

MSU

# MUSTANGS SURVIVAL GUIDE

*From campus to career.*



*developed by:*

Midwestern State University Career Management Center

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**“Seeking to develop *you*  
from start to finish.”**

The Career Management Center presents several opportunities for you to be introduced and guided through the professional development process using a wide variety of helpful services. We focus on preparing you for significant and personally satisfying careers and teaching you how to effectively market yourself to prospective employers.

***CAREER ENHANCEMENT FOR GRADUATING STUDENTS AND ALUMNI:*** The CMC will facilitate networking and employment opportunities enabling students and alumni to obtain satisfactory employment.

***JOB SEARCH ASSISTANCE:*** The CMC staff will work 1:1 with you to develop your resume, cover letter, interview, networking, and job search skills.

***ON-CAMPUS EMPLOYER INTERVIEWS:*** Secure your future by scheduling an on-campus interview with one of many employers who come to MSU to fill their employment needs.

***PROFESSIONAL WORKSHOPS / SEMINARS:*** Provide helpful information in such areas as building a winning resume, successful interviewing skills, workplace ethics, and most importantly, preparation for the *real world*.

***GRADUATE / PROFESSIONAL SCHOOL ASSISTANCE:*** From Graduate/ Professional School Application assistance to Entrance Exam preparation, the CMC has several programs to get you ready and accepted into Graduate/Professional School.

***CAREER AND GRADUATE/PROFESSIONAL SCHOOL EVENTS:*** Several events/programs are offered each year providing an opportunity to network with employers and graduate/professional school programs from across the country.

***ETIQUETTE SERIES:*** These “How To . . .” events provide tips on fine dining, dressing for success, and making a positive impression.

***EMPLOYMENT POSTINGS:*** Utilize the CMC “MustangsHIRE” powered by Handshake system to find listings of full-time, part-time, volunteer, and internship openings.

# MSU MUSTANGS CAREER PLAN MSU



## FRESHMAN YEAR

- Dedicate yourself to doing well academically by actively and regularly attending classes, developing good study habits and taking advantage of [campus resources](#) designed to help you.
- Meet with your academic advisor to determine your [degree plan](#), review course descriptions and requirements for your major.
- Explore [potential career paths](#).
- Visit the [Counseling Center](#) to take career assessments to help discover your personality traits and interests as they pertain to a career.
- Meet with a CMC Staff Member to have your resume critiqued and to learn about services available at/through the [Career Management Center](#).
- Get involved! Join social, athletic or academic [organizations](#) to help develop “transferable” skills.
- Register with [MustangsHIRE.org](#) powered by Handshake for internships, employment listings, volunteer opportunities, networking events, on-campus interviews and program updates.
- Talk with professors, mentors, family members and network with professionals in occupations that interest you.
- Attend networking career events and other programs sponsored by the [CMC](#).
- Consider a summer internship to begin acquiring work experience in an area of interest. Begin your search through [MustangsHIRE.org](#) powered by Handshake.

## SOPHOMORE YEAR

- Take a variety of [courses](#) especially ones that could improve your skills in writing, communication, speaking, business, and computer usage. Continue to explore your [career options](#).
- Keep your grades up! Need help? Contact [Tutoring and Academic Support Programs](#).
- Update your student profile and upload resume on to [MustangsHIRE.org](#) powered by Handshake. Visit [MustangsHIRE.org](#) powered by Handshake on a regular basis in search of internship, job listings, and volunteer opportunities.
- Take on leadership roles in on/off campus activities.
- Join a [professional society/organization](#) that is related to your career field of interest.
- Update your resume and learn to write a cover letter.
- Continue to build your network of contacts for [references](#) (professors, advisors, supervisors).
- Take advantage of our online resources including: [CollegeBoard.com](#) and [Vault](#).
- Attend networking career events and other programs sponsored by the [CMC](#). Make sure to follow up with employers.
- Research organizations/companies that offer [internships](#) and/or [job shadowing](#). Begin your search by using [MustangsHIRE.org](#) powered by Handshake. [Job Shadow](#) a professional who works in a career field of your interest.
- Secure a summer internship.

**Career Management Center**  
**Hardin South - Suite 211**  
**(940) 397-HIRE (4473)**  
**Fax: (940) 397-8801**

**CMC@msutexas.edu or careermanagement@msutexas.edu**  
**www.msutexas.edu/career**  
**www.MustangsHIRE.org or app.joinhandshake.com**



# MSU MUSTANGS CAREER PLAN

## **JUNIOR YEAR**

- Meet with a CMC Staff Member to discuss your post-graduation plans and possible next steps.
- Have your resume ready for distribution for internships/part-time jobs. Refine your cover letter skills.
- Update your student profile and resume on [MustangsHIRE.org](https://MustangsHIRE.org) powered by Handshake. Set up a job search agent on [MustangsHIRE.org](https://MustangsHIRE.org) powered by Handshake so that internship/job listings are automatically sent to you after posting.
- Thinking about grad school? Research application deadlines, standardized test information and funding options. Attend graduate/professional school seminar and graduate/professional school practice exam day.
- Strengthen your interviewing skills by completing a mock interview with a CMC Staff Member. Participate in on-campus interviews.
- [Research potential employers](#) and positions and become familiar with job descriptions and work settings.
- Continue searching [MustangsHIRE.org](https://MustangsHIRE.org) powered by Handshake and many other online job search resources.
- Build your leadership skills by getting involved in a campus or community organization.
- Gain career related experience through an internship, volunteer experience, or part-time job.
- Attend networking career events and other programs sponsored by the [CMC](#). Make sure to follow up with employers. [Be prepared!](#)
- Continue to build your network of contacts for references (professors, advisors, supervisors).
- Watch your [digital dirt!](#)

## **SENIOR YEAR**

- Update your resume and cover letter. Make sure you include your current contact information.
- Update your student profile on [MustangsHIRE.org](https://MustangsHIRE.org) powered by Handshake.
- Meet with a CMC Staff Member to schedule a mock interview, review your job search techniques, and to critique your resume, cover letter and references. Continue to participate in on-campus interviews.
- Have your resume, cover letter and references ready for distribution.
- Develop multiple job research avenues, such as [MustangsHIRE.org](https://MustangsHIRE.org) powered by Handshake and other online job sites.
- Keep in mind [safety tips](#) when job searching online. Create your job search notebook with all of your employer contacts including items such as employer name, address, telephone number and contact person/job title as well as the date of each contact by letter, email, telephone call of interview.
- Begin applying for positions that you hear about or see posted. Do thorough research on potential employers, especially those with whom you plan to interview. Don't wait until graduation to start looking!
- [Network! Network! Network!](#)
- Continue to be active in campus or community organizations. Assume a leadership role in a campus chapter of a professional organization.
- Narrow your graduate/professional school choices and keep current with their admissions deadlines.
- Complete relevant entrance exams for graduate/professional school. Apply to graduate/professional school.
- Attend networking career events and other programs sponsored by the [CMC](#). Make sure to follow up with employers. [Be prepared!](#)
- Watch your [digital dirt!](#)

## **POST GRADUATION**

- Register with [Alumni Relations](#) and stay connected with MSU.
- Remember that you can visit the [CMC](#) anytime for FREE career assistance for life!
- Good luck on your future endeavors!



# JOB PREPARATION TOOLS



Scan QR code to join Handshake today!



Handshake offers opportunities for employment, internships, career events, advice, career information, and [more](#).



## Find jobs for you

Receive personalized job recommendations

**550K+**  
Employers  
including  
100% of the  
Fortune 500



## Attend virtual recruiting events

Stand out to employers during virtual fairs and events

**8K+**  
Active  
employment  
opportunities



## Get hired

Apply to jobs meant for students like you



An AI career preparation platform helping students to improve interview skills, polish resumes, and enhance employment opportunities.

For more information about the interview process and uploading resumes, click [here!](#)



**Dynamic Resume Analysis**



**Tailored Mock Interviews**



**Personalized Guidance**



**Action-oriented Reminders**



# STANDOUT®

The Video Recruitment Network.

Ready to **StandOut**?  
Click [here](#) for virtual interview tips  
and more!






Contact the Career Management  
Center to get registered!

- ⊙ Increase your interviewing skills with practice interviewing
- ⊙ Make a lasting impression. You are more than your resume! StandOut® and show what you have to offer
- ⊙ Apply to interviews and internships on your own time, removing the hassle of scheduling
- ⊙ StandOut® from the rest! Interview right up front when you ‘hand in’ your resume



World's largest professional network with 756 million members.

LinkedIn allows you to connect with other professionals to increase productivity and success for all — students can:

-  **Build** a professional online presence
-  **Add** connections with ‘warm’ contacts and alumni
-  **Research** companies, industries, and grad programs
-  **Explore** opportunities for undecided students
-  **Learn** professional networking etiquette

For additional  
information and tips on  
LinkedIn click [here!](#)

# JOB SEARCH TIPS

With all the different questions being thrown about, you may wonder what exactly the employer is looking for in a potential employee. The following is the list of the top ten qualities employers desire in you, as a potential employee. Show your competence in as many as possible and you will rise to the competition.



## Job Outlook Hiring Projections

Source: National Association of  
Colleges & Employers Job Outlook 2021  
Spring Update

| Year | % Increase Over Previous Year |
|------|-------------------------------|
| 2021 | 7.2%                          |
| 2020 | 6.3%                          |
| 2019 | 10.7%                         |
| 2018 | -1.3%                         |
| 2017 | 5.0%                          |
| 2016 | 5.2%                          |
| 2015 | 9.6%                          |
| 2014 | 8.6%                          |
| 2013 | 2.1%                          |
| 2012 | 10.2%                         |
| 2011 | 19.3%                         |

## Job Search Checklist

In order to make your job search a success, use these steps to guide you to the job that you are seeking to obtain.



**when completed!**

- ☐ Register with MustangsHIRE.org powered by Handshake
- ☐ Identify your personal strengths, skills, interests and values
  - You will be communicating these to employers through your letter, resume and interview
- ☐ Write a resume and have it critiqued by the CMC
- ☐ Upload your resume onto MustangsHIRE.org powered by Handshake
- ☐ Write a cover letter and have it critiqued by the CMC
- ☐ Create a reference list
- ☐ Start a job search notebook
- ☐ Schedule a mock interview with the CMC

- ☐ Participate in on-campus interviewing
- ☐ Research industries, employers and locations
  - Shows employers you understand what they do and why you want to work for them
  - Vault Career Intelligence and Glassdoor are two good tools to research employers
- ☐ Employ several job-search strategies because one is NOT enough!
  - On-Campus Interviewing, MustangsHIRE.org powered by Handshake, career events, professional societies, employer websites, and your network of faculty, family, classmates, alumni and employers.
- ☐ Final tips:
  - Start early, be positive and persistent, follow-up and follow-through, be professional/enthusiastic/honest/thoughtful, and make sure to demonstrate a “can do, will do” attitude
- ☐ Let the CMC know when you have found a job!



# JOB SCAM RED FLAGS

Fraudulent job postings are popping up on job boards and websites everywhere. Students can protect themselves from scam artists that may prey upon your money, personal information and physical safety in many different ways. It's important for students to be aware of red flags.

## Red Flags of Job Scams

- Offering you a job without ever interacting with you
- Paying you a large amount of money for doing little to no work
- The position requires an initial investment, such as a payment by wire service or courier
- The company is not listed with the Better Business Bureau
- The job interview is scheduled at a restaurant or anyplace other than a legitimate office
- The "employer" is requesting a copy of your passport, drivers license or social security card up front
- The company doesn't have a legitimate website or an email address with a company domain name
- You are asked to forward payments, by wire, courier, bank transfer, check, or through PayPal
- A high salary or wage is listed for a job that requires minimum skills
- The job is too good to be true



⇒ Currently enrolled students and alumni  
⇒ Professional attire for interviews or career events  
⇒ Men's and women's professional dress items in a range of sizes

⇒ Browse the Career Closet to select clothing to borrow  
⇒ Wow prospective interviewers with your professional attire  
⇒ Return clothing items within 2 weeks

Requirements prior to checking out clothing:

1. Provide MSU student/alumni ID.
2. Create/Update MustangsHIRE.org powered by Handshake account.

Open by Appointment Only  
940-397-4473 • [cmc@msutexas.edu](mailto:cmc@msutexas.edu) • [www.msutexas.edu/career](http://www.msutexas.edu/career)

# YOUR DIGITAL DIRT

## Keep Your E-Image Clean

By Peter Vogt, Monster Senior Contributing Writer



Some employers are searching the Internet to see if they can catch a glimpse of you beyond your sterling resume or fabulous interview performance. If the two pictures don't match, that internship or job you've been pursuing -- or are already in -- could potentially vanish. To wit:

- A chemical engineering student at a university in the Northeast was eliminated from consideration for a job opening after a company recruiter Googled the student's name, discovering, among other things, that he liked to blow things up.
- A student at a school in the Southeastern US was being courted by a small business owner for a key position -- that was until the owner saw the student's Facebook profile, which featured explicit photos and stories about the student's drinking and pot smoking.
- A recent graduate of a small upper Midwest university was only a few weeks into her first post graduation job when the boss called her into his office. He had discovered the young woman's [personal blog](#), where she had been writing in detail about how miserable she was in her new position. She soon became a former employee.

If stories like these have a faraway, it-happened-to-my-sister's-best-friend's-cousin feel to them -- the kind of vibe that makes you skeptical -- you're not alone, according to Jill Wesley, a former Purdue University career counselor who recently became director of career services distance education at Indiana Business College.

"Although some employers are checking profiles, it takes a lot of time and is dull work," Wesley says. Moreover, "there are also some legal gray areas, and I don't think any employer wants to be the test case for them."

Still, Wesley stresses, it's critical for you to remember that with few exceptions, whatever you put on the Internet is public -- and very often available indefinitely. So you need to make sure your online presence is working for you, not against you. Here's how.

### The Job Seeker Self-Audit

Wesley and former Purdue colleague Kimberly Shea created a "Personal Internet Presence Job Seeker Self-Audit." It's a handy checklist you can use to see how you might be perceived in your online pursuits. Among the steps it suggests you take:

- **Google Yourself:** Use the popular search engine to look up your name. You may want to try a few other search engines too, like [Yahoo!](#). Does anything potentially damaging turn up? If so, consider contacting any sites where you found the information and ask to have it removed.
- **Assess Your Social Networking Site Profiles:** Have you posted stories or photographs on sites like Facebook and MySpace that could turn off a prospective employer? Have friends posted any potentially damaging information that could somehow be associated with you? Are you a member of any Facebook groups whose names and activities could be deemed suspect? When in doubt, take it out.
- **Do a Content Inventory of Your Personal Web Site or Blog:** Have you written about -- thus sharing with the world -- any topics or experiences that might give a prospective or current employer pause?

When you're done, your overall online presence should pass the "would you be comfortable if your grandmother saw this?" test, says Wesley.

Grandma may never really look you up online, but an employer certainly might. What will he discover about you?

***91% of the surveyed companies say they use social networking sites to screen potential employees.***

***69% say they have rejected a candidate based on what they saw on a social networking site.***

***Source: Mashable, [www.repler.com](http://www.repler.com)***

# E-MAIL ETIQUETTE

- Only discuss public matters.** Is the topic being discussed something you'd write on company letterhead or post on a bulletin board?
- Briefly introduce yourself.** Do not assume the person receiving your e-mail knows who you are, or remembers meeting you. Include a simple reminder of who you are in relation to the person you are reaching out to; an extensive biography of yourself is not necessary.
- Use exclamation points sparingly.** The maximum number of exclamation points in a business e-mail? One.
- Be careful with confidential information.** Refrain from discussing confidential information in e-mails such as someone's tax information or the particulars of a highly-sensitive business deal. Should the e-mail get into the wrong person's hands, you could face serious – even legal – repercussions.
- Respond in a timely fashion.** Unless you work in some type of emergency capacity, it's not necessary to be available the instant an e-mail arrives. Responding within 24 hours is acceptable.
- Avoid using shortcuts to real words, emoticons, jargon, or slang.** Using shortcuts such as "4 u" (instead of "for you"), "Gr8" (for great) in business-related e-mail is not acceptable. If you wouldn't put a smiley face or emoticon on your business correspondence, you shouldn't put it in an e-mail message. Any of the above has the potential to make you look less than professional.
- Keep it clean.** Nothing annoys recipients more than when people reply and leave the messages messy, for example, an e-mail chain that includes excessive carets (>>>), or pages and pages of e-mail addresses that weren't protected using Bcc. Clean it up, then send it.
- Be clear in your subject line.** Your subject line needs to get to the point quickly. It should be simple and descriptive of what you have written about. Proof your subject line as carefully as you would proof the rest of the e-mail.
- Don't get mistaken for Spam.** Avoid subject lines that are in all caps, all lower case, and those that include URLs and exclamation points – which tend to look like Spam to the recipient.
- Your subject line must match the message.** Never open an old e-mail, hit Reply, and send a message that has nothing to do with the previous one. Do not hesitate to change the subject as soon as the thread or content of the e-mail chain changes.
- Provide a warning when sending large or more than two attachments.** Sending unannounced large attachments can clog the receiver's inbox and cause other important e-mails to bounce. If you are sending something that is over 500KB or more than two attachments, senders should ask first or use an online file sharing system.
- Send or copy others only on a need to know basis.** Before you click Reply All or put names on the Cc or Bcc lines, ask yourself if all the recipients need the information in your message. Take time to send your messages to the right people.
- Pick up the phone.** When a topic has lots of parameters that need to be explained or negotiated and will generate too many questions and confusion, don't handle it via e-mail. Also, e-mail should not be used for last minute cancellations of meetings, lunches, interviews, and never for devastating news. If you have an employee or a friend you need to deliver bad news to, a phone call is preferable.
- Don't overuse the high priority option.** If you overuse this feature, few people will take it seriously. A better solution is to use descriptive subject lines that explain exactly what a message is about.
- Maintain privacy.** If you're sending a message to a group of people and you need to protect the privacy of your list, you should always use "Bcc." Additionally, avoid giving out e-mail addresses to a third party.
- Keep it short and get to the point.** Write concisely. Make sure when you look at what you're sending it doesn't look like a burden to read – feel free to use bullet points. The person reading your e-mail should not have to dig through several paragraphs in order to figure out what you're asking. You should state the purpose of the e-mail within the first two sentences. Be clear, and be up front.
- Know your audience.** Your e-mail greeting and sign-off should be consistent with the level of respect and formality of the person to whom you're communicating. Also, write for the person who will be reading it – if they tend to be very polite and formal, write in that language. The same goes for a receiver who tends to be more informal and relaxed.
- Always include a signature.** You never want someone to have to look up how to get in touch with you. If you're social media savvy, you can include all of your social media information in your signature as well. Your e-mail signature is a great way to let people know more about you, especially when your e-mail address does not include your full name or company.
- Only use an auto-responder when necessary.** An automatic response that says, "Thank you for your e-mail message. I will respond to you as soon as I can" is useless. However, they will alert spammers that your e-mail is real and they can add you to their spam list.
- Your e-mail is a reflection of you.** Every e-mail you send adds to, or detracts from your reputation. If your e-mail is scattered, disorganized, and filled with mistakes, the recipient will be inclined to think of you as a scattered, careless, and disorganized businessperson. Other people's opinions matter and in the professional world, their perception of you will be critical to your success.

