



## LOUISIANA STATE UNIVERSITY

Dean of Students

Fall 2007

Career Services

Louisiana State  
University  
1502 CEBA  
Baton Rouge, LA 70803

O (225) 578-1548  
F (225) 578-8927

Dear Student or Alumnus:

Students and alumni are often surprised to learn about the varied services we offer. The mission of LSU Career Services is to assist students and alumni in choosing careers, obtaining career-related work experiences while in school, developing job search skills, and securing employment or admission to graduate or professional schools. We are your one-stop for career planning.

I hope you will take advantage of the free services we offer year round, and that you will use this handbook to help guide your career planning. Following is just a sampling of how you can work with Career Services to enhance your career search:

- Set up a TigerTRAK profile online at [www.lsu.edu/career](http://www.lsu.edu/career). TigerTRAK is LSU's online job database composed of job listings from employers specifically interested in hiring LSU students and alumni.
- Participate in On-Campus Interviewing by visiting InterviewTRAK, accessible through TigerTRAK. This 9-week program, offered each fall and spring, brings employers to campus to interview qualified students in one of our 19 interviewing rooms (in our 1502 CEBA location).
- Visit our Web site, [www.lsu.edu/career](http://www.lsu.edu/career): use the LSU Résumé Tutorial and Builder to prepare a résumé; visit our Calendar of Events to sign up for free workshops addressing a range of career planning needs; and explore the Job Search section of our Web site for resources about everything from applying to graduate school to pursuing a career in another country.
- Meet with a counselor or career consultant in any of our four service areas (Career Decision Making, Experiential Education, Job Search and Employment Services) to discuss your individual needs.

How successful can you be? Find out by visiting Career Services.

Sincerely,

The LSU Career Services Team

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Louisiana State  
University  
and A&M College  
Career Services

**1502 CEBA  
Baton Rouge, LA  
70803**

**Student Services Office  
B-4 Coates  
(225) 578-1548**

**Employment Services Office  
1502 CEBA  
(225) 578-2162**

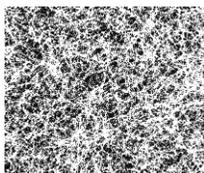
**[www.lsu.edu/career](http://www.lsu.edu/career)  
[career@lsu.edu](mailto:career@lsu.edu)**

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# LSU Career Services

## CONTACTING US

Career Services is open 8 a.m. to 4:30 p.m., Monday through Friday, and evenings upon request. We are closed on University holidays. So, how can you get the career planning help you need?

- Call us: 225-578-1548 (Coates Hall) or 225-578-2162 (CEBA)
- E-mail us: [career@lsu.edu](mailto:career@lsu.edu)
- Visit us online: [www.lsu.edu/career](http://www.lsu.edu/career)
- Drop by: B-4 Coates Hall (Student Services Office) or 1502 CEBA (Employment Services Office)

## CAREER DECISION MAKING

**B-4 Coates Hall - 225-578-1548**

**What?** Information gathering and self-assessment to plan a career

**How?**

- Individual appointments for career direction, career counseling and assessment interpretation
- Career Assessments: Career Occupational Preference System (COPS), Myers-Briggs Type Indicator (MBTI), Strong Interest Inventory
- Computer-based interactive career exploration: Career Discovery, SIGI<sup>3</sup>
- Career Information Center (B-1 Coates Hall)
- Graduate school decision making
- TigerTRAK, LSU's online system for job postings and scheduling on-campus interviews
- Tiger Network, LSU's online mentoring system

## EXPERIENTIAL EDUCATION

**B-4 Coates Hall - 225-578-1548**

**What?** Part-time, internship, cooperative education, summer and volunteer experiences in your field

**How?**

- Individual counseling appointments
- Job opportunities on TigerTRAK and InterviewTRAK
- Specialized fairs: Internship & Co-op Fair, Student Volunteer Fair, Summer Jobs Fair
- Recruitment programs
- Career Panels
- Walt Disney World College Recruiting Program

## JOB SEARCH

**B-4 Coates Hall - 225-578-1548**

**What?** Lifetime job search skills, including résumé and cover letter writing and interviewing

**How?**

- Individual appointments for résumé reviews and job search coaching
- Workshops
- Online Job Search Tutorials ([www.lsu.edu/career/tutorials](http://www.lsu.edu/career/tutorials))
- Mock interviews
- Career & Graduate School Expo
- Business Etiquette Dinner
- Job search links online ([www.lsu.edu/career](http://www.lsu.edu/career))
- Graduate school application information and personal statement review

## EMPLOYMENT SERVICES

**1502 CEBA - 225-578-2162**

**What?** Connecting with employers

**How?**

- Individual coaching appointments
- On-Campus Interviewing Program (InterviewTRAK)
- Recruitment Days: Art & Design, Construction, Teacher
- Career Cafés
- Job opportunities on TigerTRAK
- Résumé referrals
- Full-time employment links online ([www.lsu.edu/career](http://www.lsu.edu/career))
- Credentials Service through Interfolio

## WEB SITE - WWW.LSU.EDU/CAREER

Visit us online for additional details about our services, frequently asked questions and links for each of our four service areas (above). Why visit? Throughout the year, we update our Web site with information you can use, such as details about employers participating in the On-Campus Interviewing Program and our various informational fairs (e.g., Career & Graduate School Expo). This year we have introduced specialized pages for each college, so you can quickly review upcoming events, announcements and career planning links of interest to students in your field. Visit the student section of our site ([www.lsu.edu/career/students](http://www.lsu.edu/career/students)) to stay in the loop.

## LIAISON PROGRAM

Each senior college (and a variety of special populations) is assigned a liaison, a Career Services staff member who is responsible for making sure we meet the career planning needs of that population of students. Find out who your liaison is online at [www.lsu.edu/career](http://www.lsu.edu/career) > "About Us."

## STAR EMPLOYER PROGRAM

STAR Employers contribute financial gifts that allow us to sustain and build upon the career planning services we offer to you. We want you to know which companies are truly invested in your career success:

### 2006-07 STAR Employers

#### Platinum

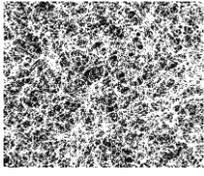
Shell

#### Silver

Ernst & Young  
Schlumberger

#### Bronze

Antares Technology Solutions, Inc.  
BlueCross BlueShield of Louisiana  
BP  
Chevron  
CITGO Petroleum Corporation  
Consolidated Electrical Distributors  
Dominion E & P  
Dow Chemical Company  
Enterprise Rent-A-Car  
ExxonMobil  
Hollywood Casino  
Hovensa, L.L.C.  
LCR-M, L.P., The Plumbing Warehouse/LCR  
Louisiana Companies  
McDermott International  
McIlhenny Company  
Northwestern Mutual  
Target Corporation  
Vector Marketing Corp.



# Assessments, Workshops and Events

Career Services hosts a variety of workshops, information fairs and recruitment events to meet the varied needs of LSU students. From year to year, we adjust our schedule to include new events that you request and to phase out ones that don't work. Hang on to this sheet for an at-a-glance breakdown, but also check our online Calendar of Events ([www.lsu.edu/career](http://www.lsu.edu/career)) — there, you can sign up for free workshops and get the scoop on who is coming to our events.

## CAREER ASSESSMENTS

### Career Discovery - Free, Online

Designed to assist you in making effective decisions about careers and college majors. Type Focus, a personality assessment, is part of this program.

### \*Career Occupational Preference System (COPS) - \$15

A comprehensive battery of tests consisting of interest and values inventories and a set of abilities tests. Designed to help you conduct a thorough self-analysis and then relate your findings to the work world.

### \*Myers-Briggs Type Indicator (MBTI) - \$15, Online

A widely used personality instrument designed to help you understand yourself and your natural preferences. Your results will help you identify interesting, satisfying careers that will make use of your natural talents.

### \*Strong Interest Inventory - \$15, Online

Measures your interest in a broad range of occupations, work activities, leisure activities and school subjects. Your results will help you identify careers that may relate to your areas of interest.

### SIGI<sup>3</sup> - Free, Online

Integrates self-assessment with easy-to-use, in-depth and up-to-date career information that will provide a realistic view of the best educational and career options for you.

\*Call 225-578-1548 to reserve a spot or to receive the login information for online assessments.

## JOB SEARCH WORKSHOPS\*\*

### Government Information Workshop - 1 hour

Learn how to apply for jobs at federal, state and local governmental agencies.

### Graduate School Information Workshop - 1 hour

Find out the steps to take when choosing and applying to graduate schools.

### International Student Job Search Workshop - 1 hour

An opportunity for international students to learn how the job search is different for those who are not U.S. citizens or permanent residents.

*The following workshops, not regularly offered, are available upon request:*

### Job Search Workshop - 1.5 hours

Get an overview of résumé and cover letter writing and interviewing skills.

### Cover Letter Writing Workshop - 1 hour

Find out how to write a cover letter or letter of application.

### Interviewing Workshop - 1 hour

Learn interview skills and techniques.

### Résumé Writing Workshop - 1 hour

Find out how to write a résumé that conveys your skills to get the job you want.

*\*\*Let us know you are coming by signing up online at [www.lsu.edu/career](http://www.lsu.edu/career) > Calendar of Events. Contact us to schedule a presentation for your group or organization.*

## 2007 - 08 EVENTS

Career Expo - 9/13 and 2/2008, Maravich Assembly Center

On-Campus Interviewing Program - 9/24 - 11/20 and 2/2008 - 4/2008, 1502 CEBA

Student Volunteer Fair - 10/2, Union Ballroom

Graduate & Professional School Fair - 10/25, Maddox Field House

Construction Recruitment Day - 10/26, Maddox Field House

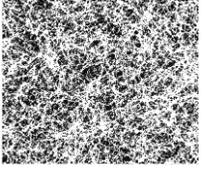
Internship & Co-op Fair - 11/7, Maddox Field House

Summer Jobs Fair - 3/12, Union Ballroom

Agriculture Career Fair - Spring 2008, Location TBD

Art & Design Recruitment Day - Spring 2008, Location TBD

Networking Night at Manship - Spring 2008, Holliday Forum (LSU Journalism Building)



# How to Find the Right Job

---

**F**inding the job you want takes many steps and involves just as many decisions. This checklist is designed to help you along the way and guide you to the appropriate sources. Be sure to discuss your progress with your career advisor.

## Knowing What You Want

- ✓ Choose your ideal work environment—large corporation, small business, government agency or nonprofit organization.
- ✓ Choose your ideal location—urban, suburban or rural.
- ✓ List your three most useful job skills and know which is your strongest.
- ✓ Know whether you want to work with people, data or things.
- ✓ Know whether you enjoy new projects or prefer following a regular routine.
- ✓ List some of the main career areas that might interest you.
- ✓ List your favorite leisure time activities.
- ✓ Know what kind of reward is most important to you in a job—money, security, creative authority, etc.

## Researching Career Options

- ✓ Develop a list of career possibilities to research.
- ✓ Visit your career services library and utilize the Internet to learn about various careers. *The Dictionary of Occupational Titles* and the *Occupational Outlook Handbook* are valuable resources.
- ✓ Consider whether your desired career requires an advanced degree.
- ✓ Keep up with current trends in your field through trade publications, news/business magazines and newspapers.
- ✓ Identify employers interested in interviewing someone with your academic background and experience; create a list of three or more employers in the field you are considering.
- ✓ Use the Internet to learn more about potential employers and check out salary surveys and hiring trends in your anticipated career field.
- ✓ Make at least three professional contacts through friends, relatives or professors to learn more about your field of interest.
- ✓ Meet with faculty and alumni who work or who have worked in your field to talk about available jobs and the outlook for your field.

## Getting Experience

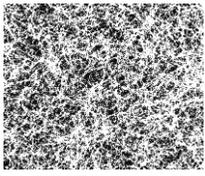
- ✓ Narrow down the career options you are considering through coursework and personal research.
- ✓ Participate in a work experience or internship program in your chosen field to learn of the daily requirements of the careers you are considering. Such assignments can lead to permanent job offers following graduation.
- ✓ Become an active member in one or more professional associations—consult the *Encyclopedia of Associations* for organizations in your field.
- ✓ Volunteer for a community or charitable organization to gain further work experience. Volunteer positions can and should be included on your resume.

## Creating a Resume

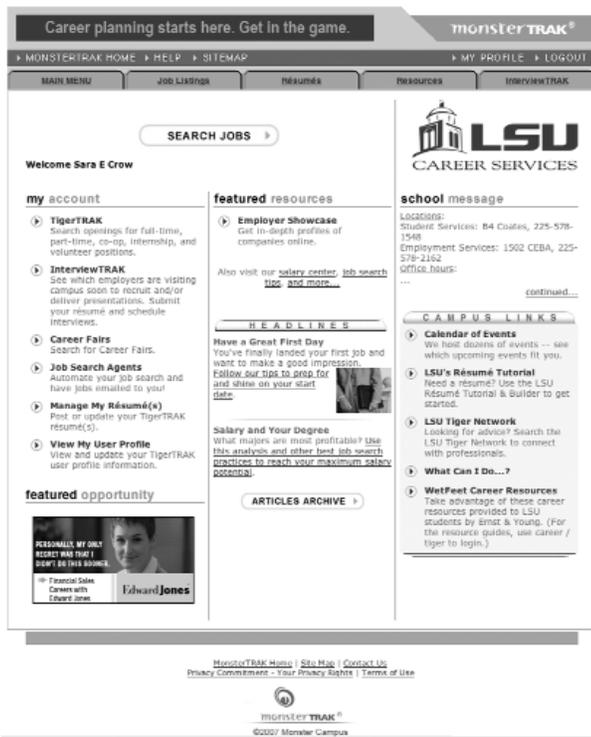
- ✓ Form a clear job objective.
- ✓ Know how your skills and experience support your objective.
- ✓ Use action verbs to highlight your accomplishments.
- ✓ Limit your resume to one page and make sure it is free of misspelled words and grammatical errors.
- ✓ Create your resume using a word processing program and have it professionally duplicated on neutral-colored paper, preferably white, light gray or beige. If you are submitting your resume online, be sure to include relevant keywords and avoid italics, bold and underlined passages.
- ✓ Compose a separate cover letter to accompany each resume and address the letter to a specific person. Avoid sending a letter that begins “Dear Sir/Madam.”

## Preparing for the Interview

- ✓ Arrange informational interviews with employees from companies with which you might want to interview. Use your network of acquaintances to schedule these meetings.
- ✓ Thoroughly research each employer with whom you have an interview—be familiar with product lines, services offered and growth prospects.
- ✓ Practice your interviewing technique with friends to help prepare for the actual interview.
- ✓ Using the information you have gathered, formulate questions to ask the employer during the interview.
- ✓ Arrive on time in professional business attire.
- ✓ Collect the needed information to write a thank-you letter after each interview.



