



Career Services Network  
MICHIGAN STATE UNIVERSITY

# Career Handbook

2025 - 2026 EDITION



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# Career Services Network MICHIGAN STATE UNIVERSITY

CAREER HANDBOOK IS AN ANNUAL PUBLICATION OF THE  
CAREER SERVICES NETWORK @ MICHIGAN STATE UNIVERSITY

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## CAREER SERVICES NETWORK

### CAREER EXPLORATION CENTER

556 E. Circle Dr., Room 113, East Lansing, MI 48824  
(517) 355-9510 | CareerServices@csp.msu.edu

### EMPLOYER ENGAGEMENT CENTER

535 Chestnut Rd., Room 290, East Lansing, MI 48824  
(517) 884-1300 | HireASpartan@csp.msu.edu

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Please email [careerevents@csp.msu.edu](mailto:careerevents@csp.msu.edu).

## THANK YOU FOR THE SUPPORT OF EMPLOYERS WHO HIRE MSU STUDENTS

2	Americas Community Council	34	KPMG
40	Arthex, Inc.	52	Michigan Department of Transportation
3	Auto-Owners Insurance Company	34	Michigan Milk Producers Association
48	Big Dutchman, Inc.	60	Midland Public Schools
8	Blue Lake Animal Hospital	46	MSU Infrastructure & Facilities
40	Bronson Healthcare Group	60	MSU Infrastructure & Facilities, Landscape Services
64	Burcham Hills	15 + 16	Pine Rest Mental Health Services
26	Community Mental Health	56	Prestige Healthcare
34	Dr. William M. Scholl College of Podiatric Medicine	30	RAM Construction Services
52	EY	68	Sachse Construction
60	Flint Cultural Center Academy	67	MSU Spartan Experience Record
30	Henry Ford Health	64	University of Michigan, Division of Public Safety & Security
8	Ideal Contracting	65	Ypsilanti Community Schools



GETTING  
STARTED



EXPLORING CAREER  
OPTIONS



BUILDING APPLICATION  
MATERIALS

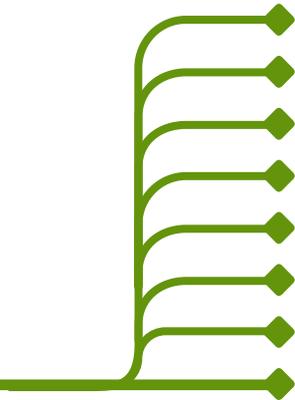


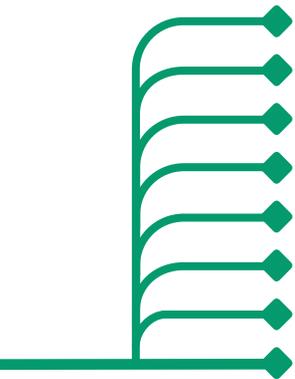
ORGANIZING YOUR  
SEARCH

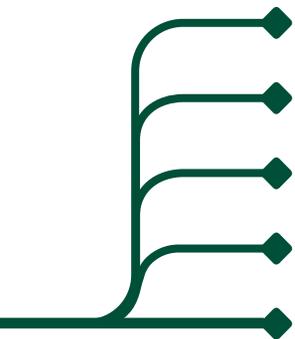


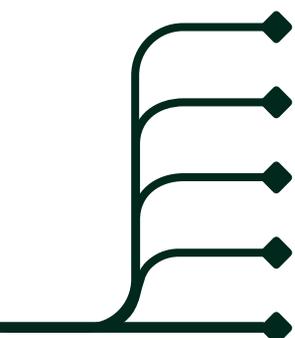
MAKING  
CONNECTIONS

- 
- 9 - MSU Career Development Services
  - 10 - Handshake: MSU's Job Search Platform
  - 11 - Support for International Students

- 
- 13 - Career Myths and Truths
  - 14 - Create a Career Plan
  - 17 - Career Exploration Tools
  - 18 - Finding Your Purpose
  - 19 - Meet People Working in Your Field
  - 22 - Gaining Experience
  - 23 - Develop Key Skills
  - 24 - Possible Paths

- 
- 27 - Writing a Good Resume
  - 29 - Writing Effective Bullet Statements
  - 31 - Resume Action Verbs
  - 32 - Resume Samples
  - 37 - CVs & Industry-Specific Resume Tips
  - 38 - Portfolios, Cover Letters & Personal Statements
  - 45 - Planning for Graduate or Professional School
  - 47 - References and Recommendations

- 
- 49 - Developing Your Job Search Strategy
  - 50 - Careers in Michigan
  - 51 - Careers in the Nonprofit Sector
  - 53 - Building your Network
  - 54 - Dress to Impress

- 
- 57 - Meet Employers at Career Fairs & Events
  - 59 - Interviewing
  - 62 - Negotiating Job Offers
  - 63 - Honesty and Ethics
  - 65 - Making the Most of your New Role



## HUB OFFICES

## COLLEGE OFFICES

Career consultants are located in colleges to provide customized career advising and services for specific majors and career fields.

The MSU virtual career center:  
[CareerNetwork.msu.edu](http://CareerNetwork.msu.edu)



4

### Russell Palmer Career Management Center

The Eli Broad College of Business  
Minskoff Pavillion  
651 N. Shaw Lane, Suite M120  
[palmer@broad.msu.edu](mailto:palmer@broad.msu.edu)

5

### College of Natural Science

Natural Science Building  
288 Farm Lane, Room 106

1

### Career Exploration Center

Early career exploration and experiential learning connections for all students. Offers free professional photos and professional attire rental.

- Student Services Building
- 556 East Circle Dr., Room 113
- (517) 355-9510
- [CareerServices@csp.msu.edu](mailto:CareerServices@csp.msu.edu)

2

### Employer Engagement Center

Support for employers recruiting Spartans via career fairs, Handshake, and interviews.

- Spartan Stadium Office Tower
- 535 Chestnut Rd., Room 290
- (517) 884-1300
- [CareerEvents@csp.msu.edu](mailto:CareerEvents@csp.msu.edu)

3

### Office of Graduate Career Development

Career and professional development support for all graduate students preparing for academic and non-academic careers.

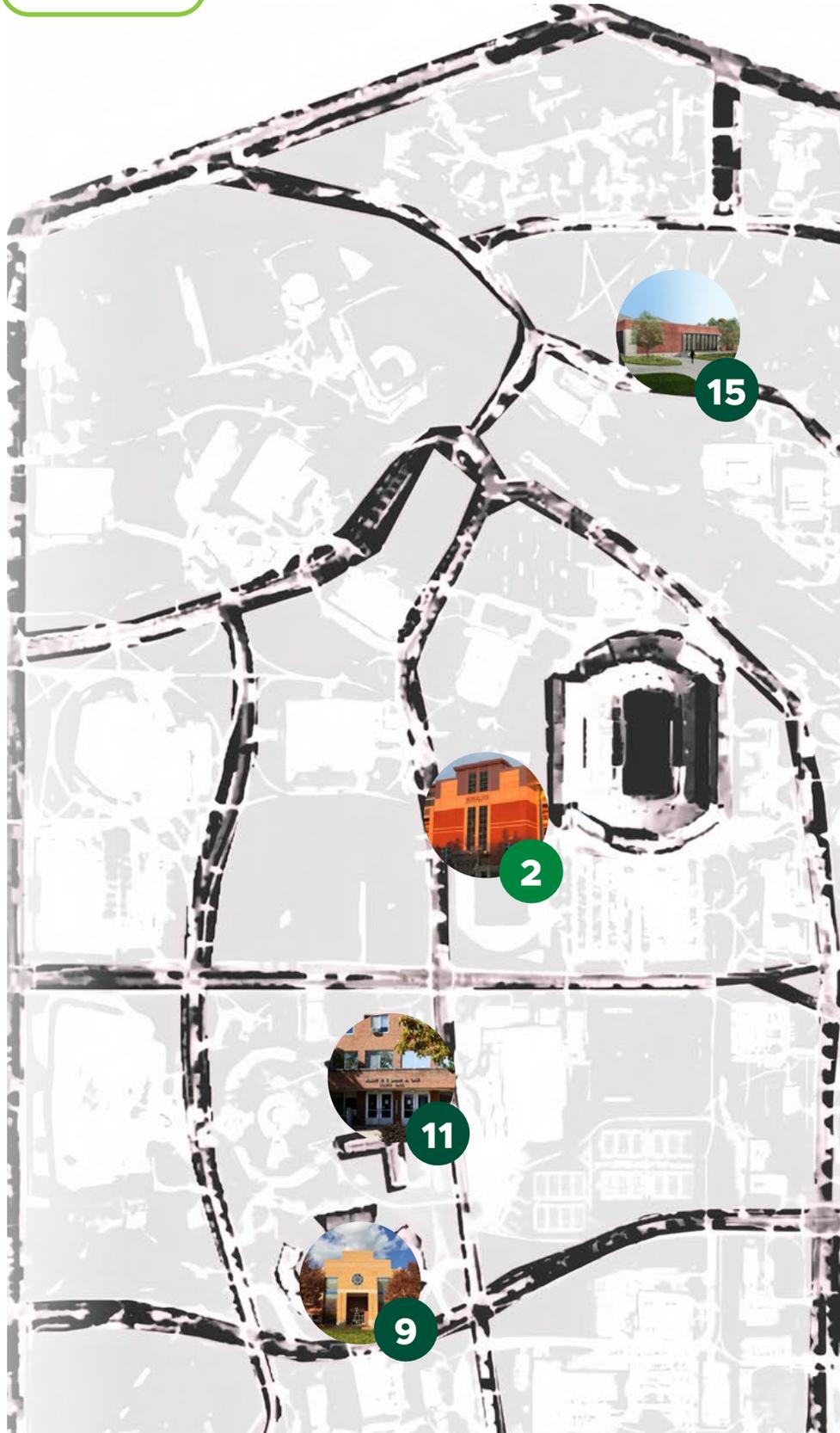
- MSU Graduate School
- Chittenden Hall
- 466 W. Circle Drive, Room 130
- [gradschool@grd.msu.edu](mailto:gradschool@grd.msu.edu)

15

2

11

9



6

**College of Agricultural & Natural Resources**

Morrill Hall of Agriculture  
446 West Circle Dr., Room 121

7

**College of Arts & Letters**

Linton Hall  
479 West Circle Dr., Room 314

8

**College of Social Sciences**

Berkey Hall  
509 East Circle Dr., Room 117  
sscareer@msu.edu

9

**College of Engineering**

The Center:  
Experience Engineering Careers  
219 Wilson Rd., Room C101

10

**College of Communication Arts & Sciences**

ComArtSci Career Center  
Communication Arts & Sciences Bldg.  
404 Wilson Rd., Room 181

11

**James Madison College**

South Case Hall  
842 Chestnut Rd., Room 329  
JM.Career@msu.edu

12

**Office of China Programs**

International Center / Virtual  
427 N Shaw Ln, Garden Level  
Room 1

13

**Residential College of Arts & Humanities**

Snyder Phillips Hall  
362 Bogue St., Room C320E

14

**College of Education**

Erickson Hall  
620 Farm Lane, Room 134

15

**College of Music**

**Running Start**  
Music Practice Building  
345 W. Circle Dr., Room 207  
**Music Building**  
333 W Circle Dr., Room 110