Adapted from *25 Tips for Perfecting Your E-mail Etiquette* by Lindsay Silberman, <http://www.inc.com/guides/2010/06/email-etiquette.html>

# CAREER EVENT SUCCESS

## REASONS TO ATTEND:

**Freshmen** and **sophomores** are able to explore job opportunities that will assist them with choosing a major.

**Juniors** can explore internship opportunities which many times result in employment.

**Seniors** have the opportunity to present themselves as worthy candidates for potential employment positions.

*When you are looking for a job, any positive connection with the business is beneficial.*

## HOW TO PREPARE:

- Dress Business Professional:
  - WOMEN: Dress, skirt and blouse or suit, comfortable shoes.
  - MEN: Suit or slacks, jacket & nice shirt, no sneakers.
  - *It's okay if you don't have "Business Professional" clothing.*  
*MEN: Nice pants (khakis/dress pants) and a buttoned down shirt.*  
*WOMEN: Nice pants and dress shirt.*
- Bring a supply of resumes that have been proofread by you and critiqued by the Career Management Center. A general resume works well in this situation.  
*NOTE: Not all businesses accept resumes at career events. They may instead refer you to their website.*
- Bring a portfolio and pen so that you can store your resumes and take notes after talking to each employer.
- Bring your business cards and make sure to ask for business cards from the employers so that you can follow up with a note.
- Smile and have a positive attitude.
- Introduce yourself to recruiters briefly stating who you are and your education and/or professional background.
- Research companies that interest you in possible career opportunities.
- Apply classroom theory and learning into real-world action with Internships! Ask companies about their potential openings.
- Project your successful, positive, enthusiastic, and well-rounded attitude to company recruiters.
- Network with potential employers to utilize these opportunities later in your career search.
- ***Visit the Career Management Center for more ways to improve your first impression!***

### Business Professional



### Business Casual



**Top 10 List  
for a Successful  
Career Event**

- # 10 - Dress for success.
- # 9 - Keep a positive attitude.
- # 8 - Scan the environment.
- # 7 - Target the employers you want to talk with and visit them first!
- # 6 - If you have to stand in line to talk with a recruiter, make sure you are reading the companies material.
- # 5 - Arrive early!
- # 4 - Your time with a recruiter is actually an interview.
- # 3 - Be ready for the rapid-fire questions with your rapid-fire responses!
- # 2 - Make sure you get a business card for follow up.
- # 1 - **Take the event seriously!**

# CREATING YOUR OWN 30-SECOND COMMERCIAL

As a job seeker, you are in charge of a marketing campaign and the product is you. One key tool you will use throughout the process is defining who you are, what you are looking for, your skills, expertise and experience. Develop a 30-second commercial, sometimes called a positioning statement.

Communicating to employers what your goals and key strengths are in a clear and concise way is essential to your success in acquiring the job of your dreams. Do not assume that a title and the name of the company you worked for will clearly present who you are and what you have accomplished. Once you have developed your 30-second commercial you can customize it to fit any situation.

## **Your 30-second commercial can be used in several phases of your job search**

- Networking at meetings, school events, and even leisure activities.
- Use it in phone conversations with potential employers to introduce yourself.
- Integrate it into your resume and cover letter as a summary statement.
- During an interview use it as your point of origin for answering “tell me about yourself.”

## **Guidelines**

- Be specific – communicate with a defined focus.
- Make your pitch conversational, but not overwhelming with content.
- Emphasize your uniqueness through your skills and shining personality.
- Communicate enthusiasm and motivation.

## **What to include in your 30-second commercial**

- What are you looking for? (describe your dream job, professional career field, fulfilling position).
- Recent education/prior relevant work experience.
- Areas of expertise/skills/accomplishments.
- Include words that emphasize your enthusiasm.

## **Example:**

I’m looking for (an entry-level, senior-level) position to use my mechanical engineering skills. I recently completed my degree at Midwestern State University. During my last year, I worked full time at XYZ Firm assisting the partners in planning projects for their clients. I secured this position after I completed a four-month internship. The owner was impressed with my technical skills and offered me a full-time position. I am strongly interested in design and development.

My strongest points are my ability to listen to client needs and come up with unique ways to create solutions for their project specifications.

One of my main career interests is manufacturing in the XYZ industry. What are the key qualities your firm looks for in a mechanical engineer?

## **Experience is key!**

Complete an internship while in school. Over the course of the last 4 years, 70% of employers prefer candidates to have RELEVANT work experience.

# RESUME WRITING TIPS

Always seek constructive feedback from the Career Management Center on your resume before you submit to a prospective employer. Your resume should be evaluated according to the following criteria:

## Appearance:

- Create good spacing to develop a pleasing effect including margins at least one inch wide on the top, bottom, and sides of the resume.
- Use **bold type**, underlining and CAPITALIZATIONS to highlight information.
- Use a font size of 10-12 points and non-decorative fonts including Times New Roman, Arial, or Helvetica.
- Your resume should be concise and professional. Never make handwritten corrections on your resume.
- If your resume is longer than one page, do not staple.
- Use 8" x 11" paper of good quality (20 to 25 lbs) and 25-100 and cotton content.
- Use white or off-white paper only - we recommend "resume paper".

## Length:

- If possible, limit to one page. However, in some fields it is okay to have two pages, but never more than two pages.
- Put contact name and information on each page.
- Use 3-5 bullet points to describe duties at each job experience you include.

## Content:

- Use only current resumes. Make sure information such as phone number, email address, and mailing address are current. Put local and permanent address, if applicable.
- Tell the employer what you can do! Highlight transferable skills.
- Show and address why your work was relevant. Detail results, achievements, and accomplishments.
- Do not list personal information (marital status, religion, ethnicity, etc.), photos, or references on the resume.

## Writing Style:

- Check for grammar, spelling, and typing errors.
- Write in concise phrases. Complete sentences are not necessary. Use action verbs!
- Write objectively - no I's, me's, my's, etc.
- Use numbers, dollar amounts, percentages, and time durations to quantify the results of your actions.

## Organization:

- Place most important material at the beginning of the resume.
- For each job experience description, place most important duties first.
- Be consistent with format throughout the resume.

## The Bottom Line:

- Does the resume tell a story, but not the whole story?
- If you were an employer, would you be interested in inviting this candidate in for an interview?



# RESUME CONTENT / FORMAT EXAMPLE

## LOCAL (PRESENT) ADDRESS

## NAME

## PERMANENT ADDRESS

If both addresses are the same, use only one (centered under your name) along with email address and phone number!

### SUMMARY

**NOTE:** Feedback from employers varies - - some prefer a summary; some do not. Keep it simple and to the point! Be specific about your skills and qualifications. Customize it for each job that you apply for. Two-three sentences are all you need. This area is also called a Summary of Qualifications. You can achieve this by listing 3-4 action oriented bulleted statements that outline your skills and qualifications.

### EDUCATION

List the degree you are currently pursuing first and continue in reverse chronological order. Identify the university name, city, state, title of the degree, major, minor, and the expected date of graduation. Grade point average may be listed if over 3.0 on a 4.0 scale. You may also indicate the GPA in your major.

### EXPERIENCE

Start with your current or most recent employment and record data in reverse chronological order. Identify employer, city, state, period of employment, job title, and duties. It is suggested to bullet your duties versus listing them in paragraph form. Include volunteer work, part-time and summer jobs of significant duration and importance - - it all counts! Volunteer work could be listed under a separate section as well.

**NOTE:** If you have work experience that is directly related to your major, you may want to include a section called "PROFESSIONAL EXPERIENCE" which would appear prior to the "EXPERIENCE" section.

### ORGANIZATIONS

List the organizations and clubs that you are (or have been) a member of - - these may be on- or off- campus. Also include the dates of your membership. If you are an officer within the organization (s), include the office.

### HONORS/AWARDS

Include any honors or awards that you have received. These may include dean's list, honors program, organization recognition and etc.

### SKILLS

List the computer software that you know if it is important to the job you are applying for. Do not include phrases such as "familiar with" or "understanding of" as these may imply weaknesses. Special skills, travel, ability to speak other languages, etc.

# HIGHLIGHTING THE RIGHT STUFF

Your resume should convey the skills you can offer an employer. The figure to the right highlights the attributes employers seek on a candidates resume.

Source: *National Association of Colleges and Employers Job Outlook 2021*



## USING THE RIGHT WORDS

By using actions verbs to describe your experiences, activities, and etc. you can effectively convey the skills you have developed. These words are crucial to obtaining a job interview.

### INTERPERSONAL & TEAM SKILLS

|              |              |              |               |
|--------------|--------------|--------------|---------------|
| Adapted      | Demonstrated | Inspired     | Referred      |
| Advocated    | Diagnosed    | Involved     | Rehabilitated |
| Aided        | Directed     | Insured      | Represented   |
| Answered     | Educated     | Interacted   | Resolved      |
| Arbitrated   | Elicited     | Intervened   | Simplified    |
| Arranged     | Enabled      | Joined       | Sold          |
| Assessed     | Encouraged   | Judged       | Supplied      |
| Assisted     | Enlisted     | Mediated     | Supported     |
| Clarified    | Ensured      | Moderated    | Treated       |
| Coached      | Expedited    | Motivated    | Volunteered   |
| Collaborated | Facilitated  | Negotiated   |               |
| Conferred    | Familiarized | Participated |               |
| Consulted    | Furthered    | Persuaded    |               |
| Contributed  | Guided       | Prevented    |               |
| Convinced    | Helped       | Provided     |               |
| Cooperated   | Interacted   | Reconciled   |               |
| Counseled    | Influenced   | Recruited    |               |

## INITIATIVE & CREATIVE SKILLS

|                |             |              |             |
|----------------|-------------|--------------|-------------|
| Acted          | Developed   | Improvised   | Produced    |
| Adapted        | Devised     | Initiated    | Revised     |
| Began          | Directed    | Instituted   | Revitalized |
| Built          | Discovered  | Introduced   | Shaped      |
| Combined       | Displayed   | Integrated   | Solved      |
| Completed      | Drew        | Invented     | Started     |
| Composed       | Earned      | Launched     | Visualized  |
| Conceived      | Effected    | Made         |             |
| Conceptualized | Entertained | Modeled      |             |
| Condensed      | Established | Modified     |             |
| Constructed    | Fashioned   | Originated   |             |
| Created        | Formulated  | Performed    |             |
| Customized     | Founded     | Photographed |             |
| Designed       | Illustrated | Planned      |             |

## COMMUNICATION SKILLS - GENERAL

|              |             |              |             |
|--------------|-------------|--------------|-------------|
| Addressed    | Documented  | Lobbied      | Specified   |
| Advertised   | Drafted     | Marketed     | Spoke       |
| Articulated  | Edited      | Mediated     | Suggested   |
| Authored     | Exhibited   | Outlined     | Summarized  |
| Clarified    | Explained   | Participated | Synthesized |
| Collaborated | Expressed   | Presented    | Talked      |
| Communicated | Focused     | Printed      | Taught      |
| Condensed    | Formulated  | Promoted     | Trained     |
| Conducted    | Furnished   | Proposed     | Transmitted |
| Conferred    | Guided      | Publicized   | Translated  |
| Consulted    | Informed    | Published    | Tutored     |
| Contacted    | Instilled   | Questioned   |             |
| Conveyed     | Instructed  | Referred     |             |
| Debated      | Interacted  | Reinforced   |             |
| Defined      | Interpreted | Reported     |             |
| Described    | Interviewed | Responded    |             |
| Developed    | Lectured    | Stimulated   |             |
| Discussed    | Listened    | Solicited    |             |

## COMMUNICATION SKILLS - VERBAL

|             |             |              |        |
|-------------|-------------|--------------|--------|
| Addressed   | Explained   | Participated | Talked |
| Advised     | Expressed   | Presented    |        |
| Articulated | Guided      | Responded    |        |
| Clarified   | Instructed  | Solicited    |        |
| Coached     | Interpreted | Spoke        |        |
| Confronted  | Interviewed | Suggested    |        |
| Debated     | Lectured    | Summarized   |        |
| Discussed   | Listened    | Synthesized  |        |

## COMMUNICATION SKILLS - WRITTEN

|              |              |            |             |
|--------------|--------------|------------|-------------|
| Advised      | Contacted    | Observed   | Summarized  |
| Advertised   | Corresponded | Outlined   | Synthesized |
| Authored     | Documented   | Printed    | Transmitted |
| Coached      | Drafted      | Publicized | Translated  |
| Collaborated | Edited       | Reported   | Wrote       |
| Composed     | Marketed     | Specified  |             |

## MANAGEMENT/LEADERSHIP SKILLS

|              |              |             |             |
|--------------|--------------|-------------|-------------|
| Accelerated  | Developed    | Innovated   | Reorganized |
| Achieved     | Directed     | Inspected   | Replaced    |
| Administered | Eliminated   | Instituted  | Restored    |
| Analyzed     | Emphasized   | Judged      | Reviewed    |
| Appointed    | Enforced     | Led         | Scheduled   |
| Approved     | Enhanced     | Managed     | Secured     |
| Arbitrated   | Established  | Merged      | Selected    |
| Arranged     | Evaluated    | Motivated   | Served      |
| Assigned     | Executed     | Navigated   | Staffed     |
| Attained     | Expanded     | Organized   | Streamlined |
| Authorized   | Generated    | Originated  | Strengthen  |
| Chaired      | Handled      | Overhauled  | Succeeded   |
| Considered   | Headed       | Oversaw     | Supervised  |
| Consolidated | Hired        | Planned     | Terminated  |
| Contracted   | Hosted       | Presided    |             |
| Controlled   | Implemented  | Prioritized |             |
| Converted    | Improved     | Produced    |             |
| Coordinated  | Incorporated | Provided    |             |
| Decided      | Increased    | Pushed      |             |
| Delegated    | Initiated    | Recommended |             |

## ORGANIZATIONAL SKILLS

|              |              |             |              |
|--------------|--------------|-------------|--------------|
| Approved     | Distributed  | Prioritized | Specified    |
| Arranged     | Executed     | Processed   | Structured   |
| Attained     | Filed        | Proofread   | Submitted    |
| Catalogued   | Generated    | Provided    | Supplied     |
| Categorized  | Implemented  | Purchased   | Standardized |
| Charted      | Incorporated | Recorded    | Systematized |
| Checked      | Inspected    | Registered  | Tabulated    |
| Classified   | Integrated   | Reorganized | Tracked      |
| Coded        | Logged       | Reserved    | Traded       |
| Collected    | Maintained   | Responded   | Updated      |
| Compiled     | Monitored    | Retrieved   | Validated    |
| Consolidated | Obtained     | Reviewed    | Verified     |
| Coordinate   | Operated     | Routed      |              |
| Corrected    | Ordered      | Scheduled   |              |
| Corresponded | Organized    | Screened    |              |
| Dispatched   | Prepared     | Set up      |              |

