



MISSISSIPPI STATE UNIVERSITY™
CAREER CENTER

YOUR CAREER STARTS HERE

EVERY STUDENT. EVERY MAJOR. EVERY INDUSTRY.

www.career.msstate.edu • 300 Montgomery Hall • 662-325-3344

EVERY STUDENT

At the Career Center, our mission is centered around every student at MSU. We are a dedicated group of professionals committed to supporting everyone across every college, school, and program. We recognize how important your career path is to your overall well-being, and we're here to help you confidently transition from student life to becoming a career-ready professional.

EVERY MAJOR

At the Career Center, we're committed to every major. We understand that each student arrives on campus with unique goals and needs. That's why the Career Center is here—to help you find the career path that aligns best with your academic journey and personal aspirations.

EVERY INDUSTRY

At the Career Center, we're focused on preparing students for success in every industry. No matter your field of study, we're here to help you build the skills, connections, and confidence needed to thrive in your chosen career path.



LOCATIONS

MONTGOMERY HALL

Career Center - All Majors
300 Montgomery Hall
662.325.3344
career.msstate.edu

MCCAIN HALL

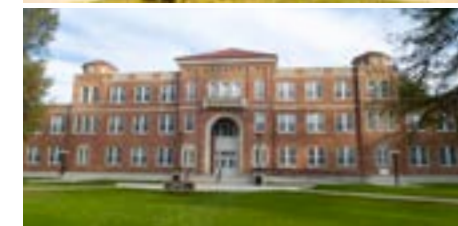
Engineering Majors and
Co-op & Internship Program
335 McCain Hall
662.325.3823

BOWEN HALL

Political Science and Public
Administration Majors
192 Bowen Hall
662.325.3344

MCCOOL HALL

Business Majors
200 McCool Hall
662.325.3344



TO MAKE AN APPOINTMENT

1. Log in to your Connections account using your NetID and NetPassword (connections.msstate.edu)
2. Click "Schedule an Appointment" at the top right of the page
3. Click "Request New Appointment" and complete and submit the form that appears
4. Keep a check on your email inbox for a confirmation - this email will come once your appointment has been accepted

BY PHONE

662-325-3344

IN PERSON

300 Montgomery Hall
Monday through Friday, 8AM-5PM

CONNECT WITH US

@MSSTATECAREER

MISSISSIPPI STATE UNIVERSITY CAREER CENTER

MSU CAREER CENTER

@MSSTATECAREER

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OUR PROGRAMS & COMMONLY USED SERVICES

PROGRAMS

COOPERATIVE EDUCATION & INTERNSHIP PROGRAM

Gain valuable, hands-on experience in your field before graduation. Our program connects you with co-op and internship opportunities that give you a competitive edge in the job market.

BULLDOG MENTOR PROGRAM

Build meaningful connections and gain real-world insights from experienced professionals. Our program pairs you with alumni who provide guidance, career advice, and networking opportunities to help you succeed beyond graduation.

SERVICES

APPOINTMENTS

Our staff is here to listen, ask questions, give feedback, help identify obstacles, and teach strategies to determine your next steps toward your goal, whether it be an internship, a full-time job, or graduate or professional school.

Drop-In Appointments

Need quick career help or a resume review? Drop by during the fall and spring semesters—available any day classes are in session. No appointment needed! Visit www.career.msstate.edu/appointments-drop-ins for current drop-in hours and locations.

ASSESSMENTS

It's hard to figure out what you're supposed to do for 'the rest of your life'. Career assessments can provide direction so you can make the best decision for you. Here are assessments we offer:

- **Strong Interest Inventory**

- **TypeFocus (FREE)**

EVENTS

We host several events throughout the year to help you explore careers and connect with professionals in various fields. These events are great opportunities to collect company information and network. Full event list found at www.career.msstate.edu/events.

MOCK INTERVIEWS

Preparation is the key at being successful in almost anything in life but definitely in an interview. Practice your interview skills with trained professionals or try Big Interview at msstate.biginterview.com.

ON-CAMPUS INTERVIEWS

Each year, the MSU Career Center provides the opportunity for you to interview with prospective employers who come seeking YOU to interview with their company or organization right here on campus.

RESUME REVIEW

Your resume is a major marketing tool during your career search process. To ensure it's as professional as possible, allow us to review and offer feedback on your resume before submitting it to a potential employer.

CONNECTIONS

Connections is the MSU's online job board and your best option when searching for jobs, scheduling on-campus interviews, or checking out what companies are visiting campus to hire MSU talent.

UTILIZE YOUR CAREER CENTER ACCOUNT

GETTING STARTED: SIGN IN

- Go to www.connections.msstate.edu
- Click **Student/Alumni**
- Log in using your NetID and MSU password

MY ACCOUNT: UPDATE YOUR PROFILE INFORMATION

- Click on **Profile Photo** and then **My Account** in the top right of the page
- Click on **Personal Information**
- Update personal information, and make sure to save your progress

DOCUMENTS: UPLOAD CURRENT RESUME

- Click on **Profile Photo**
- Click on **My Documents**, then click **Add New**
- Complete label field for resume
- Click **Browse** to select your resume file to upload
- Click **Submit**

JOBS: SEARCHING IN CONNECTIONS

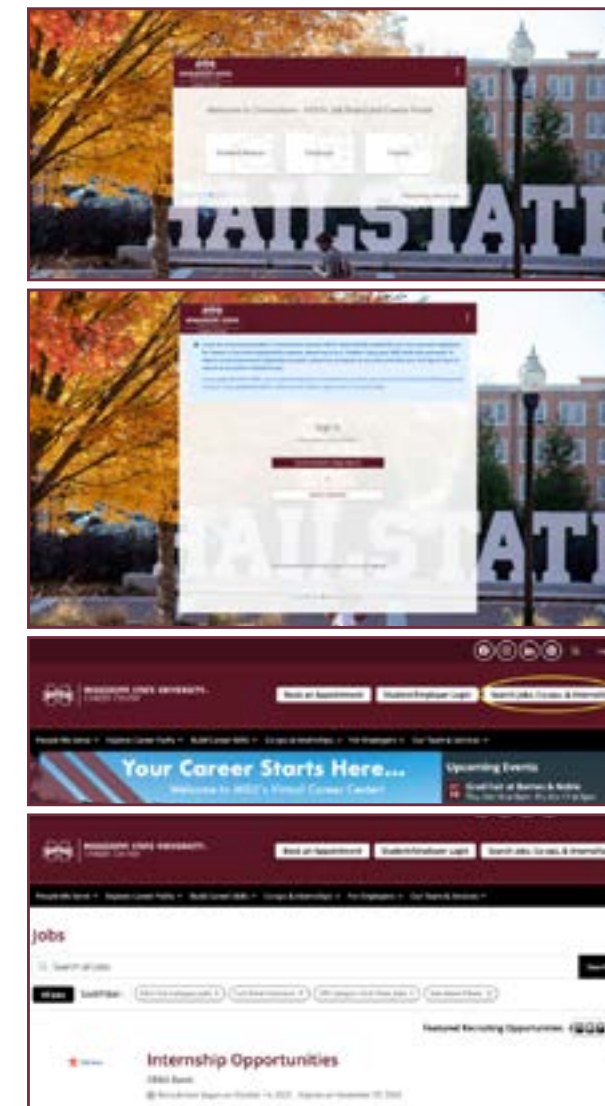
- Click **Jobs & Interviews** at the top of the page
- Click on **Search** and under **Show Me** select **All Jobs and Interviews**

ADDITIONAL JOB SEARCH FEATURES AT WWW.MSGRADJOBS.COM

- Search by major or keyword with **I'm Looking for a Job Now**

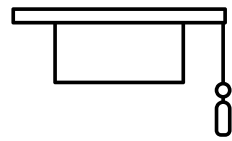
CAREERSHIFT: FOUND UNDER RESOURCES IN CONNECTIONS

- Click on **Resources**, and scroll down to select **CareerShift**
- Click on **Dashboard**
- Under **Search by Area** enter the state and city location of your preference
- Click on **Job Titles** from the list to review the job and apply online
- National and International job searches with H-1B info



NACE COMPETENCIES

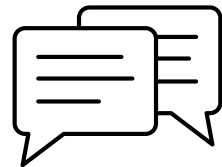
The National Association of Colleges and Employers (NACE) has identified the following 7 Career Readiness Competencies to prepare you for success in the workplace. Academic coursework and projects; campus and community involvement; and leadership opportunities are all ways you can work to develop these competencies.



Career and Self-Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

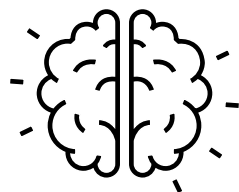
Displayed when you: Show curiosity and seek out opportunities to learn, and when you embrace development opportunities and voluntarily participate in further education, training, or other events to support your career. To gain skills within the Career and Self-Development competency, attend on-campus networking events, and meet with your Career Advisor.



Communication

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

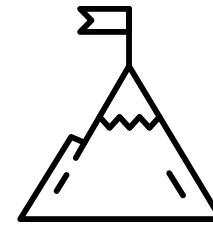
Displayed when you: Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities, and you can also communicate in a clear and organized manner so that others can effectively understand. To gain skills within this competency, practice presenting and public speaking, and consider getting help with written documents from The Writing Center.



Critical Thinking

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

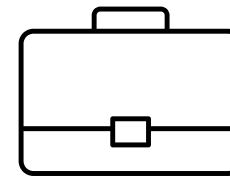
Displayed when you: Make decisions and solve problems using sound, inclusive reasoning, and judgment, and when you gather and analyze information from a diverse set of sources and individuals to fully understand a problem. Strengthening this skill set can be done within class projects, informational interviews, and decision making in your part-time job.