# Where to Look for a Job



## SEARCHING FOR JOBS

- From the TigerTRAK welcome screen, click “TigerTRAK Job Opportunities,” enter your search parameters, and click “Search.”
- View the list, then change the parameters and search again to find more opportunities.
- If “Click here to apply online” does not appear on a job listing, you can submit your résumé directly to the employer by following the application procedures.

**WHAT IS InterviewTRAK?** InterviewTRAK, a component of TigerTRAK, is a searchable online database of job positions for which employers are interviewing on campus as part of the On-Campus Interviewing Program. Students may view upcoming employers visits by logging into TigerTRAK. Alumni should contact Career Services for more information.

## JOB OPPORTUNITIES

- Select “InterviewTRAK” from the TigerTRAK welcome screen.
- Search for employers using the field “Include results with: Interview Date,” where you will enter a date range.
- Browse the search results that appear and click “Details.”
- If you are interested in a job and the designated submission period has not expired, click “Submit Résumé.” This button will not appear if you do not meet the job qualifications, in which case you can mail or e-mail your résumé using the contact information listed.
- To view your résumé submissions, go to “Personal Dates” on the “Search Menu,” then select “Display Dates” from the drop-down menu.
- To view the interviews you have signed up for, click “I have signed up for” from “Personal Dates” on the “Search Menu.”
- To cancel an interview, check the box to the left of the interview you want to cancel and click “Remove me from the interviews selected above” if you are canceling during the scheduling period. If you need to cancel after the scheduling period has closed, contact the employer and Career Services. Please review the On-Campus Interviewing Policy, available online at [www.lsu.edu/career](http://www.lsu.edu/career), for information regarding excessive canceling.

## FOUR-WEEK PRESELECTION CYCLE

	SAT	SUN	MON	TUES	WED	THURS	FRI
WEEK 1 RÉSUMÉ SUBMISSION	submit résumés (Wednesday through the following Wednesday)						
WEEK 2 EMPLOYER	employers pre-select						
WEEK 3 SIGN-UP	preselected				alternates	eligibles	
WEEK 4 INTERVIEW	interviews						

- Please review the information in “Job Opportunities,” above.
- During the four-week preselection cycle, employers preselect candidates during week two. Most employers e-mail preselected candidates, but you should also check “Personal Dates.”
- During this cycle, preselect sign ups take place Saturday of week two through Thursday of week three. Alternates may sign up beginning Wednesday of week three, and eligibles sign

**C**areer Services should be your first stop when looking for a job. Begin by becoming a member of TigerTRAK, LSU’s online job database.

**WHAT IS TigerTRAK?** TigerTRAK is a searchable online database of job postings for which employers are not interviewing on campus.

## GETTING STARTED

- Visit [www.lsu.edu/career](http://www.lsu.edu/career) or click “Student Services” on PAWS to access TigerTRAK.
- Students should click “Student – New User;” alumni should contact Career Services for a password.
- Follow the on-screen directions.
- Some fields allow multiple selections. To make multiple selections, hold down the control key (PCs) or the command key (Macs) while left-clicking the mouse.
- Enter a unique username and a password to set up your login information.
- During “Profile Preview,” enter optional fields if desired, then click “Submit Profile” to save your information.
- *Do not falsify information in your user profile.*
- Remember to update your profile each time you change your major, graduation date, etc.

## UPLOADING RÉSUMÉS

- To upload a résumé, click “Manage My Résumés(s)” on the welcome screen.
- Agree to the terms and conditions, then name your résumé.
- Click “Browse,” find your résumé on your disk or hard drive, click “Upload Your Résumé,” preview and click “Save Résumé.”
- Follow the above procedure if entering more than one résumé.

up beginning Thursday of week three. An eligible is a person who meets the requirements of the position but is not a preselect.

- To sign up as a preselect or alternate, go to “Personal Dates” on the “Search Menu,” then choose “I am preselected or an alternate for,” click “Display Dates,” and select an employer ID number for “Recruiting Description Details.” Finally, click “Sign up for an interview,” which will bring up the schedule and allow you to sign up.
- To sign up as an eligible, enter the dates of the following week (Monday through Friday) on the “Search Menu,” select any employer and click “Details.” Then, click “Sign up for an interview,” which will bring up the schedule and allow you to sign up and select a résumé. The option will only be available to you if you meet the employer’s requirements, if there are open interview slots, and if the employer is willing to interview eligibles.
- Interviews are held during the fourth week of the four-week cycle. Be sure to attend any evening presentations hosted by the employer(s). Presentations will be noted on InterviewTRAK, and they are often considered the first part of your interview.

## TWO-WEEK OPEN SCHEDULE

The Open Schedule is run on a first-come, first-served basis. It is used throughout the year and for Art & Design, Construction and Teacher Recruitment Days.

	SAT	SUN	MON	TUES	WED	THURS	FRI
WEEK 1 SIGN-UP	scheduling is first-come, first-served						
WEEK 2 INTERVIEW			interviews				

- Please review the information in “Job Opportunities,” on page 6.
- To sign up for an open schedule, enter the dates of the following week (Monday through Friday) on the “Search Menu,” select any employer with “Open Schedule,” and click “Details.” Then, click “Sign up for an interview,” which will bring up the schedule and allow you to sign up and select a résumé.
- Interviews are held during the second week of the two-week cycle. Be sure to attend any evening presentations hosted by the employer(s). These presentations are often considered the first part of your interview.

## RECRUITMENT DAYS

Art & Design, Construction and Teacher Recruitment Days all use open schedules. To sign up for interviews held during these programs, select “Opportunities” from the “Search Menu,” enter the date of the event, and review the list of participating employers. Select any employer and click “Details.” Then, click “Sign up for an interview,” which will bring up the schedule and allow you to sign up and submit a résumé. If you do not meet the qualifications for the position, you can meet with the employer during browsing time on the day of the event.

**For help, call the TigerTRAK  
helpline at 225-578-2674, contact us  
by e-mail at [career@lsu.edu](mailto:career@lsu.edu), or  
use a tutorial online at  
[www.lsu.edu/career/tutorials](http://www.lsu.edu/career/tutorials)**

## MORE WAYS TO GET AN INTERVIEW USING INTERVIEWTRAK

- **Attend the Career & Graduate School Expo:** Introduce yourself to employers requesting your major. Many employers use the Expo to preselect students for the On-Campus Interviewing Program.
- **Attend an Evening Presentation:** If you are unable to sign up online, you have the employer’s requirements, and the employer is hosting an evening presentation, attend the presentation to persuade the employer to interview you.
- **Check for Cancellations:** Be persistent—visit 1502 CEBA on interview day to check for cancellations. If there is a cancellation and you meet the employer’s requirements, bring your résumé to the receptionist, who will arrange the interview for you.

## Our History of Positive Environmental Stewardship Casts a Long Shadow

International Paper is a diversified, global company with manufacturing operations in North and South America, Europe, Asia and Africa.

An important measure of our success is our performance—as neighbors, employers and environmental stewards. For that reason, we remain dedicated to the needs of future generations.

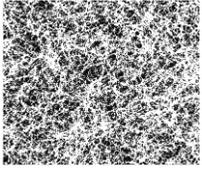
We strive to be the company of choice and we are looking for exceptional people to join our team.

Please visit career services on campus or our website: [www.internationalpaper.com](http://www.internationalpaper.com)

*International Paper is an Equal Opportunity Employer, M/F/D/V*



**INTERNATIONAL  PAPER**



# Tapping the Hidden Job Market

Your off-campus job search should neither begin nor end with the help wanted ads. Studies have shown that only 15 percent of available jobs are ever advertised. It takes much more than merely perusing the classifieds. By employing a number of methods, you constantly increase your chances of landing a job. Some techniques you might use:

**Networking.** Probably the most effective way to meet potential employers and learn about possible jobs is to tap into your personal network of contacts. You might think it's early to have professional contacts, but think about everyone you know—family members and their friends/co-workers, professors, past employers, neighbors and even your dentist. Don't be afraid to inform them of your career interests and let them know that you are looking for work. They will likely be happy to help you and refer you to any professionals they think can be of assistance.

**Informational interviewing.** This approach allows you to learn more about your field by setting up interviews with professionals. The purpose of these interviews is to meet professionals, gather career information and investigate career options, get advice on job search techniques and get referrals to other professionals. When setting up these interviews, either by phone or letter, make it clear to the employer that you have no job expecta-

tions and are seeking information only. Interviewing also familiarizes you to employers, and you may be remembered when a company has a vacant position.

**Temporary work.** As more companies employ the services of temporary or contract workers, new graduates are discovering that such work is a good opportunity to gain experience in their fields. Temporary workers can explore various jobs and get an inside look at different companies without the commitment of a permanent job. Also, if a company decides to make a position permanent, these "temps" already have made good impressions and often are given first consideration.

**Electronic job search.** One source of jobs may be as close as a personal computer. Various online resume services let you input your resume into a database, which then can be accessed by companies searching for applicants who meet their criteria. Companies also post job listings on Web sites to which students can directly respond by sending their resumes and cover letters.

Persistence is the key to cracking the hidden job market. Attend meetings of professional associations and become an active member. After you begin the above processes, and your network base expands, your search will be made easier. Employers will appreciate your resourcefulness—and view you as a viable candidate.

*Tapping the Hidden Job Market, a video by Donald Asher, is available in our Coates Hall office.*

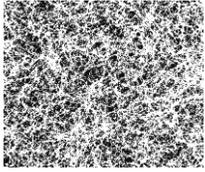
**Warner Robins Air Logistics Center  
Robins AFB, GA  
Electrical, Mechanical, Computer and  
Software Engineers  
Visit [www.RobinsJobs.com](http://www.RobinsJobs.com)**

These are civilian (non-military) positions with the Department of Defense, US Air Force, in electronic warfare, avionics, software engineering, instrumentation, GPS, and engineering sustainment of USAF aircraft and systems, including the C-5, C-17, C-130, F-15, U-2, helicopters, missiles, and ground support equipment.



*WR-ALC is located at Robins Air Force Base, in Warner Robins, GA, about 20 miles south of Macon. We offer a 25% recruitment bonus*

*Warner Robins Air Logistics Center is an Equal Opportunity Employer. U S Citizenship required.*



# Networking: An Important Job Search Technique

**N**etworking is one of the most effective job search techniques, yet it is often overlooked by job seekers. Networking is simply making use of your existing, or expanded, list of contacts to identify potential employers and to learn of jobs that may interest you. The usual technique is to contact persons on your network list, explain where you are in your career and the kind of job/employer which interests you most, and to ask if they have any ideas or suggestions for your follow-up action.

## HINTS FOR USING NETWORK CONTACTS

- ✓ Share a copy of your latest résumé with them to refresh their memory.
- ✓ Don't ask them for a job, just ask for their ideas about where you might turn.
- ✓ Turn to them again if your initial contacts don't produce enough leads.
- ✓ When you accept a job, notify them and thank them for their help.
- ✓ Keep their business cards and other information in case you need help again.

## ✓ USE PERSONAL CONTACTS

- |                                 |   |
|---------------------------------|---|
| Family, Friends, Neighbors      | Mentors, senior level contacts            |
| Christmas card list             | Your sports contacts                      |
| School or college associates    | Former teachers and counselors            |
| Fellow job seekers, share leads | Ask people you usually cite as references |

## ✓ USE EMPLOYMENT-RELATED CONTACTS

- |                                     |  |
|-------------------------------------|--|
| Fellow employees                    | "Information interview" with LSU alumni and other professionals for advice and leads |
| People you worked with on past jobs |  |
| Former employers                    |  |

## ✓ USE THE INTERNET

- |   |                              |                               |
|---|------------------------------|-------------------------------|
| LSU Career Services' web site<br><a href="http://www.lsu.edu/career">www.lsu.edu/career</a> | Personal web site            | Electronic résumés via email  |
| Professional Associations' web site   | Commercial résumé data banks | Newsgroups/ discussion forums |
| Employers' homepages  | Employment bulletin boards   |                               |
|   | Job search engines           |                               |

## ✓ WORK WITH SERVICES THAT PROVIDE JOB LEADS AND REFERRALS

- |                              |   |  |
|------------------------------|---|--|
| Guidance/ counseling offices | Executive search firms  | Federal job centers                                  |
| Placement services           | Women's centers   | Private employment agencies                          |
| State employment offices     | Professional association services over 40 counseling services | Library career centers                               |
| Convention placement centers | Job or résumé banks   | State and local government civil service commissions |

## ✓ USE PUBLISHED SOURCES FOR EMPLOYER INFORMATION

- |   |   |   |
|---|---|---|
| Chamber of Commerce directories                                       | Newspaper classified ads  | Professional magazine ads   |
| Study financial pages of newspapers to learn of new business ventures | Check ads in old newspapers and magazines to identify employers in your field | Check telephone book "yellow pages" to spot smaller organizations |

## ✓ OBTAIN LEADS FROM SPECIALIZED REFERENCE BOOKS AND PERIODICALS

- |  |   |  |
|--|---|--|
| <i>Job Choices</i>                                       | <i>The National Job Market</i>                    | <i>Career Guide to Professional Associations</i>                             |
| <i>National Business Employment Weekly</i>               | <i>The National and Regional Job Bank (books)</i> | <i>How to Get a Job in Houston and How to Get a Job in Dallas/Fort Worth</i> |
| <i>The Professional and Trade Association Job Finder</i> | <i>900,000 Plus Jobs Annually</i>                 |  |

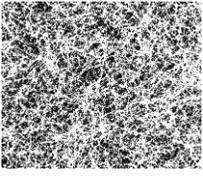
## ✓ MAKE DIRECT CONTACT WITH EMPLOYERS

- |   |                             |  |
|---|-----------------------------|--|
| LSU Career Days                               | Campus interviews           | Job Fairs and employer open houses   |
| Unsolicited letters of application and résumé | Place want ads for yourself | Use volunteer, unpaid, temporary or part-time work to get a foot in the door |
| Walk-in contacts                              | Telephone job search        |  |



LSU Tiger Network

Ask people who turned you down for a job for leads  
Bulletin board job postings



# Direct Application for a Job

**D**irect application is often used as a follow-up to networking. You could apply directly for a job that has been advertised online or in the newspaper, with an employing organization that has told you about an unadvertised vacancy, or to which you have referred by a contact.

When applying directly, you need to provide an introductory package consisting of a cover letter, résumé and reference page(s). The reference page(s) may be a listing of your references or may be actual letters of recommendation from your references. Please refer to the following two pages for help writing résumés and cover letters.