## ANALYTICAL & RESEARCH SKILLS

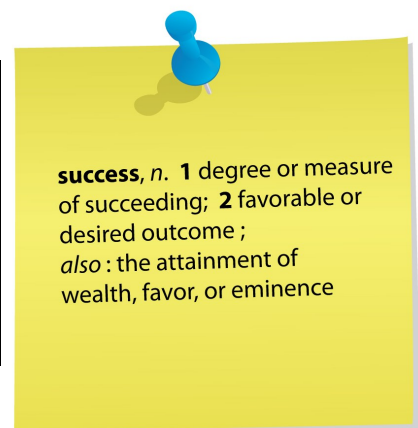
|              |              |              |              |
|--------------|--------------|--------------|--------------|
| Accomplished | Computed     | Gathered     | Reduced      |
| Accounted    | Conserved    | Inspected    | Researched   |
| Acquired     | Corrected    | Interviewed  | Retrieved    |
| Adapted      | Critiqued    | Invented     | Reviewed     |
| Administered | Dealt        | Invested     | Searched     |
| Adjusted     | Detected     | Investigated | Solved       |
| Allocated    | Determined   | Located      | Summarized   |
| Analyzed     | Developed    | Managed      | Surveyed     |
| Appraised    | Devised      | Marketed     | Systematized |
| Assessed     | Diagnosed    | Measured     | Tackled      |
| Audited      | Estimated    | Observed     | Tested       |
| Balanced     | Evaluated    | Organized    | Traded       |
| Budgeted     | Examined     | Netted       | Troubleshoot |
| Calculated   | Expedited    | Planned      | Uncovered    |
| Clarified    | Experimented | Prepared     |              |
| Collected    | Extracted    | Programmed   |              |
| Compared     | Facilitated  | Projected    |              |
| Compiled     | Forecasted   | Proved       |              |
| Completed    | Formulated   | Qualified    |              |
| Conducted    | Found        | Reconciled   |              |

## TECHNICAL SKILLS

|             |            |              |              |
|-------------|------------|--------------|--------------|
| Adapted     | Designed   | Printed      | Solved       |
| Applied     | Determined | Programmed   | Specialized  |
| Assembled   | Developed  | Rectified    | Standardized |
| Built       | Engineered | Regulated    | Studied      |
| Calculated  | Fabricated | Remodeled    | Upgraded     |
| Computed    | Fortified  | Repaired     | Utilized     |
| Conserved   | Installed  | Replaced     |              |
| Constructed | Maintained | Restored     |              |
| Converted   | Operated   | Serviced     |              |
| Debugged    | Overhauled | Systematized |              |



**Bradley Martin**  
**Midwestern State University**  
*Finance Major*  
**Graduation Date: May 2021**  
 4607 Happy Hollow  
 Wichita Falls, TX 76310  
 (940) 555-1234  
 bradley.martin@emailaddress.com



# Newton Simpson

4607 Happy Hollow • City, ST 76310

(940) 555-1234 • Newton.Simpson@emailaddress.com

## EDUCATION

**Midwestern State University**, Wichita Falls, TX

*Bachelor of Science in Biology*

Minor: Chemistry

Expected Graduation Date (or Graduated): (May, August, or December Year)

GPA: (if 3.0 or above)

*Please note: Branding or Marketing Statements are suggested by the CMC. Consider adding one to your resume.*

**Durham Technical Community College**, Durham, NC

*Associate of Science*

Date of Graduation: May 2020

GPA: 3.75/4.00

## RELEVANT COURSEWORK

- Physiology
- Microbiology
- Biomaterials
- Biochemistry

## RESEARCH EXPERIENCE

**Name of Project, Midwestern State University**

August 2020 - present

*Eureka Program Participant*

- Collaborate with MSU faculty members to enhance educational experience.
- Develop basic research skills related to mechanical engineering.
- Research the ability of harvesting rain water on campus.

## WORK EXPERIENCE

**ABC Prosthetics**, Graham, TX

August 2020 - present

*Fall Semester Intern*

- Assist technician in the creation of orthotic prototypes
- Learn about the design process to meet individual patient's needs
- Develop knowledge of materials and processes used in research and development

**WakeMed**, Raleigh, NC

August 2017 - May 2020

*Physical Therapy Volunteer*

- Gained familiarity with assessment tools and rehab equipment
- Observed physical therapists' treatment of adults and youth
- Prepared patients with stretching exercises prior to appointments

## ACTIVITIES AND HONORS

- Fraternity/Sorority
  - President*, Date of office held
  - Vice President*, Date of office held
- Volunteer Organizations
- Community Groups

August 2020 - present

May 2017 - May 2020

September 2016 - May 2018

*Please note: The action-oriented, bullet statements above are very general. When you write your statements, be specific and provide accomplishments or tasks to the potential employer. An effective resume will use 3-5 bullets for each experience and provide as many relevant details as possible. (No more than 2 lines of text per bullet point.)*



# Gina Gold

1010 Southwest Pkwy. • Wichita Falls, TX 76308  
(999) 888-7777 • gina.gold@msutexas.edu

---

Write a Branding or Marketing Statement to place here. Use this space to sell your skills in 3-4 sentences. What sets you apart from other candidates? What are your strengths? Why should I hire you?

## EDUCATION

**Midwestern State University, Wichita Falls, TX**

*Bachelor of Business Administration, Finance*

Expected Graduation Date (or Graduated): (May, August, or December Year)

Grade Point Average: (if 3.0 or above)

## INTERNSHIP

**Sherwin Williams, Dallas, TX**

June 2020

*Intern*

- Provided excellent customer service through meeting the needs of patrons by.....
- Performed monthly cash audits and daily deposits with precision
- XXX

## PROFESSIONAL EXPERIENCE

**Wells Fargo, Wichita Falls, TX**

August 2018 - present

*Retail Banker*

- At least three “action” oriented statements about your job
- XXX
- XXX

## ACTIVITIES AND HONORS

- Fraternity/Sorority  
*Offices held, Date of offices held*
- Volunteer Organizations
- Awards Received

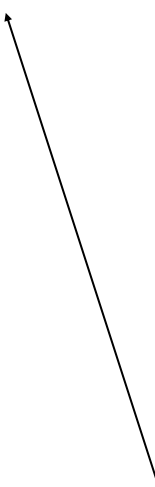
August 2018 - present

May 2019 - May 2020

September 2018 - May 2020

## SKILLS (look for identifiable skills in job posting)

Computer Skills: Microsoft Word, Excel, PowerPoint  
Languages: Bilingual in English and Spanish



*Please note: The action-oriented, bullet statements above are very general. When you write your statements, be specific and provide accomplishments or tasks to the potential employer. An effective resume will use 3-5 bullets for each experience and provide as many relevant details as possible. (No more than 2 lines of text per bullet point.)*

**Patricia J. McEntire**  
4607 Happy Hollow • City, ST 76310  
(940) 555-1234 • Patricia.McEntire@emailaddress.com

---

## EDUCATION

---

**Midwestern State University**, Wichita Falls, TX  
*Bachelor of Science in Computer Science*  
Minor: Mathematics  
Anticipated Graduation Date (or Graduated): (May, August, or December Year)  
GPA: (if 3.0 or above)

## RELEVANT COURSEWORK

---

|                     |  |
|---------------------|--|
| Linear Algebra      | Differential Equations                       |
| Operations Research | Concepts and Facilities of Operating Systems |

## TECHNICAL SKILLS

---

Java, MATLAB, JavaScript, C++SQL, UNIX, SAS, HTML

---

## WORK EXPERIENCE

---

|                           |                          |
|---------------------------|--------------------------|
| <i>Programming Intern</i> | May 2020 – December 2020 |
|---------------------------|--------------------------|

---

**ABC Corporation**, Albuquerque, NM

- Designed programs and systems using functional specifications
- Coded, debugged, and tested system for portfolio management program
- Provided technical support to customers

|                       |                     |
|-----------------------|---------------------|
| <i>Position Title</i> | Dates of Employment |
|-----------------------|---------------------|

**Place of Business**, Location

- At least three “action” oriented statements about your job
- XXX
- XXX

## LEADERSHIP ACTIVITIES

---

- |                           |      |
|---------------------------|------|
| • Volunteer Organizations | Date |
| • Fraternity/Sorority     | Date |
| <i>Office held, Date</i>  |      |
| • Community Group         | Date |
- 

## UNIVERSITY HONORS

---

- |                |      |
|----------------|------|
| • Dean’s List  | Date |
| • Provost List | Date |
| • Scholarships | Date |
- 

*Please note: Branding or Marketing Statements are suggested by the CMC.  
Consider adding one to your resume before the education section.*

## ***Angela Rose Schrute***

4607 Green Gables Way • Wichita Falls, TX 76310  
(940) 555-1234 • arshrute@emailaddress.com • <https://linkedin.com/in/yourname...>

---

### ***Education***

**Midwestern State University, Wichita Falls, TX**

*Bachelor of Science in Geosciences*

Expected Graduation Date (or Graduated): (May, August, or December Year)

Grade Point Average: (if 3.0 or above)

### ***Relevant Coursework***

- Fundamentals of Remote Sensing
- Sedimentology and Stratigraphy
- Petroleum Geology
- Groundwater Hydrology

### ***Technical Skills & Abilities***

- Brunton Compass
- Mapping and Measuring
- Barometer, Alidade, and Plane Table
- Basic Well Log Analysis

### ***Research Experience***

**Eureca Program, Midwestern State University**

August 2020-present

*Faculty Mentor: Dr. John Smith*

Write two-three sentences that describe the project and demonstrate the hands-on experience of your degree.

### ***Internship Experience***

**Palo Duro Canyon State Park, Canyon, TX**

January 2020-May 2020

*Spring Intern*

- Participated in the computerized study of rock composition and deterioration
- Assisted researches with park maintenance
- Created a “Friends of the Canyon” electronic newsletter to provide information to frequent visitors

### ***Experience***

**Name of Employer, Location**

**Dates of Employment**

*Camp Counselor*

- At least three “action” oriented statements about your job
- XXX
- XXX

### ***Professional Organizations***

- Geological Society of America
  - Geosciences Club—Midwestern State University
- Date  
Date

### ***Collegiate Activities & Honors***

- Volunteer Organizations
  - Fraternity/Sorority
  - Office held
  - Community Group
- Date  
Date  
Date  
Date

*Please note: Branding or Marketing Statements are suggested by the CMC.  
Consider adding one to your resume before the education section.*

## Anne Shirley

4607 Happy Hollow • City, State 76310  
(940) 555-1234 • Ashirley@emailaddress.com

---

### SUMMARY

Write 1-2 action-oriented sentences that describe you and why you would be an asset to the organization. Avoid all personal pronouns.

### EDUCATION

**Midwestern State University**, Wichita Falls, TX  
*Bachelor of Science in Interdisciplinary Studies*  
Expected Graduation Date (or Graduated): (May, August, or December Year)  
Grade Point Average: (if 3.0 or above)

### CERTIFICATIONS

Certification: 6-12 Social Studies

### TEACHING EXPERIENCE

**XYZ ISD**, Location January 2020-present  
*Clinical Teaching, 123 Elementary and ABC High Schools*

- At least three “action” oriented statements about your job
- XXX
- XXX

**XYZ ISD**, Location January 2019-December 2019  
*Clinical Experiences: 123 Elementary and ABC High Schools*

- At least three “action” oriented statements about your job
- XXX
- XXX

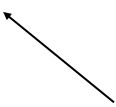
### WORK EXPERIENCE

**Footprints Summer Camp**, Shoeville, TX May 2017-August 2019  
*Camp Counselor: Grades 4-9*

- Provided constant, encouraging supervision of 350 campers
- Maintained a friendly, professional rapport with coworkers and supervisors
- Created games and activities tailored to the age level and abilities of the campers

### ACTIVITIES AND HONORS/PROFESSIONAL ASSOCIATIONS/MEMBERSHIPS

|                           |      |
|---------------------------|------|
| • Volunteer Organizations | Date |
| • Fraternity/Sorority     | Date |
| • Office held             | Date |
| • Community Group         | Date |



*Are you a member of a professional organization that is related to your career field? If yes, then remember to list this on your resume!*

# Michael Mustangs

123 Taft Blvd. • Wichita Falls, Texas 76308

(940) 867-5309 • michael.mustangs@msutexas.edu • <https://linkedin.com/in/yourname...>

---

Write a Branding or Marketing Statement to place here. Use this space to sell your skills in 3-4 sentences. What sets you apart from other candidates? What are your strengths? Why should I hire you?

## EDUCATION

**Midwestern State University**, Wichita Falls, Texas

*Bachelor of Arts, Mass Communications*

Expected Graduation Date (or Graduated): (May, August, or December Year)

Grade Point Average: (if 3.0 or above)

## RELEVANT COURSEWORK

Include a piece about your senior documentary.

## RELATED EXPERIENCE

**The Wichitan**, Wichita Falls, Texas

January 2018 - present

*Advertising Assistant*

- At least three “action” oriented statements about your job.
- XXX
- XXX

## ADDITIONAL EXPERIENCE

**Academy Sports & Outdoors**, Wichita Falls, Texas

January 2017 - December 2019

*Customer Service Associate*

- At least three “action” oriented statements about your job.
- XXX
- XXX

**Kohl’s**, Wichita Falls, Texas

June 2015 - December 2016

*Customer Service Associate*

- At least three “action” oriented statements about your job.
- XXX
- XXX

## SKILLS

InDesign

Publisher

PowerPoint

MS Word

## ACTIVITIES AND HONORS/PROFESSIONAL ASSOCIATIONS/MEMBERSHIPS

- Volunteer Organizations Date
- Fraternity/Sorority Date  
Office held, Date
- Community Group Date

*Are you a member of a professional organization that is related to your career field? If yes, then remember to list this on your resume!*

# Gerard Craigson

4607 Happy Hollow • Wichita Falls, TX 76310  
(940) 555-1234 • gcraigson@emailaddress.com

## Mechanical Engineer

Organized engineer with experience tracking site performance, preparing reports, and maintaining accurate records within professional environments. Natural aptitude for math and visualizing designs in 3D.

Combine motivation and pride in hard work to produce quality outcomes:

- Freed time for Department of Transportation supervisor by creating online data-entry tools.
- Honored to have a writing assignment selected by a professor as a template for classes in the future.
- Earned recognition for multiple semesters on the Dean's List at MSU and graduated with distinction.

## Engineering Education & Experience

**Midwestern State University**, Wichita Falls, TX  
*Bachelor of Science in Mechanical Engineering*  
Minor: Mathematics

Graduation Date: May 2021  
Grade Point Average: 3.75

**Senior Design Project, Midwestern State University**, Wichita Falls, TX  
*Freight Hauling System*

January 2021-May 2021

- Designed 4-wheel drive truck to handle 16 foot container at 5-ton capacity with 4-cylinder hydraulic system
- Worked with 2 team members to determine design and component needs
- Led hydraulic system design determining size and counterweight requirements using 2D SolidWorks software
- Went beyond project requirements to factor in horsepower for climbing hills and street worthiness
- Wrote paper and presented design to faculty and industry, earning praise for rendering of prototype/3D model and feedback around design flexibility, ergonomics, and safety concerns

**Colorado Department of Transportation**, Denver, CO  
*Data Analyst Intern*

May 2020-August 2020

- Automated manual weekly data entry for traffic stations statewide by creating online data entry tool
- Organized data to ensure accuracy and speed identification of discrepancies and comparisons
- Created 50-page macro in VBA for Excel to compile data, linking data sets between Access and Excel
- Prepared reports, investigated anomalous data, and logged discrepancies for supervisor review
- Cut data analysis time from 1-2 hours to 5 minutes and earned commendation letter for outstanding technical skills, teamwork, time management, and initiative

## Other Experience

**Old Navy**, Wichita Falls, TX  
*Sales Associate*

September 2017-April 2019

- Greeted customers and assisted them in locating merchandise
- Created appealing visual displays marketing new products
- Met sales targets regularly by utilizing referral base and strong customer relationships
- Exceeded monthly sales target by double for a special edition product which later became a part of the regular merchandise line

## Activities & Honors

Phi Theta Kappa Honor Society  
American Society of Mechanical Engineers  
Golden Key Honor Society  
Ultimate Frisbee Club, Midwestern State University

January 2019-Present  
April 2017-Present  
September 2016-Present  
October 2016-May 2020

## Relevant Skills

**Computer-Aided Design:** SolidWorks, Autodesk Inventor, AutoCAD, and SolidWorks FEA Simulation

**Other Technical:** Microsoft Word, Microsoft Excel, Microsoft Access, OpenOffice, and Materials Research

**Language:** Fluent in German



**Michelle Maroon**  
444 Kemp Blvd.  
Wichita Falls, TX 76308  
(123) 456-7890  
michelle.maroon@msutexas.edu

---

## SUMMARY OF QUALIFICATIONS

List 2-3 bullet points that summarizes your strengths and skills you bring to the workplace. Use active writing voice and avoid all personal pronouns.