16

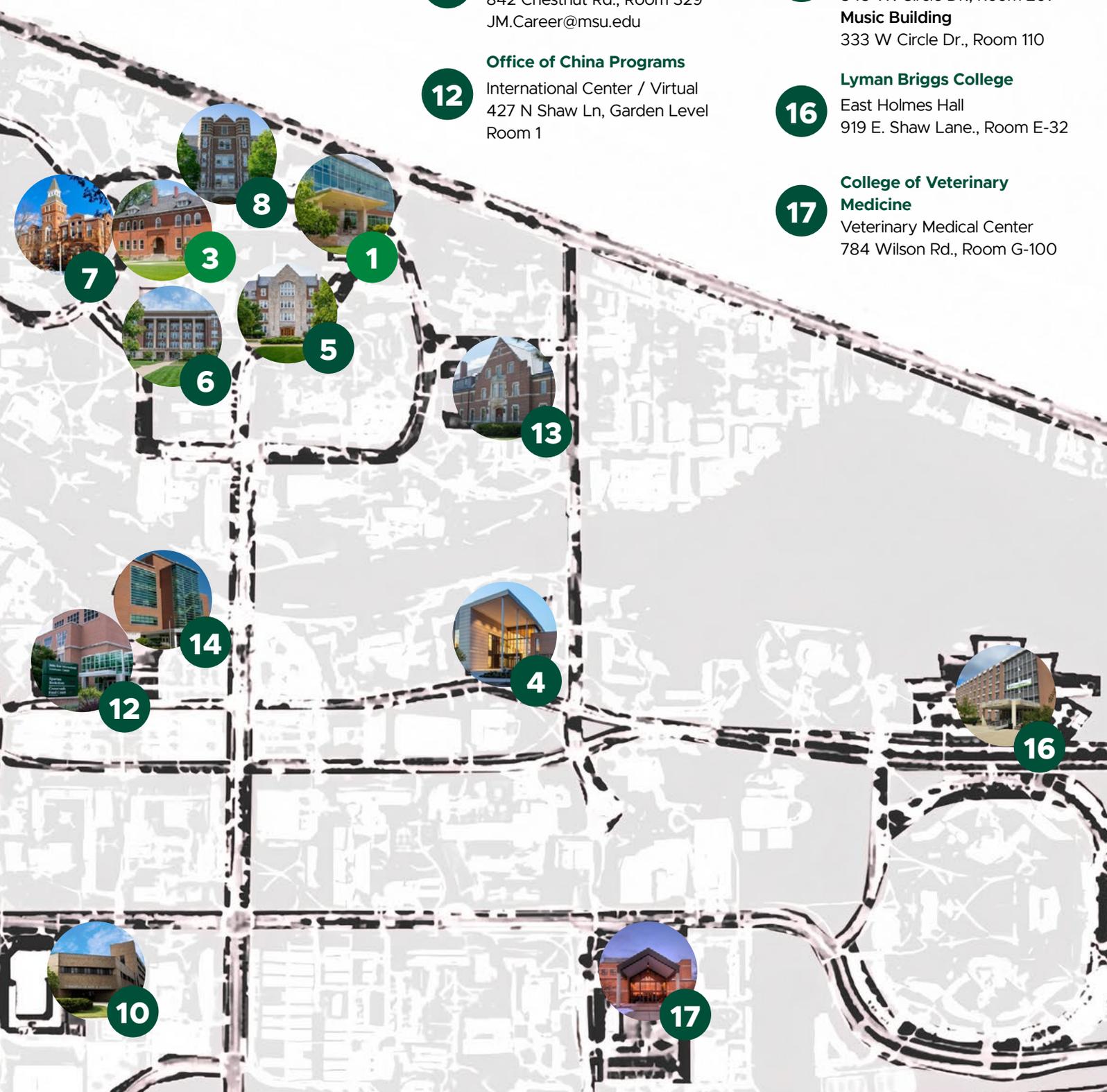
**Lyman Briggs College**

East Holmes Hall  
919 E. Shaw Lane., Room E-32

17

**College of Veterinary Medicine**

Veterinary Medical Center  
784 Wilson Rd., Room G-100



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**We're glad you are here!** This handbook is designed to help you stay on track with your career planning. MSU's Career Services Network is here to **support you** no matter where you are in your career exploration. You can also find us online at [CareerNetwork.msu.edu](http://CareerNetwork.msu.edu).

## MSU CAREER DEVELOPMENT SERVICES

- ◆ Career exploration, advising appointments, and drop-in career support
- ◆ Career fairs and events
- ◆ Job and internship search support
- ◆ Graduate school preparation
- ◆ Career experts in your college or industry
- ◆ Career development opportunities for all students at any stage of the job or graduate school search
- ◆ Connection points with employers and industry areas

### EXPLORE

- ◆ Learn about career paths that align with your interests and skills
- ◆ Get involved on campus to begin developing transferable skills
- ◆ Discover the career outcomes of previous MSU graduates in your major
- ◆ Connect with mentors and employers
- ◆ Consider if graduate or professional school supports your goals
- ◆ Meet career advisors with expert knowledge in your major or industry

### SEARCH

- ◆ Find jobs, internships, and other opportunities to gain experience
- ◆ Attend career fairs and events to connect with employers and graduate programs
- ◆ Build your professional network to explore careers and support your job search

### APPLY

- ◆ Prepare resumes and application materials that stand out in the job search
- ◆ Develop interview skills to help you get hired
- ◆ Negotiate job offers and make decisions about your first destination after college

## HANDSHAKE: MSU'S JOB SEARCH PLATFORM

Handshake is the go-to platform for all career-related activities at MSU. Log in at [msu.joinhandshake.com](https://msu.joinhandshake.com) with your MSU NetID and password to:

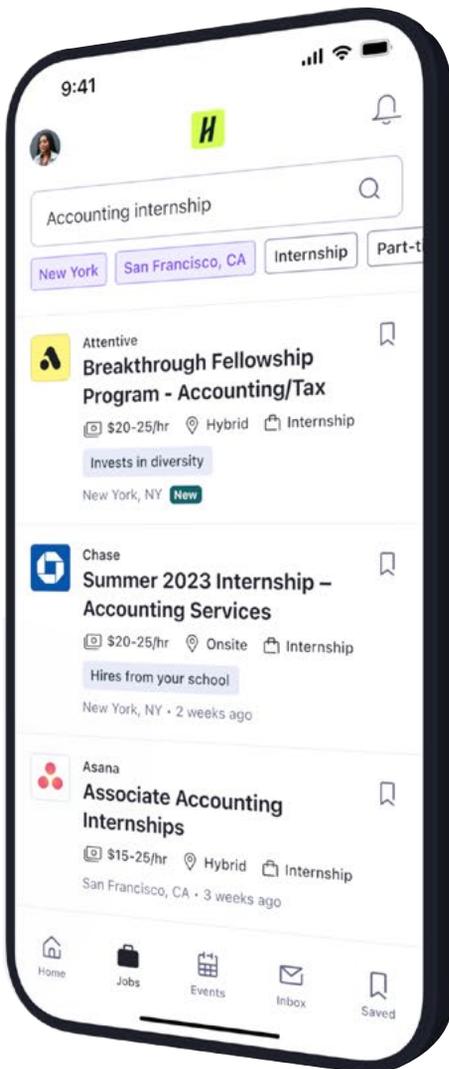
- ◆ Apply for jobs and internships
- ◆ Register for career fairs and events
- ◆ Connect with employers
- ◆ Schedule career advising appointments

In the 2024-2025 academic year, 173,000+ jobs and internships were posted on Handshake for Spartans! Create your profile to access this job search tool curated for MSU students.

### HANDSHAKE PROFILE CHECKLIST

Completing your Handshake profile personalizes job recommendations and improves your chances of connecting with employers on the platform. Focus on these profile sections to polish your Handshake profile:

- 1. Looking For:** Share information about what you are looking for in Handshake to customize your experience based on your interests in job roles, industries, and locations.
- 2. Skills:** List your top technical skills and soft skills.
- 3. Work Experience:** Share part-time work, internships, and other relevant work experiences.
- 4. Education:** Ensure your major, minor, and degree information are up to date.
- 5. Courses:** Display the skills you have picked up from your college classes.
- 6. Projects:** Share work that showcases your job skills, such as publications, websites, course projects, writing samples, and other relevant items.
- 7. Languages:** List the languages you speak and your proficiency level to stand out to employers seeking multi-lingual candidates.
- 8. Profile Picture:** Upload a professional profile picture. You can take a professional photo for free at our office in the Student Services Building, room 113.



# Handshake

# SUPPORT FOR INTERNATIONAL STUDENTS

## CAREER OUTCOMES

**Average salary-** International graduates from '23 who reported U.S. employment within 6 months of graduation

BACHELOR'S  
**\$74,384**  
ALL- MSU \$63,326

MASTER'S  
**\$87,474**  
ALL- MSU \$71,791

## EMPLOYERS

*Multiple MSU International Students Employed*

Amazon	Google	Neogen
Bosch	Hilton Hotels	PwC
Dell	Jackson	Schlumberger
Deloitte	Kearney	Schneider Electric
EY	KPMG	TechSmith
Ford Motor Co.	LinkedIn	Tesla
Georgia Pacific	LG	United Nations
Goldman Sachs	Microsoft	Walmart

## CONTINUING EDUCATION

*Top Graduate Programs of MSU Graduates*

Columbia University  
New York University  
University of Michigan Ann Arbor  
University of Southern California  
Northeastern University  
University of California - Berkeley  
Georgia Institute of Technology  
Cornell University

## EMPLOYER CONNECTIONS

- ◆ **Handshake:** Platform which offers access to 500,000+ employers and jobs and internships. It includes job matching recommendations, and advice from job seekers.
- ◆ **Employer Education & International Student Hiring:** MSU hosts regular trainings for large groups of employers on the benefits of hiring international students.
- ◆ **Recruiting Webinars & Employer Mixers:** Connect with employers virtually and in-person to learn about opportunities and create connections.
- ◆ **International and U.S. Career Treks:** Visit employers and alumni at work, organized around professional interest.
- ◆ **International Alumni Presentations & Discussions:** Meet MSU alumni at campus events and learn about the MSU experiences that have supported their career success.

## INTERNATIONAL STUDENT CAREER COMMUNITIES & AWARDS

### Global Career Development Certificate

- ◆ Professional development program for 1st year international students, learning from peers, alumni, and industry experts.

### Global Career Experience Certificate

- ◆ Rising 2nd year international students engage in intensive career skill development during a summer internship or part-time job, and earn a certificate and \$500 Financial Award.

### Global Talent Accelerator

- ◆ 4-week intensive career training for international graduate students, with \$500 Financial Award.

**28,965**

Jobs and internships open to international students

**3,570**

Jobs posted outside the U.S.

# NOTES



**PRO TIP:**

What do MSU graduates do after graduation? Explore graduates' first career destinations: [CareerNetwork.msu.edu/outcomes/](https://CareerNetwork.msu.edu/outcomes/).

## CAREER MYTHS AND TRUTHS

As you explore major and career options, you might feel like you need to decide your whole future right now, but the good news is you have time to figure it out! Use this Career Handbook as you make decisions about your career and take steps to achieve your goals.

### FIRST, LET'S BUST SOME MYTHS ABOUT CHOOSING A MAJOR AND CAREER PATH.

**CAREER MYTH:** Most students have it all figured out.

**CAREER REALITY:** 72% of MSU students change their major at least once ([undergrad.msu.edu/news](https://undergrad.msu.edu/news), 2024). You are not alone in being unsure of your career plan. Many students change their minds about their career path, or they do not know where to start making career decisions.

**CAREER MYTH:** My first job = My forever job.

**CAREER REALITY:** Your first job is just your first step; you can change your path. According to the Bureau of Labor Statistics, past generations had just over 12 jobs throughout their careers. Gen Zers are projected to work 18 jobs across six careers in their lifetime.

**CAREER MYTH:** Your major is the sole factor in your qualification for a job.

**CAREER REALITY:** Most employers care more about your skills and experiences than a specific major. In fact, 73% of recruiters say hiring based on skills is a priority ([LinkedIn](https://www.linkedin.com), 2024).



We've long chosen careers based on what our families do—teaching, nursing, marketing, etc.—Because that's what we've seen. But your purpose isn't inherited. Real joy comes from discovering what fills your bucket, not theirs."

*Amy Pierce-Danders, Workforce Development Manager, Pine Rest*

## CREATE A CAREER PLAN

Your career plan will be unique. Use the information below as a template to design your personal career plan. Consult with career and academic advisors and use resources in your college to explore career options that match your interests, skills, and experiences.

### STEP 1. GET INVOLVED

You can gain many career skills through on-campus involvement, class projects, part-time jobs, internships, research opportunities, and more.

- ◆ Explore majors and careers that interest you
- ◆ Get involved on campus in student organizations, volunteer activities, on-campus employment, and other opportunities to develop transferable skills
- ◆ Take a career assessment to understand your interests, skills, and personality more fully, and how they connect to career paths
- ◆ Meet with a career advisor to discuss your career goals and discover resources to help you on your path
- ◆ Seek out people working in areas of interest and ask about their experiences

### STEP 2. GET EXPERIENCE

As you narrow down your areas of interest, start building skills specific to your career goals.

- ◆ Search for an internship or part-time job in an industry or role that interests you
- ◆ Create a professional resume that showcases your skills and experiences
- ◆ Attend career workshops and events at MSU to expand your career skills
- ◆ Seek leadership opportunities in student organizations or other activities
- ◆ Build out an online presence to connect with and follow employers of interest



A career plan is not a rigid script but a strategic framework—an evolving guide that helps align your strengths, interests, and values with meaningful opportunities. The clearer your vision, the more intentional your steps can be.

*Justin Einstein, Vice President, Information Technology, Pine Rest*



**PRO TIP:**

Attend career fairs and events or meet with a career advisor at any stage of your career planning, from your first year to your final semester. It's never too early or too late to use resources at the Career Services Network!

## STEP 3. GET CONNECTED

As you approach your graduation date, search and apply for opportunities in your field.

- ◆ Develop a job or graduate school search strategy and timeline
- ◆ Attend career fairs and events to meet employers and apply for jobs and internships
- ◆ Network with professionals and alumni in your industry via LinkedIn and other tool



**ONE EMPLOYER  
ENDLESS OPPORTUNITIES**

NURSES  
SOCIAL WORKERS  
PSYCHOLOGISTS  
THERAPISTS  
PATIENT CARE TECHNICIANS  
AND MORE





WALKING  
BESIDE YOU  
IN THE NEXT  
STEPS OF  
YOUR  
CAREER.

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Partnering with Michigan State University, Pine Rest provides up to \$40,000 in tuition assistance for each student accepted into the academy.

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- Tuition Assistance
- Dedicated Mentorship
- Earn While You Learn
- Cohort Community
- Personal and Professional Development
- Certifications and Training
- Guaranteed full-time employment after graduation

### Want to learn more

Visit [pinerest.org/academy](http://pinerest.org/academy) to apply, or to participate in our monthly virtual information workshop.



[LEARN MORE](#)



[APPLY TODAY](#)

## CAREER EXPLORATION TOOLS

**Career exploration is a process:** you don't have to do it all at once, and you will gain a deeper understanding of yourself, your major, and your career options as you explore. No single tool can tell you what you "should" do or find one "perfect" career; you can find many good options and choose a path that suits you best. Here are some ways you can start exploring:

### LEARN ABOUT YOURSELF

**Focus 2** – Take any or all of the assessments below to identify potential jobs you may find fulfilling. After taking all assessments, you can combine your results for the strongest insights.