## CALLING OR VISITING THE EMPLOYER

A phone call or office visit helps you to be proactive in the direct application process. Keep in mind the following guidelines when contacting an employer by phone or in person:

- Ask for the name of the human resources director, then ask to speak to that person.
- If the human resources director is unavailable, ask to speak to the secretary.
- Ask if there are any vacancies. If so, ask for the job title(s) and description(s).
- Ask for an interview.
- Ask for the name of a specific person to whom you may send a cover letter and résumé. Ask for that person's mailing or e-mail address.

- Ask for an application.
- Ask for another job lead.
- Always be courteous to receptionists, secretaries and human resources directors!

## REFERENCES

Although employers suggest there is no need to mention references on the résumé, you do need to arrange for references.

Request permission before using their names, business and e-mail addresses, and phone numbers. Consider the following types of references:

1. Employment—A past employer, supervisor or coworker in a volunteer project who can discuss your job performance
2. Academic—A professor, teacher or counselor who can discuss your learning ability
3. Character—A contact with an impressive title who is in your occupation

Ask your reference(s) for letters of recommendation using the heading "To Whom it May Concern." Copies can be made for use as often as needed.

## JOB APPLICATION FORM

Consider the following tips if you will be completing a job application form:

### Making a Good Impression

- Keep a "pocket résumé" so you have all the necessary information (i.e., names, addresses, phone numbers, dates, courses, etc.) to complete applications.
- Read through the application before you complete it.
- Follow directions.
- Type (preferably) or print with a black, erasable ballpoint pen.
- Fill out the application neatly, accurately and completely.
- Use the name that is on your social security card—no nicknames.
- Give the mailing and e-mail addresses and phone number at which you can always be reached.
- Proofread the application before submitting it.

### Making the Match

- Give specific job titles and add words "or any related position."
- List educational institutions in reverse chronological order and mention coursework related to the job.
- List paid and unpaid work experiences in reverse chronological order; use impressive job titles and stress responsibilities, achievements and skills.

### Answering Tough Questions

- Fill the salary blank with the word "open" or "negotiable." If you are pressed for a more specific answer, offer a salary range (based on research), with your expected salary in the middle.
- Use "n/a" in places if information is not applicable to you.

## ORGANIZATION

Get an accordion-type folder in which to keep your employer contact list, including the name of each company; the name of the contact at each company and his or her address, phone number and e-mail address; and the date of your cover letter, application, interview, thank you note, and letter of rejection or job offer. Also file résumés and letters of recommendation, and keep all correspondence to and from an employer clipped together.

Use the form on page 16 to stay organized during your job search.

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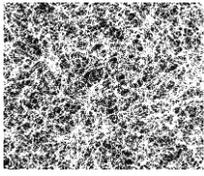
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- Training
- Work/Life Balance
- Mentoring
- Career Ladder to Success

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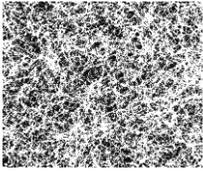
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# Résumé Writing Tips

	Name	Permanent Address	Phone (with area code)
<b>Current Address:</b>	<b>E-mail Address</b>	<b>Professional Web Address</b>	
	<b>Phone (with area code)</b>		
<b>Format</b>	<b>Chronological Résumé</b> for those who have job-related experience. <b>Functional Résumé</b> for those who do not have job-related experience. <b>Field-Specific Résumé</b> for those who include only experiences that match the objective.		
<b>Text</b>	Use standard typeface(s), such as Times New Roman. Indent the body so paragraphs align. Use spell and grammar check. Have several people proofread it. Do not use vertical or horizontal lines.		
<b>Font</b>	Use 10-14 points, as well as <b>bold</b> headings, categories and highlights. Do not use fancy text effects, such as italics, underlines, shadow and reverses (white on black background).		
<b>Margins</b>	The top margin should be at least .75 inch; other margins should be at least .5 inch.		
<b>Headings</b>	Make your (legal) name two points larger than the other text. Current and permanent address(es), area code(s), phone number(s), e-mail address, and professional Web address (if applicable) should be included.		
<b>Paper</b>	Use white, ivory or light-colored, high-quality, cotton fiber, 8 1/2" X 11" paper only. Print on a laser printer. Use paper clips rather than staples or folds.		
<b>Objective</b>	State the type of position you are seeking, the field/division/department in which you would prefer to work, and related qualifications (e.g., degree, skills, work).		
<b>Education</b>	List the city, state and name of colleges from which you received degrees in reverse chronological order. Do not list high school information.		
	<b>Louisiana State University, (LSU), Baton Rouge, LA</b> College, Degree, Major, Graduation Date GPA: Overall and in Major. You may want to calculate the GPA for your last 60 hours. Minor, Concentrations, Certifications (optional) Project(s): Use descriptions in the LSU General Catalog and or class syllabi (optional) Significant Coursework (optional): List relevant (other than major) coursework. Examples: Drafting, Internal Audit, Human Resource Management		
<b>Experience</b>	List all paid, unpaid, full-time, part-time, volunteer, internship, cooperative education, extracurricular, military, leadership and/or course and teamwork projects relevant to the job tasks. Use reverse chronological order.		
	<b>Job Title, Organization and Division, City, State, Dates</b> For a chronological résumé, list tasks here. For a functional résumé, list tasks in the Skills section. Begin (short) phrases with action verbs, and end with punctuation marks. See page 7 to use "buzz words" and the nature and tasks of the work. Describe tasks using the Situation, Task, Action, Result technique. Demonstrate results with numbers, dollar amounts and percentages. Use STAR information from projects: "Introduction" is the situation/task, and "Summary" is the action/result.  Education Majors: Include research topics and results, age(s) of children; demographics of school district, school and children; experience team teaching; student progress evaluations; experience supervising extracurricular activities, field trips, music/cultural programs, speakers or special programming; use and creation of audio visuals.		
<b>Other</b>	Summarize and use job titles only for less important, unrelated work, summer jobs and part-time experiences (e.g., secretary, waitress, actor, hockey player).		
<b>Skills</b>	Identify the skills you have — Employers need to know your specific and basic skills. <b>Specific</b> — "The" skill that relates to your major and/or best qualifies you for the job. If your major is Marketing, it is marketing. If your major is Education, it is teaching. If you are applying for a sales position, your specific skill is sales or customer relations. <b>Basic</b> — The skills that most employers need regardless of the nature of the organization. Realize that skills are learned not only through paid experiences.		
<b>Honors/Affiliations</b>	Level of responsibility (officer, chair, committee member), Organization		
<b>Portfolio</b>	Collection of designs, slides, pictures, PowerPoint presentations, writing samples, research, etc.		
<b>Certificates</b>	Professional Civil Engineers, LA #XXX		
<b>Thesis</b>	Topic, publication dates (can place in Education section)		
<b>Dissertation</b>	Topic, publication dates (can place in Education section)		
<b>Publications/Presentations</b>	List in reverse chronological order at end of the résumé		

**More help online!**  
[www.lsu.edu/career/tutorials](http://www.lsu.edu/career/tutorials)



# Sample Résumés

## Chronological Résumé

**Mike T. Tiger**

**Current:**  
123 Tiger Town  
Baton Rouge, LA 70803  
(225) 578-3202

**Permanent:**  
123 Main Street  
Hometown, LA 70000  
(225) 555-1212

**mtiger5@lsu.edu**  
**www.miketiger.com**

**Objective** A full-time professional position in the field of finance administration utilizing my Master of Business Administration degree as well as my diverse financial, human relations, and computer-related work experience.

**Education** **Louisiana State University (LSU), Baton Rouge, LA**  
**E.J. Ourso College of Business Administration**

Master of Business Administration	GPA: 4.0	June 20XX
Concentration: Finance		
Bachelor of Business Administration, Finance	GPA: 3.25	May 20XX

**Experience** **President, Student Finance Association, LSU, Baton Rouge, LA** **May 20XX—present**  
Assisted and worked with students, faculty, and staff on community projects. Set agenda for bi-monthly meetings with approximately 30 attendees. Oversaw the management of a budget totaling \$10,000 annually in self-generated funds. Composed and edited letters. Planned and implemented a t-shirt fundraiser and raised 150% of targeted goal for a total of \$6000. Served as representative at various university and public functions.

**Co-op Trust Division, ABC Investments, Dallas, TX** **May 20XX—May 20XX**  
Assisted clients with transferring of personal assets. Managed accounts totaling up to \$300 million daily. Negotiated business decisions with up to 100 brokers per day. Distributed money among various stocks, bonds, and mutual funds. Analyzed financial statements of stocks on quarterly basis. Enhanced business relationships with over 20 investment firms. Used teamwork to meet company goal of processing accounts within 3 business days. Enhanced business relationships with regular customers.

**Head Expeditor, Big Boy's Steakhouse, Baton Rouge, LA** **June 20XX—May 20XX**  
Interacted with customers face-to-face. Resolved customer problems with 100% satisfaction. Helped successfully negotiate a 60% pay increase for hourly employees. Maintained monthly inventory of \$150,000 by utilizing the periodic inventory system. Supervised and distributed various tasks to employees. Motivated employees through strong initiative and teamwork.

**Computer Operator, LSU Computing Services, Baton Rouge, LA** **May 20XX—June 20XX**  
Worked on a \$5 million database project for the FBI. Learned scanning techniques. Trained other computer operators on the use of various software programs, including Adobe Acrobat. Scanned and checked documents on computers.

**Honors/Affiliations** **Earned 100% of Educational & Living Expenses via Continuous Part-Time Employment**  
**President, Student Finance Association**  
Louisiana TOPS Scholarship  
Attended economic seminar in Quito, Ecuador  
Dean's List

## Functional Résumé

**Mike T. Tiger**

**Current:**  
123 Tiger Town  
Baton Rouge, LA. 70803  
(225) 578-3202

**Permanent:**  
123 Main Street  
Hometown, LA 70000  
(225) 555-1212

**mtiger5@lsu.edu**  
**www.miketiger.com**

**Objective** A full-time sales position with XYZ Corporation utilizing my Bachelor of Science degree, coursework, and my customer relations, teamwork, management, and computer skills.

**Education** **Louisiana State University (LSU), Baton Rouge, LA** **May 20XX**  
Bachelor of Science, Sociology **GPA: 3.2** **GPA in major: 3.8**  
Related Coursework: Managerial Accounting, Introduction to Marketing, Micro-Economics, Public Speaking, and Business Communication.

**Skills** **Customer Relations**  
Quoted customers rates for and sold \$5,000 in auto, life, health and fire insurance. Utilized computer resources essential to effectively serve customers. Recruited university organizations to support the Big Buddy Program. Raised money for a non-profit corporation meeting 105% of targeted goal. Interacted with customers through sales and services. Handled customer complaints regarding claims, payment of accounts and credit balances.

**Teamwork**  
Worked with teams of 4 - 6 students on marketing projects learning the importance of buyer-seller and client-supplier relationships, strategies to compete for markets and e-business techniques. Led and worked with teams of volunteers on projects to improve the community.

**Computer**  
Proficient in the use of POS, Microsoft Word, Lotus 1-2-3, Word Perfect 7.0, PowerPoint (presentations to customers and classes), the Internet, and Adobe Acrobat.

**Management**  
Planned, organized, implemented and evaluated programs for underprivileged children. Processed insurance policies, auto and fire claims, customer deposits and outgoing bankcards.

**Experience** **Earned 100% of Educational & Living Expenses via Continuous Part-time Employment**  
**Chairman, LSU Big Buddy Program, Baton Rouge, LA** **January 20XX - May 20XX**  
**Accounts Manager, State Farm, B & A Agency, Baton Rouge, LA** **August 20XX - August 20XX**  
**Bank Card Embossing/Encoding Clerk, State National Bank, Anytown, LA** **August 20XX - January 20XX**  
**Other: Salesperson, Waiter**

**Honors** TOPS Scholarship, full tuition waiver  
Dean's List  
5 year Service Award (for employment)

**Activities** Drug-Free Power Lifting Association; Vice President, Fellowship of Christian Athletes.

## Combination Résumé

**Mike T. Tiger**

**Current Address:**  
123 Tiger Town  
Baton Rouge, LA 70803  
(225) 578-3202

**Permanent Address:**  
123 Main St.  
Hometown, LA 70000  
(225) 555-1212

**mtiger@lsu.edu**

**Objective** A Project Manager position with XYZ Construction Company utilizing my degree in Construction Management, my computer and teamwork skills, and my work experience.

**Education** **Louisiana State University (LSU), Baton Rouge, LA** **December 20XX**  
Bachelor of Science, Construction Management **GPA: 3.27**  
Minor, Business Administration **GPA in Major: 3.50**

**Skills** **Construction Management**  
OSHA-certified through completion of "Construction Safety", a certification course and exam. Worked with project schedules to gain understanding of fundamentals of planning and scheduling techniques. Prepared detailed quantity take off of \$4.5 million department store. Completed three-semester hour course in surveying, which included work with total stations, GPS, and laser levels. Gained a solid understanding of methods, materials, and equipment, through completion of nine semester hours of course work.

**Computer**  
Proficient with Auto-CAD from use throughout high school and college in a variety of disciplines (residential, designed complete drawings of xx,000 SF home; engineering, created orthographic projections of gears, bolts, and bracing). Well versed in using Microsoft Word, Excel, and Power Point, due to use in related course work (theses, data entry, and presentations).

**Teamwork**  
Worked with a four-person group to complete a strategic analysis of Coca-Cola with direct respect to their competitive relationship to Pepsi. Led a three-person team in development of a marketing strategy for the European Football League.

**Experience** **Shop Assistant, Bengal Construction Company, Baton Rouge, LA** **July 20XX—August 20XX**  
Delivered and maintained equipment, as well as various other labor duties. Inventoried and began creation of management system for all business-owned tools and equipment. Became familiar with behind-the-scenes activities needed for project completion such as the necessity of well-planned projects to ensure availability of equipment, time frames to repair and make ready equipment, and the necessity of team effort to ensure prompt completion of projects.

**Laborer, Acme Supply Corporation, Lafayette, LA** **June 20XX—August 20XX**  
Transported construction materials on 25 southern Louisiana school reconstruction sites and warehouse loading dock labor. Gained appreciation for a strong work ethic through daily routine of semi load receiving, repackaging, and distribution.