## EDUCATION

**Bachelor of Science in Nursing**, *Midwestern State University*, Wichita Falls, TX  
Graduation Date: May 2021  
GPA: 3.5

*Study Abroad: Queen Mary University of London*  
Summer 2019

## CERTIFICATIONS AND LICENSURES

Cardiopulmonary Resuscitation (Expiration: May 2021)

## PROFESSIONAL EXPERIENCE

**Clinical Decision Making**, *United Regional Health Care System*, Wichita Falls, TX (January 2021-present)  
**Psychiatric**, *United Regional Health Care System*, Wichita Falls, TX (January 2021-present)  
**Medical/Surgical I**, *Denton Regional Hospital*, Denton, TX (August 2020-December 2020)  
**Mental Health**, *North Texas State Hospital*, Vernon, TX (January 2020-May 2020)  
**Fundamentals Nursing**, *Texas Specialty Hospital*, Wichita Falls, TX (January 2020-May 2020)  
**Family Health Nursing**, *United Regional Health Care System*, Wichita Falls, TX (August 2019-December 2019)

**Nurse Assistant**, *Senior Care Resources*, Wichita Falls, TX (January 2018-present)

- At least three “action” oriented statements about your job
- XXX
- XXX

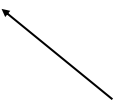
## WORK EXPERIENCE

**Cashier**, *Kohl's*, Wichita Falls, TX (May 2017-December 2018)

- At least three “action” oriented statements about your job
- XXX
- XXX

## ACTIVITIES/HONORS/PROFESSIONAL ASSOCIATIONS/MEMBERSHIPS

- Volunteer Organizations (Date)
- Fraternity/Sorority (Date)
- Community Groups (Date)



*Are you a member of a professional organization that is related to your career field? If yes, then remember to list this on your resume!*

## ***Melissa Mustangs***

508 Main Street • Wichita Falls, TX 76308

(940) 123-5555 • [Melissa.mustangs@msutexas.edu](mailto:Melissa.mustangs@msutexas.edu)

---

### ***EDUCATION***

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**Midwestern State University**, Wichita Falls, TX

*Bachelor of Arts, Political Science*

Expected Graduation Date: December 2022

GPA: (if 3.0 or above)

### ***RELEVANT COURSEWORK***

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- |                                 |                         |                    |
|---------------------------------|-------------------------|--------------------|
| • American Constitutional Law I | • International Law     | • Research Methods |
| • Judicial Systems              | • Public Administration | • Legislation      |

### ***INTERNSHIP***

**Office of Senator John Smith, Washington, D.C.**

May 2021-present

*Senate Intern*

May 2019-August 2019

- At least three “action” oriented statements about your job
- XXX
- XXX

### ***WORK EXPERIENCE***

**Bank of America**, Wichita Falls, TX

December 2018-present

*Teller*

- At least three “action” oriented statements about your job
- XXX
- XXX

**Target**, Wichita Falls, TX

June 2017-December 2017

*Customer Service Associate*

- At least three “action” oriented statements about your job
- XXX
- XXX

### ***LEADERSHIP ORGANIZATIONS***

- |                                      |                      |
|--------------------------------------|----------------------|
| • Student Ambassador, MSU            | January 2019-present |
| • Hospice of Wichita Falls Volunteer | August 2018-present  |
| • College Republicans                | August 2018-present  |

### ***COLLEGIATE HONORS***

- |   |                        |
|---|------------------------|
| • Pi Sigma Alpha, Political Science Honor Society | January 2020-present   |
| • Alpha Chi Honor Society                         | September 2019-present |
- 

*Please note: Branding or Marketing Statements are suggested by the CMC.  
Consider adding one to your resume before the education section.*

# SAMPLE REFERENCE LIST

## Susie Student

1001 Lamar St. • Wichita Falls, TX 76310  
(940) 321-9876 • susie.student@msutexas.edu

### REFERENCES

Name  
Title  
Company  
Address  
Phone Number  
Email

Name  
Title  
Company  
Address  
Phone Number  
Email

Name  
Title  
Company  
Address  
Phone Number  
Email

## REFERENCE LIST TIPS

- Put references on a separate page
- Use the same format for the heading as on your resume
- Always get permission from your references first
- Provide the employer with exactly the number of references requested
- Only supply references if the employer asks for them
- Keep references professional
- Include professionals in your chosen field, professors, and supervisors
- Never use relatives or friends!
- Spell names correctly
- Include complete information for each reference: name, title, company, address, phone, and email
- If a prior supervisor is now working for another company include their current information

# PREPARING YOUR CURRICULUM VITAE

Vitae, also known as curricula vitae or CV, are documents that give much more detail than resumes about your academic and professional accomplishments. They are most often used for academic or research positions, whereas resumes are the preferred documents in business and industry. Note: "vitae" (vee-tie) is the plural form; "vita" (vee-tuh) is singular.

Vitae are commonly used in applying for the following:

- Admission to graduate school or as part of an application packet for a graduate assistantship or scholarship
- Grant proposals
- Teaching, research, and upper-level administrative positions in higher education
- Academic departmental and tenure reviews
- College or university service appointments
- Professional association leadership positions
- Speaking engagements
- Publishing and editorial review boards
- Research and consulting positions in a variety of settings
- School administration positions at the superintendent, principal, or department head level

While your resume - even for most graduate students - should be kept to one page, CV are usually two pages at the shortest, and can be many pages in length. Common lengths for CV are one to three pages for bachelor's and master's degree candidates; two to five pages for doctoral candidates; and five or more pages for an experienced academician or researcher. Even though it's a longer document, write it concisely and give it a clean, easy-to-read layout.

A CV includes information about professional publications, presentations, committee work, grants received, and other details based on each person's experience.

You can include:

- Education
- Master's thesis or project
- Dissertation title or topic
- Course highlights or areas of concentration in graduate study
- Teaching experience and interests
- Research experience and interests
- Consulting experience
- Internships or graduate practicum
- Fieldwork
- Publications
- Professional papers and presentations
- Grants received
- Professional association and committee leadership positions and activities
- Certificates and licensure
- Special training
- Academic awards, scholarships, and fellowships
- Foreign study and travel abroad
- Language competencies
- Technical and computer skills

# PREPARING YOUR CURRICULUM VITAE

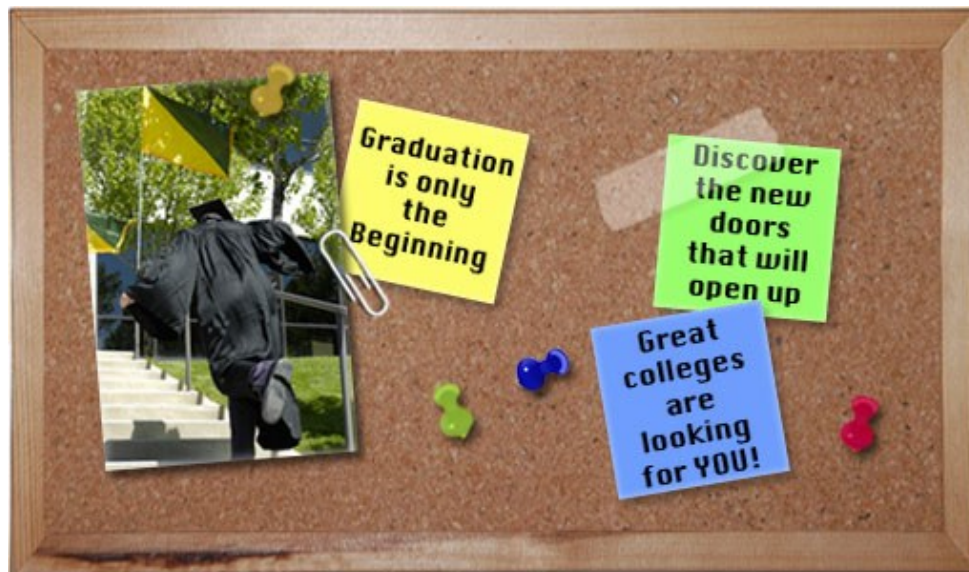
Although curricula vitae are often similar to resumes, the preferred style, format, and content varies from discipline to discipline. Before writing a CV, you should become familiar with the requirements of your academic field by asking faculty members in your department and contacting professional associations for additional guidelines and examples. The Career Management Center staff can review your vita and make suggestions.

Follow these simple rules for form and style for best results:

- Style: Short phrases; succinct word choice; action verbs
- Paper Size: 8½" X 11"
- Margins: left and right margins 1"; top and bottom margins 1½"
- Grammar: parallel, consistent
- Typing: error free
- Font Size: 10-12
- Use boldface and italics to highlight information, but be consistent in your use
- Avoid graphics, shading and underlining; if you do use lines, put at least ¼" white space around them

## Recommended Resources

- The Chronicle of Higher Education, Career Network Library  
Of particular note are the "[CV Doctor](#)" articles
- The Curriculum Vitae Handbook: Using Your CV to Present and Promote Your Academic Career by Gerald Roe and Rebecca J. Anthony



## Jean Brown Doctor

### Current Address

1200-F University Terrace  
Wichita Falls, TX 76308  
(540) 555-3000  
JBD@yahoo.com

### Permanent Address

5000 Greenway Drive  
Norfolk, VA 23703  
(757) 555-5555  
JBD@yahoo.com

## EDUCATION

Master of Science, Biology, Midwestern State University, Wichita Falls, TX

***Thesis:*** Regulation of aerobic gene expression in *Escherichia coli*

Expected: May 2021

Advisor: Chris Smith

Bachelor of Science, Biology, Midwestern State University, Wichita Falls, TX

Minor: Chemistry

May 2018

## HONORS/AFFILIATIONS

Beta Beta Beta National Biological Honor Society, 2015 - Present

American Society for Microbiology, 2014 - Present

Sigma Xi, The Scientific Research Society, 2014 - Present

National Institutes of Health Society, 2015 - 2016

## RESEARCH INTERESTS

- Regulation of aerobic gene expression
- DNA sequencing and determination of DNA binding domains

## TEACHING INTERESTS

- Undergraduate biology and microbiology courses including microbiology, genetics, and microbial genetics
- Graduate microbiology courses

## RESEARCH EXPERIENCE

Research Fellow, National Institutes of Health, Poolesville, MD

May 2020 - August 2020

- Synthesized and purified hundreds of oligonucleotides
- Sequenced DNA
- Constructed a cosmid library from human blood DNA

Research Assistant, Department of Biology, Midwestern State University, Wichita Falls, TX

August 2019 - May 2020

- Performed protein bioassays and prepared tissue cultures
- Assisted with DNA preparations for DNA fingerprinting including isolating DNA and gel electrophoresis
- Analyzed data.....



Biology Research Technician, Biotech Research Laboratories, Inc., Roanoke, VA  
Summers 2017– 2019

- Participated in DNA fingerprinting project
- Separated digested DNA fragments by electrophoresis through agarose gels and transferring by Southern blotting technique
- Prepared buffers, photographed gels, developed autoradiographs

## TEACHING EXPERIENCE

Laboratory Instructor, Department of Biology, Midwestern State University, Wichita Falls, TX  
August 2019- present

- Taught two laboratory sections for undergraduate introductory Microbiology course
- Managed a student load of 200 per semester
- Adhered to all university laboratory policies and procedures

Teaching Assistant, Department of Chemistry, Midwestern State University, Wichita Falls, TX  
August 2018 - May 2019; August 2019 - May 2020

- Instructed ninth – twelfth grade biology and chemistry students
- Graded quizzes and assignments
- Served as biology club sponsor

## PUBLICATIONS

Doctor, J. B. and T. W. Advisor. Structure of the *glp* repressor and the determination of DNA binding domains. (in progress)

Doctor, J. B. and T. W. Advisor. April 2021. Structures of the promoter and operator of the *glpD* gene encoding aerobic *sn*-glycerol 3-phosphate dehydrogenase of *Escherichia coli* K-12. J. Bacteriol. xx: xxxx-xxxx.

## ABSTRACTS

Doctor, J. B. and T. W. Advisor. June 2020. Nucleotide sequence of the *glpR* gene encoding the repressor of *Escherichia coli* K-12. American Society for Microbiology, Anaheim, CA.

Advisor, T. W., J. B. Doctor, A. Colleague, and S. Colleague, A. M. Graduate. 2019. Tandem operators control *sn*-glycerol 3-phosphate *glp* gene expression in *Escherichia coli* Gordon Res. Conf., Meriden, NH.

# TIPS FOR LETTER WRITING

## Letter of Application/Cover Letter

If you have not had a formal interview with a company but would like to make application by letter, remember that the prospective employer is influenced by its appearance and your presentation. Listed below are some simple rules that may be followed for a letter of application:

1. The letter should be an original typewritten copy, not a photocopy or carbon copy. Its appearance should be neat and free of grammatical and typographical errors. Try to be brief, but express your interest in the company and in the particular job for which you are applying.
  - State the reason for your interest in the company and list your qualifications for specific kinds of work.
  - Request an appointment for an interview, giving the time you might be in the area or the possibility of meeting a representative from the company in your own geographical area.
2. Do not extend your remarks past one page; employers are busy people and one page is sufficient to state your case.
3. Enclose a resume.

Be sure to keep copies of all job search correspondence.

## Thank You/Follow-Up Letter

A thank you letter for an interview, though not mandatory, is a positive way to show interest in a company. If the interviewers do not notify you by the time which they had indicated, a note reminding them tactfully of your talk would be appropriate. The follow-up letter should include an expression of appreciation for the interview and indicate the specific date and location of your interview. Restate your interest in the company and the job. Add any additional information to clarify your position and close with a tactful request for further action. You have little to lose at this point by refreshing their memory, and you might receive a favorable response. Thank you letters can be handwritten on note cards, typed in a formal business letter format, or sent via email.

## Postponement Letter

This letter is appropriate if you wish to postpone any definite action on an offer. Make reference to the reason for the letter (i.e., an offer by telephone, etc.), state your continued interest, and indicate the time period you will require to reach a decision about employment.

## Letter of Decline (to turn down a job offer)

Maintain a positive tone as you thank the employer for their interest in you and reject the offer. Your promptness in notifying the employer will be especially appreciated, and may open an opportunity for an offer of employment to another Midwestern State University graduate.

## Acceptance Letter

This letter should be written as soon as you have made a positive decision. Usually it is best not to assume you have a job offer until you receive it in writing. Remember, this letter constitutes an employment contract. Restate the details of the agreement to avoid any misunderstanding (title, place, work, salary, etc.). Be sure to give the date you will be available for work. Finally, do not forget to thank the company for selecting you for the position. It is a good idea to send the letter by registered mail.

# TIPS FOR LETTER WRITING

## Writing and Producing Job-Search Correspondence

To a large extent, securing an appropriate position is a challenge of communicating effectively. Job-search letters should reflect sound writing practices and promote your candidacy. You must communicate your value to a prospective employer in an understanding, brief and positive way. The following guidelines should help you achieve those goals:

1. Design your letters to be work-centered and employer-centered, not self-centered. Your letters are marketing tools that should address the needs of employers and evoke a desire to learn more about you.
2. Never delegate responsibility for your job search to anyone else. Do all the writing yourself and take responsibility for follow-up with employers.
3. Always address your letters to a specific individual with his or her correct title and business address.
4. Use high-quality stationery and envelopes. Be sure to use the same stationery throughout the letter writing and resume process.
5. Keep the letter to one page. Eliminate extraneous words and avoid rehashing materials from your resume.
6. Produce an error-free, clean copy.
7. Tailor your letters for each situation. Generic mass-produced letters are unprofessional.
8. Show appreciation to the employer for considering your application, for granting you an interview, etc.
9. Always keep your reader in mind. Make your letters easy to read and attractive.
10. Be timely. Demonstrate that you know how to do business for yourself and, by implication, for others.
11. Be honest. Always be able to back up your claims with evidence and specific examples from your experience.

When reflected in your writing, these job-search guidelines should communicate that you are a responsible person with a positive attitude who knows how to operate in a professional environment.

## 3 Types of Initial Contact Letters:

Communication skills are among the most important skills you bring to your career, and your job-search letters normally will be the first sample most employers will have of your competency in this area. Your letters should be functional, understandable, easy to read, and pleasant in tone. Remember, every communication act is a message about you.

There are several basic letters you will probably use during your job search. Each has its own function and should be used accordingly. The types of letters are described when necessary and illustrations are provided for each. Be sure to sign the original letters and to keep copies of all correspondence.

**1. Application or Cover Letter** – The purpose of this letter is to get your enclosed resume read and to generate interviews. Use this type of letter in response to specific job advertisements and vacancy announcements. Your strategy is to demonstrate that your qualifications fit the requirements of the position. Study the position description carefully and communicate why you want to work for that SPECIFIC company. Link major job dimensions with your related past performances and experience. Hiring managers don't want to see a generic cover letter that can just be sent to every company within your field.

Structure your cover letter with three or four paragraphs:

**Paragraph 1:** Come to the point and reveal your purpose and interest. Identify the position and your source of information [company website, job search engine (MustangsHIRE.org powered by Handshake), newspaper ad, faculty referral, etc.]. Introduce your themes.

# TIPS FOR LETTER WRITING

**Paragraph 2 (may need more than one paragraph here):** Outline your strongest qualifications that match the position requirements based on the themes you selected. As much as possible, provide evidence of your related experiences and accomplishments. Make reference to your enclosed resume. Convince the employer that you have the personal qualities and motivation to perform well in the position. Sell yourself!

**Paragraph 3:** Suggest an action plan. Request an interview and indicate that you will call during a specific time period to discuss interview possibilities. Show appreciation to the reader for his or her time and consideration.

**2. Prospecting Letter** – The purposes of this letter are to prospect for possible vacancies in your occupation, to get your resume read, and to generate interviews. Prospecting letters are used extensively for long-distance searches. Target specific individuals in specific organizations. Structure this letter similarly to the application letter, but instead of using position information, focus on broader occupational and/or organizational dimensions to describe how your qualifications match the work environment.

**3. Networking Letter** – This letter is designated to generate information interviews – not job interviews – which allow you to meet individuals who can give you specific information about your intended career. Your purposes in seeking information interviews may vary, but your reasons for wanting to meet with a contact person must be genuine and sincere. Information interviewing remains a viable way to conduct job market research, to refine career goals, and to uncover vacancy information in an industry or a geographical region. Information interviewing is not a magic shortcut to employment; it requires solid preparation, sincerity, and much effort. The networking letter is the first step in the information interviewing process.

