*Practice sitting in front of a mirror, correct any nervous habits (legs shaking, biting nails, etc.).*

# INTERVIEW PREPARATION

Interviews allow employers to assess you as a complete person, rather than just your qualifications on the printed page. Employers want to gauge whether or not you would be a good “fit” for their organization. This is also an opportunity for you to find out the same thing about the employer. Most employers consider the interview to be the most important part of the hiring decision.

## What Employers Look for in a Candidate

- Self-confidence/ability to communicate
- Work ethic: teamwork, leadership, initiative, flexibility, ability to handle conflict
- Intelligence, critical thinking
- General personality: poise, enthusiasm, creativity, high energy level, interpersonal skills
- Personal management, self-knowledge
- Qualifications-Can you relate your academic program, skills, and/or prior work or internship experience to the needs of an employer?

## Key Points to Remember:

### *Do:*

- Arrive 10-15 minutes early
- Maintain good eye contact with the interviewer
- Use a firm, professional handshake
- Listen carefully to the interviewer’s questions
- Be aware of your body language; maintain good posture, appear relaxed and not fidgety
- Show enthusiasm, confidence, courtesy, and honesty
- Keep a positive attitude about former employers, supervisors, and co-workers; be tactful and do not criticize former employers even if discussing an unpleasant situation
- Maintain a professional image-don’t let the employer’s casual approach fool you
- Always present the best of your background and qualifications
- At the close of the interview, establish a date for your next communication
- Always remember to thank the interviewer for his/her time

### *Don’t:*

- Give terse or rambling answers to questions; find a balance
- Be too casual with language or use non-words (“thinking words” like “um...” “uh...”)
- Address the interviewer by his/her first name unless invited to do so
- Dominate the interview or appear arrogant; do not interrupt the interviewer when he/she is speaking
- Criticize yourself or your former employers
- Discuss your personal problems

### *What to Bring:*

- Directions to the interview site
- Name(s) and title(s) of interviewer(s)
- Extra copies of your resume
- Reference lists
- Portfolio of work samples, if applicable
- Good quality pen and pencil
- Leather folder (black or dark color) or briefcase





## Practice Answers to Questions Before the Interview

You will generally be asked two types of questions during an interview: traditional and behavioral.

### Traditional Questions

Traditional questions are designed to pinpoint aspects of your basic personality, work ethic, history, attitude, etc. When practicing answers to traditional interview questions, try to develop answers that illustrate how your education and life experience can benefit the employer. If you have done a thorough self-assessment and know why you want to work for this employer and in this field, you will be able to answer traditional questions easily.

- What are the two or three things most important to you in your job?
- What is your philosophy of life?
- Tell me about yourself.
- What are your short-term and long-term career goals? How do you plan to achieve them?
- What do you consider to be your greatest strengths and weaknesses?
- In what ways do you think you can make a contribution to our organization? / Why should we hire you?
- What do you know about our organization?
- What did you learn from co-op, internship, or part-time job experiences?
- Why did you choose this career?
- Why would you like to work for this company?

### Behavioral Questions

Behavioral questions are designed to examine how you have responded to specific situations in the past as an indicator of how you may behave in the future. When practicing answers to behavioral questions, think about how you have dealt with specific problems in the past. Consider how your qualifications and attributes enabled you to demonstrate leadership, initiative, and problem-solving ability.

- How have you demonstrated initiative?
- How have you motivated yourself to complete an assignment or task that you did not want to do?
- Tell me about the riskiest decision that you have made.
- Can you tell me about an occasion where you needed to work with a group to get a job done?
- What was the greatest challenge you ever faced, and how did you approach it?
- What did you do in your last job to effectively plan and organize?
- Tell me about a time on any job when stressful situations or problems tested your coping skills. How did you handle it?
- What leadership positions have you held? Describe your leadership style.
- Tell me about a time when you failed at something. If you could do it again, what would you do differently?
- Describe your involvement in a team situation in which you were not in a leadership role.