**Other:** Dock Laborer, Baseball Fields Ground Crew, Bartender, Telemarketer, Promotional Greeter

**Activities** Construction Student Association, The Associated General Contractors of America, Associated Builders and Contractors, National Association of Home Builders, Semester Abroad (Holland)

**Honors** TOPS Scholarship, LSU Study Abroad Scholarship, Dean's List, National Society of Collegiate Scholars, Alpha Lambda Delta Honor Society

## Education Résumé

**Mike T. Tiger**

**Current:**  
123 Tiger Town  
Baton Rouge, LA 70803  
(225) 578-3202

**Permanent:**  
123 Main Street  
Hometown, LA 70000  
(225) 555-1212

**mtiger5@lsu.edu**  
**www.miketiger.com**

**OBJECTIVE** A full-time teaching position in the field of elementary education in a diverse, urban setting, utilizing my Master of Education degree, as well as my leadership skills and related work experience.

**EDUCATION** **Louisiana State University (LSU), Baton Rouge, LA** **Aug 20XX**  
**Master of Education, Holmes Program** **GPA: 4.0**  
Concentration: Elementary Education **Certified: Grades 1 - 8**

**Tulane University** **May 20XX**  
**Bachelor of Arts, English** **GPA: 3.25**  
Minor: Theater **GPA in Major: 3.8**

**PRAXIS SCORES**

Test	Score
C-PPST: Reading	185
C-PPST: Writing	182
C-PPST: Mathematics	190
Eng Lang Lit Comp Content Knowledge	198
Eng Lang Lit Comp Pedagogy	175

**EXPERIENCE** **Internship, University Elementary School, Baton Rouge, LA** **May 20XX - present**  
Prepared educational objectives and lesson plans for third, fourth, and fifth grade students. Had full charge of a fourth grade classroom of 30 students for 12 days in a diverse, urban, public elementary school. Team taught math and language arts. Conducted after-school and tutoring sessions for developmentally challenged children to prepare for LEAP testing. Scheduled and participated in parent teacher conferences. Assisted in planning and implementation of Fifth Grade Career Day activities. Organized and created learning centers and bulletin boards.

**Field Experience, ABC Magnet Elementary, Baton Rouge, LA** **June 20XX - May 20XX**  
Assisted in preparation of lesson plans and in teaching 23 elementary students enrolled in the gifted and talented magnet program. Developed study plans, administered and scored an Individual Reading Inventory and Standardized Reading Inventory. Attended weekly staff meetings, participated in parent teacher conferences, and initiated the publication of the weekly parent newsletter. Tutored three disabled students.

**Camp Counselor, Camp of Summer Fun, Sunshine, LA** **Summers 20XX, XX, XX**  
Responsible for 24-hour supervision and care of 12 campers, ranging in age from 10 to 13 years old, for five three-week sessions. Developed and instituted a counselor mentoring program for new staff members. Instructed special sessions for archery and volleyball. Assisted with other activities for over 120 families including field day, camp tours, and counselor conferencing.

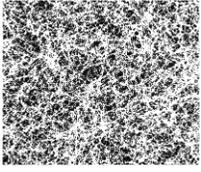
**Other:** Waiter, Sales Associate, Customer Service Representative

**SKILLS** **Computer**  
Proficient in the use and training of Microsoft Office, WordPerfect 7.0, PowerPoint, and the Internet. Familiar with educational tutoring software.

**Management**  
Planned, organized, and implemented four philanthropy events for career research. Raised roughly \$4,000.

**Languages**  
Fluent in English and Spanish.

**HONORS** Future Teachers of America, American Federation of Teachers Louisiana TOPS Scholarship, Dean's List

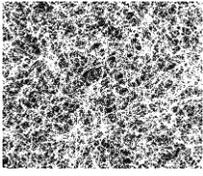


# Power Verbs for Your Resume

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accelerated	compared	excelled	maintained	repaired
accommodated	compiled	executed	marketed	reported
accomplished	composed	exercised	measured	represented
achieved	computed	expanded	mediated	researched
acquired	conceptualized	expedited	minimized	reserved
acted	concluded	explained	mobilized	resolved (problems)
activated	confirmed	extended	modeled	restored
adapted	consented	extracted	moderated	retrieved
added	consolidated		modernized	revamped
addressed	constructed	fabricated	modified	reviewed
adjusted	contracted	facilitated	monitored	revised
administered	contributed	familiarized	motivated	revitalized
admitted	converted	fashioned	multiplied	revived
advanced	convinced	figured		
advised	cooperated	finalized	negotiated	sanctioned
aided	coordinated	forecasted		satisfied
alleviated	correlated	formulated	officiated	scheduled
allocated	corresponded	fostered	operated	screened
allowed	counseled	founded	orchestrated	scrutinized
altered	created	fulfilled	organized	secured
ameliorated	critiqued		originated	served
amended	customized	generated	overhauled	set goals
analyzed		grew		settled
appointed	debugged	guaranteed	performed	shaped
apportioned	deciphered	guided	persuaded	smoothed
appraised	dedicated		pioneered	solicited
apprised	delegated	hired	planned	solved
approved	deliberated		polished	sought
approximated	demonstrated	identified	prepared	spearheaded
arbitrated	designated	illustrated	prescribed	specified
arranged	designed	implemented	prioritized	spoke
ascertained	determined	improved	processed	stimulated
assembled	devaluated	improvised	procured	streamlined
assessed	developed	increased	produced	strengthened
assigned	devised	indexed	programmed	studied
assisted	diagnosed	indicated	projected	submitted
attained	directed	inferred	promoted	substantiated
attested	disbursed	influenced	publicized	suggested
audited	dispatched	informed	purchased	summarized
augmented	displayed	initiated		supervised
authored	drafted	innovated	queried	supplemented
authorized		inspected	questioned	surveyed
	eased	inspired		sustained
balanced	eclipsed	instituted	raised	synthesized
bolstered	edited	instructed	rated	systematized
boosted	educated	integrated	realized	
brainstormed	elevated	interceded	recommended	tabulated
budgeted	elicited	interpreted	reconciled	tailored
built	employed	interviewed	recorded	traced
	empowered	introduced	recruited	trained
calculated	enabled	invented	rectified	transacted
catalogued	encouraged	investigated	reduced (losses)	transformed
centralized	endorsed	involved	refined	translated
certified	engineered	issued	referred	transmitted
chaired	enhanced		reformed	
charted	enlarged	judged	regarded	updated
clarified	enlisted	justified	regulated	upgraded
classified	enriched		rehabilitated	
coached	enumerated	launched	reinforced	validated
collaborated	envisioned	lectured	rejuvenated	valued
collected	established	led	related	verified
commissioned	estimated	licensed	relieved	visualized
committed	evaluated	lightened	remedied	
communicated	examined	linked	remodeled	wrote

*Adapted with permission from the Career Resource Manual of the University of California, Davis.*



# Job Search Correspondence

## INSTRUCTIONS FOR LETTER OF APPLICATION/ COVER LETTER

## LETTER OF APPLICATION/COVER LETTER

**Name**

College Address: Phone (including area code)	Email Address Professional Web Address	Permanent Address: Phone (including area code)
---	---	---

Date

Mr., Ms., Dr. First Name, Last Name (Specific person who accepts applications for the specific position)  
Title  
Company  
Address

Dear Mr., Ms., Dr. Last Name:

Opening Paragraph  
State why you are writing, name the specific position or type of work for which you are applying or about which you are inquiring, and mention how you heard of the opening or the organization.

Body Paragraph

**Give specific qualifications that match the job requirements. If you do not have the specific job description for that company, use the *Occupational Outlook Handbook* and the *Occupational Information Network* (see page 9) for "Nature of Work" and "Tasks" specific to the job. Explain why you are interested in working for THIS ORGANIZATION/EMPLOYER. Briefly summarize some of your strongest experiences and skills related to the job. Whenever possible provide "STAR" (Situation, Tasks, Action and Results) information and demonstrate Results by using \$, #, and %. Remember to consider this from an employer's point of view. Show what you have to offer the employer.**

Closing Paragraph  
Refer the reader to the résumé (or application form) you are enclosing and include your unique qualifications. Declare your interest in an interview and offer to provide further information upon request. State when you will be available to interview, best time to reach you, etc.

Sincerely,

Signature (blue or black ink)

Your Name (typed)

Enclosure:   Résumé, Application Form  
                  References (if requested)  
                  (List any additional materials requested in advertisement)

**What makes you uniquely qualified for the job?**

**Mike T. Tiger**  
mtiger5@lsu.edu  
www.miketiger.com

Permanent:  
123 Main Street  
Hometown, LA 70000  
225-555-1212

Current:  
123 Tiger Town  
Baton Rouge, LA. 70803  
225-555-3202

May 25, 200X

Mr. Sal Smith  
Human Resource Manager  
Dream Corporation  
123 Main Street  
Anytown, LA 70001

Dear Mr. Smith:

At the suggestion of Mr. John Jones, a longtime friend of my family, I am writing you concerning your search for a finance associate in your accounting department at Dream Corporation. I am impressed with the management values and growth Dream Corporation has experienced recently. The position appears to be a unique opportunity that matches my skills and qualifications. In reviewing the job description given to me, I have skills and experiences that match all of your requirements.

You indicate in the job description that you are seeking a candidate who is service oriented; possesses good communication and organization skills; has experience in customer service, sales and/or marketing as an accounts manager; and has a bachelor's or master's degree. My qualifications complement your requirements: I have resolved customer problems and provided quality service to insurance customers; led and worked with teams to raise money to improve the community; sold \$25,000 in insurance to customers; and have a Bachelor of Science.

I would like to bring my skills and experience to Dream Corporation and increase productivity and profit for the company. My skills are a perfect match for this position.

Please review the attached résumé. Please call me to set up a personal interview at (225) 578-3202.

Sincerely,

Signature (blue or black ink)

Mike T. Tiger

Enclosure: résumé

## INSTRUCTIONS FOR THANK-YU NOTE

## THANK-YU NOTE

**Name**

College Address: Phone (including area code)	Email Address Personal Homepage Address	Permanent Address: Phone (including area code)
---	--	---

Date

Mr., Ms., Dr. First Name, Last Name  
Title  
Company  
Address  
City, State, Zip

Dear Mr., Ms., Dr. Last Name:

Opening Paragraph  
Thank the employer for meeting with you. Reference the time, date and /or place if possible. Express your enthusiasm about gaining employment in the organization.

Second Paragraph  
Reiterate qualifications and continuing interest. Include any skills you forgot to mention in the interview. Emphasize a particular skill or accomplishment that makes you an asset. Express confidence in your ability to perform well in the organization.

Closing Paragraph  
Thank the interviewer again for his/her consideration. State that you look forward to hearing from the employer and give a specific date if you plan to follow up with a phone call. Mention any enclosures that the employer has asked you to provide.

Sincerely,

Signature (blue or black ink)

Your Name (typed)

Enclosure:   Résumé (if updated since interview)  
                  References (if requested)  
                  Transcripts (if requested)  
                  (List any additional materials requested in advertisement)

**What makes you uniquely qualified for the job?**

*[Example of using email format thank you note on the following page]*

**Mike T. Tiger**  
mtiger5@lsu.edu  
www.miketiger.com

Permanent:  
123 Main Street  
Hometown, LA 70000  
225-555-1212

Current:  
123 Tiger Town  
Baton Rouge, LA. 70803  
225-555-3202

June 20, 200X

Ms. Jane Doe  
Human Resource Manager  
Dream Corporation  
Anytown, USA 70001

Dear Ms. Doe:

Thank you for interviewing me at LSU on (Date). It was a pleasure meeting you and discussing employment opportunities at Dream Corporation. I continue to be very enthusiastic about the Financial Analyst position and look forward to actively pursuing this opportunity.

After attending Dream Corporation's evening presentation and speaking with you, I am even more enthusiastic about the position and am certain I can successfully contribute to your team. My education, cooperative education experience, and strong financial management and customer relations skills have fully prepared me to succeed with little training in this entry-level position in your organization. I am confident my leadership abilities and strong work ethic will allow me to contribute to the teamwork spirit at Dream Company.

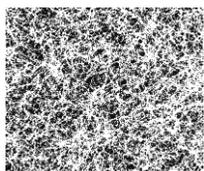
Per your request, I have enclosed my transcript and three references along with their contact information. If you need further information please do not hesitate to contact me immediately. Again, I thank you and look forward to the possibility of working with you in the future.

Sincerely,

Signature (blue or black ink)

Mike T. Tiger

Enclosure:   transcript  
                  references



# Email Correspondence

**F**or most of us, sending and receiving email is simple and fun. We use it to communicate with friends and family and to converse with our contemporaries in an informal manner. But while we may be unguarded in our tone when we email friends, a professional tone should be maintained when communicating with prospective employers.

Email is a powerful tool in the hands of a knowledgeable job-seeker. Use it wisely and you will shine. Use it improperly, however, and you'll brand yourself as immature and unprofessional. Dr. Sherry Reasbeck, a San Diego-based career counselor, warns that some email mistakes leave a bad impression. "It's irritating when the writer doesn't stay on topic or just rambles," says Reasbeck. "Try to succinctly get your point across—then end the email."

Be aware that electronic mail is often the preferred method of communication between job-seeker and employer. There are general guidelines that should be followed when emailing cover letters, thank-you notes and replies to various requests for information. Apply the following advice to every email you write:

- Use a meaningful subject header for your email—one that is appropriate to the topic.
- Always be professional and businesslike in your correspondence. Address the recipient as Mr., Ms. or Mrs., and always verify the correct spelling of the recipient's name.
- Be brief in your communications. Don't overload the employer with lots of questions in your email.
- Ditch the emoticons. While a ☺ or an LOL (laughing out loud) may go over well with friends and family, do not use such symbols in your email communications with business people.
- Do not use strange fonts, wallpapers or multicolored backgrounds.
- Sign your email with your full name.
- Avoid using slang.
- Be sure to proofread and spell-check your email before sending it.

Neal Murray, director of the career services center at the University of California, San Diego, sees a lot of email from job-seekers. "You'd be amazed at the number of emails I receive that have spelling errors, grammatical errors, formatting errors—emails that are too informal in tone or just poorly written," says Murray. Such emails can send the message that you are unprofessional or unqualified.

When you're dealing with employers, there is no such thing as an inconsequential communication. Your emails say far more about you than you might realize, and it is important to always present a polished, professional image—even if you are just emailing your phone number and a time when you can be contacted. If you are sloppy and careless, a seemingly trivial communication will stick out like a sore thumb.

## THANK-YOU NOTES

If you've had an interview with a prospective employer, a thank-you note is a good way to express your appreciation. The note can be emailed a day or two after your interview and only needs to be a few sentences long, as in the following:

Dear Ms. Jones:

I just wanted to send a quick note to thank you for yesterday's interview. The position we discussed is exactly what I've been looking for, and I feel that I will be able to make a positive contribution to your organization. I appreciate the opportunity to be considered for employment at XYZ Corporation. Please don't hesitate to contact me if you need further information.