## Cover Letter Checklist



***when completed!***

If submitting electronically:

- ☐ One page only and limited to three/four targeted paragraphs
- ☐ Full spell check and proofing
- ☐ Have it critiqued by your college coordinator!
- ☐ Correct and complete company name and address
- ☐ Quality paper, 8" x 11" - ideally the same size as your resume
- ☐ Close with "Sincerely,"
- ☐ Before hitting "Send" or "Submit", make sure you have attached the appropriate items
- ☐ Print/Save a copy of what you submitted

If NOT submitting electronically...the previous...plus:

- ☐ After "Sincerely," sign your name with a blue or black pen
- ☐ Make sure that you have a copy of the cover letter and resume for your records
- ☐ Place the resume behind your cover letter and fold in a tri-fold, with no staples
- ☐ Type or neatly print address on the envelope
- ☐ Seal the envelope
- ☐ Conservative stamp on the envelope

***NO MATTER HOW YOU SEND IT...MAKE SURE TO FOLLOW UP!***

# COVER LETTER AND RESUME EMAIL ETIQUETTE

When you're sending an email cover letter, it's important to follow the employer's instructions on how to submit your cover letter and resume, and to make sure that your email cover letters are written as well as any other correspondence you send. Even though it's quick and easy to send an email, it doesn't mean that you should write anything less than a detailed cover letter focused on why you are a good match for the job you are applying. Above all, when you email an employer, you must demonstrate the same respect and courtesy as you would if you were meeting that employer face-to-face. So, it is extremely important to show proper manners, or etiquette, through your writing.

## How do I compose an email to someone I don't know?

There are a few important points to remember when composing email, particularly when the email's recipient is a superior and/or someone who does not know you.

- Be sure to include a meaningful subject line.
- Just like a written business letter, be sure to address your audience with the proper formality.
- Begin your email with a salutation, or greeting:
  - Dear Dr. Jones, or
  - Ms. Smith:
- Use standard spelling, punctuation, and capitalization:
  - Do not use text language.
  - THERE'S NOTHING WORSE THAN AN EMAIL SCREAMING A MESSAGE IN ALL CAPS.
- Do not, under any circumstance, use emoticons:
  - It is forbidden to use anything like ☺ or ☹.
- Write clear, short paragraphs and be direct and to the point:
  - Employers see their email accounts as business. Don't write unnecessarily long emails or otherwise waste the employer's time.
- Be friendly and cordial, but don't try to joke around:
  - Witty remarks may be uncalled for and may not come off appropriately in email.
- Include your cover letter and resume as instructed by the employer:
  - as separate attachments, or
  - as pasted into the body of your email.

## The Subject Line of Your Message

Make sure you list the position you are applying for in the subject line of your email address, so the employer is clear as to what job you are applying for. This helps clarify what your message is about and may also help the employer prioritize reading your email. Be sure to include the job code if one was given in the job posting.

## Levels of Formality

The level of formality you write with should be determined by the expectations of your audience and your purpose. For example, if you are writing a cover letter for a job, you would write in a formal style. If you are writing a letter to a friend, writing something personal, you would use a more informal style.

Here is an example:

### Formal (Written to an unknown audience):

I am applying for the customer service associate position advertised in the Dallas Morning News. I am an excellent candidate for the job because of my significant retail experience, my good language skills, and my sense of courtesy and respect. I have attached a cover letter and a resume as you requested in your job posting.

### Informal (Incorrect):

Hi!!!!!! ☺ I like read that u was lookin for a associate or whatever. I think that i'm good for that job cuz i've done stuff like that b4, am good with words, and am good at not disrespectin people and stuff. Text me if u want 2 c my rez. Thx!!!! ☺

# COVER LETTER AND RESUME EMAIL ETIQUETTE

## Emailing a cover letter

There are two main ways employers like to receive resumes and cover letters:

- as separate attachments, and
- pasted into the body of an email.

## Sending separate attachments

Unless an employer specifically asks for you to include your cover letter and your resume in the body of your email, send them as separate email attachments. You should always write a real cover letter and attach it to the email. Your letter may be passed around from one manager to the next, and a printed or photocopied email used in that situation looks unprofessional; it looks as if you didn't bother to write a letter. Send your cover letter and resume as separate PDFs or separate Word documents, because those two forms of electronic documents are the most common.

## Pasting a cover letter and resume in the body of an email

Some employers do not accept email attachments. In these cases, paste your resume into your email message. Use a simple font and remove the fancy formatting. Don't use HTML. You don't know what email program the employer is using, so keep your message simple, because the employer may not see a formatted message the same way you do.

## But how, then, should you use the email?

Your email should give enough information about you and about the goal of your communication so that you could be contacted – even without the attachments.

## Use an informative signature

Always use an informative signature when you apply for a job. Include your name, address, phone, and a professional looking email address.

For example  
Mr. Smith:

I am a recent graduate of Midwestern State University applying for a customer service position with your store. I have attached the resume, cover letter and transcript that you requested to this email. If you have questions or need more information, you may reach me through the phone number or email below.

I look forward to hearing from you,  
Your name  
Your address  
Your phone  
Your email

## Send a Test Message

Send the message to yourself first to test that the formatting works. If everything looks good, resend to the employer.

## Double Check Your Letter

Make sure you spell check and check your grammar and capitalization. They are just as important in an email cover letter as in paper cover letters.

Adapted from “Email Etiquette when sending a cover letter and resume.” Applied Communications in English. <https://sites.google.com/site/appliedcommunicationsinenglish/lesson-v-cover-letters/email-etiquette> (accessed May 18, 2015).

# COVER LETTER

**Susie Student**

1001 Lamar St. • Wichita Falls, TX 76310  
(940) 321-9876 • susie.student@msutexas.edu

---

May 1, 2021

Mr. John Smith  
Hiring Manager  
North Texas State Hospital  
1472 North Lane  
Wichita Falls, TX 76308

Dear Mr. Smith:

1<sup>st</sup> paragraph - Identify the position and your source of information (company website, job search engine (MustangsHIRE.org powered by Handshake), newspaper ad, faculty referral, etc.). Introduce your themes. Discuss your strong interest in the position.

2<sup>nd</sup> paragraph - Provide information about your graduation, your skills, relevant experience, and how you can benefit the company if you are hired. The 2nd and, possibly, 3rd paragraphs should contain information about how your qualifications match the requirements of the job. Tell a story that's not on your resume.

3<sup>rd</sup> paragraph - Is a thank you paragraph for considering you and taking the time to look at your resume. It also gives them the information on how and when to contact you, or states that you will follow up on a certain date.

Sincerely,

Susie Student

Enclosure: Resume

# LETTER OF INQUIRY

**Gina Gold**

1010 Southwest Pkwy. ▪ Wichita Falls, TX 76308  
(999) 888-7777 ▪ gina.gold@msutexas.edu

---

May 2, 2021

Mr. Michael Scott  
Dunder Mifflin  
1582 Maple Dr.  
Scranton, PA 18501

Dear Mr. Scott,

1<sup>st</sup> paragraph discusses your interest in the employer/individual.

*For the past ten years I have followed your company through news events, interviews and web research. Dunder Mifflin's dedication to community service and your understanding of the important role paper distributors play in today's market is most impressive.*

2<sup>nd</sup> paragraph details the experience you would bring to the company.

*I have had the privilege of honing my selling abilities in two major retail stores. Upon graduating from college, the local branch of JC Penney offered me a job where I learned all aspects of using suggestive selling techniques. I then transitioned to Assistant Regional Manager for the largest Staples store in Dallas, TX. My current position is Director of Paper Research for one of the largest paper distributors in the southwest.*

3<sup>rd</sup> paragraph talks about how you would like to inquire about any employment opportunities within the company. Discuss when you plan on contacting them and mention the resume you are sending.

*I would like an opportunity to visit with you to get your insight and suggestions on where my skills and abilities would be of the greatest value to Dunder Mifflin, and to inquire about possible job openings with the company. I will call your office to set a convenient time to discuss potential opportunities within your company. A copy of my resume is included for your review. I do look forward to visiting with you.*

Sincerely,

Gina Gold



# THANK YOU LETTER/CARD OR EMAIL

**Michael Mustangs**

123 Taft Blvd. • Wichita Falls, Texas 76308

(940) 867-5309 • michael.mustangs@msutexas.edu • <https://linkedin.com/in/yourname...>

April 12, 2021

Mr. Matthew Smith  
ABC Company  
8910 Kell Blvd.  
Wichita Falls, TX 76308

Dear Mr. Smith:

1<sup>st</sup> paragraph expresses your thanks for the interview opportunity.

*Thank you for interviewing me yesterday for the Marketing Assistant position. I appreciate the information you shared with me and enjoyed meeting you and learning more about your company and opportunities.*

2<sup>nd</sup> paragraph mentions how your experience transfers to the position.

*My enthusiasm for the position and my interest in working for ABC Company were strengthened as a result of the interview. My education and internship experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to your company.*

3<sup>rd</sup> paragraph reiterates your interest in the position and provides your contact information. Make sure to thank them for their consideration.

*I want to reiterate my strong interest in the position and in working with you and your team. You provide the kind of opportunity I seek. Please feel free to contact me at (940) 867-5309 or michael.mustangs@msutexas.edu. Again, thank you for the interview and your consideration.*

Sincerely,

Michael Mustangs

## Example of a thank you email:

## Example of a handwritten thank you note:

Dear Mr. Smith:

*Thank you for interviewing me yesterday for the Marketing Assistant position. I appreciate the information you shared with me and enjoyed meeting you and learning more about your company and opportunities.*

*My enthusiasm for the position and my interest in working for ABC Company were strengthened as a result of the interview. My education and internship experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to your company.*

*I want to reiterate my strong interest in the position and in working with you and your team. You provide the kind of opportunity I seek. Please feel free to contact me at (940) 867-5309 or michael.mustang@mwsu.edu. Again, thank you for the interview and your consideration.*

Sincerely,  
Michael Mustang

To: matthew.smith@abc.com

Cc:

Subject: Thank You

Dear Mr. Smith:

Thank you for interviewing me yesterday for the Marketing Assistant position. I appreciate the information you shared with me and enjoyed meeting you and learning more about your company and opportunities.

My enthusiasm for the position and my interest in working for ABC Company were strengthened as a result of the interview. My education and internship experiences fit nicely with the job requirements, and I am sure that I could make a significant contribution to your company.

I want to reiterate my strong interest in the position and in working with you and your team. You provide the kind of opportunity I seek. Please feel free to contact me at (940) 867-5309 or michael.mustang@mwsu.edu. Again, thank you for the interview and your consideration.

Sincerely,

Michael Mustang

# LETTER OF RESIGNATION

**Roberta Jones**

4016 Anderson Dr. • Wichita Falls, TX 76308  
(940) 333-4444 • robertajones@msutexas.edu

March 13, 2021

Ms. Joyce Michaels  
Business Manager  
ABC Company  
15 Main St.  
Sometown, TX 77777

Dear Joyce,

*(Opening paragraph includes the fact that you're leaving and your last day of employment)*  
Please accept this letter as notice of my resignation from my position as staff accountant. My last day of employment will be April 10, 2021.

*(You may want to give a reason for leaving but this is not required.)* I received an offer to serve as senior accountant of a Fortune 500 company, and after careful consideration, I realize that this opportunity is too exciting for me to decline.

*(Share some positive aspects of the job, what you learned or the experience you gained)* It has been a pleasure working with you and your team over the last three years. One of the highlights of my career was collaborating with you to automate ABC Company's accounting, financial and balance systems and setting up your accounting infrastructure. Your company is poised for continued growth and I wish you much success with your upcoming acquisition of XYZ Company.

*(Offer to ease the transition if possible.)* I would like to help with the transition of my accounting duties so that systems continue to function smoothly after my departure. I am available to help recruit and train my replacement and will make certain that all reporting and records are updated before my last day of work.

*(In the closing paragraph, thank your employer and politely say goodbye.)* Thank you again for the opportunity to work for ABC Company. I wish you and your staff all the best and I look forward to staying in touch with you. You can email me anytime at robertajones@msutexas.edu or call me at 940-333-4444.

Sincerely,

Roberta Jones

# THE INTERVIEW

The interview is the last step of the hiring process – and the most important. It offers both you and the employer the opportunity to meet one another, exchange information and come to tentative conclusions about one another.

The interview is a two-way process. You evaluate the employer while he/she evaluates you. Since there is no one way of interviewing, you will have to develop your own style. In the short amount of time that you will spend with a potential employer, you will either be screened in or screened out, so you must project yourself in a positive, enthusiastic manner.

The interview gives the employer the opportunity to meet you in person and to evaluate the “total” you. This includes your attitude, appearance, personality, confidence, knowledge about yourself, and knowledge about the company, as well as basic ability to do the job.

The interview stage is regarded as the most important step in the job search process. A decision to hire an applicant will not be made until the interview has occurred. Ultimately, the decision to hire someone oftentimes is based on the interview results.

## INTERVIEW PREPARATION

In order to present yourself well during the interview, you must be prepared. Preparation builds confidence and enables you to give a better presentation of your qualifications. As you’re becoming prepared, learn what’s expected before, during, and after the interview.

### Before the Interview

#### A. RESEARCH THE EMPLOYER

Thoroughly research the organization to impress those with whom you meet and to allow more time for you to tell your story and discuss specifics of the position. Some of the information you will want to know includes:

- Key people in the organization
- Size of organization
- Location of facilities
- Structure of organization
- Types of clients
- Product line or service
- Potential markets
- Stock and assets information
- Competition
- Training provisions
- Relocation policies
- Recent news items
- Others you know in the organization

You can find this information in the following places:

- Employer brochures
- Local newspapers
- Library materials
- Internet
- Other employees
- Contacting the organization directly for information (*only* if you can’t find anything elsewhere)

#### B. KNOW YOURSELF

Analyze your strengths and weaknesses and know exactly what you want to say and do *not* want to say during the interview.

- Evaluate problem areas in your record and be prepared to offer a strong case for these during the interview, if necessary. Do not volunteer negative information about yourself or a former employment situation.
- Write out answers to possible questions from the interviewer, as a practice activity. Do a mock interview with a staff member in the Career Management Center, a friend or relative, etc.

# INTERVIEW PREPARATION

## C. PREPARE YOURSELF

- Know the name, role and level of responsibility of each individual with whom you are to meet.
- Know exactly how to get to the organization and be prepared to arrive early and stay late.
- Dress to project an image of confidence and success; your total appearance should be appropriate to the job. Dress conservatively:

**Gentlemen:** A dark, preferably single breasted, suit (navy blue or charcoal grey in solids or subtle striped patterns) is recommended. A crisp, white shirt is also best with a no-shine silk tie. The tie should have a small print pattern and meet the belt buckle. The shoes should be laced, in black or cordovan, and be shined. The belt should match. The socks should be dark solid or a small pattern. Wear a minimal amount of jewelry and cologne.

**Ladies:** A well-tailored suit with the skirt length approximately at the knees is recommended. Mini skirts are not acceptable. A conservative dress is acceptable. The suit jacket may be single or double breasted in navy blue, charcoal grey, or black. The blouse should be cotton, silk, or rich looking artificial fibers in white or light blue. Always wear a classic low to medium heel. Wear neutral hosiery. Use a conservative amount of jewelry, perfume, and makeup.

It is highly recommended to cover tattoos, hide or remove unusual body piercings, and to keep finger and toe nail polish conservative.

Prepare to bring additional materials to the interview such as copies of your resume, a list of references, samples of your work, or transcripts. Be prepared to verify and explain everything that your resume contains.

## D. FOR VIDEO & PHONE INTERVIEWS, PREPARE THE ENVIRONMENT

- **Check your technology** (webcam, microphone, speakers) prior to your scheduled interview. The camera should be at eye-level so that you are looking directly into the camera.
- **Prepare your surroundings** so your interviewer sees a neat, attractive environment behind you. Prevent any interruptions from pets, children or roommates by making arrangements for them to be out of sight and earshot.
- **Look at your lighting** to be sure your face is illuminated. Try placing a light behind your computer. Avoid casting shadows on your face. Lighting can make your skin appear shiny so consider a light dusting of powder.
- **Dress to impress**, including pants and shoes. Wearing professional clothing will boost your confidence and you don't want to be caught unprepared if you are asked to stand during the interview!

## During the Interview

Before the interview you should have considered **WHAT** you want to communicate and **HOW** you are going to communicate. What you will want to communicate are: personal qualities, functional skills, and special areas of knowledge that relate to the particular interviewer or organization. How you communicate those personal attributes and background facts is indicated by your attitude, non-verbal behaviors and verbal responses.

Your first task will be to **build rapport** with the interviewer(s). The characteristics of building rapport involve your attitude and your verbal and non-verbal behavior.

1. First contact: When meeting your interviewer, establish direct eye contact, address him or her (formal name only), introduce yourself and give a firm handshake (not *too* hard!). Smile! Don't chew gum, have candy, or look at your watch at any time.
2. Keep the following in mind:
  - a. Be aware of your grammar.
    - Avoid fillers (ya know, like, okay, etc.)
    - Avoid tentative (I guess, I feel, etc.)
    - Avoid ambiguous/negative terms (pretty good, fairly well, etc.)
  - b. Be aware of your body language, how you communicate non-verbally. Try to appear relaxed and self-assured. You will want to convey sincerity, a dedication to achievement, confidence and a high energy level. These attributes are communicated through your attitude and actions as well as through your verbal responses.