- ◆ **Work Interest:** Explore what kinds of tasks will hold your professional interest
- ◆ **Values:** Find jobs that share your core values and are more likely to bring you fulfillment
- ◆ **Personality:** Consider how your personality and preferences match up with specific occupations
- ◆ **Leisure:** See how what you like to do in your free time connects to majors and jobs
- ◆ **Skills:** Learn what kinds of jobs match the skills you already possess

### MAJOR EXPLORATION

**What Can I Do with This Major?:** Explore career areas of interest broken down by major types.

**MSU Majors, Degrees, and Programs Resource:** Explore majors at MSU, including the class requirements and entry-level courses.

### CAREER EXPLORATION

- ◆ **MSU Career Outcomes Data:** See where MSU students in your major go after graduation.
- ◆ **Candid Career:** Watch videos from thousands of career professionals about their jobs to learn how to develop professional skills for your job search.
- ◆ **O\*Net:** Search specific positions to learn the skills and job outlook for careers related to your interests.
- ◆ **LinkedIn:** Network with MSU alumni and professionals to discover career opportunities in your field.



Access Career  
Exploration Tools

# FINDING YOUR PURPOSE

Having a strong sense of purpose—knowing your goals, values, and what drives you—leads to greater success and satisfaction in college and in life. Your purpose acts like a compass, guiding your decisions and helping you align your skills, passions, values, and desire to contribute to society. Build your own “compass” here to guide your career decisions.

## START BY CALIBRATING YOUR CAREER COMPASS

- Step 1.** Circle the words in each section of the compass that are most important to you, or write your own.
- Step 2.** Identify the 1-2 most important words from each section. Write these words in the corresponding section of “Me” circle on the compass.
- Step 3.** Use these 4-8 words as your driving purpose in decision-making. You may also schedule an appointment with a career advisor to discuss how these words can help you choose majors, career paths, and opportunities.

## CAREER COMPASS

<p style="text-align: center;"><b>Skills &amp; Abilities</b> <i>What are you good at doing?</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Athletics</td> <td style="width: 33%;">Data Analysis</td> <td style="width: 33%;">Solving Problems</td> </tr> <tr> <td>Coding</td> <td>Organizing</td> <td>Teaching</td> </tr> <tr> <td>Communicating</td> <td>Serving Customers</td> <td>Writing</td> </tr> <tr> <td>Creating</td> <td></td> <td></td> </tr> </table> <p>_____</p> <p>_____</p> <p>_____</p>	Athletics	Data Analysis	Solving Problems	Coding	Organizing	Teaching	Communicating	Serving Customers	Writing	Creating			<p style="text-align: center;"><b>Passions &amp; Interests</b> <i>What do you enjoy doing or learning?</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Art</td> <td style="width: 33%;">Music</td> <td style="width: 33%;">Social justice</td> </tr> <tr> <td>Exercise/Fitness</td> <td>Nature</td> <td>Sports</td> </tr> <tr> <td>Math</td> <td>Science</td> <td>Technology</td> </tr> <tr> <td></td> <td></td> <td>Theater/Film</td> </tr> </table> <p>_____</p> <p>_____</p> <p>_____</p>	Art	Music	Social justice	Exercise/Fitness	Nature	Sports	Math	Science	Technology			Theater/Film
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Communicating	Serving Customers	Writing																							
Creating																									
Art	Music	Social justice																							
Exercise/Fitness	Nature	Sports																							
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<p style="text-align: center;"><b>Societal Needs</b> <i>Who or how do you want to help?</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Artists</td> <td style="width: 50%;">Healthcare</td> </tr> <tr> <td>Athletes</td> <td>Hunger</td> </tr> <tr> <td>Children/Teens</td> <td>Older adults</td> </tr> <tr> <td>Civil rights</td> <td>People with disabilities</td> </tr> <tr> <td>Environment</td> <td>Sustainability</td> </tr> </table> <p>_____</p> <p>_____</p>	Artists	Healthcare	Athletes	Hunger	Children/Teens	Older adults	Civil rights	People with disabilities	Environment	Sustainability	<p style="text-align: center;"><b>Work/ Life Values</b> <i>What guides your decisions?</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Achievement</td> <td style="width: 50%;">Helping Others</td> </tr> <tr> <td>Authenticity</td> <td>Influence</td> </tr> <tr> <td>Benevolence</td> <td>Leadership</td> </tr> <tr> <td>Creativity</td> <td>Recognition</td> </tr> <tr> <td>Family</td> <td>Security</td> </tr> </table> <p>_____</p> <p>_____</p>	Achievement	Helping Others	Authenticity	Influence	Benevolence	Leadership	Creativity	Recognition	Family	Security				
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Athletes	Hunger																								
Children/Teens	Older adults																								
Civil rights	People with disabilities																								
Environment	Sustainability																								
Achievement	Helping Others																								
Authenticity	Influence																								
Benevolence	Leadership																								
Creativity	Recognition																								
Family	Security																								

**ME**

Adapted from <https://jamesclear.com/core-values>

## MEET PEOPLE WORKING IN YOUR FIELD

The best way to learn about a career is often by talking to someone who does that work. Here are a few ways you can speak to someone about their career:

**Informational Interviewing:** Arrange a 15-30 minute meeting with someone in your field of interest to learn from them and hear their advice.

**Job Shadowing:** See what life is like on the job as you “shadow” an employee at work for a couple of hours or a full day. Observe daily work activities, ask questions, and consider the potential pros and cons of the job.

**Networking:** As a student, you are networking constantly! Networking takes place whenever you:

- ◆ Meet with faculty or staff
- ◆ Attend an employer event or career fair
- ◆ Talk with guest speakers through a student org event
- ◆ Speak to family, friends, or others about their work



I used to hear ‘networking’ and freeze—it sounded transactional and awkward. But it’s really just the start of a relationship. Be curious, be kind, and let connections grow from there.”

*Andrew Dow, Director, Human Resources, Pine Rest*

## FINDING PEOPLE TO INTERVIEW OR SHADOW

**Ask for an introduction.** Ask a professor, friend, family member, or other person you know to introduce you to the person you wish to speak with. You may have a specific person or company in mind. You can let them know you are exploring career options and ask if they know someone you can talk with.

**Social Media.** You can use LinkedIn and other social networks to introduce yourself to people you have not met. When you contact them, introduce yourself. Share how you found them and why you are reaching out to them.

**Career Fairs & Events.** Connect with employers on campus to learn more about their organizations, roles, and career options. Be sure to ask for their contact information so you can follow up with them after meeting at the event.

**Conferences & Industry Events.** Meet people in your field as you attend events or join professional organizations in your area of study.



“Don’t let the term ‘informational interview’ scare you—it’s just a conversation. A nurse once took the time to share her story and challenged me to explore the field, and it completely changed my career path. One genuine connection can open a whole new door.”

*Gretchen Johnson, DNP, RN, NEA-BC, Chief Nurse Executive, Pine Rest*

## HOW TO “CONNECT” WITH PEOPLE

**1. First, be clear about your reason for connecting.** Be clear about why a conversation with them will be helpful to you.

**Example:** “I am a sophomore biology student at MSU, looking at career options. The work you do at ACME Co. sounds very exciting. I would love to learn more about your work and the skills I would need to join ACME Co. after graduation.”



When someone shows real interest - not just for a class, but from the heart - people invested in the field will always make space for them. People are willing to invest in you when you’re truly invested in learning what the path involves.”

*Mariah DeYoung, LMSW, CAADC, Director of Substance Use Services, Pine Rest*

**2. Identify what you have in common.** Are they a Spartan? Do you have a shared contact? Are you members of the same social organization or network?

**Example:** “I am currently taking a History of Dress and Textiles course at MSU, and I would love to speak with you about how you applied the information I am learning in class to your exhibit on 1920s fashion at the ACME Museum of Art.”

**3. Ask for what you’re looking for.** Ask about an informational interview, job shadow opportunity, or other need. Give your contact a reasonable amount of time to respond (at least one week) to an email or message, then follow up if needed.

**Example:** “I’d love to schedule a 30-minute virtual meeting with you to discuss your experience as an Insurance Underwriter at ACME Co. Do you have any time in the next two weeks that would work to schedule a call?”

**4. Be patient:** Not everyone you reach out to will respond.



People genuinely want to help students from their alma mater—it’s human nature. Use tools like the MSU Alumni tab on LinkedIn to find grads in your field or city. A simple message can be the start of a meaningful connection.”

*Scott Halstead, Vice President, Outpatient & Recovery Services, Pine Rest*

### SAMPLE EMAIL REQUEST

Dear [Person’s First Name],

I am a [year in school] majoring in [major] at Michigan State University. I discovered your contact information through LinkedIn, and I would love to connect. Your background in [industry] is something I would be interested in learning more about. I would like to schedule an [informational interview/job shadowing experience] with you to learn more about your experiences and career path.

Please let me know if you would be available to talk with me. Thank you for your time, and I look forward to hearing from you.

Sincerely,

[Your first and last name]

### QUESTIONS YOU CAN ASK

Here are some sample questions that you may wish to ask in an informational interview, job shadow, or other networking experience!

- ◆ What did the path to your career look like?
- ◆ What are the important skills or experiences needed to prepare to enter this field?
- ◆ What are some of the keys to success in this industry?
- ◆ What trends do you see in this field over the next 3-5 years?
- ◆ What do you like best about your work?
- ◆ What do you find challenging about your work?
- ◆ Can you recommend other people I should talk with?



One meeting is great—but real connections grow over time. Before you say goodbye, ask if they’re open to staying in touch, like a check-in call or coffee every few months. Most people will say yes!”

*Harmony Gould, Vice President, Residential Services & Chief Advocacy Officer, Pine Rest*

## HOW TO PREPARE FOR A MEETING

- ◆ Conduct basic research about the person and workplace
- ◆ Prepare a short introduction of yourself that includes what you hope to get out of the meeting
- ◆ Confirm the date, time, and additional details (such as a virtual meeting link)
- ◆ Have your list of questions ready
- ◆ Be ready to take notes

## AFTER THE VISIT

- ◆ Send a thank-you note or email
- ◆ Connect on LinkedIn with a specific note about your meeting (another thank-you is a good idea)
- ◆ Assess what you learned about the skills and work experiences needed to pursue your career interests. What are your next steps?
- ◆ Create a plan to maintain your connection via LinkedIn updates, future career events, etc.
- ◆ Save your notes and information on who you have conversations with in case you want to connect again with them in the future



“Before any meeting, I ask myself: What do I want to walk away knowing? Go in with a few key outcomes in mind—whether it’s understanding their day-to-day work or how they made career decisions. That kind of focus turns a good meeting into a meaningful one.”

*Shelly Hustafa, Director of Operations, Pine Rest*

## SAMPLE EMAIL REQUEST

Dear [Person’s First Name],

I’m currently a [year in school] at MSU majoring in [your major]. [Name of your contact (professor, friend, family member, etc.)] suggested that you may be able to help me explore my career options. Your experience in [industry] is something that I’d be interested in learning more about. I’d like to schedule time with you for [an informational interview / a job shadowing experience] to learn more about your career path and get your advice on my career path.

Please let me know if you would be available to [talk with / meet with] me, and what dates and times work best for your schedule. Thanks for your time. I look forward to hearing from you!

Best,

[Your First and Last Name]



“It’s amazing what happens when you just ask. Don’t overthink the message—make it yours. A real, personal note stands out more than a perfect one.”

*Paul Karsten, Chief Financial Officer, Pine Rest*

## GAINING EXPERIENCE

There are many ways to gain relevant experience both on and off-campus to add to your resume.

### WORK EXPERIENCES

Experience in a job or internship gives you a taste of what it's like to be in the workforce, builds essential job skills, and complements your classroom learning. Valuable work experiences might include:

- ◆ Part-time jobs with local employers
- ◆ On-campus work experiences
- ◆ Internships
- ◆ Freelance opportunities

Each work experience you pursue is valuable. Even seemingly unrelated jobs can provide transferable skills that employers seek. Here are some examples of the skills you may learn on the job:

- ◆ A seasonal job at a summer camp may give you experience in leadership, group management, and conflict resolution.
- ◆ On-campus work in a dining hall demonstrates your skills in reliability, teamwork, and the ability to follow safety protocols.
- ◆ An internship for a local printer may teach you customer service, technical skills in graphic design, and how to meet deadlines.
- ◆ Building a new website for a local restaurant can help you practice your coding and UX design skills while also giving you experience as a freelance worker.
- ◆ Working in a hospital setting, like Pine Rest, especially in direct patient care, builds skills in communication, empathy, problem-solving, and teamwork under pressure. You'll also gain experience in navigating healthcare systems, maintaining professionalism, and advocating for the needs of others—skills that translate to nearly any career.

### FINDING WORK EXPERIENCES

Visit Handshake at [msu.joinhandshake.com](https://msu.joinhandshake.com) to find and apply for jobs and internships!

### MAKING THE MOST OF YOUR WORK EXPERIENCES

**Find a mentor.** Seek out relationships with individuals who will coach you and answer your questions.

**Take initiative.** Your employer will be impressed if you solve problems and take ownership of your work.

**Build relationships.** Speak to colleagues to learn more about their experience with your employer, the industry, and career options. You can also seek out identity- or affinity-based employee resource groups to ask questions and build community at work.

**Take notes.** Notice what you enjoy about the work experience or what you would do differently. Keep this in mind as you seek full-time employment.



#### PRO TIP:

Maximize Handshake by following employers to stay updated on their job postings, save your favorite job searches, or schedule alerts when new jobs are posted in your interest area.