## Are You Prepared?

Don't practice with real interviews,  
practice with

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# INTERVIEW STREAM<sup>®</sup>

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## Free Online Video Practice Interviewing

- See and hear yourself responding to real interview questions before being in front of an employer.
- Prepare for any job or grad school interview; choose from pre-selected interviews or a library of 1500+ questions.
- Critique yourself or share your interview with others.
- Practice as much as you'd like— from home or at the Career Services Center

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To create an account go to:

<http://jacksonstate.interviewstream.com/home/>

Career Services Center  
Jacob L. Reddix Bldg., 1<sup>st</sup> Floor • 601-979-2477 • [jobplace@jsums.edu](mailto:jobplace@jsums.edu)

## Professional Dress

While your skills and experiences are essential to finding a job or internship, looking professional is an important part of landing a position. Having just the right suit will not get you a job, but looking disheveled and unprofessional can surely prevent you from receiving an offer.

Appropriate professional dress is dependant on the industry for which you are applying. For most positions, candidates should dress professionally for interviews. As a general rule of thumb, professional dress requires a well-fitting, dark-colored business suit paired with a light-colored shirt, simple accessories, polished shoes, and well groomed hair.

In a few industries, business casual is appropriate for an interview. You do not need to wear a suit to an interview on a farm and you would not wear khakis to an interview at a bank. It is up to you to learn the appropriate dress for your industry.

### Tips for Men

- A two- or three-button black or navy suit.
- White long-sleeved dress shirt.
- Conservative tie, avoid loud patterns.
- Black shoes, socks to match your suit.
- Hair and facial hair should be well groomed, and neatly trimmed. No suit? Dark dress slacks, a long-sleeved white shirt and a tie is the next best outfit.

### Tips for Women

- A skirt suit is most professional. The skirt should be knee length or just above the knee. Avoid styles that are very tight, too short or too long.
- Pants suits are acceptable interview attire for most employers.
- Solid-colored button-down blouse or shell under jacket. Avoid sleeveless tops.
- Low, closed-toe shoes are expected in a business environment.
- Keep jewelry to a minimum.
- Hair and make-up should be well-groomed and conservative.
- No suit? A black knee-length skirt and a conservative blouse is the next best outfit.





Numerous benefits and opportunities are available to you when you attend a career fair, regardless of your chosen major or your future goals. However, simply attending a career fair is not enough; you need to make your participation count. If you understand what to expect at a career fair and take the proper steps to prepare beforehand, you will receive the maximum benefit from the event and increase your chances of obtaining interviews.

## Benefits of Attending a Career Fair

- Increase your chances of receiving an interview with an employer
- Expand your network of contacts and receive job search advice from experienced recruiters
- Investigate positions, occupations and /or career fields you could pursue with your specific major and background
- Learn more about employers and available co-op, internship or permanent career opportunities

## What to Expect at a Career Fair

- Employers expect students to be prepared. Ask thoughtful questions and have a polished resume.
- Employers expect to interact with students seeking employment as well as those simply researching careers and employers.
- Most recruiters are not authorized to hire candidates on the day of the fair. Your goal should be to land an interview, not a job offer.
- Employers' goals are to be exposed to as many job candidates as possible. You will have a relatively short amount of time to sell yourself and make a positive impact on the employer.

## Before the Career Fair

### *Target your top five companies*

If possible, obtain a list of the employers who will be attending the career fair, and select the top five organizations you would most like to visit. Make sure that at a minimum you research these organizations before you attend the career fair. (Refer to the “Researching an Employer” section of this guide for researching tips.) The more you can show an employer that you know about their organization, the more likely you are to leave a positive impression.

### *Prepare a resume*

A well-written, error free resume is a must. Make sure you have multiple copies of your resume and a list of references to distribute at the career fair. Refer to the “Your Resume” section of your Career Guide for information on resume writing.

### *Create a list of questions to ask employers*

By asking meaningful questions to employers you show that you have an interest in their company and that you have good listening and communication skills. Be sure to prepare a short list of questions to ask employers. Refer to “Questions to Ask An Interviewer” in the “Interview Preparation” section of this guide for a list of possible questions you may wish to ask.