Leadership

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

Displayed when you: Inspire, persuade, and motivate yourself and others under a shared vision, as well as serve as a role model to others by approaching tasks with confidence and a positive attitude. To enhance this skill set, join student organizations and get involved with projects sponsored by the Maroon Volunteer Center.



Professionalism

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

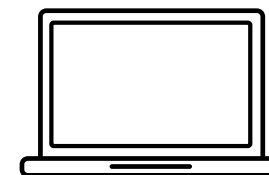
Displayed when you: Act equitably with integrity and accountability to self, others, and the organization; demonstrate dependability (for example: you report consistently for work or meetings); and you show a high level of dedication toward doing a good job. To strengthen this competency, arrive to class or your job on time, contribute to meetings, and participate in classroom discussions appropriately.



Teamwork

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

Displayed when you: Listen carefully to others, taking time to understand and ask appropriate questions without interrupting, and when you collaborate with others to achieve common goals. Look for ways to enhance this skill set by participating in group projects, joining student organizations, and negotiating and managing conflict.



Technology

Understanding and leveraging technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Displayed when you: Exhibit an openness of learning ways to improve efficiency and productivity of your work through new technologies as well as identifying appropriate technology for completing specific tasks. To gain skills within this competency, attend library workshops on new technology and develop skills with technology related to your field of study, such as Photoshop or Excel. In addition, consider the utilization of technology in class activities and assignments.



PLAN YOUR PATH WITH PURPOSE

If you're unsure about your major or career path, you're not alone—and you're not without guidance. Begin by exploring your interests, skills, and values to identify career options that fit you best. From there, dive into ways to develop your goals through experiences like job shadowing, volunteering, or graduate school planning. When you're ready to take action, craft strong professional documents and make a plan for gaining experience. Finally, showcase your strengths by preparing for interviews, building your network, and promoting your professional brand with confidence.



EXPLORE MAJORS & CAREERS

- What skills do you have?
- What special talents do you want to use?
- What are your best traits?
- What's important to you in a job?



BUILD YOUR SKILLS WITH EXPERIENCE

- What job titles or career fields interest you?
- Are you considering graduate or professional schools?
- Do you qualify for scholarships or fellowships?
- What work is meaningful for you?

LET US HELP



CRAFT YOUR PROFESSIONAL DOCUMENTS

- How can you enter your chosen career?
- Where do you want to live and work?
- What part-time, internship, and/or co-op opportunity will help you get there?
- Who can help you?



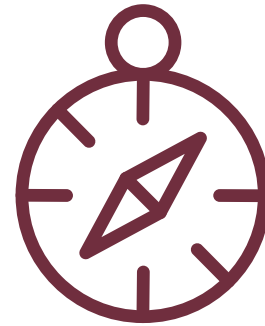
SHOWCASE AND MARKET YOUR PROFESSIONAL STRENGTHS

- Do you have your resume, cover letter, and/or personal statement prepared?
- Are you promoting your professional brand through LinkedIn to create networking opportunities?
- Can you communicate your skills, strengths, and talents in the interview?
- What are your future career goals?

MAKING THE MOST OF THE MSU CAREER CENTER YEAR-BY-YEAR CHECKLIST

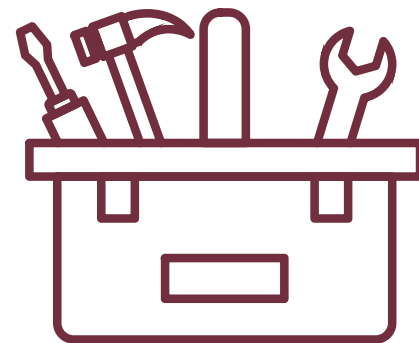
FRESHMAN YEAR

- Attend the Part-Time Job Fair your first semester to speak with on-campus and Starkville community employers who are hiring part-time workers
- Follow us on social media ([@msstatecareer](#)) to stay up to date on our events, giveaways, and what companies are visiting campus
- Bring your resume to the Career Center – either drop in to see a student Career Ambassador or make an appointment to meet with a Career Advisor – and get professional advice on how to bring out the best in your resume
- Log in to [connections.msstate.edu](#) with your NetID and NetPassword. Set up your account by uploading your resume, filling out the different profile sections, and adding relevant skills to get matched with positions.
- Meet with our Assistant Director of Career Exploration one-on-one to discuss if your major is right for you, and explore career paths and what majors you can use to get there
- Take a career assessment and get one-on-one interpretation of your results with your Career Advisor to discover what your potential career might look like



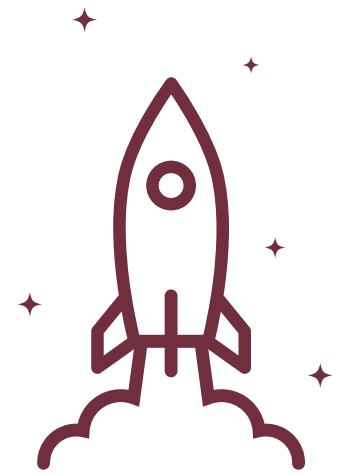
SOPHOMORE /JUNIOR YEAR

- Attend the Career Expo or the career event for your major/department (check our website, [career.msstate.edu/events](#) to see the full schedule of Career Fairs each semester) in the Fall and/or Spring semesters to meet with employers who are hiring your major for co-ops or internships
- Attend the Co-op and Internships information session to learn more about these real work experiences
- Talk with employers and professional/graduate schools on-campus at tabling and information sessions – we always post the latest information on employer visits on [connections.msstate.edu](#)
- Join the Bulldog Mentor Program to get paired with an alumni mentor in your field
- Make an appointment with your Career Advisor to talk about your career path and determine next steps
- Schedule a mock interview to prepare for internship or co-op interviews
- Attend our Dinner Etiquette Program, which teaches you the proper etiquette for dinner interviews and formal work dinners



SENIOR OR GRADUATION YEAR

- Attend the Career Expo or the career event for your major/department (check our website, [career.msstate.edu/events](#) to see the full schedule of Career Fairs each semester) in the Fall and/or Spring semesters to meet with employers who are hiring upcoming graduates for full-time roles
- Attend workshops throughout each semester that guide you through the process of networking and interviewing, negotiating a job offer, and more
- Make an appointment with your Career Advisor to explore your next steps, and discover how the Career Center continues to help Bulldogs after graduation
- Schedule mock interviews to practice for graduate school, professional school, or full-time job interviews
- Take the First Destination Survey in the semester you graduate to let MSU know where you are headed after graduation and to let the Career Center know how we might continue to serve you



TIPS THAT HELP IN ANY YEAR

- Our website, [career.msstate.edu](#), is like a 24/7 Virtual Career Center. There, you can make an appointment with your Career Advisor, access our event schedule, explore career pathways, tune in to LinkedIn Learning modules, and more
- Each semester, the Career Center holds the Career Expo, which brings hundreds of employers to campus to hire students – we also host several Career Fairs for certain majors and departments throughout the semester. To make sure you attend the event that is right for you, check [career.msstate.edu/events](#) for the full list of events each semester
- Meeting with your Career Advisor to go over a cover letter, resume, or any other professional document can greatly benefit your first impression with an employer
- Dress your best when meeting with employers! The Career Center's Pinterest page ([@msstatecareer](#)) has examples of business casual dress, business attire appropriate for interviewing, and outfits that miss the mark for professional settings or utilize Mississippi State Career Closet (pg. 41)







EXPLORE MAJORS AND CAREERS

Who are you? What's important to you? What makes you lose track of time? In this phase, you will explore ways to discover your interests, strengths, skills, talents, and values and how they might fit in your future.

- Take Career Assessments
- Explore the Occupational Network (O*Net)
- Utilize the MSU Major List

CAREER ASSESSMENTS

ASSESSMENT	DESCRIPTION	COST
	<p>The Strong Interest Inventory® is an online assessment that compares your interests to people with similar interests, who are satisfied with their occupation.</p> <p>Helpful for students choosing or changing their major or students in any major who are wondering what types of career options might fit their interests.</p> <p>Students receive results and a 1-hour, personal interpretation with a Career Center staff member.</p>	\$20
	<p>The TypeFocus Online assessment that provides you with a 4-letter personality type, interests, values, and success factors related to career choices.</p> <p>Career suggestions and resources are tailored to your results.</p>	Free



O*NET

O*NET Online is an additional resource that students can use for career research and is useful for career exploration and job analysis. You can research job titles, salary, education requirements, skills, technology and many other aspects of potential occupations.

www.onetonline.org



MSU MAJOR LIST

Take a look at the MSU Major List and explore majors that lead to careers which best utilize your strengths, interests, personality, and values.

majors.msstate.edu



BUILD YOUR SKILLS WITH EXPERIENCE

What are your goals? Where do you want your career path to lead you? During this section, you will learn about ways to start developing your dream after college. Take advantage of volunteering, job shadowing, informational interviews, and other opportunities to develop your dream.

- **Get Involved**
- **Seek Volunteer Opportunities**
- **Participate in Informational Interviews and Job Shadowing**
- **Attend Career Related Events**
- **Gain Experience through Co-ops and Internships**

SHAPE YOUR CAREER

GET INVOLVED

Getting involved on campus allows you to find student organizations, network, and build your leadership skills.

The Center for Student Activities located in the Colvard Student Union, Suite 331, is a great resource for helping students find ways to get involved on campus.

Cowbell Connect is an online listing of campus organizations that lets you view events going on all over campus.

SEEK VOLUNTEER OPPORTUNITIES

Volunteer work helps develop your career dreams by providing experience in leadership, service, organization, time-management, communication, and teamwork. Employers value the experience volunteer work provides for a candidate. List evidence of your volunteer work on your resume, and be prepared to share examples in the interview.