Your voice matters. If you notice something that could be better, say it—and offer a fix. That kind of thinking gets noticed.”

*June Ludy-Klink, Director of Operations, Pine Rest*

## EXTRACURRICULAR EXPERIENCES

Outside of your coursework, campus involvement can help you gain valuable skills for the workplace. In addition to jobs and internships, here are a few ways to gain experience outside the classroom:

- ◆ Student organizations
- ◆ Volunteer work
- ◆ Undergraduate research

“Volunteering—whether in my community or at work—has opened doors I never expected. It brings me personal fulfillment, helps me see the world through different eyes, and honestly, it’s led to new opportunities and promotions. Raising your hand matters more than you think.”

*Lisa Zwerk, Clinical Services Manager, Substance Use, Pine Rest*

Your coursework can also add to your resume:

- ◆ Education abroad, domestic Study Away, and international programs
- ◆ Fieldwork class assignments
- ◆ Off-campus learning and employer site visits
- ◆ Community-engaged learning assignments
- ◆ Group projects and presentations
- ◆ Development of websites, apps, games, etc.
- ◆ Capstone projects & portfolios

Use your time at MSU to get involved and explore your interests and you can build valuable career skills in the process.

## WHAT IS AN INTERNSHIP?

An internship is a learning experience where you work on projects related to your major or career interest area. A quality internship experience will include:

- ◆ Identified learning goals
- ◆ Regular feedback and evaluation from a supervisor
- ◆ Emphasis on professional development
- ◆ Focus on transferable skills like communication, time management, and problem-solving.

“Field work, group projects, and class assignments often produce insights organizations are actively looking for. If you’ve put real thought into it, share it. You never know when your research might spark interest or even shape someone’s work.”

*Carissa O’Neil, Director of Academic Affairs, Pine Rest*

## DEVELOP KEY SKILLS

Employers are increasingly hiring candidates based on the key skills they have gained through academic, extracurricular, and work experiences. Here are some key skills employers seek when hiring university students and recent graduates:

- ◆ **Career & Self-Development:** Take charge of your own growth and career by continually learning and improving. Understand your strengths and weaknesses, and build connections with others.
- ◆ **Communication:** Share information, ideas, facts, and viewpoints with others clearly and effectively.
- ◆ **Critical Thinking:** Identify and respond to needs by understanding the situation and analyzing relevant information.
- ◆ **Equity & Inclusion:** Demonstrate the skills and knowledge to inclusively engage people from diverse backgrounds and challenge systems of racism and inequality.

“When you bring your story, your studies, and your real-world experience—and you take initiative—you become a triple threat. That’s who people want on their team.”

*Tiffany Idziak, Clinical Director, Hospital and Residential Services*

- ◆ **Leadership:** Recognize and capitalize on personal and team strengths to achieve organizational goals.
- ◆ **Professionalism:** Be aware that work settings differ, understand and display effective work habits, and act in the interest of the community and workplace.
- ◆ **Teamwork:** Build and maintain collaborative relationships while appreciating diverse viewpoints and shared responsibilities.
- ◆ **Technology:** Leverage technologies ethically to efficiently complete tasks and accomplish goals.

(National Association of Colleges and Employers, 2024.)



At Pine Rest, we re not just hiring for skills—we re hiring for heart. We re looking for people who are invested in one another and in our clients. Skills like communication, critical thinking, and inclusion matter—but so does your willingness to grow, collaborate, and care deeply about the people around you.”

*Sara Ballou, HR Manager, Pine Rest*

## POSSIBLE PATHS

MSU students go many directions after graduation. Proactively exploring your career options helps you move forward without feeling boxed in. As you develop your career plan in this section, consider some of the pathways you can take:

### Professional Work Experience

Approximately 63% of MSU graduates in 2024 chose a job as their first destination after graduation (Career Services Network, 2025). Whether part-time, full-time, or an internship, job seeking is a priority for many students as they approach graduation.

### Graduate or Professional School

Consider the jobs that interest you and the training needed to do that work. This will help you determine if graduate or professional school is necessary to achieve your goals. Planning for graduate school takes time and careful consideration. Learn more about graduate school preparation on page 45.

### Entrepreneurship: Owning a Business

I chose to pursue medical school abroad—not because it was common, but because it offered excellent training I could afford. I knew I was called to serve children and families in mental health, and I wasn't going to let borders—or expectations—hold me back.”

*Dr. Heide Rollings, Medical Director, Pediatric Behavioral Health Center Development, Pine Rest*

Some students are looking to run their own businesses or work as freelancers on contracted work. If this sounds like you, check out MSU's Entrepreneurship Program, the Burgess Institute for Entrepreneurship & Innovation, or the Entrepreneurship Minor. However, you do not have to study business to be a successful entrepreneur. Successful entrepreneurs are often curious, critical thinkers, and problem solvers. You can learn these skills in many different academic programs!

### Gap Year

Not every student is ready to dive directly into professional work or continuous education upon graduating from MSU. Taking a gap year can help you build skills, prepare for future opportunities, or focus on personal priorities. 10-20% of MSU graduates report working in a position described as a “stepping stone” or exploratory step (Career Services Network, 2025).

### What Will You Explore?

While at MSU, use your interests and skills to explore multiple career paths. This is what parallel career planning is all about! Choosing experiences that align with your purpose enables you to develop skills that can be applied across multiple career paths. See pages 49-53 to learn how find skill-building experiences.

# NOTES





**Community**  
MENTAL HEALTH  
CLINTON • EATON • INGHAM



## JOIN OUR TEAM OF DEDICATED PROFESSIONALS

### Community Mental Health Authority of Clinton Eaton and Ingham Counties (CMHA-CEI)

CMHA-CEI is a public behavioral health agency that serves Clinton, Eaton, and Ingham county residents. We offer a wide array of specialty services and evidence-based programs through our clinical departments to those we serve.

## POSITIONS

- Therapists
- Nurses
- Occupational Therapists
- Speech/Language Therapists
- Psychologists
- Quality Specialists
- Information Services Staff
- Finance Staff
- Human Resources Staff
- Paraprofessionals
- Interns

## BENEFITS

- Medical Insurance
- Dental insurance
- Vision Insurance
- Life Insurance
- Disability Insurance
- Supplemental Insurance Programs
- Robust Retirement Programs
- Employer-Funded Pension Plan
- 457 Deferred Compensation Plan
- Payroll Deduct Roth IRA
- Longevity Bonus
- Flexible Scheduling
- Generous Paid Time Off
- Employee Assistance Program
- Short Term Counseling
- Financial Counseling
- Legal Services
- Wellness Work Life Programs
- Many other services
- 13 Paid Holidays

[WWW.CEICMH.ORG](http://WWW.CEICMH.ORG)

## WRITING A GOOD RESUME

### What is a Resume?

A resume is a concise and formal document that summarizes your professional experience, education, and skills. In the job search, a resume provides a brief overview of your career history and qualifications. It showcases your suitability for a particular role to potential employers.

### Who Needs a Resume?

All undergraduate students need a resume, even first-year students. Graduate and professional students may also need a resume or CV (see page 37 for CV guidelines).

### Why do I need a Resume?

Resumes are critical for applying to on-campus work, internships, part-time jobs, and other opportunities like scholarships, education abroad programs, and graduate school.

Resumes help you tell your professional story by keeping track of your skills, experiences, and extracurricular activities. A resume can help you identify what you need to work on for your next professional move.

### Where Can I Get Help with My Resume?

The Career Services Network is a campus-wide resource that specializes in helping with these documents. You can schedule in-person and virtual appointments with career practitioners at the Career Exploration Center, as well as with industry experts who are connected to each college on campus. Additionally, Career Services Network hosts workshops throughout the fall, spring and summer months to answer any questions you can think of.

### When Should I Start My Resume?

Now! Every student should start working on their resume to start cataloging all the amazing opportunities (clubs, leadership, projects, etc.) that you participate in while you are here at MSU.

### How Do I Make a Resume?

Find workshop times and schedule one-on-one appointments on Handshake, MSU's career platform, or stop in to our Career Exploration Center in the Student Services Building Room 113.



#### PRO TIP:

Work on your resume during summer or school breaks to keep it and to avoid frantic, last-minute tweaks when applications are due.

## RESUME 101: WHAT TO INCLUDE AND ORDER OF INFORMATION

### Contact Information

- ◆ Name, email, and phone number are required
- ◆ A portfolio link and/or LinkedIn URL are optional
- ◆ You can also add your personal pronouns and preferred name

### Education

- ◆ Include University, Location (City/State), Major(s), Minor(s), Expected Graduation Date, GPA (optional if 3.0 or higher)
- ◆ Remove or do not include high school diploma and school information

### Experience

- ◆ Paid, unpaid, extracurriculars, activities, volunteer, projects, freelance, and more all count as experience
- ◆ Include Job Title, Company Name, Company Location, Dates Employed or Working
- ◆ Use bullet statements that begin with action verbs and focus the impact you had instead of listing tasks
- ◆ Check out page 29 for more details on writing effective bullet point statements
- ◆ Experiences should be listed with the most recent opportunity first (by end date), working backwards to your earliest experiences

**Skills/Certifications**

- ◆ Think about testable, hard skills only
- ◆ Languages, software programs, special equipment, trainings and certifications
- ◆ Avoid listing soft skills that are hard to measure (communication, leadership, teamwork). Use these in bullet points instead to illustrate how you exhibit these skills.

**WHAT SHOULD MY RESUME LOOK LIKE?**

- ◆ Font size 10 or larger, black type
- ◆ Open Source, easy to read font such as Arial, Times New Roman, Calibri, Tahoma
- ◆ One page only
- ◆ Consistent verb tenses throughout
- ◆ Experiences listed in reverse chronological order with the most recent first and working backwards, in most situations.
- ◆ Section Order: Contact Information, Education, Experience, Skills

**PRONOUN USAGE**

Including your preferred pronouns on your resume is optional. Some candidates include them to demonstrate a commitment to inclusivity, but others leave them off based on their research into an employer's culture/norms.

**THINGS TO AVOID**

- ◆ Resume Templates (no matter how pretty or cool they are)
- ◆ Less common fonts
- ◆ Including your references or "references available by request"
- ◆ Logos, graphics, skill bars/charts, pictures
- ◆ Professional picture on your resume

**PRO TIP:**

Employers spend less than 10 seconds scanning your resume. Do your major accomplishments stand out? (Indeed.com, 2025)

**APPLICANT TRACKING SYSTEMS AND YOUR DOCUMENTS**

- ◆ With 98% of Fortune 500 companies using Applicant Tracking Systems (ATS) and a growing reliance on AI technologies to review resumes, proper formatting and effective bullet statements are more important than ever (JobScan, 2024).

**What Is ATS?**

- ◆ An Applicant Tracking System (ATS) is a tool recruiters use to manage job applications. ATS parses resume content into categories and scans for specific keywords to determine if the application should be passed along to the recruiter. ATS may reject or poorly rank a resume due to poor formatting, incorrect file formats, or low keyword matching.
- ◆ Make sure to write your resume with human and AI readers in mind so you can produce a document that will secure an interview!

**ATS COMPATIBILITY CHECKLIST**

Ensure your document is ready for Applicant Tracking Software:

- ◆ Choose a straightforward layout (no columns, graphics, or tables).
- ◆ Avoid creative section headers. Stick with standard ones like Education, Experience, and Skills.
- ◆ Don't add content to your document's headers or footers (ATS can't always parse information placed there).
- ◆ Integrate keywords and phrases from the position posting.
- ◆ Save and submit your document as a Word (.docx) or PDF file.

## WRITING EFFECTIVE BULLET STATEMENTS

Use bullet points to craft the story around your experiences. A great resume focuses on what you did in your roles, not just by listing tasks and responsibilities, but by highlighting your impact. Use action verbs to demonstrate the skills, abilities, and impact you have brought to each of your roles.

Not sure where to start or how to frame your work? Try the WHO Method to get started.

### WHO METHOD

Frame your work experiences by sharing **WHAT** you did, **HOW** you did it, and the **OUTCOMES** you influenced instead of simply listing tasks completed on the job.

- ◆ **What** did you do? *Task, action, or your role on a project.*
- ◆ **How** did you do the work? *The skills (technology, soft skills, equipment, etc.) you use to accomplish the task.*
- ◆ **Outcome** of your work. *What was the result, impact, purpose, contribution, or scope of what you did?*

Sample statement formula:

- ◆ **What + How + Outcome** = effective resume bullet point!

#### Examples:

- ◆ **Before WHO:** Provided customer service at front desk on night shift.
- ◆ **After WHO:** Resolved resident concerns in a timely manner to ensure a quality experience with on-campus housing .
  
- ◆ **Before WHO:** Responsible for student employees.
- ◆ **After WHO:** Trained and managed 20 student employees to provide high-quality customer service.

### DOS AND DON'TS FOR BULLET POINTS

- ◆ **Do:** Use action verbs that accurately describe your skills and what you bring to the project.
- ◆ **Do:** Provide context and detail in your statements – how many team members did you train? How many events did you plan?
- ◆ **Do:** Tailor your resume statements to mirror the language used in individual job postings.
- ◆ **Do:** Embed soft skills (like communication and leadership) into statements to provide evidence of your skills in these areas.
- ◆ **Don't:** List job duties like you're writing a job description.
- ◆ **Don't:** Write a paragraph instead of using bullet points.
- ◆ **Don't:** Forget to proofread to ensure every reader understands your experience.