### *Prepare to answer questions*

You may not sit down to a formal interview, but employers are likely to ask you questions that would be asked during an interview. Review and practice answers to the traditional and behavioral questions that interviewers may ask in the “Interview Preparation” section of this guide.

### *Sell yourself*

Be prepared to introduce yourself to each employer with your name, a firm handshake, a copy of your resume, and your objective. (Why are you attending a career fair and what type of career are you seeking?) Practice this introduction before the career fair so you will be comfortable interacting with employers at the career fair.

### *Be professional*

Present a professional appearance and dress as if you were attending a job interview. If you are in doubt about what to wear at a career fair, refer to “What to Wear” in the “Interview Preparation” section of this Career Guide.

### *Arrive early*

In order to avoid long lines you should plan to arrive at career fairs early. You will spend less time waiting in lines and more time visiting with employers.



## During the Career Fair

### *Use your time wisely*

Survey the room to determine where employers are located and in what order you plan to visit them. If there is a long line to speak with one of your “chosen” companies, keep moving and return later. Your goal should be to make contact with as many employers as possible.

### *Be confident*

Project enthusiasm, confidence, and sincerity. Smile, walk confidently with good posture and make consistent, direct eye contact.

### *Introduce yourself*

When it is your turn to speak with an employer, greet him/her with a firm handshake, a copy of your resume and a brief summary of why you are attending the career fair and/or the type of career you are seeking. When appropriate, be sure to ask one or more of the questions that you prepared.

### *Prepare for follow-up*

Thank the employer for his/her time, and be sure to leave a copy of your resume. Ask the employer for a business card or company literature for the follow-up protocol. If the employer says they do not have

a position in your field, ask for the address of the Human Resources Department so you can write a letter and send your resume. Nearly all employers hire all majors. The person you are speaking with may not be aware of all opportunities offered by the company.

As soon as you walk away from the employer, jot down a few notes about your conversation so you will have a few memorable points to mention in your follow-up letter.

## After the Career Fair

### *Follow up!*

Send thank you letters to employers you met within a week of the fair. This shows the employer that you have a genuine interest in their organization and position and may give you a competitive edge over those candidates that do not follow up. Review the “Cover Letters” section of this Career Guide for tips on constructing powerful thank you letters.

### *Be persistent*

If you have observed the follow-up protocols as outlined by the employer, it is appropriate to send a letter inquiring about the status of your application after a reasonable amount of time has passed.

## Career Day Tips

- Review employers attending events.
- Review job descriptions and targeted majors.
- Identify top 3-5 employers.
- Have your resume critiqued.
- Have a strategy before you arrive.
- Have several copies of your resume to distribute.
- Practice a 30-second introduction and greeting.
- Be confident. Offer representatives a firm handshake and a smile.
- Prepare appropriate questions to ask.
- Dress for success.
- Collect business cards.
- Send thank you notes.
- Check with your Tigers2Work account for dates they may be returning to campus to interview.



*More than 70% of your first impressions is what people see. **Appearance is an important** aspect of interviewing. Make a good impression by dressing professionally and being well-groomed.*

Listed below are factors you will want to consider when determining whether or not you will accept a position. While salary is an important factor, be sure you weigh your starting salary against the salary potential of the position and the cost of living of the geographic area where you plan to live. Also, consider these factors:

## Job/Employer Related Factors

- Potential for career advancement
- Work schedule (traditional “9:00-5:00” or flexible hours)
- Work environment/attire (formal vs. informal)
- Bonus or commission plans
- Benefits such as profit sharing, 401K plan, insurance, etc.
- Travel
- Reputation and stability of employer
- Size of employer
- Ability to gain a mentor
- Type of industry

## Geographic/Life-Style Factors

- Geographic location
- Climate
- Social life for singles, couples or family
- Commute to work
- Availability of suitable housing
- Size and type of community (suburban, metropolitan, rural)



### **Internship 101**

Internships offer an opportunity for students to expand their education into the world of work. These experiences allow students to build professional experience in their field of interest, test tentative career choices, receive mentoring, establish a professional network, and make their academic studies more relevant.