The Maroon Volunteer Center matches student volunteers with more than 120 community partners and hundreds of service opportunities. To find volunteer opportunities suited for you, visit them online, www.mvc.msstate.edu/about or in person at C306 Moseley Hall.

Local organizations like Starkville Strong offer hands-on roles in food rescue, community outreach, and youth engagement (www.starkvillestrong.org/general-7). Students can also volunteer with Habitat for Humanity to assist with home construction or help at the ReStore (www.starkvillehabitat.com/volunteer), or support programs at the J. L. King Center focused on mentoring and community development (www.jlkingcenter.org/volunteer). These opportunities allow students to serve, network, and develop skills that enhance both personal and professional growth.

PARTICIPATE IN INFORMATIONAL INTERVIEWS AND JOB SHADOWING

Informational interviews are personal interviews you set up with a professional who works in the field you are considering for your career path. They can provide valuable information about education and training, positive and negative aspects of the job, and how to position yourself for advancement.

Job shadowing often follows the informational interview. During job shadowing, you will work alongside an employer for a few hours to observe what their job entails on a typical day. You might attend meetings, tour the plant, or interact with other employees.

The Career Center can advise you in contacting professionals and alumni who might host you for an informational interview and/or job shadowing experience. We can provide questions and follow up guidance for both the student and employer.

TIPS

- **Dress professionally for your informational interview and job shadowing.**
- **Be prepared with questions, and arrive on time.**
- **Respect the professional's time, and be polite and courteous.**

ATTEND CAREER RELATED EVENTS [virtual and in-person]

Career related events give students opportunities to develop career related skills, network with professionals, and explore opportunities that fit their dreams. Some career related events offered by the Career Center are:

- **Career Expo**
- **Careers in Education Fair**
- **CO-OP/Internship Interview Days**
- **Departmental Career Fairs and Events**
- **Dinner Etiquette**
- **Part-time Job Fair**



CO-OP & INTERNSHIPS

Another way to gain experience in your designated career path is through experiential learning opportunities. The following information gives you insight into our vast Cooperative Education and Internship Program.

EXPERIENTIAL LEARNING

WHAT IS IT?

It's learning by doing! The Cooperative Education and Internship Office is dedicated to helping students gain practical work experience in their field BEFORE they graduate.

WHY IS IT IMPORTANT?

- Allows you to have hands on experience that sets you apart from other candidates
- Helps you earn money during college AND boosts your full-time salary upon graduation
- Contributes to the choice of your major based on your interests and skills
- Provides a great opportunity to network with others in your field of choice

WHAT IS THE DIFFERENCE BETWEEN A CO-OP AND INTERNSHIP?

COOPERATIVE EDUCATION

A paid full-time position with a company for 3 alternating semesters (a total of one year of work experience upon graduation) that allows a student to have a paid, planned, and progressive experience.

CO-OP REQUIREMENTS

- 2.5 GPA or higher
- Entering freshmen must complete one academic year before going to work (but can interview during their second semester of freshmen year)
- Transfer students must complete one academic semester (but can interview during their first semester on the MSU campus)

INTERNSHIPS

Can be paid or unpaid and is a full-time practical work experience for 1 semester only, usually during the summer, and is normally a specific project based on company need

INTERNSHIP REQUIREMENT

- Full-time student status and in good academic standing

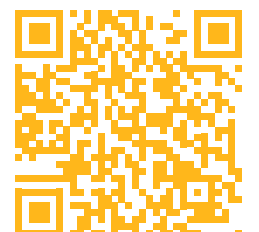
WANT TO KNOW MORE?

Attend one of our information sessions that take place at the beginning of each semester, or visit the Co-op and Internship Office in 335 McCain Hall.

CAREER CENTER SUMMER INTERNSHIP SUPPORT FUND

The MSU Career Center is dedicated to enhancing students' career success. Through the Summer Internship Support Fund, students can now access internships that might have been otherwise out of reach.

Funding opportunities are available to students who have secured a summer internship. Typical funding falls within the \$500-\$2,000 range to offset expected costs, though some awards may be higher or lower. Find out more at www.career.msstate.edu/internship-support-fund/





CRAFT YOUR PROFESSIONAL DOCUMENTS

How do you present yourself to achieve your goals? In this section, you will learn how to create polished professional documents that showcase your skills and experience. From resumes and cover letters to reference lists and thank-you notes, these resources will help you communicate effectively with employers and position yourself for success. Crafting strong documents is a critical step in designing your path toward career satisfaction.

- Write Your Cover Letter
- Create Your Resume
- Build Your LinkedIn Profile
- Reference the Graduate School Application Guide for Best Practices
- Start Your Curriculum Vitae with the CV Checklist

COVER LETTER

The purpose of a cover letter is to capture the reader's attention and entice them to continue to read your resume. Never use a generic cover letter; always write an original letter to the specific job and company. Use good sentence and paragraph structure. Avoid copying information from your resume. Recap and highlight your relevant skills for the employer. Use confident language. Avoid using the following words: feel, think, try, hope, and believe. Do not use cliché or gimmicky phrases.

Use the **AIDA** principle of effective marketing to formulate your letter.

Capture **Attention**, generate **Interest**, create **Desire**, inspire **Action**.

Format your letter in full block style, with all lines starting at the left margin. Keep it to one page. Use the same heading, font, and margins as your resume, or apply the standard business letter format for your address to maintain consistency.

Address
City, State ZIP

} Two lines

September 29, 20XX (spell out month)

} Two lines

Recipient's Information:

Name
Title
Company Name
Company Address
City, State ZIP

} Two lines

Salutation: Dear Mr. Smith: Alternately you may use title (e.g. Dear Hiring Manager:)
Never start with generic salutations: To whom it may concern: or Sir or Madam:

} Two lines

Introductory Paragraph: Begin with experience or background to capture attention. Be sure to note why you are interested in the specific company or position. If someone referred you to the job or employer, reference that person in the first paragraph. Avoid starting with My name is... I am writing to... I am applying for...

Body Paragraph (1-2): Highlight qualifications that create interest and desire. Use keywords for the job or industry. Refer to the position description to find skills and experience the employer is seeking. You can use examples from education, previous work experience, volunteer work, class projects, etc.

Closing Paragraph: Call the employer to action; ask for the interview. Include your contact information. Use confident language; avoid hope or wish.

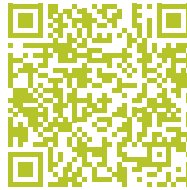
Complimentary Closing: Use an appropriate closing such as Sincerely, or Best regards,. Avoid Truly, or Yours truly,.

} Four lines. For a hard copy of the letter that you take to your interview, neatly sign your name within the four spaces between the closing and your typed name.

Type Your Name Here

RESUME

Resumes are strategic marketing documents. The modern resume is focused, relevant, visually appealing, quality oriented, and succinct. Resumes are never one size fits all. Take the time to develop a document that is focused on the specific position in which you are interested. The following guide provides details to develop each section of the resume.



www.career.msstate.edu/channels/create-a-resume-cv-cover-letter/

MODERN RESUMES ARE STRATEGIC:

- Laser focused to job target
- Clear and concise
- Keyword rich
- Accomplishment oriented
- Contemporary and distinctive
- Linked to online presence
- Error free
- No staples
- No front/back print
- No photos
- No templates

STYLE:

- Be consistent
- Achieve good balance of white space
- Center document on page
- Select .doc compatible fonts such as: Book Antiqua, Bookman Old Style, Cambria, Garamond, Arial, Calibri, Trebuchet, Verdana, or Tahoma
- Size 10-12 font depending on style
- Create visual interest: Color (where appropriate), Bold, Italics, Underline, ALL CAPS, Small Caps
- Use incremental line spacing, indents and tabs (never space bar for a tab) to create space and balance
- Moderate or narrow margins – 0.5” – 1”
- Alignment – left, center, right, justify

HEADING:

- This should be unique to you. Think of it as a professional letterhead.
- Include full name, phone number, and email address. Physical address and personalized LinkedIn URL are optional. Your name should be bold and at least one font size larger than content.
- Use your school or personal email address (never work email). Make sure the email address is professional.

EXAMPLE:



PROFILE OR PROFESSIONAL SUMMARY (OPTIONAL):

This short paragraph statement describes your qualifications and experience for the job, and it can be viewed as your pitch or tag line. Avoid personal pronouns (I, my). Review the position description to make sure keywords are included. Include or close with an objective statement so the employer knows what you want. A “tight” writing style that limits pronouns and articles (a, an, the) will keep your resume concise.

EXAMPLES:

1. Motivated junior majoring in Marketing with skills in social media strategy and data analysis. Experienced in managing campus event promotions. Seeking internship to apply creative communication and analytical skills.
2. Detail-oriented Computer Science junior with experience in Python programming, data analysis, and software development. Skilled in problem-solving and collaborating on technical projects. Seeking an internship to apply coding expertise and analytical skills in a real-world environment.
3. Results-driven Business Administration junior with experience in financial analysis and project coordination. Skilled in Excel, data interpretation, and team leadership. Seeking an internship to apply analytical and organizational skills in a corporate setting.

SKILLS:

List skills after profile to capture employer’s attention. Focus on skills relevant to the job. Best when highlighted as a list. Excellent way to incorporate key words from the position description.

TECHNICAL VS. NON-TECHNICAL SKILLS:

Technical Skills: Specific, teachable abilities or technical knowledge required for a job. Examples: Data analysis, programming languages, foreign language proficiency, accounting.

Non-Technical Skills: Personal attributes and interpersonal abilities that affect how you work and interact with others. Examples: Communication, teamwork, adaptability, problem-solving.