Sincerely,

John Doe

Remember, a thank-you note is just that—a simple way to say thank you. In the business world, even these brief notes need to be handled with care.

## COVER LETTERS

A well-crafted cover letter can help "sell" you to an employer. It should accomplish three main things:

1. Introduce yourself to the employer. If you are a recent college graduate, mention your major and how it would apply to the job you are seeking. Discuss the organizations/extracurricular activities you were involved in and the part-time jobs you held while a student, even if they might seem trivial to you. Chances are, you probably picked up some transferable skills that you will be able to use in the work world.
2. Sell yourself. Briefly state your education and the skills that will benefit the employer. Don't go into a lot of detail here—that's what your résumé is for—but give the employer a sense of your strengths and talents.
3. Request further action. This is where you request the next step, such as an appointment or a phone conversation. Be polite but sincere in your desire for further action.

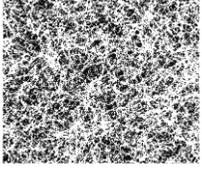
## TIPS

In addition to the guidelines stated above, here are a few tips to keep in mind:

- Make sure you spell the recipient's name correctly. If the person uses initials such as J.A. Smith and you are not certain of the individual's gender, then begin the email: "Dear J.A. Smith."
- Stick to a standard font like Times New Roman, 12-point.
- Keep your email brief and businesslike.
- Proofread everything you write before sending it.

While a well-crafted email may not be solely responsible for getting you your dream job, rest assured that an email full of errors will result in your being overlooked. Use these email guidelines and you will give yourself an advantage over other job-seekers who are unaware of how to professionally converse through email.

*Written by John Martalo, a free-lance writer based in San Diego.*



# Employer Research Worksheet

---

**R**ecruiters constantly tell us that most candidates know very little about the company for which they are applying. This demonstrates a lack of preparation and can often be a turn-off for employers. This worksheet will help you “do your homework” before an interview. Being able to demonstrate that you have an understanding of the potential employer will make you a more appealing candidate! Good luck!

1. What is the mission statement of the organization? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Where is the company’s headquarters located? Do they have additional locations? Where? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What can you tell about the corporate or organizational culture? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is the company privately owned or publicly traded? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are there any notable accomplishments of this company? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What projects/divisions of the company interest you? Why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. What is the primary product or service of the company? Who are their clients? Chief competitors? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Is the company large or small? How many employees? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

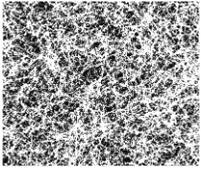
9. If interviewed by this company, what questions would you ask? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Don’t know where to find the answers?

Check out these resources: Individual company websites, WetFeet (through your TigerTrak account), GoingGlobal ([www.lsu.edu/career](http://www.lsu.edu/career)), and Lexis Nexis.

## Need more help?

Contact Career Services at [career@lsu.edu](mailto:career@lsu.edu) or 578-1548



# Getting the Most Out of a Career Fair

**M**any employers use career fairs—both on and off campus—to promote their opportunities and to pre-screen applicants. Career fairs come in all shapes and sizes, from small community-sponsored events to giant regional career expositions held at major convention centers.

Most career fairs consist of booths and/or tables manned by recruiters and other representatives from each organization. For on-campus events, some employers also send alumni representatives. Large corporations and some government agencies have staffs who work the career fair “circuit” nationwide.

An employer’s display area is also subject to wide variance. It could be a simple table with a stack of brochures and business cards and a lone representative or an elaborate multimedia extravaganza with interactive displays, videos, posters and a team of recruiters.

## Fashions and Accessories

Generally, the appropriate attire for career fair attendees is more relaxed than what you’d wear to an actual job interview. In most cases, “business casual” is the norm. If you’re unsure of the dress code (particularly for off-campus events), it would be wise to err on the overdressed side—you’ll make a better impression if you appear professional. Think of it as a dress rehearsal for your real interviews!

Remember to bring copies of your resume (or resumes, if you have several versions tailored to different career choices), a few pens and pencils (have backups—they have a way of disappearing), a folder or portfolio and some sort of note-taking device (a paper or electronic pad). Keep track of the recruiters with whom you speak and send follow-up notes to the ones who interest you. Don’t bring your backpack; it’s cumbersome for you, it gets in the way of others and it screams “student!” instead of “candidate!”

## Stop, Look and Listen

Keep your eyes and ears open—there’s nothing wrong with subtly eavesdropping on the questions asked and answers received by your fellow career fair attendees. You might pick up some valuable information, in addition to witnessing some real-life career search “dos and don’ts.”

In order to maximize your career fair experience, you must be an active participant and not just a browser. If all you do is stroll around, take company literature and load up on the ubiquitous freebies, you really haven’t accomplished anything worthwhile (unless you’re a collector of key chains, mousepads and pocket flashlights). It is essential to chat with the company representatives and ask meaningful questions.

Here’s a great bit of career fair advice from Stanford University’s *Career Fair ‘99* guide:

“Create a one-minute ‘commercial’ as a way to sell yourself to an employer. This is a great way to introduce yourself. The goal is to connect your background to the organization’s need. In one minute or less, you need to introduce yourself, demonstrate your knowledge of the company, express enthusiasm and interest and relate your background to the company’s need.”

## You’re a Prospector—Start Digging

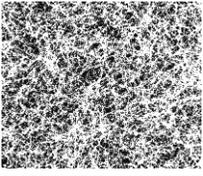
The questions you ask at a career fair depend upon your goals. Are you interested in finding out about a particular career field? Then ask generalized questions about working within the industry. If you’re seeking career opportunities with a specific employer, focus your questions on the application and interview process, and ask for specific information about that employer.

## Fair Thee Well

By all means, try to attend at least one career fair before beginning your formal job interviewing process. For new entrants into the professional career marketplace, this is a good way to make the transition into “self-marketing mode” without the formality and possible intimidation of a one-on-one job interview. It’s an opportunity that’s too valuable to miss.

## A Few Words About Career Fair Etiquette

1. Don’t interrupt the employer reps or your fellow job-seekers. If someone else is monopolizing the employer’s time, try to make eye contact with the rep to let him or her know that you’re interested in speaking. You may be doing a favor by giving the recruiter an out. If all else fails, move to the next exhibit and plan to come back later.
2. If you have a real interest in an employer, find out the procedures required to secure an interview. At some career fairs, initial screening interviews may be done on the spot. Other times, the career fair is used to pre-screen applicants for interviews to be conducted later (either on campus or at the employer’s site).
3. Sincerity always wins. Don’t lay it on too thick, but don’t be too blasé either. Virtually all employers are looking for candidates with good communication skills.
4. Don’t just drop your resume on employers’ display tables. Try to get it into a person’s hands and at least say a few words. If the scene is too busy and you can’t get a word in edgewise, jot a note on your resume to the effect of, “You were so busy that we didn’t get a chance to meet. I’m very interested in talking to you.” Look around the display for the recruiter’s business card (or at the very least, write down his or her name and get some literature with the company’s address) and send a follow-up note and another copy of your resume.
5. If you know ahead of time that one of your “dream companies” is a career fair participant, do some prior research (at minimum, visit their Web site and, if available, view their company videotape). A little advance preparation goes a long way and can make you stand



# Interviewing

## PRIOR TO THE INTERVIEW

### Evening Presentations — On-Campus Interviewing

Many companies host information sessions on the evening prior to their on-campus interviews. If a company is hosting an evening presentation, the date, time and location will be noted on InterviewTRAK. Consider an evening presentation the first part of your on-campus interview; it is an excellent opportunity to learn more about the employer and the positions available, as well as to make a good impression with the recruiter prior to the interview.

An evening presentation also allows a student who does not meet the InterviewTRAK requirements for a position to meet an employer face-to-face, share a résumé, and secure an interview for the next day.

Although evening presentations are informal, employers size up candidates and form first impressions of the people they will interview, and many weigh the students' interactions during the presentation when making hiring decisions/recommendations. Demonstrated interest in the position and knowledge of the employer during the presentation can give you a competitive edge.

### Researching Employers

Read the job description and visit the company's Web site before submitting your résumé for a position. For employers participating in the On-Campus Interviewing Program, this information is usually available online through InterviewTRAK. Extensive employer literature is available in the Career Information Center (B-1 Coates Hall), but it is also appropriate to ask for literature when scheduling the interview to insure the information you have is the up-to-date.

Please refer to page 24 for additional tips on using employer literature.

### Job Interview Preparation

Keep these tips in mind when preparing for an interview:

- Match your qualifications to the company's needs.
- Know your qualifications — education; paid/unpaid work experiences; achievements; and skills gained from work, volunteer, academic and social experiences.
- Know the name and requirements of the position when the interview is scheduled.
- An interviewer's job is to match the job with the right person; your job is to prove, with examples, that you are the right person.
- Know company products/services, locations and financial data.
- Get directions to the location of the interview and to the parking facility.
- Call to confirm the appointment the day before the interview.
- Allow ample time to arrive at least five minutes before scheduled appointments.
- Dress conservatively and professionally.

## DRESSING FOR THE INTERVIEW

Depending on your fashion style, a job interview may be cause for a major wardrobe change. The interviewer's focus should be on you and your skills and abilities, not on what you are wearing. In most business and technical job interviews, conservatism and conformity are in order when it comes to your appearance. Visit our CEBA office to view displays of business casual and business professional attire.

Many companies have adopted an "office casual" dress code, but it is better to be too conservative than to be too flashy. For men and women, a suit is the best bet. Consider the following guidelines when selecting interview attire:

### MEN

- A two-piece suit will suffice in most instances.
- Solid colors and tighter-woven fabrics are safer than bold prints or patterns.
- Bright ties bring focus to the face, but a simple pattern is best for an interview. (A tip for larger men: use a double Windsor knot to minimize a bulky appearance.)
- Wear polished shoes with socks high enough so no skin is visible when you sit down and cross your legs.

### WOMEN

- A suit with a knee-length skirt or pants and a tailored blouse is appropriate.
- Although even the most conservative organizations allow more feminine looks now, accessories should be kept simple. Basic pumps and modest jewelry and makeup help to present a professionalism look.

### Taking a Casual Approach

The rules for "office casual" vary from company to company. At some companies, casual attire is acceptable on Fridays only. On those days, men may wear a sports coat and slacks and women may wear a sweater and slacks. At other companies, shorts and sandals are the standard every day.

The safest fashion rule for new employees is dress like the most conservatively attired co-worker. As a new hire, do not try to push the boundaries of casual attire.

**Fashion Arrests:** Never wear blue jeans or shorts unless the vast majority of others do; don't dress too provocatively; your clothes should always be free of stains or holes; work-out wear is not appropriate.

**Play It Safe:** Chinos or corduroy slacks are usually a safe bet for both sexes; buy the best that your budget will allow; if you will be seeing clients, dress appropriately for their workplace, not yours; go to the mall, where most department and specialty stores have sections devoted to this style of office attire.

### Staying Within a Budget

Recent graduates often need wardrobe additions. Since limited funds can be an obstacle, image consultant Christine Lazzarini suggests "capsule wardrobing." For example, mixing and matching an eight-piece capsule wardrobe can generate up to 28 ensembles.

Lazzarini advises first establishing a budget, 50 percent of which should be targeted for accessories. For women, "Even a brightly colored jacket could be considered an accessory when it makes an outfit you already have look entirely different."

The most important piece in any wardrobe is a jacket that is versatile and can work with a number of other pieces, says one fashion expert. This applies to men and women.

"If you focus on a suit, buy one with a jacket which may be used with other skirts or trousers," says a woman's fashion director for a major national retailer. "Then add a black turtleneck or a white shirt. These are the fashion basics you can build on."

A navy or black blazer for men can work well with a few different gabardine pants. This ensemble is as expensive as a suit but offers more versatility.

## A Final Check

Your appearance is only as good as your grooming. Create a final checklist to review before an interview:

- Neatly trimmed hair
- Conservative makeup
- Stockings without runs
- Polished shoes (consider wearing sneakers on the way to an interview and changing at the site)
- No excessive jewelry; men should refrain from wearing earrings
- No missing buttons, crooked ties or lint

## THE INTERVIEW

When asking and answering questions, keep in mind the employer's needs and your qualifications that match those needs. Include the **Situation, Tasks, Action, Results** technique in your answers. Also remember that those who get hired are not always the most qualified, but rather the most skilled in the art of the job search. A successful job searcher has an extra measure of initiative, resourcefulness, preparation and persistence. Check out [interview.monster.com](http://interview.monster.com) ("Virtual Interviews") and/or schedule a mock interview with us for more help.

### Job Interview Tips

- Walk in confidently, with a positive attitude and a smile.
- Give a firm handshake while looking the interviewer in the eye.
- Stand up straight.
- Speak distinctly and enthusiastically, using good grammar, choice vocabulary and occupational "jargon."
- Be courteous.
- Show pride in your accomplishments and abilities.
- Give positive responses about yourself.
- Give examples of your productivity in past experiences.
- Respond to salary inquiries by giving a range, not a specific amount.
- Be assertive, but not abrasive.
- Be confident, but not cocky.
- At all times, be honest and sincere.
- Show appreciation for the interview.
- Ask for the job.
- Ask when to expect to hear from the employer.
- Make note of any request for additional information needed, such as a transcript, portfolio, and/or references of a letter(s) of recommendations, and send materials that day.
- Get the name, title and address of the interviewer so you can send an e-mail and letter of thanks for the interview.

### Job Interview Topics

#### Your Personality

- Your likes and dislikes (e.g., subjects, hobbies, interests)
- Your strengths (give experiences proving these)
- Your weaknesses (say what you are doing to improve)
- Your achievements (academic, social, civic, professional)

#### Your Qualifications

- Your education; paid/unpaid work experiences; achievements; and skills from work, volunteer, academic and extracurricular activities that could be used in this job

- Your interest in working with individuals, teams, data, projects or things
- Your long-range and short-range goals
- Your most productive working conditions
- Your geographic preferences
- Your level of responsibility

#### Your Knowledge of the Employer's Needs

Your answers and questions should indicate that you know the employer's objectives, competition, products and/or services. You should also show that you know the job description, and you should be able to provide examples of your specific qualifications (education, work experiences and skills) that match the company's needs.

## Sample Job Interview Questions/Requests to Answer

### • About You

Tell me about yourself; Why did you select LSU? What led you to choose your major? What course(s) did you like the most/least? What percent of your college education did you finance? How do you spend your spare time? What do you consider your strengths/weaknesses?

### • Involvement

What have you learned from your extracurricular activities? Which of your academic, social, civic and work achievements have been most rewarding?

### • Attitude/Problem Solving

What major problems have you encountered and how did you deal with them? What have you learned from your mistakes? How would you solve this critical thinking problem?