# BE A HENRY

HENRY  
FORD  
HEALTH®

## Your Future Starts Here



As part of the Henry Ford Health family, you're more than an employee. We are committed to helping our team members succeed, grow, and be their best.

Explore boundless opportunities as we've recently combined forces with Ascension Michigan to deliver more accessible, innovative, and compassionate care across Michigan. With more than 50,000 team members, 13 acute care hospitals, and expanded services, this joint venture is a major step forward in healthcare for our communities, and that means more opportunities for you.



Become a part of a healthcare system that not only cares for patients but also invests in its people. Scan the QR code to explore current openings and start your journey with Henry Ford Health.



*Interested in working alongside project managers, estimators, and other construction professionals?*

**Visit [ramservices.com/careers](https://ramservices.com/careers) to apply for one of our *Construction Management Internships!***



**BUILDING FACADE RESTORATION**



**CONCRETE RESTORATION**



**NEW CONSTRUCTION WEATHERPROOFING**



**DEPARTMENT OF TRANSPORTATION**



## RESUME ACTION VERBS

### COMMUNICATION

addressed	interpreted
authored	lectured
clarified	marketed
communicated	persuaded
composed	presented
convinced	promoted
corresponded	publicized
drafted	reported
edited	summarized
explained	translated
informed	wrote

### ANALYSIS

analyzed	estimated	prioritized
assessed	evaluated	projected
compared	examined	questioned
conceptualized	forecasted	rated
concluded	formulated	recommended
confirmed	integrated	researched
critiqued	investigated	studied
determined	justified	substantiated
devised	measured	verified

### ORGANIZATION

arranged	orchestrated
assembled	organized
budgeted	oriented
calculated	planned
cataloged	processed
charted	purchased
classified	recorded
collected	regulated
compiled	scheduled
consolidated	systematized
	tabulated

### INITIATIVE

accelerated	established	modernized
accomplished	expanded	modified
achieved	implemented	multiplied
advanced	improved	overhauled
built	increased	revised
coordinated	initiated	spearheaded
created	launched	stimulated
dedicated	minimized	suggested
demonstrated	mobilized	updated

### CREATIVITY

brainstormed	fabricated
constructed	illustrated
designed	produced
envisioned	shaped
	visualized

### LEADERSHIP

administered	employed	instructed
advised	empowered	interviewed
appointed	enabled	judged
approved	encouraged	led
assigned	endorsed	managed
authorized	facilitated	moderated
chaired	fostered	monitored
coached	founded	motivated
delegated	guided	recruited
directed	hired	supervised
	influenced	trained

### TEAMWORK

assisted	cooperated
collaborated	mediated
contributed	participated
	partnered

### FLEXIBILITY

accommodated	altered	grew
adapted	amended	improvised
adjusted	balanced	tailored
	converted	

# FIRST YEAR RESUME SAMPLE

## Carrie Bogue

(231) 587-1585 | [carriebogue@gmail.com](mailto:carriebogue@gmail.com) | [linkedin.com/in/carriebogue](https://www.linkedin.com/in/carriebogue)

### EDUCATION

- Michigan State University | East Lansing, MI** May 2029  
 Bachelor of Arts in English  
 Minor in Graphic Design
- Freshman Seminar Abroad – Place and Space in Greece** July 2025  
 Three-week, 4 credit study abroad focused on storytelling history and community building in ancient Greece.

### EXPERIENCE

- Mason Hall, Michigan State University** October 2025 - Present  
 Front Desk Receptionist
- Communicated with diverse clientele including students, staff, families, and other visitors.
  - Processed and sorted mail, announcements, and materials for all +100 residents in the residence hall.
  - Addressed high volume of calls, requests and email communications in a quick, timely and informative manner.
- The Studio |, MI** September 2024 – August 2025  
 Dance Teacher
- Lead dance classes for diverse groups of students ages 10-14 and 5-7, creating supporting and engaging environment for beginners to advanced learners.
  - Develop tailored class material outside of regular class hours ensuring personalized learning experience aligned with student progress and goals.
  - Maintain strong, effective communication with students, families, and administration, fostering a positive and collaborative atmosphere.
- Alpena High School Student Government | Alpena, MI** August 2024 – May 2025  
 Senior Class Vice President
- Served as official liaison between Student Government and AHS administration.
  - Facilitated monthly senior class meetings with 12 student government members
  - Spearheaded “Fall Carnival” that raised over \$2400.00 for library technology upgrades.
  - Oversaw team of 10 for Homecoming and Service Committees.
- Alpena Golf Course | Alpena, MI** May 2022 – August 2024  
 Pro Shop Sales Associate
- Managed daily sales transactions accurately, processing payments, handling cash, and ensuring smooth checkout experience for customers.
  - Spearheaded “Fall Carnival” that raised over \$2400.00 for library technology upgrades.
  - Worked efficiently under pressure, meeting sales goals, while balancing customer service duties and maintaining organized and welcoming environment.

### ACTIVITIES

- Member, MSU Creative Writing Club September 2025 – Present  
 Member, MSU AIGA October 2025 - Present

### SKILLS

Language: Spanish (conversational)  
 Technology: Canva, Microsoft Office, Google Suite, Adobe Illustrator  
 Equipment: DSLR Camera  
 Certification: Red Cross and CPR Certified

# RESUME SAMPLE 1

## Isabel (Izzy) Thomas

she/hers | (123) 456-7890 | izzyt@msu.edu | linkedin.com/in/izthomas

### Education

#### Bachelor of Arts, Psychology

May 2028

College of Social Science, Honors College | Michigan State University | East Lansing, MI

- Minor: Women's and Gender Studies
- GPA: 3.8 | Dean's List (All Eligible Semesters)

#### Participant, Education Abroad Program in Sexuality, Culture and Consent | Galway, Ireland

July 2025

- Successfully completed 8 intensive credits in Gender and Sexuality Studies and Sociology
- Strengthened cross-cultural skills by rooming on the University of Galway's campus with students from around the globe and actively engaging in 2 optional cultural excursions
- Collaborated with university's Active\* Consent program on a social media campaign (12 posts total) aimed at educating young people on safe approaches to sexual health and relationships

### Experience

#### Server, Soup Spoon Cafe | Lansing, MI

Sept. 2024 – Present

- Rely on training from State of Michigan's food safety and hygiene program to ensure compliance with regulations, contributing to restaurant's consistent top-notch hygiene and safety ratings
- Coordinate with a team of 8-10 staff each shift to ensure guests have a positive and memorable experience, especially during peak traffic periods that see 75-100 guests in a single seating
- Promote restaurant's inclusivity efforts by proactively offering a range of accommodations to standard menu options, regularly customizing meals to serve diverse clientele

#### Intern, Women's Center of Greater Lansing | Lansing, MI

May 2025 – Aug. 2025

- Expanded communication skills during shifts at center's public-facing front desk, welcoming diverse guests (12+ per shift) and triaging inquiries about services and resources
- Supported center's free Clothing Boutique by sorting incoming donations (1-2 bags monthly), delivering items in need of drycleaning, and organizing offerings ahead of weekly community walk-in hours
- Oversaw a grassroots letter-writing campaign that drew 25+ community members to monthly sessions focused on handwriting postcards to elected officials in the Michigan House and Senate
- Elevated non-profit's status in the community by assisting with a range of grant-supported enhancements to center's facade, including paint updates, landscaping enhancements, and installation of a "Little Free Library"

#### Day Camp Counselor (Seasonal), YMCA of Lansing | Lansing, MI

June 2022 – Aug. 2024

- Partnered with camp director and 10 fellow counselors to create and implement engaging lesson plans focused on community gardening, healthy eating, and group fitness
- Managed a group of 6 campers (ages 5-7), providing constructive and positive reinforcement throughout daily activities to ensure campers had a positive experience
- Tactfully communicated updates to parents/caregivers at daily pick-ups, raising behavioral concerns and proposed solutions, fielding questions, and connecting individuals with supervisor as necessary

### Additional Experience

#### Volunteer, Constellation Cat Café | East Lansing, MI

Jan. 2025 – Present

#### Member, MSU Psychology Club | East Lansing, MI

Sept. 2024 – May 2025

#### Member, Ladies of Elevation at Michigan State University | East Lansing, MI

Sept. 2024 – Dec. 2024

### Skills Profile

**Technical:** Microsoft Word (Proficient); Microsoft Excel (Intermediate); Adobe Photoshop (Intermediate); Canva (Proficient)

**Language:** Spanish (Beginner)



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## RESUME SAMPLE 2

## Jon Beaumont

(987) 654-3210 | beauj@gmail.com | linkedin.com/in/Beaujon

## EDUCATION

**Bachelor of Science in Human Biology**  
Michigan State University | East Lansing, MI

August 2026

## EXPERIENCE

**MSU Environmental Health & Safety Lab** (East Lansing, MI)  
Research Technician

September 2024 – Present

- Fulfilled 12 hours of formal training requirements to earn certifications in Chemical Hygiene, Hazardous Waste Management, and Laboratory Safety
- Perform bi-monthly diagnostic testing on fume hoods in 48 campus laboratories, ensuring university meets federally enforced safety regulations
- Collaborate with 5 individual laboratory managers to organize and compile data from evaluations into Excel spreadsheets and assemble final reports (8-10 pages apiece)
- Mentor new hires (1-2 annually) by overseeing their onboarding process, coordinating job shadow opportunities with laboratory managers, and offering timely feedback during shifts

**MSU Residence Education and Housing Services** (East Lansing, MI)  
Resident Assistant (RA)

August 2023 - Present

- Support MSU's efforts to create an inclusive on-campus community by initiating and maintaining rapport with 30-40 undergraduate residents each year
- Address students' academic and personal needs by connecting residents with campus resources such as academic support, career advising, financial aid, disability services, and mental health counseling
- Engage annual training from MSU's Department of Police and Public Safety to help prevent, address, and report safety incidents on campus (5+ issues each month)
- Partner with team of 15-20 peer RAs to offer creative programming for residents, including sessions on mindfulness, sleep hygiene, speed friending, and a well-received trivia night
- Diplomatically resolve conflicts between residents by mediating discussions focused on respectful communication, active listening, finding common ground, and goal setting

**Physiology for Pre-Health Professionals** (PSL 310) (East Lansing, MI)  
Honors Option Participant

September 2024 – December 2024

- Independently authored a semester-long intensive research project (20 pages total) focused on a physiological process (respiration) and disease (asthma)
- Shared project via 15-minute PowerPoint presentation with professor, teaching assistants, and peers, then revised work in response to group's input
- Invited to share project at University Undergraduate Research and Arts Forum (UURAF), gaining experience in presenting research, answering questions from audience members and guests, and receiving constructive feedback from judges

**Habitat for Humanity Collegiate Challenge Program** (Des Moines, IA)  
Alternative Spring Break Participant

March 2022

- Selected for competitive volunteer program focused on completing home builds and critical repair projects for diverse families recovering from natural disasters and facing housing insecurity
- Organized all pre-trip preparations, which included recruiting 5 peer volunteers, fundraising \$500 for group's donation to nonprofit, booking accommodations, and coordinating travel plans
- Built relationships with 20 volunteers from around the country and with site staff who offered 1:1 training and guidance throughout week-long project

Briggs Ambassador | Lyman Briggs College (East Lansing, MI)  
Member | Holmes Hall Association (East Lansing, MI)August 2023 – Present  
August 2023 – May 2024

# BUSINESS RESUME

## Spartan K. Getajob

East Lansing, MI • (123) 587-1855 • getajob@msu.edu • linkedin.com/in/getajob

### EDUCATION

**Michigan State University, Broad College of Business**, East Lansing, MI May 20XX

*Bachelor of Arts, Supply Chain Management*

*Minor in International Business*

- Major GPA: 3.75/4.00; Cumulative GPA: 3.35/4.00
- Dean's List: 3 Semesters
- Sparty Foundation Scholarship Recipient (for leadership and academic success)

International Education Abroad: Sydney, Australia

May 20XX

### RELEVANT EXPERIENCE

**General Motors**, Detroit, MI

May 20XX – Aug. 20XX

*Supply Chain Intern*

- Created a new order pulling process by utilizing SAP purchase orders and three-way matching to increase next-day deliveries of dealer referral orders by 50 lines per month
- Improved a commodity strategy by performing spend and inventory analyses to forecast cost savings, ultimately increasing purchasing plan efficiency by 10%
- Compiled a costed bill of materials for 154 chassis components by finding raw material prices and communicating with suppliers to deliver cost transparency for \$200+ million program
- Managed relationships with 3 key suppliers to strengthen collaborative relationships and maximize interactions

**Deloitte**, New York, NY

Jun. 20XX – Aug. 20XX

*Core Tax Intern*

- Collaborated with a team of 6 interns and professional staff to complete compliance work, finishing 4 weeks ahead of budgeted schedule
- Researched and provided tax compliance services on international, federal, state, and local levels to multiple clients, ranging from trusts to non-profits to multinational corporations
- Developed Excel macro formulas in data workbooks to expedite client's tax preparation process resulting in time saving of 150+ hours

**Michigan State University Culinary Services**, East Lansing, MI

Oct. 20XX – May 20XX

*Student Cook*

- Delivered exceptional customer service to over 7,500 dining hall guests, consistently demonstrating courteous and prompt service to ensure a positive dining experience for all patrons
- Supervised 4 other co-workers in front kitchen and remained fully accountable for completion of daily projects of front kitchen team
- Mentored a novice prep chef by teaching the basics of food and kitchen safety, ingredient preparation, and proper usage of tools and appliances, ultimately helping prep chef become an independent contributor to the team

**Lindow's Lawns**, Naperville, IL

Jun. 20XX – Aug. 20XX

*Exterior Designer*

- Communicated with clients to assess design preferences and needs, providing personalized design solutions for outdoor spaces to ensure customer satisfaction
- Cooperated closely with project managers, contractors, and other team members ensuring designs were executed accurately and efficiently, and all deadlines were met

### ACTIVITIES & SKILLS

MSU Supply Chain Management Association, *Vice President, Member*

20XX – Present

Phi Chi Theta Professional Business Fraternity

20XX – Present

MSU Ski Club, *Member*

20XX – 20XX

Deloitte Financial Accounting Case Competition Participant

Fall 20XX

Mandarin - *Native*, English - *Fluent*

# CVs & INDUSTRY-SPECIFIC RESUME TIPS

Resume rules change for some industries. See common exceptions for certain industries below!