EXAMPLE:

TECHNICAL SKILLS: MATLAB | Auto CAD | InDesign | SPSS | SMART Board

LANGUAGE SKILLS: Conversational in Spanish; Fluent in French

Alternate section titles include Computer Skills, Language Skills, Technical Skills, or Core Competencies.

**Note: Microsoft Word is a universal skill. List when job description calls for it but not as a stand-alone skill.*

**Observe brand, logo style, and spelling [e.g. PowerPoint; Starbucks (no apostrophe)]*

RESUME CONTINUED

EXPERIENCE:

Choose section headings that accurately describe the type of experience you are including and the experience that relates to the job for which you are applying. Experience and Work Experience are the most common. Other options include Leadership Experience, Volunteer Experience, or the focus area such as Forestry Experience.

Include job title, company name, city and state or country, and beginning and ending month and year. Use same format for each position. List experience in reverse chronological order.

Begin with a brief job description paragraph, one to two lines; this describes the overall job you performed.

- Build accomplishment bullets to highlight the contributions and successes you obtained while employed.
- What unique responsibilities did you have, or how did you take initiative?
- Begin bullets with action verbs. Use present tense verbs for current positions and past tense verbs for previous positions. **Refer to page 28 for a list of power verbs and page 29 for synonyms of commonly used verbs.**

**Do not include company street address or name of supervisor in experience section.*

JOB DESCRIPTION OUTLINE: (See page 27 for more sample job descriptions.)

Job Title. Name of Employer, City, State. Year–Year **(Always include this information)**

Job description paragraph, one to two lines. **(This describes the overall job you performed)**

- Accomplishment bullets highlight the specific things you contributed to the employer.
- Use numerical data to quantify and further explain your results or success.
- Begin with action verbs and include key words for the job or industry.

JOB EXAMPLES:

Resident Advisor

August 20XX–May 20XX

Mississippi State University | Department of Housing and Residence Life

Served over 50 undergraduate women in Hathorn Hall’s Sorority Living Learning Community.

Performed administrative duties including maintenance requests and monthly key and inventory audits.

- Fostered a sense of community within the hall by helping freshmen build confidence, connect with others and get involved at the university.
- Selected to serve on Residence Director Recruitment Committee tasked with hiring future graduate assistants for Resident Director positions.
- Served as a senate member for the Resident Advisor Association.

The Orchard, Ridgeland, MS

March 20XX

Premier retirement community offering independent living apartments, extended personal care, specialized Alzheimer’s care, rehab therapy and skilled nursing care.

- Assisted Occupational Therapist with daily living routines such as feeding, exercise, and memory stimulation activities.
- Facilitated therapy with patients by demonstrating exercises and consistent repetitions.
- Learned OT observation techniques such as sensory-perception, sustained and divided attention, and graphomotor.

Defensive Backs Coach, Gulfport High School Admirals, Gulfport, MS

20XX–present

Develop players in safety and corner back positions through drills and physical training. Review film and stats for improved game performance and operations. Current overall win/loss record 29-19.

- 2017 (8-4) Region 4 6A Champions
- 2015 (9-3) Region 4 6A Champions
- 2016 (6-6) 1st Round State 6A Playoffs
- 2014 (6-6)

PACCAR Engine Plant, Columbus, MS

January-August 20XX, September-January 20XX

Engine Plant Co-op

Managed technician crews for preventative system maintenance and provided updates to the existing plan as needed.

- Reverse engineered parts for fabrication by creating AutoCAD drawings.
- Drafted technical drawings for hydraulics, lubrication, and spare parts for vertical CNC mills using AutoCAD.
- Designed data collection instruments and machine improvement projects for plant-wide cooling system.

Engineering Intern

Neel-Schaffer-Water Resource Engineering Department-Jackson, MS

Summer 20XX

Analyzed, updated, and drafted plans as well as estimated budgets for various city improvement projects.

- Computed cost estimates for the total number of pipes and valves within the Force Main Project.
- Reviewed plans and specifications for errors and omissions with the New Hope Pump Station and Force Main Project, the Liberty Park Water Supply Well Project, and the Greenwood Sewage Treatment Improvements Project.
- Drafted fire evacuation plans with AutoCAD for the Briar Hill Rest Home Domestic Wastewater Treatment System Improvements Project.

UNITED STATES NAVY, 20XX–20XX

MEDICAL ADMINISTRATION TECHNICIAN, NORFOLK, VIRGINIA

Managed operations for healthcare facility ensuring medical records were correct and updated.

- Ensured 100% accuracy when verifying 1800+ vaccination records.
- Trained and managed a staff of 14.
- Provided administrative support to medical staff.

Student-Athlete

20XX-20XX

Mississippi State University | Women’s Cross-Country Team

Competed in 25+ NCAA cross country meets. Maintained a 3.9 overall GPA while committing to weight training, practices, team meetings and competition.

- Worked as a team to accomplish XYZ goals.
- 4-time SEC Academic Honor Roll Recipient.
- MSU M-Club team representative.

RESUME CONTINUED

ADDITIONAL CATEGORIES:

These activities help add experience and skills to your resume. When engaging in campus organizations and leadership, be intentional about building skills and experiences that will be relevant to your job search and career goals. For example, a student planning to become a professional event planner might serve as the social chair for an organization to build relevant experience for the resume.

List full name of organization or award. Spell out Greek names for honor societies, fraternities, and sororities.

Note leadership roles held within organizations. Include on-campus and community honors and activities.

- | | |
|--------------------|---------------------------|
| Campus Involvement | Certifications |
| Leadership | Honors/Awards |
| Honors | Volunteer |
| Organizations | Teaching |
| Licensure | Publications |
| Research | Presentations |
| Study Abroad | Professional Associations |
| Co-op | Notable Class Projects |
| Skills | |

*Can include academic honors in the Education section.

EDUCATION:

List degree title (refer to online course catalog for accuracy), school name, city and state/country, and graduation month **AND** year. Do not include "Expected" or "Anticipated" before graduation date. List high school education only if relevant to the job.

OPTIONAL: Can list education at the end of the resume when the job search is not related to your degree field and when your experience better describes your qualifications for the job (e.g. *co-op or internship experience*).

Bachelor of Science in Biology May 20XX
Mississippi State University, Starkville, MS

Bachelor of Arts in English, May 20XX
Mississippi State University, Starkville, MS
President's Scholar, Overall GPA: 3.98/4.00

HONORS:

Upon graduation, you may include honors distinction as follows –
Bachelor of Science *summa cum laude* in Kinesiology, Clinical Exercise Physiology

Honors Graduate

summa cum laude: 3.80–4.00
magna cum laude: 3.60–3.79
cum laude: 3.40–3.59

Academic Honors

Dean's Scholar: 3.50–3.79
President's Scholar: 3.80–4.00

Include GPA if 3.0 or higher. Don't forget to include the scale - Example: GPA 3.26/4.00.
You can use institution, overall, or major GPA. Remember to label appropriately.

KNOW YOUR DEGREE:

Ask your advisor or look online in the MSU Catalog for the correct degree name.

- Bachelor of Science in Psychology
- Bachelor of Arts in English
- Bachelor of Accountancy
- Bachelor of Business Administration in Marketing
- Bachelor of Social Work
- Bachelor of Landscape Architecture

Mississippi State University, Starkville, MS. May 20XX.
Bachelor of Business Administration in Finance, concentration in International Business
Bachelor of Arts in Foreign Languages, concentration in Spanish

Associate of Arts May 20XX
Meridian Community College, Meridian, MS



REFERENCES

- References are a separate document. Do not list references on your resume!
- “References Available Upon Request” at the end of your document is not necessary.
- Use the same heading (letterhead) as your resume.
- List 3-5 professional or academic references.
- Include full name, job title, company name, mailing address, phone number, and email address.
- Do not use family, friends, church members/religious advisors, or personal references.

EXAMPLE:

Dr. Mark Smith
Associate Professor
Department of Biological Sciences
P.O. Box 1234
Mississippi State, MS 39762
662-123-4567
msmith@gmail.com

Ms. Renee Jones
Manager
Wendy’s Restaurant
1234 Highway 12
Starkville, MS 39759
601-523-4589
jonesr@gmail.com

COMMON JOB DESCRIPTIONS

Below you will find examples of job descriptions and accomplishment bullets from typical college students’ resumes. Use detailed and quantitative data to describe your job and your accomplishments while employed.

CAMP COUNSELOR

Supervised and ensured safety of 16 campers per session for eight weekly camps throughout the summer.

- Facilitated camp activities including ropes course elements, fishing, archery, and crafts.
- Received emergency and first aid training for potential accidents and injuries.

CHILDCARE PROVIDER / DAYCARE ASSISTANT

Cared for children ages ___ to ___ by organizing safe, fun and educational age appropriate activities. Transported children to lessons, practices, and after-school activities.

- Tutored student in fifth grade math and science lessons and homework.
- Assisted with first place science fair project.
- Completed daily behavior logs and communicated to parents.

RESTAURANT, FOOD SERVICE, WAITRESS, HOSTESS, COOK, AND DELIVERY DRIVER

Effectively performed multiple tasks in a fast-paced service environment displaying excellent customer service while greeting, serving, and responding to customer and guest requests.

- Balanced \$500-\$1,000 in revenue and tips daily.
- Maintained 20 hours per week while enrolled as a full-time student.
- Trained five new staff in company policies and procedures.

LANDSCAPE / LAWN CARE SERVICE

Owner/operator providing lawn services to 15 private residential and commercial business clients.

- Marketed business and services through Facebook, Instagram and mailbox fliers.
- Scheduled weekly cutting and edging to ensure excellent and timely service for each client.
- Created budget for fuel, maintenance, and payroll expenses for three employees.