### • You as a Match

What qualifications and personal characteristics do you have that match our needs? What skills do you have that will be used in this position? Why did you decide to seek a position with our company? In what type of position are you most interested and why? What do you know about our company? In your past jobs, have you been responsible for money, people, projects or things? What is your geographic preference? Would you be willing to relocate/travel? Why should I hire you?

### • Plans/Goals

What rewards do you expect in your career? How do you determine or evaluate success? How would you describe the ideal job? Where do you see yourself in five years? How do you plan to reach that goal?

### • Work Style

How do you work under pressure? How do you manage your time? Which do you enjoy most — working with individuals, teams, data, projects or things? Give an example that demonstrates your productivity in your previous job. Describe the relationship that should exist between a supervisor and a subordinate. Describe the working conditions in which you would be most productive. What things are important to you in your job?

## Sample Job Interview Questions to Ask Recruiters if Answers Cannot be Found Through Research

### • The Position

What do you feel are the necessary qualifications to be successful in this job? Would you describe a typical day on the job? What do you consider to be the pros and cons of this job? What are the different career paths from this position? What criteria are you using to evaluate your future employee?

### • The Company

How much input does the employee have regarding relocation? What firms do you consider to be the company's major competitors and why? What are the company's plans for the future? How will the company's plans affect this division? What is the company's policy concerning continuing education? Does the company encourage participation in professional organizations?

- **Company Employees**

Which majors do you usually hire and why? Would you describe the training period/program? How often do you have performance evaluations, and on what criteria are employees evaluated? Do you have an LSU alumnus working for the company? What is the average length of time that employees spend in this department? What are the backgrounds of those in upper management? What is your background (major, school, work experience)? How long have been with the company?

- **New Area**

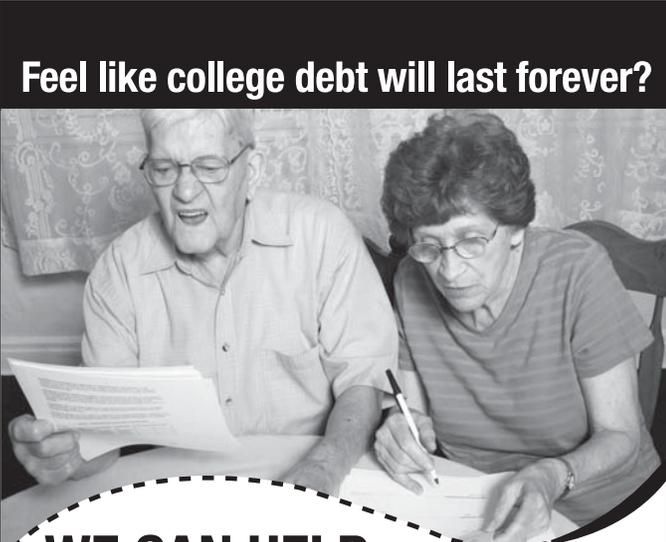
How would you compare the cost of living there to this area? How is the economy fairing in this area?

## TYPES OF INTERVIEWS

Many types of interviews are used when evaluating candidates. Preparation is the key to acing an interview. Understand the different types of interviews, including what the employer is looking for out of each. Typically, the first interview or the screening interview is very different from the site visit or any additional interviews. Any of the following interview types may be done by phone, in an office, on campus or by Web camera.

### Traditional Interview

The most well known type of interview, a traditional interview generally consists of standardized questions asked of one interviewee by one interviewer. Most interviews scheduled through the On-Campus Interviewing Program are traditional. The recruiter anticipates thoughtful questions and articulate answers. The best questions are derived from employer and industry research.



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### Behavioral Interview

Increasingly popular, this interview focuses on past behaviors to determine the candidate's future potential performance. Common behaviors about which employers inquire include multi-tasking, leadership, conflict resolution and problem solving. Whereas in a traditional interview, the interviewer will ask how you would behave in a particular situation, you will be asked how you did behave in a particular situation during a behavioral interview. Expect the interviewer to ask questions and probe — think of peeling the layers from an onion. Practice and explaining what you learned from the situation are the keys here.

### Case Method Interview

In a case method interview, a candidate is asked to evaluate a hypothetical situation, question or idea. The recruiter is not looking for a "correct" answer, but wants to assess the candidate's analytical reasoning skills. Most important in this type of interview is to justify the answer given. Be prepared to address all relevant factors affecting the hypothetical question, situation or idea. For clarification, the candidate may ask questions pertaining to the specific idea. This type of interview is less common than traditional and behavioral interviews. For more information, see *How to Move Mt. Fuji*, in the Career Information Center (B-1 Coates Hall).

### Sequential Interview

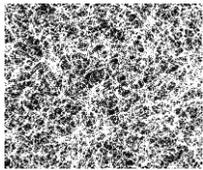
A sequential interview is a series of consecutive interviews with several recruiters at the same company. It is commonly used during the site visit or follow-up interview. Each interview should be approached as a new chance to showcase your qualities that match the employer's requirements. The interviewers usually consist of your potential future manager, those with hiring authority and other key players within the organization. The sequential interview can be very tiring, but keep a positive attitude throughout each session.

### Team/Panel Interview

A variation of the traditional interview, the team/panel interview may be used by organizations that place high value on team projects and group decision-making. A panel of 2 - 10 panelists, each with a specific purpose in the interview, questions the interviewee. Eye contact is very important in a team interview, as is paying special attention to the person who asks each question.

### Stress Interview

The stress interview tests a candidate's boundaries, and is used to determine a candidate's tolerance in withstanding the company culture, the customers and/or other stresses related to the position. Your patience may be tested, as the interviewer is determining if you are a fit for the position.



# The Site Visit/Interview: A Step Closer

**W**hile on-campus screening interviews are important, on-site visits are where jobs are won or lost. After an on-campus interview, strong candidates are usually invited to visit the employer's facility. Work with the employer to schedule the on-site visit at a mutually convenient time. Sometimes employers will try to arrange site visits for several candidates to take place at the same time, so there may not be much flexibility...but you'll never know if the employer is flexible unless you ask.

1. An invitation to an on-site interview, often referred to as the "plant trip," is NOT a guarantee of a job offer. It is a chance to examine whether or not you will be a good match for the job and for the organization.
2. Notification of a plant trip may be by telephone or email. Respond promptly if you are sincerely interested in this employer. Decline politely if you are not. Never go on a plant trip for the sake of the trip. Document the name and phone number of the person coordinating your trip. Verify who will be handling trip expenses. Most medium- and large-size companies (as well as many smaller ones) will pay your expenses, but others will not. This is very important, because expenses are handled in various ways: 1) the employer may handle all expenses and travel arrangements; 2) you handle your expenses and arrangements (the employer may assist with this), and the employer will reimburse you later; 3) the employer may offer an on-site interview, but will not pay for your interview.
3. Know yourself and the type of job you are seeking with this employer. Don't say, "I am willing to consider anything you have."
4. Thoroughly research the potential employer. Read annual reports, newspaper articles, trade journals, etc. Many companies have homepages, where you can read mission statements, find out about long-term goals, read recent press releases, and view corporate photos. Don't limit your research only to company-controlled information. The World Wide Web can be a valuable investigative tool. You may uncover key information that may influence—positively or negatively—your decision to pursue employment with a given organization.
5. Bring extra copies of your résumé; copies of any paperwork you may have forwarded to the employer; names, addresses, phone numbers and email addresses of your references; an updated college transcript; a copy of your best paper as a writing sample; a notebook; a black and/or blue pen for filling out forms and applications; and names and addresses of past employers.
6. Bring extra money and a change of clothes. Also, have the names and phone numbers of those who may be meeting you in case your plans change unexpectedly. Anything can happen and you need to be ready for emergencies.
7. Your role at the interview is to respond to questions, to ask your own questions and to observe. Be ready to meet people who are not part of your formal agenda. Be courteous to everyone regardless of his or her position; you never know who might be watching you and your actions once you arrive in town.

Once you have accepted a job offer, you are obligated to that organization. At that point you should discontinue your job search.

8. Don't forget your table manners. Plant trips may include several meals or attendance at a reception the night before your "big day." When ordering food at a restaurant, follow the lead of the employer host. For example, don't order the three-pound lobster if everyone else is having a more moderately priced entree. If you have the "dining jitters," some authorities suggest ordering food that is easy to handle, such as a boneless fish fillet or chicken breast.
9. Many employers have a set salary range for entry-level positions and others are more negotiable. Though salary should not be brought up until an offer is extended, it is wise to know your worth in advance. Contact your campus career center to obtain more information on salaries. According to Jay Wheeler, manager of university relations and staffing for Halliburton, "Students have been working on perfecting their product for a number of years and should know what kind of product they've created and what the company is willing to buy."

## Take note of how the employees interact, and also assess the physical work environment.

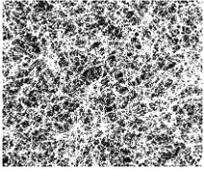
10. Soon after the site visit, record your impressions of your performance. Review the business cards of those you met or write the information in your notebook before leaving the facility. You should have the names, titles, addresses and phone numbers of everyone who was involved in your interview so you can determine which individuals you may want to contact with additional questions or follow-up information. A thank-you letter should be written to the person(s) who will be making the hiring decision. Stay in touch with the employer if you want to pursue a career with them.

A site visit is a two-way street. You are there to evaluate the employer and to determine if your expectations are met for job content, company culture and values, organizational structure, and lifestyles (both at work and leisure). Take note of how the employees interact, and also assess the physical work environment.

Just as any good salesperson would never leave a customer without attempting to close the sale, you should never leave an interview without some sort of closure. If you decide that the job is right for you, don't be afraid to tell the employer that you feel that there is a good fit and you are eager to join their team. The employer is interested in hiring people who want to be associated with them and they will never know of your interest if you don't voice your opinion. Keep in mind that although the employer has the final power to offer a job, your demeanor during the entire interviewing process—both on and off campus—also gives you a great deal of power.

Realize that 50% of the companies administer drug tests and that failing the test means you won't be considered for employment.

*Written by Roseanne R. Bensley, Placement and Career Services,  
New Mexico State University.*



# Dining Out

## I. ARRANGEMENTS

• When making dining arrangements find out:

- 1) Time—be prompt
- 2) Location to be picked up
- 3) Type of restaurant; casual or dressy

## II. ENTERING

- Allow host to make arrangements with the restaurant.
- Follow host's cue on where to sit.
- Allow women to be seated first.

## III. AFTER YOU ARE SEATED

- Unfold large napkin in half, place in lap.
- During meal, place napkin on chair if you leave the table, and on either side of your plate when meal is finished.
- Do not use napkin as a handkerchief.

## IV. ORDERING

- Follow the host's cue for ordering drinks and food. Remember, drinking alcohol hinders decision making. Don't order the most expensive item on the menu. Avoid messy food, ordering instead food that is eaten with a fork.

### Dining Terminology

<i>a la carte</i> -	off the menu and items priced separately
<i>au jus</i> -	in its own juice
<i>aux fines herbes</i> -	with parsley, herbs and butter
<i>bearnaise</i> -	brown sauce with butter
<i>bordelaise</i> -	sauce made with wine, bone marrow, herbs, and beef stock
<i>brochette</i> -	a skewer, or anything cooked on one
<i>consomme</i> -	enriched, concentrated meat stock
<i>en croute</i> -	baked in pastry crust

*hollandaise* -

heavy sauce with egg, butter and lemon in style of the restaurant

*maison* -

head waiter who greets you at the table

*maitre d'hotel* -

whipped dessert made with cream, gelatin and/or egg whites

*mousse* -

*tarte* -

pie

*tempura* -

prepared in batter and fried

*soup du jour* -

soup of the day

## V. SERVING

- Expect the waiter to serve from the left and remove empty dishes from the right. Do not move empty dishes to the side or hand them to the waiter.
- The utensils are arranged in the order that they will be used—use them from the outside in. The spoon and fork above the dinner plate are for dessert.
- Take your cue from the host to begin eating; otherwise, it is polite to wait until everyone has been served before proceeding. However, in large groups (six or more), the host may suggest that the first served begin eating.

## DO'S AND DON'TS FOR DINING OUT

### DO:

- remember that your actions are being observed.
- use your best manners and choice vocabulary.
- cut only one bite of food at a time.
- break a whole slice of bread at least in half after putting it on the plate.
- pass salt and pepper together.

### DON'T:

- reach—ask for items to be passed.
- talk or drink with your mouth full of food.
- sprinkle salt and pepper all over your food without tasting it first.
- use the salad plate for bread and butter. Use the bread plate on your left.
- request catsup for anything other than a hamburger.

## PLACE SETTING

### DINNERWARE

1. Dinner plate
2. Salad plate—placed on dinner plate if salad is the first course. Placed to the left of the forks if the salad accompanies or follows the main course.
3. Bread and butter plate—above the fork.

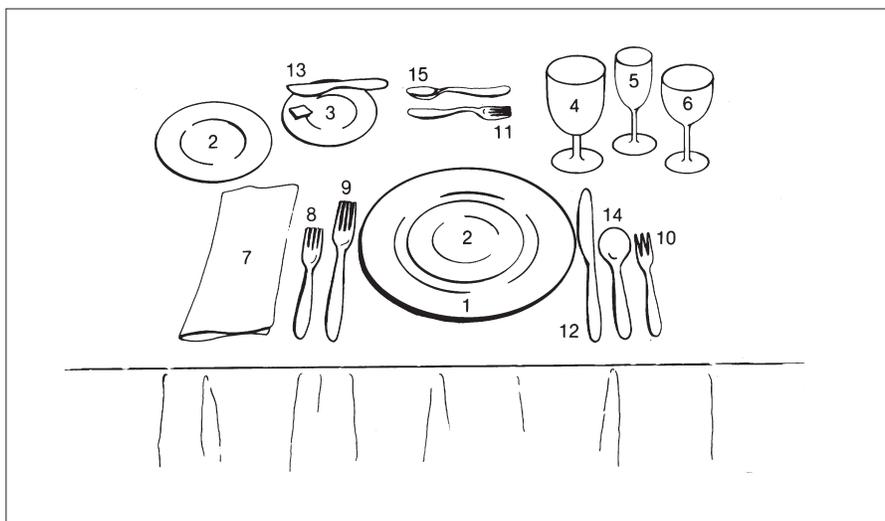
### GLASSWARE

4. Water goblet
5. White wine glass
6. Red wine glass

### NAPKIN

7. Napkin—left or beneath the fork(s).

Source: *Corporate Protocol*, by Valarie Grant-Sokolosky.