## CVS ARE DIFFERENT THAN RESUMES

Use a curriculum vitae, or CV, when applying for academic, research, or international positions. A CV has no page limit, but it should be well-organized and formatted for easy reading, similar to a resume, using 10-12-point font and margins around 1 inch. A CV includes all accomplishments in your academics and career field. Sections on a CV might include:

- ◆ Academics and Educational History
- ◆ Grants or Fellowships
- ◆ Teaching
- ◆ Research
- ◆ Publications
- ◆ Certifications
- ◆ Professional Presentations
- ◆ Awards and Honors
- ◆ Languages
- ◆ Academic Service (Committees, Volunteer Work)
- ◆ Professional Affiliations
- ◆ References

## FEDERAL RESUME INSIGHTS

Federal resumes differ from industry resumes in several key ways:

### Length + Approach

- ◆ Resumes for federal government roles are typically 4-6 pages (or longer).

### Format

- ◆ Federal resumes must adhere to a standardized format, as outlined on USAJOBS.gov. They include details not normally shared on an industry resume, such as an employer's full mailing addresses, hours worked per week, pay rate, and supervisor name/contact information.

Intern, Senate Republican Caucus  
Michigan Senate, 100 N. Capitol Avenue, Lansing, MI 48933  
May 2025 – August 2025 | 15 Hours/Week | \$13.75/Hour  
Supervisor: Mia Thomas (mtho@senate.gov)

### Language and Keywords

- ◆ An entry for a federal resume experience should offer a comprehensive accounting of duties, accomplishments, and supporting evidence for each of your previous roles. It should also align closely with the job announcement you're responding to, which means including exact keywords and phrases from the position posting. Make sure you address every listed qualification that you can.
- ◆ Prioritize storytelling over brevity, and include everything you've done (volunteerism, student group engagement, part-time jobs, internships, projects, etc.). Your audience often identifies transferable skills from previous experiences that you might not detect yourself!

For more guidance on federal resume preparation, visit USAJOBS Help Center ([help.usajobs.gov/how-to](https://help.usajobs.gov/how-to)).

## TEACHING RESUMES

The format of a teaching resume differs slightly from other industries. For example, teaching resumes start with certification information, followed by education. It's also common for teaching resumes to be two pages long rather than one.

Check out sample teaching resumes at [CareerNetwork.msu.edu](https://CareerNetwork.msu.edu).

### Teaching Resumes



## RESUME TIPS FOR CREATIVE CAREERS

Sticking to a standard resume format is wise to ensure that the resume passes through ATS screenings (even if you think a traditional format is boring). However, you can add some color or font choices that may be a bit out of the ordinary; just make sure your resume is still easy to read and accessible for all audiences. Remember, your experience is what makes you stand out on a resume, and your portfolio is where you can let your creative work shine.

## PORTFOLIOS

A portfolio showcases your work and demonstrates your skills to employers. It is essential for careers where displaying your work is a priority, and it can be a valuable tool for job seekers in all fields looking to stand out in the job search.

### WHAT IS A PORTFOLIO?

A portfolio is a collection of work samples that showcase your skills, experiences, and accomplishments. It serves as a visual representation of your abilities. Portfolios can be displayed in various formats, such as physical binders, digital files, or websites. They are particularly useful in creative, technical, and freelance fields.

A portfolio may contain work samples in design, video, writing, coding, apparel or textile design, and more.

### WHY SHOULD I MAKE A PORTFOLIO?

A portfolio makes a strong impression and communicates your potential, especially in creative fields. Crafting a portfolio helps you to:

- ◆ **Showcase Skills and Talents:** Visually demonstrate your abilities, creativity, and the quality of your work.
- ◆ **Stand Out from the Crowd:** In competitive job markets, a well-crafted portfolio can help differentiate you from other candidates.
- ◆ **Highlight Achievements:** Portfolios feature specific projects and accomplishments, giving employers a clear idea of what you can do.
- ◆ **Demonstrate Growth:** A portfolio can show your development over time to display your improving skills.

### WHEN SHOULD I START MAKING MY PORTFOLIO?

Start your portfolio as early as possible and make updates throughout your time at MSU. Starting early can help you present a comprehensive and polished collection of your work when you begin your job or internship search.

## HOW DO I START A PORTFOLIO?

Creating a portfolio involves several steps:

- ◆ **Gather Your Best Work:** Choose work that highlights your skills and creativity. Focus on quality over quantity and show a range of your abilities. Creating a portfolio is a dynamic process, and it's important to keep it updated and reflective of your best work.
- ◆ **Choose a Format:** Decide if your portfolio will be physical or digital. Note that online portfolios are often easier to share and to update.
- ◆ **Ask for Feedback:** Seek opinions from faculty, advisors, mentors, and the Career Services Network for constructive criticism. Revise and update your portfolio as you create new work.
- ◆ **Share It:** Include a link to your online portfolio in your resume, LinkedIn profile, and job applications.

## HOW TO MAKE AND SHARE A PORTFOLIO

Portfolios are typically a digital collection of your work that you can share via a link in your application materials (resume, cover letter, networking email) or in an interview. You can start your portfolio simply by collecting your work on a cloud site or social media. As your experience grows, you may wish to make a personal website to display your work.

The portfolio tool that works best may vary by your type of work. Some sites you can use to start a portfolio include:

- ◆ **Social Media:** Instagram, YouTube, Vimeo, and Tik Tok are great for sharing video and/or visual content to show off your current work. Remember to keep your professional portfolio separate from your personal social media profiles to keep the focus on your best, professional work.
- ◆ **Cloud Files:** Collect your bylines, poems, essays, and other works in a Google Drive or SharePoint folder for easy sharing.
- ◆ **Coding:** You can use GitHub to share examples of coding projects.
- ◆ **Personal Website:** As you advance and have more resources for your portfolio, you may wish to create a personal website. There are many free and paid options for personal portfolios Wordpress, Wix, and Squarespace are a few examples of popular website creation platforms.

As you create a portfolio, seek feedback from professors, your career advisor, and mentors in the field. This will help you perfect your portfolio to ensure that you are communicating your skills well to an employer audience.

## WHAT TO INCLUDE IN A PORTFOLIO

Choose your best work for your portfolio. As you improve your craft, replace older samples with newer, improved samples of your work. Also, choose work that is relevant to your chosen career path so the employer can easily see why you are prepared to work with their organization. Curate your portfolio with your best, most relevant pieces for the job.



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## COVER LETTERS

### WHAT IS A COVER LETTER?

Typically sent alongside a resume, a cover letter is a one-page document aimed at introducing yourself to an employer, explaining personal interest in a position, and highlighting how your skills and experiences align with the role's requirements.

### FORMATTING 101/COVER LETTER DO'S

- ◆ Aim for a one-page, single-spaced letter.
- ◆ Use font sizes 10-12 and margins that measure between 0.75" and 1" (unless the employer specifies their own formatting preferences).
- ◆ Provide your name and contact information at the top of the document.
- ◆ Include the name and title of the recipient, full name of the employer, and a date before your greeting.
- ◆ Include your digital signature above your typed-out name at the bottom of the letter.

### PARAGRAPH-BY-PARAGRAPH GUIDE

**Opening Paragraph:** Clearly state the reason you're writing, making sure to mention the position and organization. Express why you're interested in the opportunity, then preview the 2-3 reasons you're an appropriate candidate for the role (think of this as the "thesis" of your letter). Don't pick topics arbitrarily! Select points that come directly from the job description.

- ◆ **Example:** "I'm confident that my experience conducting community-focused research, relationship-building skills, and two summers volunteering as a Citizen Public Safety Officer with the City of Lansing make me a great fit for this opportunity."

**Body Paragraphs:** Begin each body paragraph with a topic sentence that makes a clear claim. Topic sentences should align with what you pitched in the "thesis" sentence of your introduction.

- ◆ **Example:** "I've recently expanded my community-focused research experience by collaborating on a research project focused on interviewing likely voters throughout the state."

Next, illustrate your claim by sharing a short story or example that backs it up (usually about 2-3 sentences long). Wrap up the paragraph by connecting your claim/story back to the role you're applying for.

- ◆ **Example:** "I expect this experience to transfer nicely to the work the Youth Council Interns do to support Lansing's grant-funded community programs, such as the 'Early Start' and 'Our City' initiatives."

**Note:** Most cover letters should have 2-3 total body paragraphs.

**Conclusion:** Since this is a relatively short letter that will be reviewed quickly, there's no need to summarize or re-state your points. Simply express gratitude for your reader's time and invite them to stay in touch as the hiring process moves forward.

- ◆ **Example:** "Thank you for your time and attention. Please feel free to stay in touch if you'd like to have a conversation about my candidacy."

### COVER LETTER DON'TS

- ◆ Default to a broad, generic letter to save time. Customization is critical! Employers will notice right away if you're not writing a personalized letter closely aligned with their position posting.
- ◆ Avoid a generic "To Whom It May Concern" salutation when you don't know the recipient's name. Instead, say "Dear Hiring Committee" or "Dear Hiring Team."
- ◆ Restate your resume in paragraph format. Your cover letter is meant to highlight and deep dive on a few strategically selected topics, not broadly summarize your entire resume.
- ◆ List all of your credentials. Your major(s), minor(s), and university are all on your resume for readers to reference—no need to include them by default in your introduction or body paragraphs.
- ◆ Download and plug your information into a template. Templates are great for inspiration but come with formatting limitations, design faux pas, and ATS compatibility issues.

# COVER LETTER SAMPLE 1

**Isabel (Izzy) Thomas**

she/hers | (123) 456-7890 | izzyt@msu.edu | linkedin.com/in/izthomas

March 20, 2026

Council of Michigan Foundations  
Detroit Office

Dear Hiring Team,

I am writing to express my interest in serving as a Philanthropy Fellow in your Detroit, Michigan office this summer. The Council of Michigan Foundations' (CMF) commitment to developing future philanthropy leaders and the chance to contribute to the Hudson-Webber Foundation's work in Detroit sparked my interest in this opportunity. I'm confident that my communication skills, ability to build relationships, and background in nonprofit spaces make me an excellent fit for this program.

**Communication Skills**

My experiences have prepared me to excel in roles that demand exceptional communication skills. In my current public affairs course, I've researched a variety of complex issues affecting urban communities and written policy briefs and outreach geared toward elected officials, earning consistently high marks on my work. During my education abroad program in Ireland I collaborated with the University of Galway's Active\* Consent program to craft content for a social media campaign educating young people about healthy relationships. Our efforts ultimately exceeded our engagement goals, growing the organization's Instagram following by 12%. I'm ready to help draft content important to CMF's initiatives, including formal correspondence, newsletter copy, briefings, and social media posts.

**Relationship-Building Experience**

Engaging with the diverse clientele at Soup Spoon Cafe has strengthened my ability to build meaningful connections across cultural and personal differences. I credit my interpersonal skills (including the ability to quickly establish rapport and trust) to the many hours I've spent being an empathetic, curious listener. Every shift, I ensure that guests feel heard and supported in a space that prioritizes inclusivity. On occasion, I rely on my professionalism to respond patiently to frustrated guests, steering them toward solutions without disrupting other diners' experiences. I've been consistently recognized by my supervisor for this skillset, earning high ratings on my monthly performance reviews. It's clear that this experience will be valuable in your fellowship program given its emphasis on community engagement and relationship management.

**Nonprofit Background**

Consistent involvement in nonprofit spaces has offered me insights and an outlook that I'm ready to channel into advancing CMF's objectives. I devoted three summers to working at the YMCA of Lansing, where I helped develop curriculum that engaged young campers while closely aligning with the Y's commitment to helping people of all ages, backgrounds, and walks of life thrive. I also gained insight into the organization's approach to advancement and donor relations by collecting testimonials from families that were used in a fundraising mailer sent to over 1,200 households. My internship at the Women's Center of Greater Lansing built on this work, allowing me to help directly administer services to community members, oversee a grassroots letter-writing campaign, and apply earned grant dollars toward enhancements to the center's façade—work that often happened with limited financial resources and staff support.

Thank you for your time and consideration. I'd be happy to connect to further discuss how I can contribute to your Philanthropy Fellowship Program.



Izzy Thomas

## COVER LETTER SAMPLE 2

**Jon Beaumont**

(987) 654-3210 | beauj@gmail.com | linkedin.com/in/Beaujon

October 15, 2025

The Henry M. Jackson Foundation for the Advancement of Military Medicine, Inc.  
Anchorage, AL

Dear Hiring Team,

I am excited to express my interest in the Clinical Research Assistant role at the Joint Base Elmendorf-Richardson in Anchorage, Alaska. As the son of veterans, I am drawn to the mission-focused work the Henry M. Jackson Foundation (HJF) is doing to enhance chronic pain management for active-duty service members. Based on my reading of the position description, I'm eager to leverage my lab experience, project management skills, and ability to foster relationships with others in support of HJF's work.