# INTERVIEW PREPARATION

- c. When you communicate verbally be sure to:
  - Use active verbs
  - Use concrete examples
  - Be concise and complete
  - Summarize and make transitions
  - Be positive and “own” what you have done and what you know
- d. Your knowledge of what contributes to a “strong answer” also contributes to effectiveness. A strong answer does not create more questions than it answers. The components of a strong answer include:
  - Backing up a statement with a *specific example*
  - Sharing *your* role (the challenge and accomplishments)
  - Sharing the *outcome* or *solution*
  - *Summarizing* to emphasize your strengths
- e. Always arrive 15-20 minutes before the interview.
- f. Look professional: carry a portfolio, take extra copies of your resume and have appropriate interviewing attire (see above).
- g. Exude confidence and be convincing.
- h. Maintain good eye contact. Show your interest and your professionalism. Nod your head and smile at appropriate times.
- i. Be positive during the interview, because it’s not the time to be negative about past employers, co-workers, or professors.
- j. Listen and be sure to answer every question completely. If you do not understand the question asked, ask for clarification.
- k. Do not monopolize the conversation; be specific with your answers and relay only experiences that relate to the job for which you are applying.
- l. Project enthusiasm by selling yourself, your qualifications, experience, skills and your personality.
- m. Always have a list of prepared questions that are relevant. Do not ask about salary or benefits unless they initiate the discussion or until it strongly appears that they will offer you the position.
- n. Seize an opportunity to express your interest in the job towards the end of the interview.
- o. Never make false statements; always be honest and sincere.
- p. Remember to thank the interviewer for inviting you for the interview.

## Closing the Interview

Prior to leaving the interview, be sure to reiterate your interest in the company and the employment opportunity. Thank the interviewer for his or her time. If no indication of your standing is offered, you may ask when a hiring decision will be made.

## After the Interview

Use the interview as a learning experience. Evaluate your performance and make a note of important information you gained.

## Follow-Up

Always send a follow-up letter. This should include an expression of thanks and should reiterate your interest in this employment opportunity. It is fine to check back with the employer if you have not received word within the allotted time. When you do contact the employer’s office, be polite, pleasant and straightforward.

If you do not get the job, you may want to ask the interviewer for some constructive criticism or recommendations for future interviews. If you are consistently passed over for positions, try to identify potential problems, then seek guidance for improvement.

# TYPES OF INTERVIEWS

As a job applicant, you will encounter a variety of interviewing styles and mannerisms. The interviewer may be just as nervous as you are. A very high percent of all interviewers have never had formal interview training. You may be asked inappropriate questions that may have nothing to do with job performance; or you may be asked illegal questions that indicate discrimination. The interviewer should not ask questions about age, race, religion, nationality, or disabilities unless the answers are job-related.

Learn to recognize the different types of interviews. Some of the most common interviews are screening, one-on-one, serial, stress, panel, and behavioral interview.

## **Screening Interview**

This is a very formal interview that will occur during stage one of the interview process. The interviewer is usually a human resources representative who is very well trained. The type of interview questions asked will be designed to gather specific information and will be asked of every applicant interviewing for that position in order to narrow down the applicant pool.

## **One-on-One Interview**

This is the most common type of interview. The interviewer is usually a hiring supervisor and may not be very well trained as an interviewer.

## **Serial Interview**

This is a variation of the one-on-one interview that involves a series of sequential interviews with several interviewers, mostly hiring managers. It usually occurs in the selection at the employer's location. Usually, the interviewers have hiring authority, and chances are if you are hired, one of these will be your boss. You should treat each interviewer and person you meet as if he/she were a key player in the decision-making process, even the boss's secretary. Make a negative impression on anyone, and it will probably be reported in the evaluation phase. You will be faced with getting similar questions from different interviewers throughout the half day or even full day at the employer's location. You must be consistent with your responses. Chances are they will compare notes and evaluations before a hiring decision is made.

## **Stress Interview**

Be aware of stress and expect it during the interview. The technique is supposed to test a candidate's ability to react articulately and gracefully under pressure. Always maintain your composure during a stress interview situation. The interviewer's goal is to make you feel uncomfortable.

## **Panel**

This is another form of the stress interview. You are interviewed by several interviewers who are familiar with various aspects of the job and the organization. It is very important to relax and maintain good eye contact. Be sure to pace yourself, since questions may come to you in a very rapid manner. Companies use panels because they're convenient and helpful in building rapport. People who do well verbally and enjoy performing do best in the panel interview.

## **Behavioral Interview**

This is a structured pattern of questions designed to probe the applicant's past behavior in situations similar to those the job will entail. This type of interview is based on the premise that the best predictor of future behavior or performance is past behavior or performance in similar circumstances. You can't bluff your way through a behavioral interview, because the open-ended questions are designed to determine whether you possess necessary qualities to do the job.

# "How to" ANSWER TOUGH QUESTIONS

**Tell me about yourself.** Be careful! After qualifying whether the interviewer wants to know about our professional or personal life, use this opportunity to stress your positive character attributes – especially ones that tie in strongly with what the company is looking for in an employee.

**What is your greatest weakness?** You can get through this one in several ways. You can mention a weakness that is not really a weakness in the eyes of your prospective employer. ("I often put in overtime when necessary. This leaves less time for my family and friends, so I make my time with them quality time.") Another way is tell of a past weakness you've since overcome. ("When I first started working, I had a difficult time juggling work demands and setting priorities, but now I am much better organized."). A third way is tell how you are making the weakness a strength.

**Why should I hire you?** Base your answer on the experiences and skills you have that meet any needs already mentioned by the interviewer. Add any additional skills you think are especially pertinent for this position.

**How do you handle rejection?** Point out that you realize rejection is not rejection of you, but of what you are selling or proposing, and you thus use this information to strengthen your next attempt.

**Do you consider yourself a leader or a follower?** Both! No one wants to hire you if you lack aspirations to move up, but no one wants you to lack the ability to follow directions either. The main asset here is in knowing when to do which.

**What do you think of your current or previous boss? What qualities do you feel a successful manager should have?** Never discuss any dislikes or differences you may have had with your supervisor. Instead, simply point out his or her positive attributes.

**Why do you want to leave your current job (or why did you leave your previous one)?** Whether it was because of a bad location, lack of challenge, or little or no opportunity for advancement, mention it and reiterate that working for this new employer would be a positive career step for you.

**Tell me about a time you put your foot in your mouth.** Always discuss an instance outside work and one that had no great negative consequences.

**What was the last book you read?** You don't necessarily have to mention the last one you read, but do mention one that has a tie-in with your positive qualities (i.e. *How to Be a Better Manager*).

**What is your current salary?** You need not be exact here. You may also want to include the worth of benefits you receive in the dollar amount you reveal. For example, if your employer pays your insurance premiums, add that annual amount to your base amount.

**Why are you interested in this position?** This may really mean: Do you have a realistic idea of what's involved in this job? This is where your research comes in. Answer in terms of wanting the type of work for the type of employer that this position offers you. Be specific.

**Which of your accomplishments has given you the greatest satisfaction?** This may really mean: Are you good at any of the things that are important for this job? Tie any solid accomplishments or experiences into the employers' perceived needs.

**What are your outside interests?** Use caution here. It is advised never to mention religious or political activities. However, if an employer would not hire you on that basis, would you want to work there? This is an individual decision.

**How would you define your long-range career goals?** This may really mean: If we hire you, are you likely to stay awhile and is this job really the kind of work you're interested in? Your best bet is to mention a more advanced position, either within that organization or in the same field.

**Why did you attend Midwestern State University? How has your education prepared you for your career?** The interviewer is looking to discover how you make decisions and set goals.

# HOW TO HANDLE ILLEGAL INTERVIEW QUESTIONS

On the surface they seem innocent enough. And most of the time, they are truly asked in innocence. Yet the structure and format of the question may be entirely illegal. So you've just been hit with an illegal question. What do you do? How do you respond?

In our politically correct society, we are often ready to cry "foul" at the slightest deviation from the accepted norm. But the reality is that most illegal interview questions are asked in true innocence. Or, better stated, in true ignorance. Ignorance of the law, ignorance of what questions are proper, ignorance of how the information could be used by others in a discriminatory way.

Ironically, most illegal questions are asked when the untrained interviewer is trying to be friendlier and asks a seemingly innocent question about your personal life or family background. Therefore, any attempt by the candidate to "assert their constitutional rights" will merely throw up the defense shields and put an end to mutual consideration. Warning lights go on, sirens sound, and the interviewer begins backing down from what may have been an otherwise very encouraging position.

So what is the proper response? The answer is up to you, but my recommendation is to follow one of two courses of action: answer in brief and move on to a new topic area, or ignore the question altogether and redirect the discussion toward a new topic area. The interviewer may even recognize the personal misstep and appreciate your willingness to put it aside and go on.

Unless the question is blatant - - and yes, blatant discrimination does still take place - - your best option is to move on to other things. But if it is blatant and offensive, you have every right to terminate the interview and walk out.

While laws vary from state to state, there are some definite taboo areas with regard to interview questions that employers should be avoiding. Following are some of the basic subject areas and questions that if asked during the course of the interview, might be viewed as illegal questions being asked with the intention to discriminate:

Questions related to location of birthplace, nationality, ancestry, or descent of applicant, applicant's spouse or parents. (Example: Pasquale - - Is that a Spanish name?)

Questions related to your sex or marital status. (Example: Is that your maiden name?)

Questions related to your race or color. (Example: Are you considered to be part of a minority group?)

Questions related to religion or religious days observed. (Example: Does your religion prevent you from working weekends or holidays?)

Questions related to health or medical history. (Example: Do you have any pre-existing conditions?)

## INTERVIEW CHECK- *when completed!* LIST

As you prepare for your job interview, use this checklist to make sure you are ready and have everything that you need in order to land the job!

- ☐ Put the interview on your calendar so that you can make adjustments to your class and/or work schedule!  
Date...Time...Location!
- ☐ Schedule a mock interview through the CMC.
- ☐ Plan what you will be wearing. Make sure your clothes are clean and pressed. Look your best!
- ☐ Bring several copies of your resume to give to the interviewer(s).
- ☐ Make sure you have directions. Get to the interview early! At least 15 minutes.
- ☐ Relax and be yourself!
- ☐ Make sure to get business cards.
- ☐ Send "Thank You" note.



# APPROPRIATE PRE-EMPLOYMENT INQUIRIES

| ACCEPTABLE   | SUBJECT                          | UNACCEPTABLE  |
|--|----------------------------------|---|
| "Have you worked for this company under a different name?"<br>"Have you ever been convicted of a crime under another name?"  | NAME                             | Former name of applicant whose name has been changed in court or otherwise.   |
| Applicant's place of residence<br>How long applicant has been resident of this state or city   | ADDRESS OR DURATION OF RESIDENCE |   |
|  | BIRTHPLACE                       | Birthplace of applicant<br>Birthplace of applicant's parents, spouse or other relatives<br>Requirements that applicant submit a birth certificate, naturalization or baptism record   |
| "Can you, after employment, submit a work permit if under eighteen?"<br>"Are you over eighteen years of age?"<br>"If hired, can you furnish proof of age?" /or/ statement that hire is subject to verification that applicant's age meets legal requirements | AGE                              | Questions which tend to identify applicants 40 to 64 years of age   |
|  | RELIGIOUS                        | Applicant's religious denomination or affiliation, church, parish, pastor or religious holidays observed<br>"Do you attend religious services /or/ a house of worship?"<br>Applicant may not be told "This is a Catholic/Protestant/Jewish/atheist organization."   |
| Statement by employer of regular days, hours or shift to be worked   | WORK DAYS AND SHIFTS             | Inquiries about work availability used to screen out applicants because of obligations to the military reserves or National Guard, or religious affiliation   |
|  | RACE OR COLOR                    | Complexion, color of skin, or other questions directly or indirectly indicating race or color   |
| Statement that photograph may be required after employment   | PHOTOGRAPH                       | Requirement that applicant affix photograph to his application<br>Request applicant, at his option, to submit photograph<br>Requirement of photograph after interview but before hiring   |
| Statement by employer that if hired, applicant may be required to submit proof of authorization to work in the U.S.  | CITIZENSHIP                      | Whether applicant or his parents or spouse are naturalized or native-born United States citizens<br>Date when applicant or parents or spouse acquired U.S. citizenship<br>Requirement that applicant produce his naturalization papers or first papers<br>Whether applicant's parents or spouse are citizens of the U.S.  |
| Languages applicant reads, speaks or writes fluently   | NATIONAL ORIGIN OR ANCESTRY      | Applicant's nationality, lineage, ancestry, national origin, descent<br>Date of arrival in United States or port of entry; how long a resident<br>Nationality of applicant's parents or spouse: maiden name of applicant's wife's mother<br>Language commonly used by applicant: "What is your mother tongue?"<br>How applicant acquired ability to read, write or speak a foreign language |
| Applicant's academic, vocational, or professional education; schools attended  | EDUCATION                        | Date last attended high school  |
| Applicant's work experience<br>Applicant's military experience in armed forces of United States, in a state militia (U.S.) or in a particular branch of U.S. armed forces  | EXPERIENCE                       | Applicant's military experience (general)<br>Type of military discharge   |
| "Have you ever been convicted of any crime?" If so, when, where, and disposition of case.  | CHARACTER                        | "Have you ever been arrested?"  |
| Names of applicant's relatives already employed by this company<br>Name and address of parent or guardian if applicant is a minor  | RELATIVES                        | Marital status or number of dependents<br>Name or address of relative, spouse or children of adult applicant<br>"With whom do you reside?"<br>"Do you live with your parents?"  |
| Name and address of person to be notified in case of accident or emergency   | NOTICE IN CASE OF EMERGENCY      | Name and address of relative to be notified in case of accident or emergency  |
| Organizations, clubs, professional societies, or other associations of which applicant is a member, excluding any names the character of which indicate the race, religious creed, color, national origin, or ancestry of its members                        | ORGANIZATIONS                    | List of all organizations, clubs, societies, and lodges to which you belong   |
| "By whom were you referred for a position here?"   | REFERENCES                       | Requirement of submission of a religious reference  |
| "Can you perform all of the duties outlined in the job description?"<br>Statement by employer that all job offers are contingent on passing a physical examination   | PHYSICAL CONDITION               | "Do you have any physical disabilities?"<br>Questions on general medical condition inquiries as to receipt of Workman's Compensation  |
| Notice to applicant that any misstatements or omissions of material facts in his application may be cause for dismissal  | MISCELLANEOUS                    | Any inquiry that is not job-related or necessary for determining an applicant's eligibility for employment.   |

# INTERVIEW QUESTIONS

Next, the interviewer will guide you to the purpose of the meeting and will then begin inquiries about your qualifications. In most instances the interviewer will ask questions relating to the applicant's resume. You can expect other commonly asked questions about your education, career goals or plans, experience and questions specific to the company/job for which you have applied.

## QUESTIONS ABOUT ACADEMIC AND EXTRA CURRICULAR CONSIDERATIONS:

- Describe your educational background.
- What additional courses or workshops have you attended since graduation?
- Why did you select your college or university?
- What led you to choose your field of academic study?
- Which college subjects did you enjoy the most? Why?
- Which college subjects did you enjoy the least? Why?
- How would you have planned your academic study differently? Why?
- Do you have plans for continued academic study? When?
- Do you think that your grades are a good indication of your academic ability?
- What have you learned from your participation in extracurricular activities?
- Describe your most rewarding college experience.
- Do you believe that you have received a well-balanced college education? Please explain.
- Describe how your college experiences have prepared you for your chosen career.
- Did you ever change your academic major while attending college? Please explain.
- Which of your college years was the most difficult?
- What has been the greatest setback in your college career?
- Do you believe you have done the best scholastic work of which you are capable?

## QUESTIONS ABOUT YOUR WORK EXPERIENCE:

- How do you determine or evaluate success?
- What are the most important rewards you expect in your career?
- In what part-time or summer jobs have you been the most interested? Why?
- What features of your previous jobs have you disliked?
- In what ways do you think you can make a valuable contribution to our company?
- What qualities should a successful manager possess?
- If you could have any job in our organization, what would it be?
- What interests you about our products and/or services?
- In what work environment are you most comfortable?
- How would you describe your ideal job after graduation?
- Why did you decide to seek a position with this company?
- What two or three things are most important to you in a work setting?
- What criteria are you using to evaluate the company for which you hope to work?
- Do you have any geographical preference(s) for work?
- If you were offered employment with our company, would you be willing to relocate?
- Are you willing to travel as part of your job?
- Are you willing to spend at least six months in a training program?
- What do you expect to be earning in 5 years?
- What criteria should determine a person's progress in a company?
- Describe your work habits.



# INTERVIEW QUESTIONS

## QUESTIONS ABOUT YOUR WORK EXPERIENCE: (CONT'D)

- Describe the type of relationship that should exist between a supervisor and his/her employees.
- Which is more important to you – the salary you are earning or the type of work you are doing? Why?
- What have you done in the past which demonstrates your initiative and willingness to work?
- What do you think it takes to be successful in an organization like ours?
- What were your major achievements in your past job(s)?
- What did you do well in your last job(s)? What were your accomplishments?
- What did you like most in your last job(s)?
- What is your typical workday like?
- Why do you want to leave your current job?
- What did you like most about your last manager?