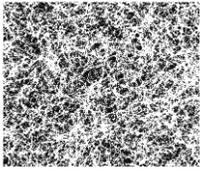
### SILVERWARE

8. Salad fork—to the left of the dinner fork when the salad is served first or with the rest of the main course.
9. Dinner fork—left of the dinner plate.
10. Seafood fork—right of the spoon (or served with the seafood cocktail).
11. Dessert fork—above the dinner plate with the prongs to the right.
12. Knife—right of the dinner plate.

13. Butter spread—rests on the bread and butter plate horizontally, vertically or diagonally.

14. Soup spoon—right of the dinner knife.

15. Dessert spoon—above the dessert fork.



# Federal Jobs: Working for Uncle Sam

**S**o you want to work for the federal government? You are not alone. Uncle Sam employs approximately 1.8 million civilian workers worldwide. Federal employees receive a generous benefits package, and as of 2006 they earn an average salary of \$63,125. As the largest employer in the U.S., the federal government offers a variety of career opportunities unparalleled in the private sector. No matter what your degree or level of experience, there is a job for you with the feds. Federal employees work with (and create) cutting-edge technology. They create policy, programs and services that impact the health, safety and welfare of millions of people in the U.S. and abroad.

## Types of Federal Jobs

Federal jobs are separated into two classes: competitive service and excepted service positions. Competitive service jobs, which include the majority of federal positions, are subject to civil service laws passed by Congress. Job applications for competitive service positions are rated on a numerical system in which applications are awarded points based on education, experience and other predetermined job qualification standards. Hiring managers then fill the position from a pool of candidates with the highest point totals.

Hiring managers for excepted service agencies are not required to follow civil service hiring procedures or pick from a pool of candidates who have been rated on a points system. Instead, these agencies set their own qualifications requirements, as occurs in private industry. However, both competitive service and excepted service positions must give preference to veterans who were either disabled or who served in combat areas during certain periods of time. The Federal Reserve, the Central Intelligence Agency and the National Security Agency are examples of some excepted service agencies. (For a complete list, visit [www.usajobs.opm.gov/EI6.asp](http://www.usajobs.opm.gov/EI6.asp).) It's important to note that even agencies that are not strictly excepted service agencies can have excepted service positions available within them.

## OPM and USAJOBS

The U.S. Office of Personnel Management (OPM) acts as the federal government's human resources agency. OPM's Web site ([www.opm.gov](http://www.opm.gov)) is expansive and contains a wealth of information for anyone interested in federal jobs, including federal employment trends, salary ranges, benefits, retirement statistics and enough links to publications and resources to keep a research librarian busy for days. Linked to the OPM site is the recently launched USAJOBS site ([www.usajobs.opm.gov](http://www.usajobs.opm.gov)), which has its own set of tools and resources. Of particular interest to job applicants is "The Career Interest Center" page, which contains tools to help applicants find jobs that match their education, skills and interests. More importantly, USAJOBS acts as a portal for federal employment with thousands of job listings at any one time.

## Searching for Federal Jobs

Federal agencies now fill their jobs like private industry by allowing applicants to contact the agency directly for job information and applications. However, most of these positions can be accessed through the USAJOBS site. All competitive service positions must be posted on the USAJOBS site, and although agencies are not required to post their excepted service positions on USAJOBS, many do.

Registered visitors to USAJOBS can create and post up to five resumes, which can be made searchable, allowing recruiters from federal agencies to find resumes during applicant searches. Applicants can also use these resumes to apply directly to jobs that have an online application option. In addition, job applicants can create as many as ten "search agents," which search for job openings using certain criteria (such as location, job type, agency, salary requirements), and email matching postings directly to their inbox. Applicants can also search for jobs directly using the "search jobs" button on the USAJOBS homepage.

Remember, excepted service positions are not required to be posted on the USAJOBS site. If you are interested in employment with an excepted service agency, be sure to visit the recruitment section of its Web sites for postings that may not have made it onto the USAJOBS site. It is often worthwhile to look at the sites of agencies that you do not associate with your field of study. "If students are interested in the environment, they should definitely visit the EPA's Web site," says Briane K. Carter, M.S., Director of Career Services at the University of Texas, El Paso. "But they should also make sure to visit the Web sites of other agencies that they don't associate with their major. It's not unusual for biology major, for example, to find a job with Homeland Security or the Department of Defense."

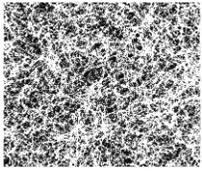
## How to Apply

There is no general way to submit an application to OPM or to individual federal agencies. Instead, students should refer to each job posting for specific directions. Whether for competitive service or excepted service positions, federal job postings can be intimidating. A typical posting can run over 2,000 words and include sections on eligibility requirements, educational requirements, necessary experience, salary range, job duties and even a description of how applicants are evaluated.

Most importantly, all federal job postings include a section titled "How to Apply." Instead of letting this avalanche of information overwhelm you, use it as a resource to help you put together the best application possible, paying particularly close attention to the "How to Apply" section. If you do not follow the instructions and procedures closely, your application may not be processed. "I would emphasize that applicants should carefully read the 'fine print' of all printed and online materials and applications," says Dr. Richard White, Director of Career Services at Rutgers University. "Applicants who dot all their i's and cross all their t's gain a competitive advantage and rise to the top of the application pool."

The OPM created an "Optional Application for Federal Employment Form-OF 612," which applicants can fill out instead of submitting a resume for many positions. However, the OPM Web site states that resumes are preferred in most instances. As with all jobs, make sure to create a tailored resume for any federal job that you apply for. Federal agencies require specific information on your resume before it can be processed. The OF 612 form and the specific job posting can be used together to ensure that your resume has all the sections and information necessary for your resume to be considered.

*Written by Chris Enstrom, a free-lance writer from Nashville, Ind.*



# International Students and the Job Search

Looking for a job is seldom easy for any student. For you, the international student, the job search process can be especially confusing. You may lack an understanding of U.S. employment regulations, or perhaps you are unaware of the impact your career choice has on your job search. You may also be unsure about your role as the job-seeker and the resources used by American employers to find candidates.

The following is an overview of the issues most relevant to international students in developing a job search strategy. Additional information about the employment process and related topics can be found through your career center and on the Internet.

## Bureau of U.S. Citizenship and Immigration Services (USCIS) Regulations

As an international student, you should *only* obtain employment-related information from an experienced immigration attorney or your campus USCIS representative. *Advice from any other resource may be inaccurate.* Once you have decided to remain in the United States to work, contact the international student services office or the office of human resources on your campus and make an appointment with your USCIS representative. In addition to helping you fill out necessary forms, the USCIS representative will inform you of the costs associated with working in the United States.

## Importance of Skills and Career Field

Find out if your degree and skills-set are currently in demand in the U.S. job market. An advanced degree, highly marketable skills or extensive experience will all make your job search easier. Find out what region of the United States holds the majority of the jobs in your field; you may need to relocate in order to find the job you want. Learn all you can about your targeted career field by talking to professors, reading industry publications and attending professional meetings and regional conferences.

## Role of Employers

It is the employer's responsibility to find the right people for his or her company—not to help you find a job. The interview is successful when both of you see a match between the employer's needs and your interest and ability to do the job.

The employer (through hiring managers, human resources staff or employment agencies) will most likely use several resources to find workers, including:

- College recruiting
- Campus or community job fairs
- Posting jobs on the company Web site or on national job posting sites on the Internet
- Posting jobs in major newspapers or trade publications
- Posting jobs with professional associations
- Resume searches on national online services
- Employee referrals
- Regional and national conferences

- Employment agencies ("headhunters")

Are you accessible to employers through at least some of the above strategies? If not, develop a plan to make sure your credentials are widely circulated. Notify as many people as possible in your field about your job search.

## Strong Communication Skills

You can help the employer make an informed hiring decision if you:

- Provide a well-prepared resume that includes desirable skills and relevant employment experiences.
- Clearly convey your interests and ability to do the job in an interview.
- Understand English when spoken to you and can effectively express your thoughts in English.

It's important to be able to positively promote yourself and talk with confidence about your education, relevant skills and related experiences. Self-promotion is rarely easy for anyone. But, it can be especially difficult for individuals from cultures where talking about yourself is considered inappropriate. When interviewing in the United States, however, you are expected to be able to explain your credentials and why you are suitable for the position.

Be sensitive to the interviewer's verbal and nonverbal cues. Some international students may not realize when their accent is causing them to be misunderstood. Interviewers are sometimes too embarrassed or impatient to ask for clarification, so be on the lookout for nonverbal clues, such as follow-up questions that don't match your responses or sudden disinterest on the part of the interviewer. Also, make sure you express proper non-verbal communication; always look directly at the employer in order to portray confidence and honesty.

If your English language skills need some work, get involved with campus and community activities. These events will allow you to practice speaking English. The more you use the language, the more proficient you will become. These activities are also a great way to make networking contacts.

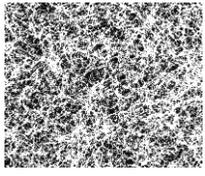
## Career Center

The career center can be a valuable resource in your job search. Be aware, however, that some employers using the career center won't interview students who are not U.S. citizens. Though this may limit your ability to participate in some campus interviews, there are numerous ways to benefit from the campus career center:

- Attend sessions on job search strategies and related topics.
- Work with the career services staff to develop your job search strategy.
- Attend campus career fairs and company information sessions to inquire about employment opportunities and to practice your networking skills.

It's a good idea to get advice from other international students who have successfully found employment in this country and to start your job search early. Create and follow a detailed plan of action that will lead you to a great job you can write home about.

*Written by Rosita Smith.*



# LSU Students With Disabilities: Acing the Interview

LSU Career Services wants to accommodate the needs of all students. Please contact us if we can help you during the job search process, and to discuss making arrangements to participate in On-Campus Interviewing.

**T**he traditional face-to-face interview can be particularly stressful when you have a disability—especially a visible disability.

Hiring managers and employers may have had little prior experience with persons with disabilities and may react with discomfort or even shock to the appearance of a wheelchair, cane or an unusual physical trait. When this happens, the interviewer is often so uncomfortable that he or she just wants to “get it over with” and conducts the interview in a hurried manner. But this scenario robs you of the opportunity to present your credentials and could prevent the employer from identifying a suitable, qualified candidate for employment.

It is essential that you understand that interviewing is not a passive process where the interviewer asks all the questions and you simply provide the answers. You, even more than applicants without disabilities, must be skilled in handling each interview in order to put the employer representative at ease. You must also be able to demonstrate your ability to manage your disability and be prepared to provide relevant information about your skills, experiences and educational background. In addition, you may have to inform the employer of the equipment, tools and related resources that you will need to perform the job tasks.

## TO DISCLOSE OR NOT TO DISCLOSE

To disclose or not to disclose, and when and how to disclose, are decisions that persons with disabilities must make for themselves during the job search process.

Under the Americans with Disabilities Act (ADA), you are not legally obligated to disclose your disability unless it is likely to directly affect your job performance. On the other hand, if your disability is visible, it will be evident at the time of the interview so it may be more prudent to acknowledge your disability during the application process to avoid catching the employer representative off guard.

## REASONS FOR DISCLOSING

You take a risk when you decide to disclose your disability. Some employers may reject your application based on negative, preconceived ideas about persons with disabilities. In addition, you may feel that the issue is too personal to be publicized among strangers. On the other hand, if you provide false answers about your health or disability on an application and the truth is uncovered later, you risk losing your job. You may even be held legally responsible if you failed to inform your employer and an accident occurs that is related to your disability.

## TIMING THE DISCLOSURE

The employer’s first contact with you will typically be through your cover letter and résumé, especially if you initially contacted the organization. There are many differing opinions on whether one should mention the disability on the résumé or in the cover letter. If you are comfortable revealing your disability early in the process, then give careful consideration to where the information is placed and how it is stated. The cover letter and résumé should primarily outline relevant skills, experiences and education for the position for which you are applying. The reader should have a clear understanding of your suitability for the position. Therefore, if you choose to disclose your disability, the disclosure should be brief and placed near the end of the cover letter and résumé. *It should never be the first piece of information that the employer sees about you.* The information should

also reveal your ability to manage your disability while performing required job functions.

## WHEN YOU GET THE INTERVIEW

As stated earlier, it may not be wise to hide the disability (especially a visible disability) until the time of the interview. The employer representative may be surprised, uncomfortable or assume that you intentionally hid critical information. As a result, more time may be spent asking irrelevant and trivial questions because of nervousness, rather than focusing on your suitability for the position. Get assistance from contacts in human resources, your career center or workers with disabilities about the different ways to prepare the interviewer for your arrival. Take the time to rehearse what you will say before making initial contact. If oral communication is difficult for you, have a career services staff person (or another professional) place the call for you and explain how you plan to handle the interview. If you require support for your interview (such as a sign language interpreter), contact human resources in advance to arrange for this assistance. Advance preparation puts everyone at ease and shows that you can manage your affairs.

For more information, visit [www.lsu.edu/disability](http://www.lsu.edu/disability)

## Tips on Managing the Interview

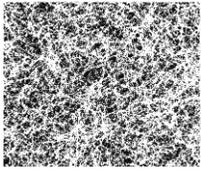
### *Prior to the Interview*

1. Identify a career services staff person to help you prepare employers for their interview with you.
2. Arrange for several taped, mock interview sessions to become more confident in discussing your work-related skills and in putting the employer representative at ease; rehearse ahead of time to prepare how you will handle inappropriate, personal or possibly illegal questions.
3. If your disability makes oral communication difficult, create a written narrative to supplement your résumé that details your abilities.
4. Determine any technical support, resources and costs that might be necessary for your employment so that you can respond to questions related to this topic.
5. Be sure that your career center has information for employers on interviewing persons with disabilities.
6. Seek advice from other workers with disabilities who have been successful in finding employment.
7. Review the general advice about interviewing outlined in this career guide.

### *During the Interview*

1. Put the interviewer at ease before starting the interview by addressing any visible disability (if you have not done so already).
2. Plan to participate fully in the discussion (not just answer questions); maintain the appropriate control of the interview by tactfully keeping the interview focused on your abilities—not the disability.
3. Inform the employer of any accommodations needed and how they can be achieved, thereby demonstrating your ability to manage your disability.
4. Conclude the interview by reiterating your qualifications and giving the interviewer the opportunity to ask any further questions.

*Written by Rosita Smith.*



# Cost of Living Index

The following is a selection of cities where many graduating students accept offers. The cost of living index is based on the composite price of groceries, housing, utilities, transportation, health care, clothing and entertainment in each city listed. Use the calculation to compare salaries in different cities. For further information about the data below, please refer to <http://www.bestplaces.net/html/col1.asp>.

To compare information from other sources, refer to these Web sites:

<http://www.salary.com>

<http://verticals.yahoo.com/cities/> and <http://www.homefair.com/home-fair/calc/salcalc.html?type=to>.