RESIDENCE HALL ASSISTANT / RESIDENCE HALL INFORMATION ASSISTANT

Monitored lobby area to enforce visitation rules and report suspicious activity, receive and deliver packages.

- Maintained record of guest activity for a 300-bed residence hall.
- Ensured that residents followed safety and emergency protocols for severe weather and crisis events.

RETAIL SALES ASSOCIATE

Provided friendly customer service with a positive attitude while organizing inventory and creating visual merchandising displays.

- Trained 16 new employees on procedures and store policies.
- Increased sales by 30% through digital marketing campaigns.
- Cross-trained in all departments to increase product knowledge for improved sales.

These are meant only as examples to guide you in writing your job descriptions and accomplishment bullets. Use your own work experience and accomplishments, but do not copy these into your resume.



POWER VERBS FOR YOUR RESUME

Accelerated	Charted	Displayed	Hired	Officiated	Returned
Accessed	Clarified	Discovered	Hosted	Operated	Retrieved
Accommodated	Classified	Distributed	Identified	Orchestrated	Revamped
Accomplished	Coached	Drafted	Illustrated	Organized	Revealed
Achieved	Coded	Drew	Implemented	Originated	Reviewed
Acquired	Collaborated	Eased	Improved	Outlined	Revised
Acted	Collected	Earned	Improvise	Overhauled	Revitalized
Activated	Combined	Eclipsed	Included	Perceived	Routed
Adapted	Commissioned	Edited	Incorporated	Performed	Sanctioned
Addressed	Committed	Educated	Indexed	Persuaded	Satisfied
Adjusted	Communicated	Elected	Indicated	Photographed	Scheduled
Administered	Compared	Elevated	Inferred	Pioneered	Screened
Admitted	Compiled	Elicited	Influenced	Polished	Searched
Advanced	Completed	Eliminated	Informed	Prepared	Sent
Advertised	Composed	Emphasized	Initiated	Presented	Served
Advocated	Computed	Employed	Innovated	Prescribed	Set
Aided	Concluded	Empowered	Inspected	Prevented	Shaped
Alleviated	Condensed	Enabled	Inspired	Prioritized	Shipped
Allocated	Conducted	Encouraged	Installed	Processed	Showed
Allowed	Conferred	Enforced	Instituted	Procured	Sifted
Altered	Confirmed	Engineered	Instructed	Programmed	Simplified
Amended	Consented	Enhanced	Insured	Projected	Smoothed
Analyzed	Conserved	Enlarged	Integrated	Promoted	Solicited
Answered	Consolidated	Enlisted	Interacted	Proposed	Spearheaded
Anticipated	Constructed	Enriched	Interceded	Provided	Specialized
Applied	Consulted	Entertained	Interpreted	Publicized	Specified
Appointed	Contacted	Envisioned	Intervened	Qualified	Standardized
Appraised	Contracted	Established	Interviewed	Questioned	Straightened
Approved	Contributed	Estimated	Introduced	Rated	Streamlined
Approximated	Controlled	Evaluated	Invited	Realized	Strengthened
Arbitrated	Converted	Exceeded	Investigated	Received	Structured
Argued	Conveyed	Excelled	Issued	Recognized	Submitted
Arranged	Convinced	Executed	Joined	Recommended	Suggested
Articulated	Cooperated	Exercised	Judged	Reconciled	Summarized
Ascertained	Coordinated	Expanded	Labored	Recorded	Supervised
Assembled	Corrected	Expedited	Launched	Recruited	Supplied
Assessed	Corresponded	Experimented	Lectured	Rectified	Supported
Assigned	Counseled	Explored	Licensed	Reduced	Surveyed
Assumed	Crafted	Expressed	Lightened	Refined	Synthesized
Assured	Critiqued	Extended	Linked	Referred	Systematized
Attained	Customized	Extracted	Listened	Reformed	Targeted
Attended	Dealt	Fabricated	Located	Regarded	Tested
Attested	Debated	Facilitated	Logged	Registered	Tightened
Audited	Deciphered	Fashioned	Managed	Regulated	Totaled
Augmented	Dedicated	Finalized	Mapped out	Rehabilitated	Traced
Authored	Delegated	Forecasted	Marketed	Reinforced	Transferred
Authorized	Deliberated	Formulated	Maximized	Related	Transformed
Awarded	Delivered	Fostered	Measured	Relieved	Transmitted
Balanced	Demonstrated	Founded	Mediated	Remedied	Translated
Bolstered	Described	Fulfilled	Merged	Remodeled	Traveled
Booked	Designated	Furthered	Minimized	Renovated	Treated
Brainstormed	Designed	Gathered	Mobilized	Reorganized	Typed
Briefed	Detected	Generated	Modeled	Repaired	Updated
Broadened	Determined	Graded	Moderated	Replaced	Upgraded
Budgeted	Developed	Grew	Modernized	Reported	Utilized
Calculated	Devised	Grossed	Modified	Represented	Validated
Categorized	Diagnosed	Guaranteed	Monitored	Researched	Verified
Catalogued	Diminished	Guided	Motivated	Reserved	Visualized
Centralized	Directed	Handled	Multiplied	Resolved	Volunteered
Certified	Disbursed	Headed	Negotiated	Responded	Wrote
Chaired	Discussed	Heightened	Observed	Restored	
Challenged	Dispatched	Highlighted	Obtained	Restructured	

SYNONYMS FOR COMMONLY USED VERBS

ACHIEVED: accomplished attained concluded finished obtained perfected reached	DISCOVERED: detected determined distinguished explored identified located observed	MADE: created assembled composed constructed generated invented manufactured prepared produced designed	PLANNED: arranged coordinated designed calculated compiled conceptualized created	SERVED: accommodated administered aided assisted attended provided supplied
ACQUIRED: achieved attained collected earned gained gathered obtained secured took	HANDLED: conducted controlled coordinated directed managed monitored organized supervised	MANAGED: arranged controlled engineered executed succeeded supervised	PRACTICED: administered employed engaged executed exercised handled implemented utilized	SOLD: persuaded advertised traded marketed promoted publicized
ASSISTED: aided collaborated cooperated helped served supported	HELPED: assisted accommodated encouraged facilitated aided contributed supported promoted served improved	OBSERVED: discovered distinguished examined inspected monitored noted recognized	PREPARED: developed produced created organized processed equipped	STOCKED: supplied rendered furnished equipped provided filled
COORDINATED: accommodated correlated integrated matched organized	INSPECTED: checked investigated observed reviewed studied surveyed Instructed: advised counseled educated guided informed led taught trained	OPERATED: utilized handled performed ran	PRODUCED: exhibited offered presented showed	TAUGHT: advised coached demonstrated explained guided illustrated informed instructed trained tutored
DESIGNED: composed constructed created formed invented outlined planned prepared proposed	ORGANIZED: prepared managed arranged administered coordinated combined	ORGANIZED: prepared managed arranged administered coordinated combined	PROVIDED: accommodated contributed dispensed granted implemented prepared presented produced served supplied	UTILIZED: applied employed exercised handled promoted used
DEMONSTRATED: determined established exhibited indicated tested validated	LED: conducted conveyed directed managed supervised proceeded	PARTICIPATED: aided contributed cooperated engaged joined partook performed	RAN: administered conducted controlled coordinated directed operated supervised handled performed	WORKED: managed collaborated completed conducted developed formed formulated operated performed utilized
DEVELOPED: acquired established formed generated invested achieved created		PERFORMED: accomplished achieved completed implemented worked delivered	RESEARCHED: analyzed experimented explored inquired investigated studied consulted	

PROFILE

MSU freshman seeking part-time job on campus or in local community. Will be reliable and teachable.
Available Hours: Mondays and Wednesdays 8:00am–11:30am | Tuesdays and Thursdays 8:00am–1:00pm | Fridays and Weekends open availability

EDUCATION

Mississippi State University | Starkville, MS **May 20xx**
Bachelor of Science in Psychology

Northwest Rankin High School | Brandon, MS **May 20xx**
High School Diploma

CAMPUS AND COMMUNITY INVOLVEMENT

Famous Maroon Band, Mississippi State University, Starkville, MS **Fall 20xx - Present**

- Attends daily practices from 5pm-6pm during Fall semesters
- Uses effective time management while balancing a full-time class schedule with practice

Oktoberfest Humane Society, Starkville, MS **October 20xx-Present**

- Volunteers approximately one weekend every three months to assist with cleaning and maintenance.

HONORS/ACTIVITIES (delete high school info after freshman year)

Mississippi State University: Dean's Scholar: Fall 20xx
Northwest Rankin High School: Senior Class President; Beta Club: 20xx-20xx; HS Band, Percussion

WORK EXPERIENCE

Cashier, Ramey's Grocery Store, Brandon, MS **June 20xx – Present**

- Provides friendly customer service with a positive attitude while checking customers out quickly
- Works with other cashiers and the manager-on-duty to answer customer questions and resolve any issues that arise
- Cross-trained in stocking shelves and inventory management

Childcare Provider, Williams' Family, Brandon, MS **May 20xx-August 20xx**

- Ensured the safety, health, and welfare of three children ages 5 to 10; provided daily updates to parents about children's behavior.
- Organized safe, fun, and educational age-appropriate activities for children.

SKILLS AND CERTIFICATIONS

Proficient in Microsoft Excel, Word, PowerPoint and Publisher | First Aid and CPR certified

PROFILE

Determined MSU student pursuing a Bachelor of Science in Food Science, Nutrition and Health Promotion with a concentration in Food Safety. Brings experience in customer service and food handling. Passionate about applying academic knowledge in a real-world setting through an internship that strengthens skills in safety, quality, and innovation in the food industry.