## QUESTIONS ABOUT YOUR CAREER GOALS:

- Why do you feel that you're qualified for this position?
- Why do you want to change jobs?
- Why should I hire you?
- What would your ideal job involve?
- What is important to you concerning a job?
- What do you want to be doing five years from now?
- What other kinds/types of jobs are you considering?
- What attracted you to this job?
- How will you contribute to our area?
- If I asked your current manager about your work, what would I be told?
- What are your short-range goals (in the next 5 years)?
- What are your long-range goals (in the next 10 or more years)?
- How do you plan to achieve your career goals?
- Why did you choose the career for which you are preparing?
- How do you think a friend or professor who knows you well would describe you?
- What motivates you to put forth your greatest effort?

## QUESTIONS ABOUT YOUR PERSONALITY:

- Tell me about you.
- What are your major weaknesses? Strengths?
- What causes you to lose your temper?
- What do you do to relax?
- What types of books do you enjoy?
- How well do you work under pressure? In meeting deadlines?
- Are you a team-player? Give me an example.
- What types of people do you enjoy working with?
- If you could change your life, what would you do differently?
- How would you describe yourself?
- What are your hobbies?
- How do you spend your spare time?
- What have you learned from your mistakes?



# POSSIBLE QUESTIONS TO ASK AN EMPLOYER

- What kinds of assignments might I expect the first six months on the job?
- Are salary adjustments geared to the cost of living or job performance?
- Does your company encourage further education?
- How often are performance reviews given? Who gives them?
- What products (or services) are in the development stage now?
- Do you have plans for expansion?
- What are your growth projections for next year?
- Have you cut your staff in the last three years?
- How do you feel about creativity and individuality?
- Do you offer flextime?
- Is your company environmentally conscious? In what ways?
- In what ways is a career with your company better than one with your competitors?
- Is this a new position or am I replacing someone?
- What is the largest single problem facing your staff (department) now?
- Is it possible for me to speak to a recent graduate who has held this position?
- What is the usual promotional time frame?
- Does your company offer either single or dual career-track programs?
- What do you like best about your job/company?
- Once the probation period is completed, how much authority will I have over decisions?
- Has there been much turnover in this job area?
- Do you fill positions from the outside or promote from within first?
- What qualities are you looking for in the candidate who fills this position?
- What skills are especially important for someone in this position?
- What characteristics do the achievers in this company seem to share?
- Is there a lot of team/project work?
- Will I have the opportunity to work on special projects?
- Where does this position fit into the organizational structure?
- How much travel, if any, is involved in this position?
- What is the next course of action? When should I expect to hear from you or should I contact you?
- How much opportunity is there to see the end result of my efforts?
- Can you briefly describe your training program?
- How much opportunity will I have for decision making in my first assignment?
- Why did you decide to work for XYZ company?
- What sort of mentorship opportunities exist?



## Handshake Tips:

- Firm grip, but not death-like.
- Establish good eye contact.
- Timing is key! Two up and down shakes typically is perfect timing.
- Practice!
- Nametags are typically worn on the right side of the chest. This is key as you will be able to see the person's name as you go in for the handshake.

# ON-CAMPUS INTERVIEWS

On-Campus Interviews (OCI) are the simplest and easiest ways for students to be recruited and hired by an employer. Just think of this. Instead of taking a full day off from work and/or class, driving an hour to possibly a city that you are not familiar with, finding the employer's place of business and having to worry if you will make it there on time, MSU students and alumni have the opportunity for employers to come to them!

Preparing for an OCI is as simple as 1-2-3!

1. Sign up for an OCI through MustangsHIRE.org powered by Handshake and complete the required steps.
  - Submit resume and cover letter to the employer. Make sure to also send a copy to the Career Management Center.
  - Sign up for an interview time.
  - Confirm time with the Career Management Center.
2. Set up a mock interview with the Career Management Center to help you prepare for your OCI.
3. The day of the interview...make sure to dress professional and to arrive at the CMC Office (Hardin South—Suite 211) 15 minutes before your scheduled OCI.

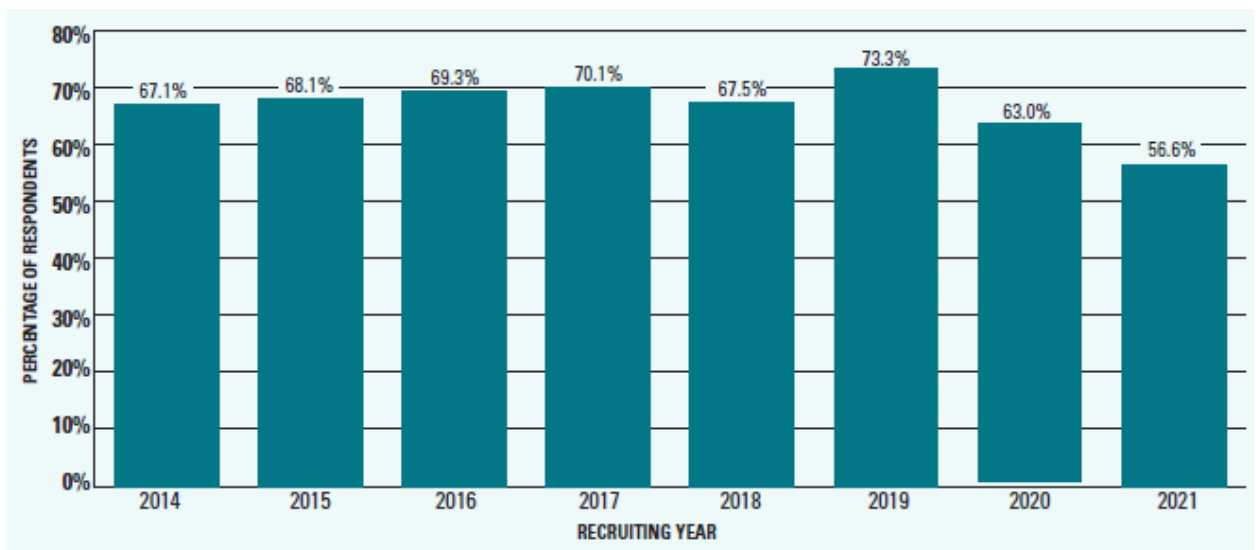
Other than these simple steps, an OCI is just like an on-site visit.

**What Counts the Most?**  
 Source: National Association of  
 Colleges & Employers Job Outlook 2021

When comparing two equally qualified candidates, employers say these things help to differentiate candidates (in rank order):

- Has completed an internship
- Intern experience in industry
- Major
- Has held leadership position
- Has general work experience
- Extracurricular activities
- High GPA (3.0 or above)
- Has no work experience
- Volunteer work
- School attended

**Grades Matter: Employer Use of GPA to Screen Candidates**  
 Source: National Association of  
 Colleges & Employers Job Outlook 2021



# CLOSING THE DEAL!

## Items That May Be Negotiable

Mark A, B, or C next to the relevant items to indicate your negotiating priorities (A=highest, C=lowest).

### COMPENSATION

- o Base Salary
- o Sales Commission
- o Bonuses (Sign-on, Performance/Incentive)
- o Money in lieu of benefits

### BENEFITS

- o Personal Days
- o Extra Vacation
- o Insurance Programs
  - Medical
  - Dental
  - Life
  - Long-Term Disability
- o Financial Programs
  - Deferred Compensation
  - Stock Options (Phantom, Qualified, etc.)
  - Corporate Performance Participation Plan
  - Company Paid Pension
  - Immediate Vesting of Pension Accrual
  - Matching Investment/Profit Sharing Programs
  - Long-Term Disability Thrift Plan
- o Educational Programs
  - Tuition Reimbursement
  - Executive Development
  - Education/Training Expenses
  - Professional Association Membership(s)
  - Subscriptions

### PREREQUISITES

- o Expense Accounts
- o Company Car
- o Liberal Gas Allowance
- o Free Lunches

### SEVERANCE PROVISIONS

- o Outplacement Service
- o Severance Settlement

### RELOCATION COSTS

- o House Hunting Trip(s) for Self & Family
- o Moving Costs (Direct or Percentage)
- o Travel
- o Temporary Housing
- o Getting Settled Expenses (i.e.: new drapes, etc.)

- o Higher Living Cost Subsidy
- o Unusual Expenses (i.e.: moving a boat or horse)
- o Realty Fees, Legal, and Closing Costs
- o Higher Mortgage Cost Allowance
- o Bridge Loan
- o Low-interest Loan

### SPOUSE RELOCATION SERVICES

- o Outplacement Assistance for Spouse
- o Relocation Assistance for Spouse

### STATUS AND LIFE STYLE

- o Club Memberships
  - Country Club
  - Health Club
  - Lunch Club
  - Private Dining
  - Airline VIP
  - Frequent Flyer
- o Use of Company Apartment
- o Premium Hotel Accommodations
- o Executive Dining Room
- o Spouse's Travel Expenses
- o Company Tickets to Theaters, Sporting Events, etc.
- o Sabbatical, Military, Maternity Leave, etc. (Paid)
- o Larger, Better Office
- o Private Secretary
- o Reserved Parking (Company Paid)

### EMPLOYEE SERVICES

- o Annual Physical Exam
- o Legal, Tax, Financial Assistance
- o Loans
- o Discount on Purchases
- o Computer Equipment
- o Computer Software

# Comparing Multiple Offers

In the "My Needs" column, weigh the criteria on a scale from 1 to 10 (with 1 being least important and 10 being most important) against your personal needs. Use this column to evaluate each company from whom you have an offer. Next, on a scale from 1 to 10, weigh how well the company satisfies each of the criteria. Finally, total the columns. *The higher the score, the closer the company comes to matching your needs.*

| CRITERIA   | MY NEEDS | COMPANY "A" | COMPANY "B" | COMPANY "C" |
|--|----------|-------------|-------------|-------------|
| <b>Career/Professional Factors</b>                           |          |             |             |             |
| Accountability/Adequacy of Staff                             |          |             |             |             |
| Title  |          |             |             |             |
| Promotion/Personal Growth Potential                          |          |             |             |             |
| Decision Making Authority                                    |          |             |             |             |
| Type of Work/Use of Talents & Skills                         |          |             |             |             |
| Other:   |          |             |             |             |
| <b>Company Factors</b>                                       |          |             |             |             |
| Size of Company  |          |             |             |             |
| Company/Industry History                                     |          |             |             |             |
| People Who Work There  |          |             |             |             |
| Characteristics/Values                                       |          |             |             |             |
| Management Style   |          |             |             |             |
| Other:   |          |             |             |             |
| <b>Personal Factors</b>                                      |          |             |             |             |
| Compensation Base  |          |             |             |             |
| Bonus/Profit Sharing/Stock Options                           |          |             |             |             |
| Benefits (Pension, Disability, Life Insurance, Vacation)     |          |             |             |             |
| Perks  |          |             |             |             |
| Geographic Location  |          |             |             |             |
| Travel Requirements  |          |             |             |             |
| Commuting Requirements                                       |          |             |             |             |
| Special Expenses (commuting, fares, taxes, relocation, etc.) |          |             |             |             |
| Other:   |          |             |             |             |
| <b>TOTAL SCORES:</b>   |          |             |             |             |

# GRADUATE APPLICATION PROCESS

Start gathering information early to be able to complete your applications on time. Most people should start the process a full year and a half before their anticipated date of matriculation. There are, however, some exceptions to this rule. This time frame may be different if you are applying for national scholarships, assistantships, fellowships, etc. You may have to begin the process two years before your date of matriculation in order to take your graduate admission test and arrange for letters of recommendation early enough to meet deadlines.

Application deadlines may range from August (a year prior to matriculation) for early decision programs at medical schools using the American Medical College Application Service (AMCAS) to late spring or summer (when beginning graduate school in the fall) for a few programs with rolling admissions. Most deadlines for entry in the fall are between January and March. You should in all cases plan to meet formal deadlines; beyond this, you should be aware of the fact that many schools with rolling admissions encourage and act upon early applications. Applying early to a school with rolling admissions is usually advantageous, as it shows your enthusiasm for the program and gives admissions committees more time to evaluate the subjective components of your application, rather than just the "numbers". Applicants are not rejected early unless they are clearly below an institution's standards.

The timetable that appears below represents the ideal for most applicants.

## **Six months prior to applying**

- Research areas of interest, institutions, and programs.
- Talk to advisers about application requirements.
- Register and prepare for appropriate graduate admission tests.
- Investigate national scholarships.
- If appropriate, obtain letters of recommendation.

## **Three months prior to applying**

- Take required graduate admission tests.
- Write for application materials.
- Write your application essay.
- Check on application deadlines and rolling admissions policies.
- For medical, dental, osteopathy, podiatry, or law school, you may need to register for the national application or data assembly service most programs use.

## **Fall - a year before matriculating**

- Obtain letters of recommendation.
- Take graduate admission tests if you haven't already.
- Send in completed applications.

## **Winter - before matriculating in the fall**

- Complete the Free Application for Federal Student Aid (FAFSA) and Financial Aid PROFILE, if required.

## **Spring - before matriculating in the fall**

- Check with all institutions before their deadlines to make sure your file is complete.
- Visit institutions that accept you.
- Send a deposit to your institution of choice.
- Notify other colleges and universities that accepted you of your decision so that they can admit students on their waiting list.
- Send thank-you notes to people who wrote your recommendation letters, informing them of your success.

You may not be able to adhere to this timetable if your application deadlines are very early, as is the case with medical schools, or if you decide to attend graduate school at the last minute. In any case, keep in mind the various application requirements and be sure to meet all deadlines. If deadlines are impossible to meet, call the institution to see if a late application will be considered.



# GRADUATE/PROFESSIONAL SCHOOL PERSONAL STATEMENT

## Overview of the Personal Statement

Personal statements are sometimes also called "application essays" or "statements of purpose." They are essentially essays which are written in response to questions on a graduate or professional school application form which asks for some sort of extended response. Personal statements are most important when you are applying to an extremely competitive program, where all the applicants have high test scores and GPAs, and when you are a marginal candidate and need the essay to compensate for low test scores or a low GPA.

Some applications ask more specific questions than others. There is no set formula to follow in shaping your response, only choices for you to make, such as whether you should write an essay that is more autobiographically focused or one that is more professionally focused. Requested personal statements also vary widely in length, ranging from a couple of paragraphs to a series of essays of a page or so each.

## Context Considerations

Most likely, your personal statement will be read by professors who serve on an admissions committee in the department to which you are applying. Develop your personal statement to carefully consider this audience. What are the areas of specialty of the faculty in this department, and what might they be looking for in a graduate student?

Since personal statements will most often be read as part of your "package," they offer an opportunity to show aspects of yourself that will not be developed in other areas of your application. Personal statements should not simply duplicate material contained elsewhere. Think of the personal statement as the only document in your application package that allows the admissions committee to hear your voice. You will want your statement to readily engage the readers, and to clearly demonstrate what makes you a unique candidate that set you apart from the rest of the stack.

## The Process of Writing the Personal Statement

Before you put pen to paper, begin the writing process by studying and analyzing the question(s) asked on the application. Avoid creating a one-size-fits-all answer that you submit to multiple schools. Research the school and the program to which you are applying. Ask yourself the following personal inventory questions:

- What makes you unique, or at least different from, any other applicant?
- Why do you want to attend this school? In what way are you a good fit for this program?
- When did you initially become interested in this career? How has this interest developed? When did you become certain that this is what you wanted to do? What solidified your decision?
- What are your intellectual influences? What writers, books, professors, concepts have shaped you?
- What are two or three of the academic accomplishments which have most prepared you?
- What research have you conducted? What did you learn from it?
- What non-academic experiences contributed to your choice of school and/or career?
- Do you have specific career plans? How does graduate or professional school pertain to them?
- How much more education do you plan to pursue?
- Are there any problems or inconsistencies in your records or scores that need explaining?
- Do you have any special conditions not revealed elsewhere in the application such as a significant (35 hour per week) workload outside of school?

What's the most important thing the admissions committee should know about you?

Write out a 2-3 sentence answer to each of the personal inventory questions. Then write your essay, and revise for form and content. Ask someone else, preferably a faculty member in your area of study, to read your essay and make suggestions for revision. Revise your essay again, and proofread carefully.

## Structure of a Personal Statement

A personal statement should have an introduction, a body that covers points mentioned in the introduction, and a conclusion that ties everything together. In the introduction, clearly spell out to the admissions committee why you want to be admitted into the graduate program and why you would make an ideal student. Make the first sentence grab the attention of your reader. Use the supporting paragraphs, with only one major point per paragraph, to drive home the point that you are worth adding to the graduate program. Include relevant information about job experiences, internships, and volunteer positions. Focus on the concrete rather than the intangible. Being specific about a research project embarked upon with a university's department head, for example, would be better than just making a casual reference to research experience. In the concluding paragraph, provide a brief overview of what was presented up to that point and then drive home the message of how participation in the program would enable you to achieve your career objectives.

