No appointment necessary. Drop in anytime during studio hours: Monday-Friday, 8 a.m. – 4 p.m. If an appointment is desired, email us.

Services include:
- Academic advising
- Career and major exploration
- Resume and cover letter review
- Interview preparation
- Job/Internship board
- Internship Program
- Career fairs and expos
- LinkedIn profile assistance
- Navigating job offers
- Graduate school preparation
- Career Closet

Services are available to all undergraduate and graduate students, as well as alumni.
References should be people who can critique your performance in past employment, education or community activities, such as supervisors, professors, volunteer coordinators, advisers or coaches. Unless specified, three to five contacts are typical for a reference sheet.

Tips:
• References should be professional or academic references – do not use parents or close personal friends.
• Ask for permission before using someone as a reference; send each reference a relevant job description and resume.
• Submit references to employers only when they are requested.
• Let your references know you are in a job search so they can be prepared if they are contacted.

First M. Last
Current address • City, State Zip • 701.555.1212 • first.last@ndsu.edu

REFERENCES

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Association: Former professor and adviser
Length of association: 3 years

Jane Reynolds
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Association: Current supervisor
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Alice Haney
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Association: Past supervisor
Length of association: 2 years