EDUCATION

Bachelor of Science in Food Science, Nutrition and Health Promotion **May 20xx**
Mississippi State University – Starkville, MS
GPA: 3.2/4.0

- Concentration: Food Safety
- Relevant Coursework: Food Products Evaluation, Science of Food Prep, Child Health & Nutrition

SUMMARY OF SKILLS

- Leadership:** Team contributor in campus organizations and student-led programs
- Communication:** Client consultations, customer interaction, and event coordination
- Organization:** Balancing work, academics, and campus involvement
- Critical Thinking:** Adapting services to meet diverse food service needs
- Problem Solving:** Managing scheduling and customer concerns in fast-paced environments
- Adaptability:** Navigating multiple roles with flexibility and poise
- Time Management:** Prioritizing commitments to ensure academic and professional success

CAMPUS INVOLVEMENT

- Food Science Club** – Active Member
- Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS)**
- NAACP, BSA, C.O.R.E. Committee, Student Engagement & Community Leadership**
- Bully's Closet Ambassador**
- Collegiate Intramural Soccer**

WORK EXPERIENCE

Food Service Worker **Aug 20xx–Present**
Chick-fil-A – Starkville, MS

- Delivers high-quality customer service in a fast-paced setting
- Supports food preparation and distribution
- Assists with catering operations and daily kitchen tasks

Childcare Provider **May 20xx–Present**
The Jones Family – Starkville, MS

- Cares for two children ages 8 and 6 by providing safe and fun age-appropriate activities
- Transports children from school to lessons, practices, and after-school activities when needed
- Builds trust and dependability with family members through clear and effective communication

HONORS & ACHIEVEMENTS

- Mississippi State University Honors Program Student
- Knowledge Bowl Team Member – Old Capitol Bowl
- Published Short Story Writer

PROFILE

Results-driven Public Relations student with a passion for crafting compelling narratives and fostering positive media relations. Interested in strategic communication, social media management, and event planning.

EDUCATION

Bachelor of Arts in Communication with a Concentration in Public Relations
Mississippi State University, Starkville, MS, May 20xx, 3.50/4.00 GPA

RELEVANT SKILLS

Media Relations | Social Media Management | Writing and Editing | Content Creation | Proficient in Adobe Photoshop
Familiar with Adobe Illustrator | Beginning knowledge of Press Release Writing | Microsoft Excel | Microsoft Word
Microsoft PowerPoint | Microsoft Publisher

PUBLIC RELATIONS EXPERIENCE

Communication Intern, Mississippi State University Communications, January 20xx - Present
Works directly under the Marketing and Communication Coordinator to create informational graphics and stories that enhance the university's reputation

- Created 23+ social media graphics and videos within 5 weeks to promote related blog posts and holidays
- Wrote 2 scientifically accurate blog articles engaging audiences with university research

Communication Intern, Mississippi State University Communication Graduate Program, October 20xx – May 20xx
Worked directly under the Graduate Program Coordinator to promote the program to graduates and professionals.

- Managed the Department of Communication Graduate Program's three social media accounts
- Developed the first edition of the graduate program's newsletter
- Designed a 36 in x 36 in poster including admissions requirements/dates and curriculum details

Marketing/Sales Associate, Campus Book Mart, August 20xx – December 20xx
Worked directly under the Bully Shop Floor Manager and Owner to increase merchandise sales in store and online.

- Photographed, edited, and uploaded merchandise to the company website via WinPRISM services
- Designed promotional graphics
- Designed and wrote marketing emails via MyEmma software

Student Worker, Mississippi State University Office of the Registrar, January 20xx - May 20xx
Worked with faculty to share information about registration, advising, and different departments' organization

- Exhibited extensive knowledge of university procedures pertaining to course admittance, withdrawal, scholarship requirements, policy, etc.
- Organized and transcribed important and confidential academic files into an online database using ApplicationX-tender

CAMPUS INVOLVEMENT

Shackouls Honors College, Fall 20xx | College of Arts and Sciences Ambassadors, Fall 20xx-Spring 20xx
Public Relations & Integrated Student Media Agency – PRISM, Fall 20xx-Spring 20xx

COMMUNITY INVOLVEMENT

Registered Voters, Starkville, MS, Fall 20xx | Oktibbeha County Humane Society, Starkville, MS, Fall 20xx
Habitat for Humanity, Spring 20xx



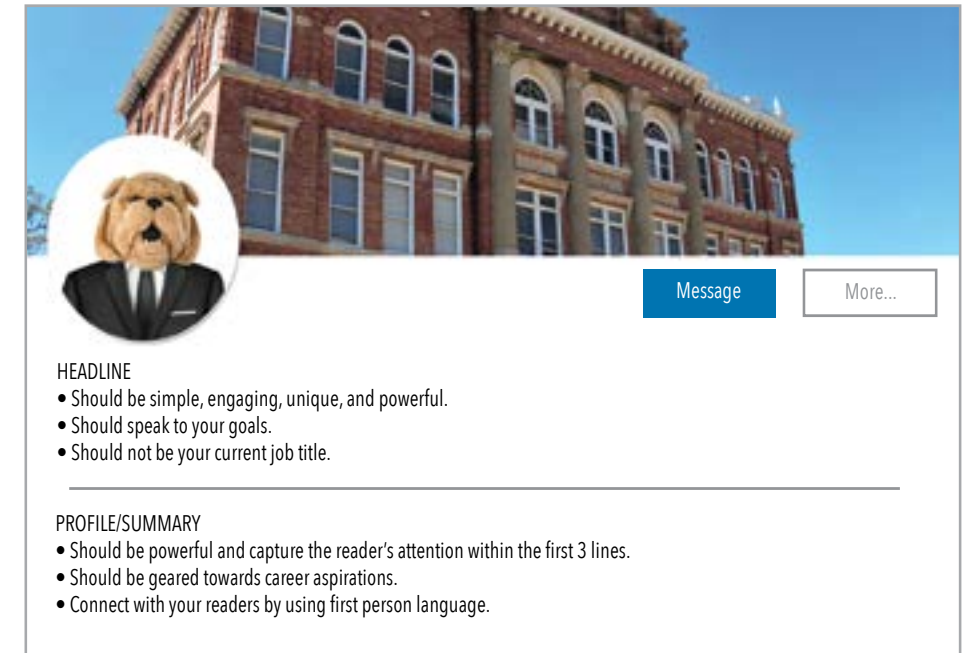
MAKE THE MOST OF YOUR ACCOUNT

PHOTO

- Have a plain background and professional dress.
- No selfies, pets, or other people.
- Do not crop others out of pictures.

GENERAL

- Be sure to customize your URL.
- Include key words that represent your career aspirations whenever possible.
- Make 5-10 connections per week.
- Give and take endorsements and recommendations.
- Utilize groups to network and follow industry trends.
- Research companies and locate potential opportunities.



HEADLINE

- Should be simple, engaging, unique, and powerful.
- Should speak to your goals.
- Should not be your current job title.

PROFILE/SUMMARY

- Should be powerful and capture the reader's attention within the first 3 lines.
- Should be geared towards career aspirations.
- Connect with your readers by using first person language.

EXPERIENCE

- Highlight experience, volunteer work, and relative leadership experience.
- Experience can be paid or unpaid.
- Explain what you did, how you did it, and key accomplishments.

EDUCATION

- Include all college education.
- Include school, degree with minors and concentrations and graduation date.
- Study abroad opportunities should be included.

ACTIVITIES/ORGANIZATIONS

- Include campus and community involvement.

SKILLS

- Include up to 50 relevant skills demonstrated in your experience.

OTHER SECTIONS TO CONSIDER

- Relevant coursework
- Course projects
- Recommendations
- Volunteer
- Certifications
- Languages
- Publications/Research

GRADUATE SCHOOL APPLICATION GUIDE

If your designed path includes graduate or professional school, meet with your Career Advisor to ensure you are headed in the right direction. Utilize the following information to get started.

PERSONAL STATEMENTS

Make your statement distinctive by selling your image briefly and accurately, including real-life examples to back up your points. Authentic enthusiasm is a plus, and writing about parts of your life or career that are interesting and relevant help grab a reader's attention. Use your personal statement to clear up any confusion or gaps in your resume, but do not dwell on weaknesses. Avoid trying to include as much information as possible, without regard for limitations or strategic intent. Focus on being more distinctive than comprehensive.

As you begin to draft your personal statement, consider the following:

- When did you become interested in the field? What knowledge have you gained about the field that has strengthened that interest?
- Use key words to show your knowledge. Speak the language of the field.
- What are your career goals after graduate study is complete?
- What personal qualities/experiences will make your application appear unique?
- How has your involvement in college activities, part-time work, internships, or volunteer work helped prepare you for this next phase of study?
- What skills do you possess that would be most relevant to the field? (Use EXAMPLES)
- Are there any academic discrepancies on your transcript or in your application you need to address?
- Why this school and this program?
- Connect with the mission of the organization.

Tips as you write:

- Write in the active voice. Candidates who write well have an advantage in the application process because they can state their case in a concise, compelling manner.
- Be specific. Use examples to illustrate your interests, skills, etc.
- Some schools are specific about how long they want your statement to be. Adhere to their guidelines. If no details are provided, aim for a 500-word essay.
- Tell an interesting story. Admissions committees read a lot of these statements...what will you write that will make them remember your story?
- Make sure your opening paragraph is an attention-grabber.
- Avoid clichés. Use this statement to show your originality.
- One size does not fit all. Tailor your statement to specific schools.
- Graduate and professional schools have enrollment periods. Remember to double check your application deadlines for the program you're considering.
- Proofread! Review and revise your document and get others to review it as well.