Internships can be part-time or full-time, paid or unpaid. They may be part of an educational program that is carefully monitored and evaluated for academic credit, or they can be part of a learning plan that the intern develops. The important element that distinguishes an internship from a short-term job or community service is the intentional “learning objectives” that the intern brings to the experience and the employer provides. It is the responsibility of the student to work with their faculty or departmental internship coordinator if s/he is enrolled for academic credit during the internship.

#### **Benefits of an Internship:**

- Helps you learn about a career field from the inside
- Helps you decide if this is the right career field for you
- Enables you to work alongside a professional in your chosen career area
- Gives you confidence in your knowledge, skills, and abilities
- Lets you apply some of the concepts you have learned in school
- Gives you the opportunity to practice your communication and teamwork skills
- Allows you to meet new people and practice your networking skills
- Provides evidence that you are motivated, reliable, and responsible
- Builds a bridge between school and the professional world
- Makes a valuable addition to your resume
- Enhances your application to graduate school
- Opens the door to a job offer or a recommendation

#### **What do Employers look for in an Intern?**

- Motivated students with a desire to learn
- Computer, interpersonal, and communication skills
- Certain skills or classes completed prior to the internship (dependent on employer and internship)
- Junior or Senior status (most common - although some employers will accept Sophomore status)
- Professionalism

#### **Internship Action Plan**

- Develop a resume and cover letter
- Talk to the appropriate Internship Director/Coordinator/Faculty in your college
- Check with your major academic department for possible internship leads
- Conduct a search for an internship position: check the internship postings on Tigers2Work
- Attend career fairs and workshops
- Improve your interviewing skills by participating in Mock Interviews or sign up for InterviewStream

*\*\*Internship 101, University of Wisconsin Oshkosh, get hired! Guide, reprinted with permission*

## Searching for a Full-time or Internship Position

Searching for a full-time or internship position can be time-consuming and exhausting for many individuals. However, if you follow the steps included below, you may find yourself better prepared and more apt to find a position:

### Step 1: Know Yourself

You have already completed a self-evaluation and learned about transferable skills, (see page 5) so you should be set! Make sure you have documented your top 10 skills/qualities and be able to demonstrate and articulate those skills.

### Step 2: Define your Criteria

Think of at least FIVE things you need in a position for it to be satisfying. Remember this is about your NEXT position.

#### General Qualities

- Size of city
- Distance from family/friends
- Type of location (urban, rural, etc)
- Cultural opportunities

#### Employment Qualities

- Salary (base pay, commission)
- Benefits (health insurance, vacation, etc)
- Opportunity for advancement
- Fit with supervisor/co-workers

#### Intrinsic Qualities

- Variety and change at work
- Help others
- Experience adventure/excitement
- Take risks/have physical challenges
- Feel respected for your work
- Compete with others
- Gain a sense of achievement
- Opportunities to express your creativity

#### Extrinsic Qualities

- Travel often
- Be an entrepreneur
- Work in a fast-paced environment
- Set your own hours/have flexibility
- Have prestige or social status
- Have recognition through awards/honors/bonuses





## Step 3: Perfect your Job Search Materials

Is your resume and cover letter flawless? If not, make sure they are! Have your resume critiqued by several people including Career Services, professors, classmates, and professionals in the field. For more information on resume writing, see page 7.

## Step 4: Four Ways to Find a Job

### ***Strategy One: Respond to position openings***

Develop a list of solid job search sites and check them regularly. Also, check out Career Services' Tigers2Work and its resources.

### ***Strategy Two: Develop a target list of employers***

You are in the driver's seat of your job search! Think about the companies/organizations you would like to work for and contact them directly. Remember, 80 percent of positions are not advertised.

### ***Strategy Three: Network, network, network!***

Use your network to find a position. Pass on your resume and business card to family members, friends, and professional contacts to let them know you are searching for a job. Attend career fairs and talk to as many people as possible. Work your way into one of those positions that are not publicly advertised!