**Prior Lab Experience:** My prior experience working in a lab setting prepares me well to support your team of military medical researchers and clinicians in their research goals. For just over a year, I've served as a Research Technician in Michigan State University's Health & Safety Lab. In that role, I collaborate with five laboratory managers to perform bi-monthly diagnostic testing on fume hoods in 48 individual campus laboratories to ensure the university is meeting federal safety regulations. Among other things, this process involves collecting and assessing baseline and follow-up data, communicating findings to my supervisor using nuanced scientific terminology, and compiling findings into weekly reports that are shared with my full team. This activity translates directly to the responsibilities of the Clinical Research Assistant you're hiring for, which will enable me to offer immediate support to your team.

**Project Management Skills:** My strengths in organization and project management align very well with HJF's needs. As a full-time college student, I've spent the last several years managing 14-17 credits per term, plus two roles that together demand almost 30 hours of my time and attention every week. To ensure I'm able to stay on top of my commitments, I use a task management app called Todoist to create, organize, and prioritize to-dos with due dates and reminders. I'm able to schedule out several weeks at a time, carefully track my progress, and shift my priorities as unexpected demands inevitably pop up. Adhering to the plan I set out for myself requires a great deal of commitment and discipline, but I'm proud of my academic record (I currently hold a 3.68 GPA) and success in my roles as a Research Technician and Resident Assistant, where I consistently earn the highest-possible ratings in my performance reviews. Juggling many priorities simultaneously has become a well-established habit that will empower me to handle the varied responsibilities I'd have as a Clinical Research Assistant (recruiting/screening/enrolling participants, collecting and validating data, scheduling treatments and outcome assessment sessions, and producing reports).

**Fostering Relationships:** I take pride in being able to build authentic relationships with others—a skill I've developed significantly in my role as a Resident Assistant on a Big Ten campus. Each year, I prioritize connecting individually with the 30-40 residents living on my floor to establish trust and promote comradery between a group of undergrads from around the country. This past year I worked hard to connect with several residents who were more withdrawn by proactively initiating conversations, using questions as a tool for relationship-building, and approaching them for thoughts on programming they might find interesting. Being pleasantly persistent and engaging in active listening led me to discover that many residents (who otherwise didn't have much in common) shared an interest in Fantasy Football. 90% of the floor participated in our Fantasy Football Draft, which ended up being organized by one of our more introverted residents. It's evident that you're looking for a Clinical Research Assistant who can collaborate seamlessly, recruit and engage study participants thoughtfully, and conduct interviews with confidence and care. I'm excited about the opportunity to contribute to your work in that capacity.

Thank you in advance for your thoughtful consideration. I welcome the chance to connect for a discussion about my potential fit.

Sincerely,



Jon Beaumont

## PERSONAL STATEMENTS

### WHAT IS A PERSONAL STATEMENT?

A personal statement (sometimes called a statement of purpose or statement of intent) is an essay that highlights your motivations, unique experiences, qualifications, and professional goals. They are often required when applying to graduate or professional school, a scholarship opportunity, or even an education abroad program.

### HOW SHOULD I WRITE A PERSONAL STATEMENT?

The format, length, and topic of your personal statement will likely vary by discipline, program type, and institution. Some will ask you to respond to a specific prompt, while others may request a general statement.

**For a general statement, your audience is interested in answers to three broad questions:**

- 1. Interest:** What sparked your interest in the opportunity you're applying for? Was it something specific, or did several threads come together to motivate your application? What impact are you hoping to have in the professional direction you're headed in?  
**Note:** Tackling this question at the beginning of your essay offers you the opportunity to share a unique, personal story that will help you grab the attention of your readers.
- 2. Experience:** What experiences (inside and outside of the classroom) have helped you prepare for this opportunity? In what ways have you developed skills and a unique perspective to bring to the scholarly community you're seeking to join?  
**Note:** This is your chance to highlight a few key accomplishments/involvements that have helped you grow personally/professionally. Try unpacking 2-3 experiences that have prepared you most to meet the challenges of the opportunity you're applying for, rather than trying to cover your entire resume..
- 3. Opportunity:** What about this specific opportunity makes it an ideal fit for you? How might it support your professional aspirations?  
**Note:** This final portion will need to be carefully customized for each opportunity to which you're applying.



# PLANNING FOR GRADUATE OR PROFESSIONAL SCHOOL

The path to a graduate or professional school can be overwhelming, but getting started doesn't have to be!

## CONSIDER YOUR MOTIVATION

**Why do you want to pursue this degree? Consider:**

- ◆ What is your end goal after the program? How will this degree help you reach that goal?
- ◆ Where can you learn more about this degree and profession? (Seek out workshops, graduate school fairs, online research.)
- ◆ Who can you speak with in the field to confirm your interest? (Think of professors, current students in the program, alumni, professionals.)

## IDENTIFY POTENTIAL SCHOOLS

**What is important to you in a graduate or professional program? Consider:**

- ◆ **Specialty/Topic:** Is there a specialized topic that interests you? Is there a particular professor you would like to work with?
- ◆ **Job Prospects:** What are the job outcomes for graduates of the program?
- ◆ **Program Costs:** What are the tuition costs? Are there campus employment opportunities, such as graduate assistantships, that cover tuition costs? What is the salary or stipend given to students in the program?
- ◆ **Location:** Is there a particular region where you would like to live or work?

Use online search resources, consult with your career and academic advisors, and connect with program representatives to compile a list of schools to which you can apply.

## REGISTER AND PREPARE FOR STANDARDIZED TESTS

Many graduate and professional schools consider scores on standardized tests as part of the application process. Check to see what tests your program requires. These may include the GRE, GMAT, MCAT, or LSAT.

- ◆ **Research:** Find out which tests are required by the program and schools for which you are applying. (Some schools do not require test scores in graduate applications.)
- ◆ **Register:** Search online for test dates and register for the exam. You will likely have to pay a fee to take the exam. Fees range from approximately \$200 to \$345. Check with your advisor about scholarships and fee waivers. Be sure to schedule your first test date with plenty of time to re-take the exam if you want to improve your score.
- ◆ **Prepare:** You can use online and print resources to prepare for the exams. Some resources are free, while others may require a fee. Ask your career or academic advisor for resources they recommend for studying. You may choose to work independently or join a preparation course. Give yourself time to study for the exam.

## ASSEMBLE YOUR APPLICATIONS

Plan ahead and give yourself time to prepare your application materials.

- ◆ **Documents:** Consider working with an academic and career advisor on developing personal statements, supplemental essays, and a resume or CV for your applications.
- ◆ **Recommendations:** Request letters of reference well before application deadlines.
- ◆ **Transcripts:** Ensure you understand how to request and submit copies of your transcript to schools.
- ◆ **Deadlines:** Pay attention to application due dates. Determine if you need to take any extra steps to be considered for scholarship dollars.

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# SPARTAN STUDENTS

## FIND JOB OPPORTUNITIES WITH IPF

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**MICHIGAN STATE UNIVERSITY**  
INFRASTRUCTURE PLANNING AND FACILITIES



**APPLY ON HANDSHAKE**

## REFERENCES & RECOMMENDATIONS

When applying for a job, you'll likely be asked to provide a list of references – names and contact information of people an employer can contact to ask questions to determine your fit for a position.

When applying for graduate school or other programs, you'll likely need to get letters of recommendation to submit alongside your application.

### WHO TO ASK

Whether asking someone to serve as a reference or to write a letter of recommendation on your behalf, it's important to choose wisely.

- ◆ Ask people who know you well and will provide a positive review of your work.
- ◆ Choose people who can talk about your skills, qualities, and performance in a professional or academic setting.
- ◆ Consider asking professors, academic advisors, current/former supervisors, or mentors.
- ◆ Approach people you've worked with recently – they'll remember more about you!
- ◆ Do not ask family members for references. They'll say nice things about you, but employers and graduate schools may not take their opinions seriously.

### ASK IN ADVANCE

For references, be sure to ask people before sharing their contact information. Provide them with your resume and relevant job postings so they can better advocate for you.

For letters of recommendation, submit your request 4-6 weeks in advance. Provide clear instructions like format and submission steps, copies of your application materials, and a deadline. You might also remind your recommenders of the aspects of your application they're best positioned to speak about.

### BE THANKFUL & SHARE UPDATES

Be sure to express your gratitude towards people willing to advocate for you, whether as a reference or by writing a recommendation. Share news and updates on your application, offers, and acceptance when possible.

Have your References page ready to go! Create a stand-alone references page that matches the format of your resume to share when requested. Don't include this as part of your resume or write "references available upon request."

## REFERENCES LIST EXAMPLE

### Isabel (Izzy) Thomas

she/hers | (123) 456-7890 | [izzyt@msu.edu](mailto:izzyt@msu.edu) | [linkedin.com/in/izthomas](https://www.linkedin.com/in/izthomas)

#### PROFESSIONAL REFERENCES

**Ms. Marcia Washington**, former internship supervisor  
Center Manager, Women's Center of Greater Lansing

(517) 555-0101  
[m.washington@wcgl.org](mailto:m.washington@wcgl.org)

**Mr. Lee Vollman**, current supervisor  
General Manager, Soup Spoon Cafe

(517) 555-0099  
[vollman@soupspooncafe.com](mailto:vollman@soupspooncafe.com)

**Dr. Kelley Cochran**, study abroad faculty leader  
Assistant Director of Study Abroad, Michigan State University

(517) 884-1300  
[cochran@msu.edu](mailto:cochran@msu.edu)

**Dr. Marc Chen**, advisor for student organization  
Advisor, Michigan State University Psychology Club

(517) 335-9510  
[chenmarc@msu.edu](mailto:chenmarc@msu.edu)



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## DEVELOPING YOUR JOB SEARCH STRATEGY

### THINK ABOUT WHAT YOU WANT

Start your job search by thinking about what is important for you in a career. This will help you focus on what you want and make the job search less overwhelming. Here are some things to consider:

- ◆ **Geographic Location:** Where do you want to live? What is a reasonable commute?
- ◆ **Using Your Skills:** What do you want to do in a job every day? What are the top skills you want to use?
- ◆ **Engaging Your Interests:** What topics and types of jobs or industries interest you?
- ◆ **Alignment with Your Values:** What is important to you?
- ◆ **Community/Sense of Belonging:** Who do you want to work with? What kind of work culture and community are you seeking?

Once you have identified some answers to these questions, think about how important each item is to you. What items are non-negotiable? Where can you compromise?

You can schedule an appointment with a career advisor to discuss your ideas. A career advisor can help you identify what is most important to you and help you organize your job search based on your goals.

### FIND OPPORTUNITIES THROUGH RESEARCH

Research will make a big difference in your job search. Look for employers, job types, and industries that align with what you want. Then, you can strategize ways to connect with the employers you like most.

### WHERE TO FIND JOBS

Make Handshake your first stop for a job and internship search. This platform hosts jobs from all over the nation, including local, on-campus, and remote positions across all industries.

- ◆ Handshake: [msu.joinhandshake.com](https://msu.joinhandshake.com)
- ◆ Industry niche job boards
- ◆ Regional organizations & job boards
- ◆ Professional organizations
- ◆ Trade publications and journals
- ◆ Social media

Visit [CareerNetwork.msu.edu](https://CareerNetwork.msu.edu) to find links to professional associations, job boards, and more helpful resources.



#### PRO TIP:

Use saved searches and email notifications on job search sites. Subscribe to relevant email alerts on job sites with your search filters. New job opportunities will be sent to your inbox as soon as they are posted.

## CAREERS IN MICHIGAN

More than half of new MSU Graduates choose to stay in Michigan (MSU Career Outcomes, 2024). Start your career search in the state with the resources shared below.

### PRO TIP:

**Great Placement Rates, Competitive Salaries. Bright Futures.**

The Career Services Network collects data

about post-graduation outcomes for MSU graduates. Visit our website to explore Spartan outcomes by year, college, major, and more.



### STATEWIDE CAREER RESOURCES

#### Michigan Association of Broadcasters

View job and internship opportunities at commercial radio and television broadcast stations throughout the state on their careers page.

#### Michigan Department of Education's Educator Recruitment Support

Check out education workforce job fairs and view employers hiring teachers, substitute teachers, paraprofessionals, secretaries, administrators, and more.

#### Michigan Economic Development Corporation (MEDC) Career Portal

Discover networking events and job fairs in Michigan, and browse available roles by region, category, and city. The Career Portal provides guidance on developing your LinkedIn profile, tailoring your resume, and preparing for behavioral interviews.

### MICHIGAN LABOR MARKET INFORMATION

This resource shares Michigan employment, occupation, and industry data from the Michigan Department of Management and Budget. You can:

- ◆ See the most in-demand occupations by education and region.
- ◆ Review employment projections for key sectors.
- ◆ Access wage information by occupation and industry.

#### OPTIMISE Michigan

OPTIMISE focuses on attracting, preparing, and retaining diverse and qualified personnel to help advance individuals with disabilities.

#### Pure Michigan Talent Connect

Meant to connect Michigan's job seekers and employers, this tool serves as a central hub linking all public and private stakeholders who support Michigan's workforce.

#### State of Michigan Jobs

Review statewide government jobs by location, department, core functions, and more.