THE TESTS

Most graduate and professional schools require an entrance exam, much like the ACT for college admission. Listed below are examples. MSU Computer Based Testing offers a centralized, on-campus location dedicated to administering a variety of standardized exams. *Most are offered by appointment.

GRE* - Graduate Record Examination
MAT* - Miller Analogies Test
GMAT* - Graduate Management Test
LSAT* - Law School Admission Test

MCAT* - Medical College Admission Test
PCAT - Pharmacy College Admission Test
DAT and OAT - Dental and Optometry Admission Tests

LETTERS OF RECOMMENDATION

- A strong, compelling letter of recommendation from a faculty member, advisor, or supervisor can be a deciding factor in the admissions process. Your choices for whom to ask and when/how to ask them should be just as thoughtful as the rest of your application.
- Get to know your faculty, campus advisors, or supervisors early in your college career.
- Ask for recommendations well before the application deadline (months, not days).
- Provide them with your resume and personal statement.

CV CREATION CHECKLIST

FORMATTING BASICS

- Use professional fonts (Book Antiqua, Bookman Old Style, Cambria, Garamond, Arial, Calibri, Trebuchet, Verdana, or Tahoma)
- Font sizes: Name (14-16 pt), Headers (12-14 pt), Body (10-12 pt)
- Margins: 1" standard; minimum 0.5"
- Save as PDF: LastName_FirstName_CV.pdf
- Use reverse chronological order
- Bold section headers and job titles
- Avoid personal info (DOB, photo, SSN)

ESSENTIAL CV SECTIONS

1. **Contact Info**
Full name, phone, email, LinkedIn (no nicknames)
2. **Education**
Degrees, school, major/minor, GPA (if 3.0+), expected grad date
3. **Research Experience**
Role, techniques, outcomes, supervisor (if applicable)
4. **Teaching/Mentoring**
TA, tutoring, peer mentoring, workshops
5. **Professional Experience**
Internships, jobs - focus on transferable skills
6. **Leadership & Volunteering**
Campus orgs, community service, quantifiable impact
7. **Honors & Scholarships**
Awards, grants, dates, issuing body
8. **Presentations & Conferences**
Posters, talks - use full citations
9. **Publications**
Peer-reviewed, in-progress, student journals
10. **Certifications & Training**
Include issuer and expiration (if any)
11. **Skills**
Group by type: Software, Field, Language
12. **Projects**
Title, timeframe, tools used, outcomes
13. **Professional Memberships**
Include student chapters
14. **References**
2-4 with name, title, contact info

WRITING TIPS

- Use bullet points (3-5 per role)
- Start bullets with action verbs (e.g., Analyzed, Designed)
- Limit bullets to 1-2 lines
- Avoid paragraphs under experience

FINAL REVIEW

- 10+ sections included?
- Reverse chronological order?
- Expanded bullets with tools/outcomes?
- APA-style citations for research?
- Saved as PDF?





BUILD YOUR PROFESSIONAL NETWORK

WHY NETWORK?

Networking plays a central role in shaping your career path and sharpening your professional goals. By building connections through networking, you can:

- **Explore Industries:** Discover career fields and job positions related to your interests.
- **Clarify Your Career Path:** Gain insights and clarity about the career direction you want to take.
- **Set Practical Goals:** Identify key skills to support success in your future career field.
- **Master Industry Jargon:** Become more confident in using terms specific to your chosen industry.
- **Gain Insider Information:** Learn about employers and potential internship and job opportunities.
- **Market Yourself:** Create stronger, more focused resumes and cover letters.
- **Stay Motivated:** Connect with others who energize and inspire you.
- **Pay It Forward:** Help others through networking as others have helped you!

STRATEGIES TO BUILD YOUR PROFESSIONAL NETWORK

1. **Identify Your Goals** to determine what you hope to gain from the networking opportunity.
2. **Leverage Your Connections**, starting with people you already know.
3. **Utilize Online Platforms**, such as LinkedIn and the Bulldog Network, to connect with industry professionals.
4. **Research and Attend Networking Events**
5. **Seek Mentorship** through MSU's formal mentorship program, the **Bulldog Mentor Program**, offered through the MSU Career Center and MSU Alumni Association. Find out more at www.career.msstate.edu/mentor

SHOWCASE AND MARKET YOUR PROFESSIONAL STRENGTHS

How do you land that internship, co-op, or full-time position? How do you get into your preferred graduate or professional school? In this section, you will start to demonstrate and deliver your professionalism (career related events, on-campus interviews, etc.).

- Build Your Professional Network
- Refine Your Professional Etiquette
- Practice and Prepare for Your Future Interviews
- Participate in On-Campus Interviews and Networking Opportunities



NETWORKING TIPS & BEST PRACTICES

- **Be Yourself:** Share your interests, relevant experiences, and career goals. Demonstrate genuine interest in others and their work.
- **Develop Your Elevator Pitch:** Develop a brief, compelling summary of who you are, what you do, and what your goals are. Practice your pitch until it feels natural and confident.
- **Be Prepared:** Develop a list of questions and conversation topics you would like to explore with the contact.
- **Welcome feedback:** Be willing to learn and adapt based on the advice you receive through professional networking.
- **Practice Professional Etiquette:** Implementing professional etiquette while networking helps you make a memorable and positive first impression.
- **Express Gratitude and Stay in Touch:** Always demonstrate appreciation for the time and insights shared, and engage in communication periodically to maintain relationships.

REFINE YOUR PROFESSIONAL ETIQUETTE

EMAIL ETIQUETTE

- Use a professional email address
- Avoid casual language, abbreviations, all caps, or emojis.
- Write in complete sentences in an easy-to-read font.
- Be sure to spell-check and proofread your messages.

IN-PERSON ETIQUETTE

- Introduce yourself with your first and last name.
- Silence your phone. Do not answer your phone or text during professional interactions.
- Demonstrate active listening and be aware of your body language.

PHONE ETIQUETTE

- Record a professional voicemail message on your phone.
- Hold phone conversations in a quiet environment.

VIRTUAL ETIQUETTE

- Conduct virtual calls in a quiet setting.
- Choose a location with a neutral background.
- Download the virtual platform to be utilized prior to your call.
- Test your Wi-Fi for a strong connection.

ADDITIONAL TIPS

- While it's not appropriate to ask professional contacts for an internship or a job, it is appropriate to inform contacts that you are looking for work, interested in their organization, and would like to learn more.

TALK ABOUT

- Experience, involvement, courses, and projects.
- The industry and potential opportunities.

AVOID

- Topics such as religion, politics, health, or tragic/controversial news.

DRESS

- Business casual unless otherwise specified (pg. 36).

PRACTICE AND PREPARE FOR YOUR FUTURE INTERVIEWS

MOCK INTERVIEW

A mock interview is a practice interview that helps individuals prepare for an actual interview.

TYPES OF INTERVIEWS

The Career Center can help you prepare for many types of interviews which includes:

- Graduate and Professional School
- Video or Phone
- MMI (*mini multiple interviews for medical and dental schools*)
- Group / Panel
- Traditional Face-to-Face
- Campus Organizations

HOW TO PREPARE FOR A MOCK INTERVIEW

It is helpful to provide a copy of your resume and the job description for the interviewer to prepare questions related to the purpose of your interview. You may want to wear your interview clothing to ensure the best professional presentation. Be prepared with questions you might ask the interviewer.



PRACTICE. IMPROVE. SUCCEED. ALL ON YOUR OWN TIME.

Big Interview is an online platform designed to help you master the art of interviewing. It offers video lessons, practice questions, and mock interview tools so you can build confidence and improve your responses. You can record practice interviews, review your performance, and even tailor your preparation for specific industries or job types. Plus, Big Interview provides AI-generated feedback on your answers, helping you refine your delivery and content for maximum impact. Access Big Interview at msstate.biginterview.com using your MSU credentials.

HOW TO SCHEDULE AN IN-PERSON MOCK INTERVIEW

Call the Career Center (662-325-3344) or schedule online.

1. Log in to your Connections account using your NetID and NetPassword (connections.msstate.edu)
2. Click "Schedule an Appointment" in the top right
3. Click "Choose your appointment type"
4. Complete and submit the form that appears
5. Check your inbox - a confirmation email will be sent once your appointment is accepted

DRESS FOR SUCCESS

Clothes and prepared questions help you make a great first impression!

DO

- **PORTFOLIO:** Carry a portfolio to keep resume and documents in pristine condition
- **SHOES:** Wear appropriate closed toed shoes
- **JEWELRY:** Keep jewelry to a minimum
- **NAIL POLISH:** Stick with neutral colors

Keeping these tips in mind will allow the employer to focus on your skills and qualifications without being distracted.

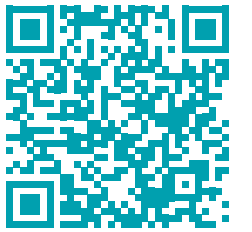
AVOID

- **CELL PHONE:** Make sure to turn your cell phone off or on silent
- **CASUAL FOOTWEAR:** Avoid athletic shoes and sandals
- **COLOGNE/PERFUME:** Wear little or no perfume/ cologne; don't let it be a distraction
- **NAIL POLISH:** Avoid bright colored polish

MISSISSIPPI STATE CAREER CLOSET

Looking your best can make a powerful first impression. The Mississippi State Career Closet provides students with access to affordable professional attire for interviews, career fairs, and networking events. Whether you're preparing for your next big opportunity or building your professional wardrobe, we've got you covered.

Find out more by scanning the QR code or visiting: <https://myhyde.com/uni/mississippi-state-career-closet-x-mcc/>



BUSINESS PROFESSIONAL



BUSINESS CASUAL



SMART CASUAL

TIP

Your culture, religion, and gender identity might influence your choice of business attire. We encourage you to incorporate those elements into your business wardrobe.