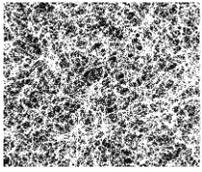
## Salary Comparison Equation

$$\frac{\text{City \#1}}{\text{City \#2}} \times \text{Salary} = \$\underline{\hspace{2cm}}$$

What is the Los Angeles equivalent of a \$40,000 salary in Atlanta?

$$\frac{\text{Los Angeles}}{\text{Atlanta}} \quad \frac{148}{95} \times \$40,000 = \$62,320$$

<b>Average City, USA</b>	100	<b>Idaho</b>		<b>Montana</b>		<b>Pennsylvania</b>	
<b>Alabama</b>		Boise	92	Billings	90	Philadelphia	109
Birmingham	78	<b>Illinois</b>		<b>Nebraska</b>		Pittsburgh	84
Montgomery	85	Chicago	137	Lincoln	88	<b>South Carolina</b>	
<b>Alaska</b>		Springfield	80	Omaha	85	Charleston	106
Anchorage	124	<b>Indiana</b>		<b>Nevada</b>		Columbia	84
<b>Arizona</b>		Bloomington	93	Las Vegas	131	<b>South Dakota</b>	
Flagstaff	119	Indianapolis	81	<b>New Jersey</b>		Sioux Falls	89
Phoenix	121	South Bend	75	Atlantic City	113	<b>Tennessee</b>	
Tucson	98	<b>Iowa</b>		Princeton	162	Chattanooga	82
<b>Arkansas</b>		Des Moines	83	Newark	122	Memphis	89
Little Rock	84	Iowa City	91	<b>New Mexico</b>		Nashville	85
<b>California</b>		<b>Kansas</b>		Albuquerque	100	<b>Texas</b>	
Fresno	116	Kansas City	78	Santa Fe	115	Austin	89
Irvine	180	<b>Kentucky</b>		<b>New York</b>		Dallas	84
Los Angeles	148	Lexington	88	Albany	116	Houston	81
Sacramento	128	Louisville	85	Buffalo	85	San Antonio	74
San Diego	152	<b>Louisiana</b>		New York City	174	<b>Utah</b>	
San Francisco	200	Baton Rouge	89	Syracuse	93	Salt Lake City	96
San Jose	180	New Orleans	90	<b>North Carolina</b>		<b>Vermont</b>	
<b>Colorado</b>		<b>Maine</b>		Chapel Hill	116	Burlington	112
Boulder	146	Portland	113	Charlotte	90	<b>Virginia</b>	
Colorado Springs	98	<b>Maryland</b>		Raleigh	101	Richmond	89
Denver	110	Baltimore	117	<b>North Dakota</b>		Virginia Beach	112
<b>Connecticut</b>		<b>Massachusetts</b>		Fargo	86	<b>Washington</b>	
Hartford	106	Boston	140	<b>Ohio</b>		Seattle	144
New Haven	111	<b>Michigan</b>		Cincinnati	103	<b>Washington, DC</b>	139
Stamford	190	Ann Arbor	111	Cleveland	84	<b>West Virginia</b>	
<b>Delaware</b>		Detroit	82	Columbus	101	Charleston	81
Wilmington	99	Lansing	80	Dayton	90	<b>Wisconsin</b>	
<b>Florida</b>		<b>Minnesota</b>		<b>Oklahoma</b>		Madison	101
Miami	138	Minneapolis	122	Oklahoma City	81	Milwaukee	87
Orlando	116	St. Paul	106	Tulsa	79	<b>Wyoming</b>	
<b>Georgia</b>		<b>Missouri</b>		<b>Oregon</b>		Cheyenne	92
Atlanta	95	Kansas City	85	Portland	112		
<b>Hawaii</b>		St. Louis	81				
Honolulu	220						



# Transition From College to Work

## PRACTICAL TIPS FOR TRANSITION FROM COLLEGE TO WORK

**Be Prepared:** The night before your first day, prepare clothes, lunch, a portfolio, and copies of human resource documentation that may be requested (e.g., social security card, work authorizations, driver's license, skill certifications, diploma).

**Be Professional:** Dress for the position to which you want to be promoted (e.g., from account executive to senior account executive). During your first week, if you notice the account executives dress more casually than the senior executives, dress more like the senior executives.

**Be Prompt:** Allow time for traffic and parking, and arrive 15 minutes early. Promptness is also important in meeting deadlines and completing all tasks.

**Be Participatory:** Observe and listen to office politics. Become aware of the corporate culture and determine how best to participate in the team without personal compromise.

**Be Polite:** Remember your manners. Words like "please," "thank you," "you're welcome," "sir," "ma'am," etc., go a very long way.

**Be Positive:** Keep a positive attitude—which is as important as a good first impression—regardless of what you "feel like."

**Be Persistent:** Learn as much as you can about the company. Ask questions rather than assume you know. Get clear instructions for all projects to avoid delayed completion.

**Be Patient:** Your goals are attainable with time. Give yourself time to become familiar with the company and your coworkers, and give your employers time to recognize your abilities based on your performance.

## COLLEGE VS. THE "REAL WORLD"

Making the transition from college to work means adjusting to many life tasks. Keep in mind the following differences between college life and the professional life:

- You are on the clock 8 - 10, which means less free time. You will not be studying, but you will be required to arrive on time, which means you will need to get a good night's sleep.
- You will likely have to work for a full year without vacation, except (possibly) for company-approved holidays. As "the new kid on the block," you might have to cover holidays.
- Your performance will be under a microscope, but you will get less feedback from your supervisors than you did from your college professors.
- You may get bored doing the same task(s) each day. Your tasks will likely be routine, unlike the three to five different classes, projects and extracurricular activities you juggled each semester.
- Adjusting socially is the most important, and most difficult, change. You will need to make new friends, especially if you move out of your college town. It will be important to become a member of professional and community organizations to meet new people with whom to socialize.

## TWELVE STEPS TO FIRST YEAR SUCCESS

The following steps are from the book *The New Professional* by Ed Holton, Ed.D. For details go to [www.edholton.com](http://www.edholton.com), and look for Peterson's *The Ultimate New Employee Survival Guide*.

1. Adopt the right **ATTITUDES**.
2. Adjust your **EXPECTATIONS**.
3. Master **BREAKING-IN-SKILLS**.
4. Manage the **IMPRESSIONS** you make.
5. Build effective **RELATIONSHIPS**.
6. Become a good **FOLLOWER**.
7. Understand your organization's **CULTURE**.
8. Develop **ORGANIZATIONAL SAVVY**.
9. Understand your new-hire **ROLE**.
10. Develop **WORK SAVVY**.
11. Master the **TASKS** in your job.
12. Acquire the **KNOWLEDGE, SKILLS AND ABILITIES** you need.

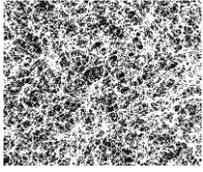
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# Is Graduate School Right for You?

**A**t some point in your college career, you must decide what you would like to do after graduation—and that includes whether or not to attend graduate school. If you're trying to determine whether graduate school is right for you, here are some pointers to help you make an enlightened decision.

## 1. Should I consider going to graduate school?

*Going to graduate school might be a good idea if you...*

- want to be a professor, lawyer, doctor, investment banker or work in any profession that requires a post-secondary education.
- wish to develop additional expertise in a particular subject or field to maximize your future earning potential and opportunities for career advancement.
- are deeply interested in a particular subject and wish to study it in-depth—AND have the time and financial resources to devote to further education.

*Going to graduate school might not be a good idea if you...*

- are trying to delay your entry into the “real world” with real responsibilities and real bills.
- are clueless about your career goals.
- aren't prepared to devote the time and hard work needed to succeed.
- want to stay in school longer to avoid a poor job market.

## 2. Is it better to work first or attend graduate school immediately after I complete my undergraduate degree?

*Work first if...*

- you would like to get some real-world work experience before investing thousands of dollars in a graduate degree.
- the graduate school of your choice prefers work experience (most MBA and some Ph.D. programs require this).
- you cannot afford to go to graduate school now, and you haven't applied for any scholarships, grants, fellowships and assistantships, which could pay for a great deal of your education.

*Go to graduate school now if...*

- you are absolutely sure you want to be a college professor, doctor, lawyer, etc., and need a graduate degree to pursue your dream job.
- you have been awarded grants, fellowships, scholarships or assistantships that will help pay for your education.
- you're concerned that once you start earning real money, you won't be able to return to the lifestyle of a “poor” student.
- your study habits and mental abilities are at their peak, and you worry whether you'll have the discipline (or motivation) to write papers and study for exams in a few years.

## 3. I am broke. How will I pay for tuition, books, fees and living expenses?

- *Family:* You've likely borrowed from them in the past; maybe you're lucky enough for it to still be a viable option.
- *Student Loans:* Even if you've taken out loans in the past, another \$50,000 - \$75,000 may be a sound “investment” in your future.

- *Fellowships/Scholarships:* A free education is always the best option. The catch is you need a high GPA, good GRE/GMAT/LSAT/MCAT scores and the commitment to search out every possible source of funding.
- *Teaching/Research Assistantships:* Many assistantships include tuition waivers plus a monthly stipend. It's a great way to get paid for earning an education.
- *Employer Sponsorship:* Did you know that some companies actually pay for you to continue your education? The catch is they usually expect you to continue working for them after you complete your degree so they can recoup their investment.

## 4. What are the pros and cons of going to graduate school full-time vs. part-time?

*Benefits of attending graduate school full-time:*

- you'll be able to complete your degree sooner.
- you can totally commit your intellectual, physical and emotional energy to your education.
- ideal if you want to make a dramatic career change.

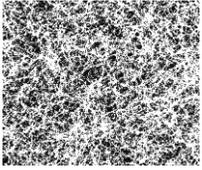
*Benefits of attending graduate school part-time:*

- work income helps pay for your education.
- you can take a very manageable course load.
- you can juggle family responsibilities while completing your degree.
- allows you to work in the function/industry/career of your choice while continuing your education.
- employer will often pay for part (or all) of your graduate degree.

## 5. Assuming I want to go to graduate school in the near future, what should I do now?

- Identify your true strengths, interests and values to help you discover what is right for YOU—not your friends or parents.
- Keep your grades up and sign up (and prepare) to take the required standardized tests.
- Talk to faculty, friends and family who have gone to graduate school to get their perspective about the differences between being an undergraduate and a graduate student.
- Talk to faculty, friends and family who are in your targeted profession to get a realistic sense of the career path and the challenges associated with the work they do.
- Investigate creative ways to finance your education—by planning ahead you may reduce your debt.
- Research graduate schools to help you find a good match.
- Investigate the admissions process and the current student body profile of your targeted schools to evaluate your probability for admission.
- Have faith and APPLY! Remember, you can't get in unless you apply.

*Written by Roslyn J. Bradford.*



# Winning Personal Statements

**W**riting a personal statement may seem like a daunting task. You had little trouble completing the application, requesting letters of recommendation, etc. Now it's time to tell the programs who you are and why they should include you in next year's class. Overwhelmed? You are not alone. Students report **PLANNING** to write their statement, **SITTING DOWN** and **TRYING** to write, and **STARING** at the lovely blank document on the computer screen! The following tips will help, and you are welcome to call for an appointment to meet with a counselor to start the process, help with ideas, or to critique your draft.

## Content

*Provide a word picture of yourself with one or more stories. Ask yourself:*

- Does the essay say something about me as a person and future practitioner in the field?
- Does it have elements that will stick with the reader?
- Do the action words accurately describe me?
- Are there specific, personal examples to back up my statements and illustrate my qualities?
- If this is a secondary application (med school only), have I answered the question(s) posed?

## Organization

*Even the best content will be lost if the ideas are presented in a jumbled, incoherent manner.*

- What is your message? Write that first.
- How will your ideas logically progress to get to that conclusion?
- Write your key sentences. These may be parts of your larger story, but should lead to the message.
- Provide a framework for your essay, with the first and last sentences referring to the same topic.
- Do the key sentences flow in a logical order? Does the entire thing make sense?
- Can you "flesh out" each of the key sentences with interesting paragraphs that complete the sentence's idea?
- Does the final essay say what you wanted in a logical and compelling way?

## Uniqueness

*Demonstrate the qualities that will make you an outstanding practitioner. Your essay should:*

- Sound interesting. At this point, your essay may bore you, so ask others what they think about it.
- Read like a story that ends in a logical conclusion.
- Start with a personal anecdote that will entice readers to continue reading.
- Continue to show, by example, your finest traits.
- Avoid clichés, redundancies and \$25 words. Your personal statement should sound like you.

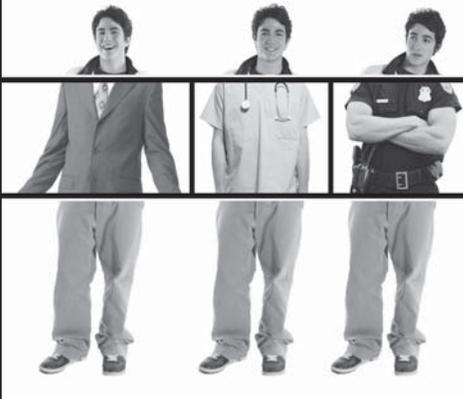
## Edit

*Poor grammar, spelling, and typographical errors can ruin your statement. Review your essay. Did you:*

- Did you check guidelines for appropriate length?
- Use varied sentence structures? Do not start every sentence with "I".
- Use standard punctuation, capitalization, and spelling?
- Use no exclamation points? (Except in dialogue!)
- Use active, rather than the passive voice when possible (e.g., "I found the book." vs. "The book was found by me.")?
- Write sentences no longer than about 30 words? Some should be much shorter.
- Shorten paragraphs so that the page doesn't look like a gray wall of type?
- Avoid contractions?
- Maintain agreement between subjects and verbs?
- Use large enough type (at least 10-point?)

*Adapted from "Get Into Medical School!"*

## PLANNING ON A SUCCESSFUL FUTURE?



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# Employer Reference Section

**H**aving sufficient knowledge about employers before choosing campus interviews is one of the key elements for successful interviewing.

A successful interview may not only hinge on your ability to sell yourself and your skills, but on the initiative you show by researching your prospective employer.

In addition to listings of employers recruiting on this campus, you will find in-depth information in this section on many top-level employers. Employer profiles provide details on background, employment philosophies, career opportunities, position titles, and employee training, growth and benefits programs. From this information, you can determine which type of employer best matches your career interests and which would have a need for someone with your particular skills.

## EMPLOYER INFORMATION

• careersandcolleges.com	.29
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