### ***Strategy Four: Research and use employment agencies (if you have professional experience)***

Employment agencies are always looking for qualified individuals with ranging levels of experience. Be sure to do your research to determine the credibility of the agency and the employers that contract with the agency.



## *Internship Survival Tips:*

- Learn as much as you can about the organization
- Keep a weekly journal of your experience (e.g., activities and projects)
- Sit down with your supervisor and establish mutually agreed-upon goals so you know what is expected of you
- Be conscious of office politics - learn the power structure and notice how decisions really get made
- Become familiar with all technology used
- Develop positive traits (e.g., punctuality and dependability)
- Do not be afraid to ask questions
- Understand that some general office work is part of the experience
- Introduce new ideas gradually and avoid trying to change too much too soon
- Ask for more responsibility and actively look for things to do - this initiative will prepare you for better positions in the future
- Become familiar with other interns in the office and provide a support group for each other
- NETWORK! Build bridges with the people who are doing what you think you would like to do in the future.

## **After the Internship is Over**

Now that the experience is over, what is the next step? You should have learned many things while participating in your internship experience. Maybe you learned what you would like to do when you graduate, or maybe you learned what you would *not* like to do. Either way, you have benefited from your experience.

It is time to put what you learned into perspective. Take a minute to reflect on your experience!

1. What was your goal prior to the internship? Did you accomplish that goal?
2. What did you accomplish over and beyond your established goals?
3. Did this experience help you in your academic/career formation process?
4. Is the career path something you still want to pursue?
5. What new equipment or office technology did you master?
6. What was the most important thing you learned from this experience?

Write a description of the internship and your key responsibilities and accomplishments. Use this to update your resume and prepare yourself for discussing the experience during future interviews.

*If you had a positive experience and have built relationships, ask a professional from the organization to write you a letter of recommendation for your portfolio. Do not forget to ask about potential employment opportunities beyond your internship.*

## Dinner Etiquette

Business situations, such as a dinner job interview or eating out with employers or clients, call for dinner etiquette skills.



### DO

- Always pass to the right.
- Stand up when your host arrives.
- Cut one bit (meat, fruit or vegetable) at a time.
- Spoon soup away from you.
- Wait until everyone at your table has been served before you start eating.
- Say “Please” and “Thank You” to the waiter.
- Place your napkin in your lap as soon as you are seated.
- Break bread and buns with your hands and butter one bite size piece at a time.
- Place your napkin to the left of your plate when you finish your meal.
- Write a thank-you note to your host.

### DO NOT

- Talk with food in your mouth.
- Crumble crackers in your soup.
- Push your plate away when you are finished with your meal.
- Smoke during a meal.



### *Grooming Tips for Men and Women*

- *Professional briefcase to carry extra copies of your resume or portfolio, keys, pen and breath mints*
- *NO CELL PHONES - leave it in the car or at home*
- *Avoid all distractions*

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P. O. Box 17280  
JACKSON, MISSISSIPPI 39217-0280

CAREER SERVICES CENTER

PHONE: (601) 979-2477  
FAX: (601) 979-3948

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Dear Corporate Partners,

We would like to personally thank you for your sponsorship and in helping the Career Services Center host annual events. We are elated that you have chosen to partner with the Career Services Center in our efforts to “Unite Talent with Opportunity.”

The Corporate Partners Program is designed to assist employers with promoting job opportunities, increase students’ awareness of their organization, and help focus on building a sustaining relationship with Jackson State University.

Your generous sponsorship allows the JSU Career Services Center to:

- Host a “Welcome Back to Campus” event,
- Host an “Open House” with door prizes,
- Provide printed Career Guides with ads from our Corporate Partners, and
- Host an annual free “Etiquette Dinner” that includes a five course meal.

Again, thank you for your support. We are looking forward to a wonderful ongoing partnership with your organization.

Sincerely,

*Lashanda W. Jordan*

Lashanda W. Jordan  
Director



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