For more outfit inspiration, check out the Career Center on Pinterest:

@MSSTATECAREER

Follow us!



PREPARE FOR THE INTERVIEW

BASIC INTERVIEW QUESTIONS

- Tell me about yourself.
- Tell me about your education and how it relates to the position for which you are applying.
- Why did you choose this field of study? What were your favorite courses?
- What do you consider your greatest strength? What is your greatest weakness? Give examples.
- Tell me about a time you had to manage your time and priorities.
- What is it that excites you, motivates you, or drives you?
- How do you balance your class work, extracurricular activities, and the rest of your life?
- Tell me about the work you have done in class, summer jobs, or extracurricular activities and how they have prepared you for this position.
- What was the greatest challenge you ever faced, and how did you approach it?
- What motivates you to do your best work?
- Describe your work ethic and personality.
- Give me an example of when you had to adapt to change.
- Tell me about a time that you have failed.
- What do you feel are your strongest communication skills?
- Are you willing to relocate?
- Why do you want to work for our company/organization?
- How would a co-worker or supervisor describe you?
- What are your career goals in 10 years?
- What interesting book/movie have you read/seen lately?
- Why should I hire you?

WHAT IS A BEHAVIORAL QUESTION?

Behavioral questions focus on past experiences and require specific examples from these experiences when answering questions. Do not answer these questions hypothetically.

HOW TO ANSWER BEHAVIORAL QUESTIONS

1. Give the complete story of an event first. (Include key points and results.)
2. Give specific examples about what you did, said, felt, and thought.
3. Separate your actions from the actions of others.
4. Use “I” examples more than “we” examples.
5. Ask for clarification if you are unsure of the question.
6. Watch and listen for interviewer cues.
7. Do not make vague proclamations of your skills.
8. Answer negatively phrased questions (Tell me about a failure.) as you would a question about your weaknesses. Show that you have acknowledged the weakness and improved upon it.

SAMPLE BEHAVIORAL QUESTIONS

- Give an example of when your ability to manage your time and priorities proved to be an asset.
- Give an example of when you were responsible for an error or mistake.
- Give an example of an occasion when you used logic to solve a problem.
- Tell me about a specific time when you had to handle a tough problem which challenged fairness or ethical issues.
- Share an example of how you were able to motivate employees or co-workers.
- Describe a time when you had to deal with a difficult person; what was the outcome?
- Tell me about a time when you faced a stressful situation and your coping skills were tested. How did you handle it?
- Describe a time when you faced adversity with time. What was the outcome with the school/work project?
- How do you prioritize when working on multiple projects?
- Give an example of when your listening skills proved to be an asset.
- Describe a situation in which you were working as part of a team. How did you contribute to that specific situation?
- Give an example of a time when you went above and beyond the call of duty in order to get the job done.
- Give an example of a goal you reached and tell me how you achieved it (besides graduating college).
- Tell me about a time when you were forced to make an unpopular decision.
- Give an example of a time when you had to make a split-second decision.

The **STAR method** is useful when responding to interview questions. It is an excellent way to organize your thoughts. Here are the four steps:

Situation: Describe the situation in which the event took place.

Task: Describe the task you were asked to complete.

Action: Explain what action you took to complete the task or solve the problem.

Result: Explain the result of your actions and focus on how your actions resulted in a success.



The **CAR method** is another way of thinking about and answering behavioral questions.

SITUATION: Describe the situation in which the event took place.



CHALLENGE
ACTION
RESULTS

PREPARE FOR THE INTERVIEW

ILLEGAL QUESTIONS

These are questions interviewers ask that are not related to the job. In general, illegal questions consist of asking about one's race, gender, religion, marital status, age, disabilities, ethnic background, or country of origin. Many times, interviewers ask illegal questions because they are unaware of the state and federal laws that prohibit them. You must decide how to respond to illegal questions. You may prefer to answer the question or to answer it in a way that relates to the job. For example, if an employer asks you if you are engaged because they see a ring on your finger, you may want to tell them yes and try to change the subject without elaborating about your plans.

PREPARE FOR INTERVIEWS

Have 3 to 5 questions written down in your portfolio to ask the potential employer at the end of the interview. When the interviewer asks if you have any questions for them, you can open your portfolio and show that you are prepared!

QUESTIONS TO ASK THE INTERVIEWER

- How will I be trained or introduced to the job?
- How would you describe the organizational culture?
- What do you think are the most important qualities for someone to excel in this role?
- What would a typical day at work look like for me?
- What do people seem to like most about working here?
- Do you encourage participation in community/volunteer activities?
- How do you feel about creativity and individuality?
- Is your company environmentally conscious? How?
- Do you provide professional development opportunities?
- Does your company encourage employees to further their education?
- What kind of training should I expect?
- What can you tell me about the individual to whom I would report?
- What do you see ahead for your company in the next five years?
- What do you consider to be your company's most important assets?
- What would you consider the most important aspects of this job?
- What are the next steps in the interview process?
- Are there any other questions I can answer for you?

DO NOT ASK ABOUT SALARY OR BENEFITS IN THE FIRST INTERVIEW.

THE INTERVIEW

DAY OF THE INTERVIEW

Portfolio: Take several copies of your resume and reference page. Prepare questions for the interviewer, and write them down in a professional folder or portfolio.

Time: Arrive 15 minutes early.

Travel: Research your route ahead of time.

Attitude: Be courteous to everyone in the office.

DURING THE INTERVIEW

- Greet everyone with a firm handshake while maintaining good eye contact. Begin and end the interview with a handshake and a smile.
- Relax! Be aware of good posture, positive body language, and try not to fidget.
- Display enthusiasm, confidence, honesty and courtesy throughout the interview.
- Keep a positive attitude about former employers and when discussing conflict management.
- Do not discuss salary, benefits, or vacation during the first interview.
- Always remember to thank the interviewer.

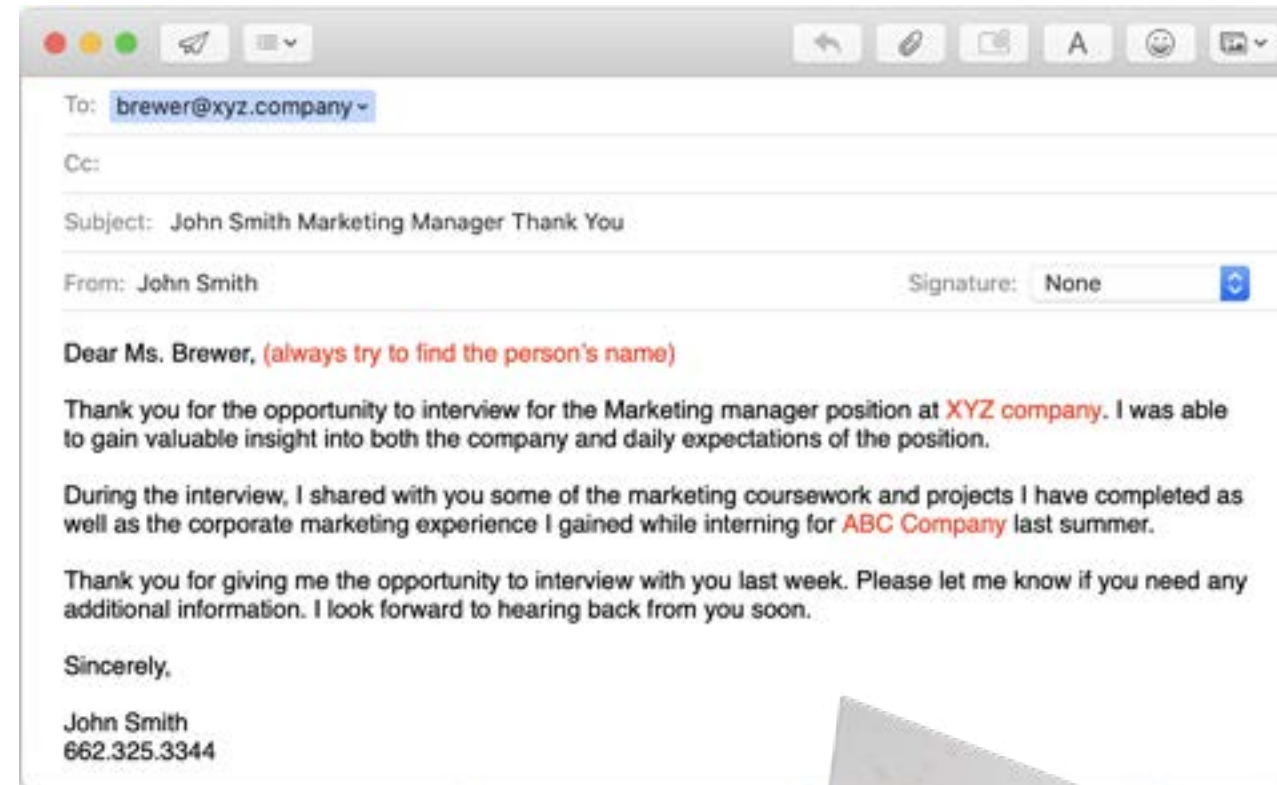


THANK YOU NOTES

AFTER THE INTERVIEW

Write a thank you note/email within 24-48 hours thanking the employer for the opportunity to interview. Emphasize pertinent information covered in your interview and reiterate your interest in the company and position. An email or handwritten thank you note is acceptable. Thank you notes should address the person you are sending it to, have a meaningful subject, and appropriate closing.

SAMPLE EMAIL



THANK YOU NOTES

When writing a handwritten thank you note, use formal writing and be sure the note is legible.





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UNIVERSITY™

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