# GRADUATE/PROFESSIONAL SCHOOL PERSONAL STATEMENT

## Do...

- **Answer all the questions asked.** Avoid the temptation to submit the same essay for different questions. Tailor your response to each question and each school.
- **Be honest and confident in your statements.** Use positive emphasis. Do not try to hide, make excuses for, or lie about your weaknesses. Write an essay that focuses on your strengths.
- **Write a coherent and interesting essay.** Make your first paragraph the best paragraph in your essay.
- **Develop a theme about yourself early in the essay and support it throughout.** Each piece of information you give about yourself in the essay should somehow support your thesis.
- **Pick two to four main topics for your essay.** Don't summarize your entire life. Strive for depth rather than breadth.
- **Use the personal statement as a form of introduction.** Think of the essay as not only an answer to a specific question but as an opportunity to introduce yourself, especially if the program doesn't interview applicants. This is your chance to be original, to paint a picture of your personality. Try to tell the reader something that no other applicant will be able to say. Provide insight into what drives you.
- **Make sure your essay has absolutely perfect spelling and mechanics.** Be meticulous. Make it perfect. Good writing skills are of paramount importance.
- **Be objective, yet self-revelatory.** Write directly and in a straightforward manner that tells about your experience and what it means to you. Use technical terminology only where appropriate.
- **Evaluate experiences.** Form conclusions that explain the value and meaning of your experience, such as what you learned about yourself and your field and your future goals. Draw your conclusions from the evidence your life provides.
- **Be specific.** Document your conclusions with specific instances.
- **Tell a story.** If you distinguish yourself through your story, you will make yourself memorable.
- **Adhere to stated word limits.** Use a legible font type and size.

## Don't...

- Write what you think the admissions committee wants to hear. You are probably wrong, and such a response is likely to make you blend into the crowd rather than stand out from it.
- Use empty, vague, over-used words like "meaningful," "challenging," "invaluable," or "rewarding."
- Emphasize the negative, but also avoid failing to explain errors or weaknesses. If you were ill on the day you took the LSAT or had an automobile accident on the way, these are legitimate reasons for poor performance.
- Try to be a comedian. You don't want to take the risk they won't get the joke.
- Get too personal about religion, politics, or your lack of education (avoid emotional catharsis).
- Include footnotes, clichés, or long-winded and slow introductions.
- Use statements like "I've always wanted to be a..." or any other trite phrases or gimmicks.
- Use the "what I did with my life" approach.
- Allow any superficial errors in spelling, mechanics, grammar, punctuation, format, or printing to creep under your vigilant guard.
- Use a catalog of achievements. This is only a list of what you have done, and tells nothing about you as a person.
- Lecture the reader. For example, you should not write a statement such as "Communication skills are important in this field." Any graduate admissions committee member knows that.

## Where to go for help

- Make an appointment with the MSU Career Management Center staff to come up with a plan.
- The MSU Writing Center offers programs on writing technique as well as individual tutoring. <https://msutexas.edu/academics/tasp/guidelines.php>
- Statementofpurpose.com is an excellent resource that includes essay critiques and writing tips.
- "Writing the Personal Statement". Online Writing Lab, Purdue University. <https://owl.english.purdue.edu/owl/resource/642/1/>
- "Graduate School – Statement". Berkeley University of California Career Center. <https://career.berkeley.edu/Grad/GradStatement>

## CHECKLIST FOR ADMISSIONS TO GRADUATE/PROFESSIONAL SCHOOL

*Use this checklist to record your actions as you apply to Graduate/Professional Schools.*

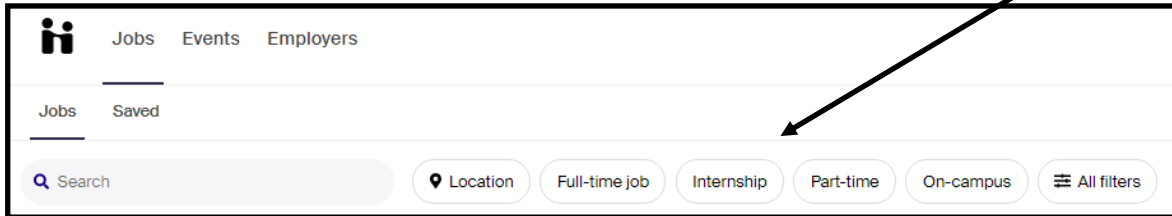
|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | <b>Name of:<br/>University and Department</b>  |
|  |  |  |  |  |  |  |  |  |  | <b>Date Requested<br/>Catalog &amp; Application</b>                                    |
|  |  |  |  |  |  |  |  |  |  | <b>Admissions Application Deadlines<br/>(Graduate School and Major<br/>Department)</b> |
|  |  |  |  |  |  |  |  |  |  | <b>Date Application Sent</b>   |
|  |  |  |  |  |  |  |  |  |  | <b>Date Transcripts Sent</b>   |
|  |  |  |  |  |  |  |  |  |  | <b>Date References Sent</b>  |
|  |  |  |  |  |  |  |  |  |  | <b>Test Required</b>   |
|  |  |  |  |  |  |  |  |  |  | <b>Date Test Scores Sent</b>   |
|  |  |  |  |  |  |  |  |  |  | <b>Financial Aid<br/>Application and Deadline</b>                                      |
|  |  |  |  |  |  |  |  |  |  | <b>Date Financial Aid<br/>Application Sent</b>   |
|  |  |  |  |  |  |  |  |  |  | <b>Scholarship Application and<br/>Deadline</b>  |
|  |  |  |  |  |  |  |  |  |  | <b>National Scholarship<br/>Application Sent</b>                                       |
|  |  |  |  |  |  |  |  |  |  | <b>Housing Application Deadline</b>  |
|  |  |  |  |  |  |  |  |  |  | <b>Date Housing Application Sent</b>   |
|  |  |  |  |  |  |  |  |  |  | <b>Date of Campus Interview</b>  |
|  |  |  |  |  |  |  |  |  |  | <b>Expected Date of<br/>Decision from University</b>                                   |
|  |  |  |  |  |  |  |  |  |  | <b>Date Notified</b>   |
|  |  |  |  |  |  |  |  |  |  | <b>Accepted/Rejected</b>   |
|  |  |  |  |  |  |  |  |  |  | <b>Date Deposit Due</b>  |

# APPENDIX

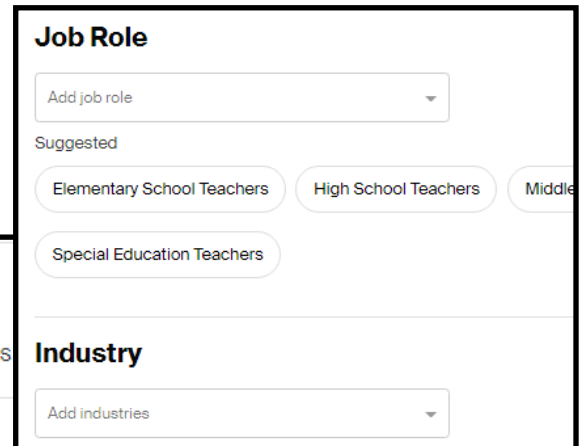
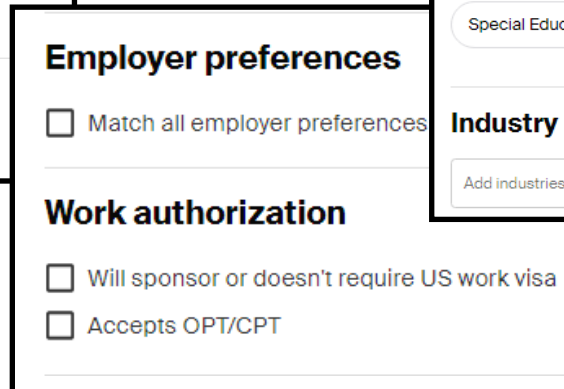
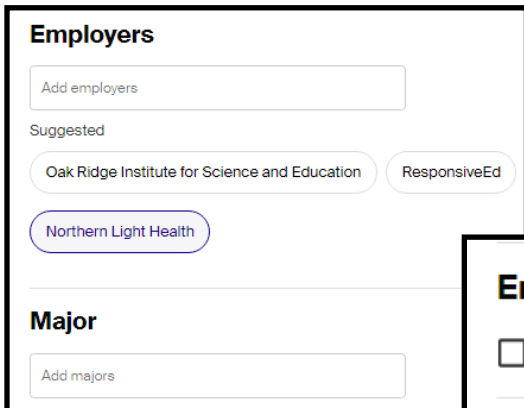
## JOB SEARCH TIPS FOR



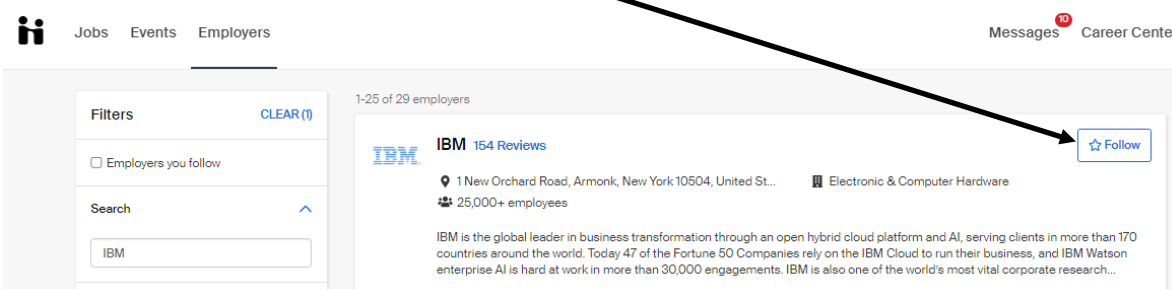
Use filters to narrow down your job search and personalize your results!



Click “All Filters” to see more options to choose from such as specific major, OPT/CPT acceptance, industry, and more!










You can also follow jobs and employers on Handshake. This allows you to filter jobs based on the companies that you follow, and get notified when applications are closing or the employer is attending a job fair at your school!









## UPLOADING YOUR RESUME TO



-  Begin by logging in or creating your account through <https://quinnncia.io/access>
-  Once logged in, click the “upload new” button on your dashboard under the “Your Resume” section. It should look similar to this: 
-  Then, you will need to choose your file, name it, and choose your preferred industry
-  From there, you will be taken to a page to edit your education history and work experience. Make sure all of your information is correct and click “upload resume”
-  Now you should be taken to the “Resume Analysis Screen”. This page shows you flags and improvements as well as a broken down score

## INTERVIEWS ON



-  Once you have uploaded a resume into Quinnncia, you will have the ability to schedule interviews. (If you have not done so, you must have a resume in the system in order to schedule interviews)
-  If this is your first time uploading a resume, the schedule interview button will appear on your resume analysis page after submitting your document. If you have a resume in the system this button will be available from your homepage as well.
-  Once you click the schedule interview button, you will be able to choose a time for your interview. The soonest you can schedule is 15 minutes from the current time, and you will receive at least one confirmation email before your scheduled time.
-  Within the email, there will be a “start interview” button that will take you straight to Quinnncia and your interview will begin. Answer all the questions, and Quinn will give short feedback after each of your responses.
-  After completing all of the questions, you will be prompted to upload your interview to your profile. **YOU MUST DO THIS IN ORDER TO RECEIVE DETAILED FEEDBACK.** Click “submit interview” and it will begin uploading.
-  Within 24-48 hours, you should see personalized and detailed feedback on your dashboard. From here, you also schedule a new interview and incorporate your feedback for a higher score.



**IN YOUR INTERVIEWS WITH THESE  
VIRTUAL INTERVIEW TIPS AND TRICKS!**

- ◎ **Test your technology in advance!**
  - make sure your webcam, microphone, and internet are all working properly
- ◎ **Be prepared!**
  - have questions for the employer written down in advance
  - bring notes with your key talking points and examples you would like to share
- ◎ **Limit Distractions!**
  - make sure your environment is free of noises, pets, or other disturbances
  - check your lighting and ensure the background visible in your video is clean and free of clutter
- ◎ **Wear Professional Attire!**
  - despite being a virtual interview, make sure you are in an appropriate outfit for the interview
- ◎ **Stay Engaged!**
  - keep up eye contact and facial expressions that communicate you are listening
  - video interviews rely on nonverbal cues, due to the risk of cutting off the employer's mic
- ◎ **Follow Up!**
  - email or call the employer to follow up if they have not reached out after two weeks

**Contact the Career Management Center today to get set up in  
Standout® today!**

**Hardin South—Suite 211  
(940) 397-HIRE (4473)  
cmc@msutexas.edu**

## GETTING THE MOST OUT OF

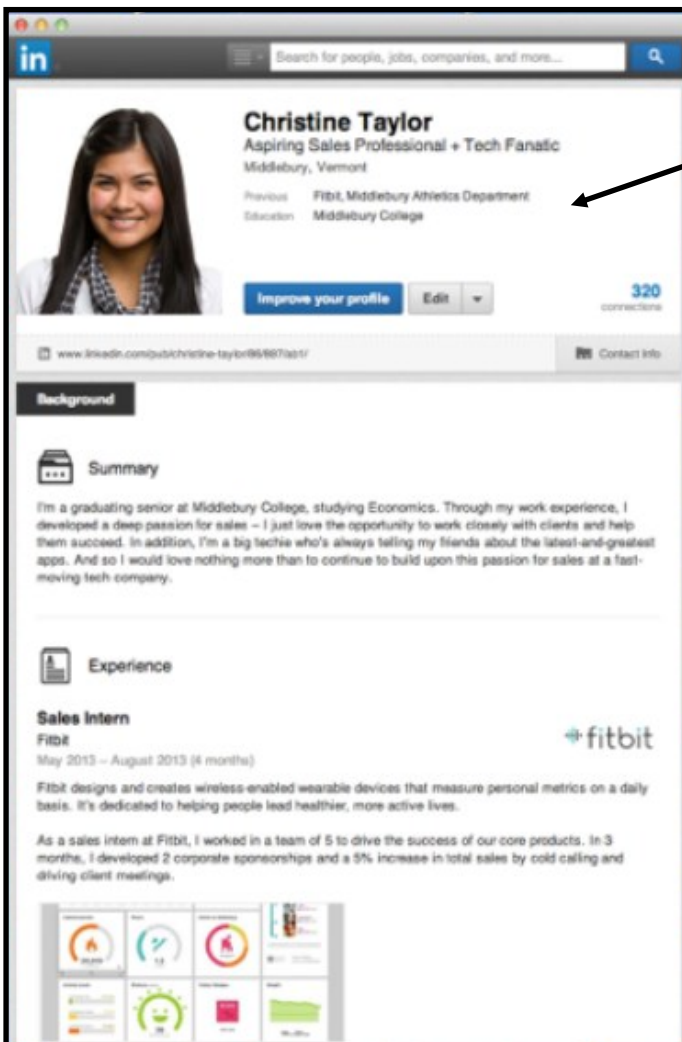


Make sure your LinkedIn profile includes **all** of the following:

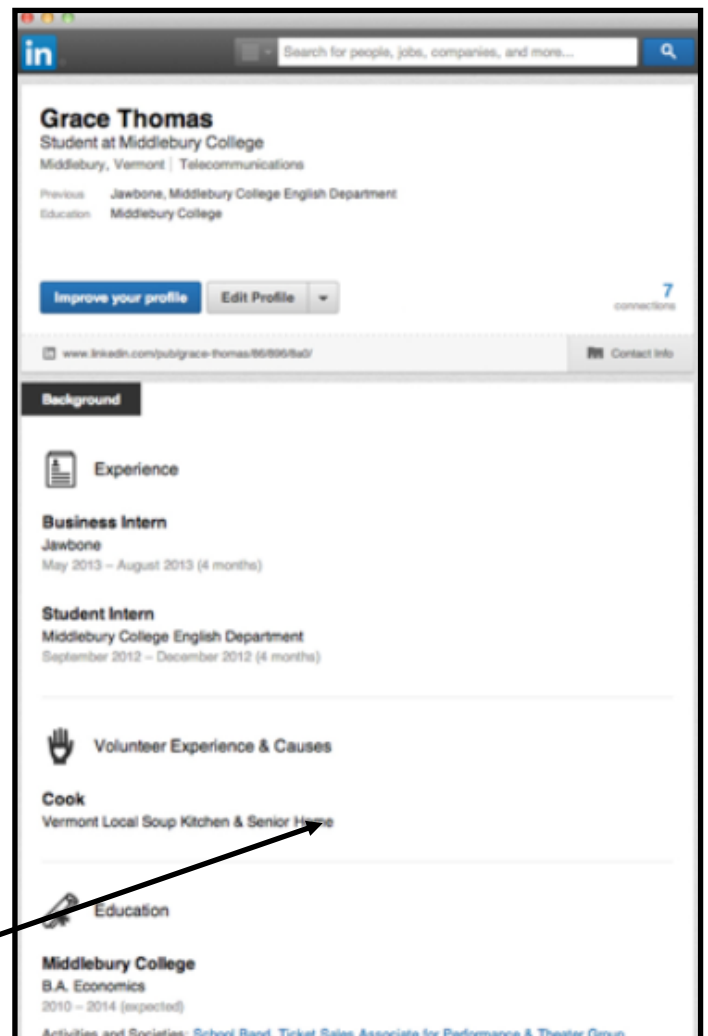
- Current photo
- Strong headline
- Summary
- Detailed work history
- Organizations and volunteer experience
- Skills, honors, and awards

For a more detailed LinkedIn profile checklist, click [here!](#)

**MEMBERS WITH COMPLETE PROFILES ARE 40X MORE LIKELY TO RECEIVE OPPORTUNITIES THROUGH LINKEDIN.**



This is an example of an **effective** LinkedIn profile. It has a professional photo, goals, and detailed descriptions of her roles and accomplishments.



This profile lacks a professional photo, career goals, and does not describe accomplishments or impact in detail. Employers will not choose candidates with sparse profiles.

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# *contact us*

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**[www.msutexas.edu/career](http://www.msutexas.edu/career)**



**[www.MustangsHIRE.org](http://www.MustangsHIRE.org)**



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