#### Michigan Nonprofit Association

Use the Job Center tool to find opportunities in Michigan's nonprofit sector.

### REGIONAL RESOURCES

#### Ann Arbor SPARK

This job portal connects high-value, knowledge-driven talent (such as MSU graduates!) with opportunities in the greater Ann Arbor area. Many positions are in the mobility, information technology, and healthcare sectors.

#### Hello West Michigan

Explore job opportunities in West Michigan, particularly in fields such as manufacturing, healthcare, and agriculture.

#### Lansing 5:01

Lansing 5:01 connects young professionals and college graduates to local employers and events. Explore events, share a resume, and connect to see what Lansing has to offer.

# CAREERS IN THE NONPROFIT SECTOR

A career in the nonprofit sector offers opportunities to make a positive impact in society while developing professional skills. Nonprofits have many of the same hiring needs as corporate employers. You can work as an accountant, communicator, educator, or manager with the bonus of supporting a cause you are passionate about.

## REASONS TO WORK IN A NONPROFIT

Nonprofit work can serve as a launchpad into roles in public policy, international development, or corporate social responsibility. Students often cite the following reasons for exploring careers in nonprofits:

- ◆ **Ethical Satisfaction:** You can align your work with your personal values and beliefs.
- ◆ **Social Contribution:** You are part of systemic change, addressing the root causes of societal issues.
- ◆ **Purpose and Impact:** You contribute directly to causes that matter.
- ◆ **Meaningful Outcomes:** Your work often has a visible impact on communities and individuals.
- ◆ **Skill Development:** Nonprofits often require employees to wear multiple hats, which can accelerate learning in areas such as project management, fundraising, communications, and leadership.
- ◆ **Resilience and Empathy:** Working closely with under served populations or addressing challenging issues can deepen your emotional intelligence and adaptability.

## TYPES OF NONPROFITS

Nonprofits range from large, widely recognized organizations (such as United Way, Feeding America, and Rotary International) to smaller, more niche professional associations, human service providers, and arts and cultural organizations.

Learn more about Nonprofit opportunities:

- ◆ [Idealist.org](https://www.idealst.org)
- ◆ [Michigan Nonprofit Association](https://www.michigannonprofit.org)

Industry-specific organizations such as arts nonprofits, educational institutions, and environment-focused organizations.



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VIEW CAREERS



## Begin your journey with us!



## BUILDING YOUR NETWORK

Everyone has a network, whether we realize it or not. We network constantly, and it takes place wherever you go. Networking is:

- ◆ Meeting with an advisor or professor
- ◆ Working on a group project
- ◆ Talking with family and friends
- ◆ Participating in student organizations

In your job search, you can rely on your community, or your “network,” to meet people in your career field.

### HOW TO NETWORK AS A STUDENT

Students are excellent at networking. As you begin your career search, you can build your network using the same approach as you would to ask about which classes to take or what is the best place to live off campus. The conversations are similar, but the topic is different.

You can ask members of your community about your career interests, and you may be surprised about what and who they know. As a student, you also have a built-in professional network at MSU.

#### How to “Professionalize” Your Network

- ◆ Meet with professors and advisors
- ◆ Create a LinkedIn account
- ◆ Attend MSU Career fairs and events
- ◆ Connect with MSU alumni and class guest speakers
- ◆ Schedule one-on-one meetings with industry professionals (your career advisor can help you find them!)
- ◆ Join local and regional events in your career field

#### What Can You Learn from Your Professional Network?

- ◆ Job and internship opportunities
- ◆ Culture and work values of an organization
- ◆ Inside information on companies, such as interview tips, benefits, and salaries
- ◆ New ideas and developments in the field

If you still aren't sure where to start, meet with your career advisor. They can help you expand your career network at MSU.



## DRESS TO IMPRESS

On the job, dress as your most professional, authentic self. When we have a great hair day or feel awesome in an outfit, our confidence can soar. This is how we want you to feel heading into career events: confident, calm, and authentic.

### PROFESSIONAL DRESS EXPECTATIONS

When preparing for career fairs, interviews, and other professional events, it can be difficult to determine what is appropriate. Business professional? Business casual? What does it all mean?

#### DO'S

- 1. Dress Appropriately for the Occasion:** Tailor your outfit to the specific event or workplace. Business formal, business casual, or smart casual might be required.
- 2. Wear Clean and Well-Fitted Clothes:** Ensure your clothes are clean, ironed, and fit you well. This shows attention to detail and professionalism.
- 3. Opt for Neutral Colors:** Colors like black, navy, gray, and white are safe choices. They convey professionalism and are easy to mix and match.
- 4. Accessorize Moderately:** Keep accessories to a minimum. A watch, belt, and subtle jewelry can enhance your look without being distracting.
- 5. Pay Attention to Appearance:** A neat appearance includes well-groomed hair, trimmed nails, and clean shoes. Limit perfume or cologne.
- 6. Be Yourself, but Polished:** Maintaining authenticity to yourself is important. Choose an outfit that presents the most professional version of yourself.



#### PRO TIP:

When in doubt about what to wear, choose a more formal look. Better to be dressed up the most than to be too casually dressed.

#### DON'TS

- 1. Avoid Overly Casual Attire:** Items like jeans, T-shirts, and sneakers are generally not suitable for professional settings. If in doubt, dress up rather than down.
- 2. Steer Clear of Loud Patterns and Bright Colors:** These can be distracting and may not convey the desired level of professionalism.
- 3. Don't Wear Wrinkled or Stained Clothes:** This can give the impression of carelessness and lack of attention to detail.
- 4. Avoid Large Watches or Jewelry:** Lean toward simple accessories.



#### PRO TIP:

##### No Suit? No Problem!

Step into success with the **Career Closet!** Whether you're attending a career fair, interview, or professional event, dress to impress with our curated collection of professional attire. All at no cost to you!

Visit the Closet to browse our broad selection of styles and sizes. You may check out up to 5 items for a period of 7 days to ensure you have a full, professional outfit when you need it.

Find us in the Student Services Building, Room 113. Monday through Friday, 9:00 a.m. – 4:00 p.m.

## CAREER ATTIRE STYLES

What we wear to work varies significantly depending on the industry, employer, location, and other factors. Use the definitions below of some of the most common attire styles in the workplace to find what works best for your situation. Remember, you can ask a career advisor, mentor, or colleague for advice.

### Business Formal

- ◆ **Suits:** A matching jacket and trousers or skirt, typically in dark colors like black, navy, or gray.
- ◆ **Dress Shirts:** Crisp, button-down shirts in white or light colors.
- ◆ **Ties:** For men, ties are usually required.
- ◆ **Dress Shoes:** Polished leather shoes, such as oxfords or loafers.

### Business Casual

- ◆ **Blazers or Sport Coats:** Can be paired with dress trousers or chinos.
- ◆ **Dress Shirts or Blouses:** Can be worn without a tie.
- ◆ **Dress Pants or Skirts:** More relaxed than formal wear but still professional.
- ◆ **Closed-Toe Shoes:** Loafers, flats, or low heels.

### Smart Casual

- ◆ **Blazers or Cardigans:** Adds a touch of formality to casual outfits.
- ◆ **Button-Down Shirts or Blouses:** Can be paired with dark jeans or chinos.
- ◆ **Dress Pants or Dark Jeans:** Avoid casual jeans with holes or embellishments.
- ◆ **Clean Sneakers or Casual Shoes:** More relaxed footwear options.

### Casual Fridays

- ◆ **Polo Shirts or Casual Button-Downs:** More relaxed tops.
- ◆ **Chinos or Dark Jeans:** Comfortable yet professional.
- ◆ **Casual Shoes:** Clean sneakers or loafers.

### Creative Professional

- ◆ **Bold Patterns and Colors:** More freedom to express personal style.
- ◆ **Unique Accessories:** Statement pieces like scarves or jewelry.
- ◆ **Mix of Casual and Formal:** Combining elements like blazers with jeans.





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## MEET EMPLOYERS AT CAREER FAIRS & EVENTS

There are over 65 career fairs and numerous career-focused events held on campus each year. Whether you are interested in STEM, the arts, healthcare, or any of the range of industries, there are opportunities to connect with hiring employers while you are on campus. Join these campus events:

- ◆ Career fairs
- ◆ In-person and virtual workshops and networking events
- ◆ Large, all-major events as well as smaller niche industry-focused fairs

### CAREER FAIRS

Visit Handshake to see the employers attending upcoming fairs and view open positions. On Handshake, you will find all the fair information, and you can register to receive event reminders.

### CAREER WORKSHOPS

Career Services regularly offers a suite of in-person and virtual workshops that focus on foundational career topics such as:

- ◆ Resume and cover letter writing
- ◆ Interview strategies
- ◆ Graduate and professional school prep
- ◆ Salary negotiation

### ALUMNI AND EMPLOYER EVENTS

The Career Services Network hosts events that provide opportunities for you to learn more about your career options. Topics range from industry-specific job search tips to gap year options and graduate school applications. View events on Handshake for opportunities to network with employers and learn about your areas of interest.

### BUILDING CONFIDENCE AT CAREER FAIRS

Attending your first career fair can be nerve-racking. That's okay! Remember, employers are eager to speak with students like you. That's why they do college recruiting! Following the steps below can help you prepare to make a good impression at a career fair.

#### Before the Fair

- ◆ **Research the Employers.** Review the employers attending the fair on Handshake and make a list of who you want to meet. Check out each organization's website and list of open positions. Consider how your skills align with the organization's job openings.
- ◆ **Update Your Resume.** Ensure your resume is accurate and up-to-date.

Career Fairs  
& Events on  
Handshake



- ◆ **Create & Practice Your Elevator Pitch.** Use an “elevator pitch” to introduce yourself to employers. In about 30 seconds, you can introduce yourself, summarize your qualifications, and let them know what you want to do next. Use this template as a place to start:
  - ◆ “Hello, my name is **(name)**. I am a **(1st/2nd/3rd/4th year)** studying **(major/minor)** and am looking for a **(full-time/part-time/job/internship)** in **(industry)**. Over the past few years, I have **(worked/volunteered/ researched)** with **(company/student group/etc.)** as the **(position/role)**. In this position, I have developed a deeper understanding of **(industry/topic)** as well as **(skills/knowledge)** that I hope to apply in my next role. I am aware that **(company name)** is currently seeking candidates for the **(name of open position)**. I am very interested in applying. Could you tell me more about **(opportunities available/application process/training/etc.)?**”

**PRO TIP:**

Interactions with employers are conversational, so you may not need to recite your elevator pitch verbatim, but you will need to share the information in the example elevator pitch shared here, even if you don't recite it exactly. At a career fair, you can work out your nerves by practicing your pitch with a Career Services Network staff member at the Student Help station before meeting with employers.

**At the Fair**

- ◆ **Grab a map:** The Career Services Network provides an employer list and map to help you find the employers you want to speak with and the student help resources available at the event.
- ◆ **Start Connecting:** Introduce yourself and make eye contact. Don't be afraid to show interest or excitement in an opportunity. Then jump into your elevator pitch.
- ◆ **Be Aware of Time:** Career fairs can be busy! Manage your time wisely to ensure that you are able to speak with the employers you want to meet most.
- ◆ **Ask for Contact Information:** As you finish speaking with an employer, ask for their business card or contact information. This will help you as you follow up.

**After the Fair**

- ◆ **Follow Up:** Do what the recruiter asked of you. If they invite you to apply for a role you're interested in, apply for it! If a recruiter invited you to keep in touch, send them a message! Don't miss an opportunity because you failed to take the steps a recruiter asked you to after the fair.

**PRO TIP:**

Thank you to our partners and career fair sponsors! Employer partners and sponsors are particularly interested in hiring MSU students! Explore the employment opportunities they offer on Handshake, and view the full list of partners and sponsors on our website.



# INTERVIEWING

In an interview, the employer evaluates your ability to do the job, and you assess how well your interests and skills align with the role and the organization.

## PREPARING FOR THE INTERVIEW

To be confident in an interview, you need to be prepared. Here's how to get ready:

### Research the Organization

- ◆ Visit the organization's website to read the mission and vision statements. Look for repeating words or phrases that reveal their values.
- ◆ Review the organization's social media profiles. Look for the organization's most recent news and accomplishments. Take note of images and statements that show the organization's culture.

### Connect Your Skills to the Job

- ◆ Review the job posting and note how your skills and experiences align with the employer's needs.
- ◆ Prepare specific examples, or "power stories," that show how you have used your knowledge and skills in real situations at work, in class, or in other relevant activities.

### Practice

- ◆ Practice answering common interview questions.
- ◆ Attend practice or "mock" interviews offered by the Career Services Network. You can also use InterviewPrep to help you prepare.
- ◆ Ensure you can find the interview location or access a quiet space for a virtual interview. You may wish to travel the route or test your technology in advance.
- ◆ Pick out your interview outfit in advance. Remember, you can rent professional attire for free from the Career Closet at the MSU Career Services Network!

## TYPES OF INTERVIEW QUESTIONS

### Differentiating Questions

These questions help the employer learn about you and your interest in the role and the organization.

- ◆ Tell me about yourself.
- ◆ What are your strengths and weaknesses?
- ◆ What is your greatest achievement?
- ◆ What motivates you?
- ◆ Why are you right for this job/internship?
- ◆ Why do you want to work for us?

### Behavioral Interview Questions

These questions explore your past experiences to help predict your future abilities. You tell stories about your past so that the employer can assess your skills and behaviors.

- ◆ Tell me about a time you worked with a difficult customer or coworker.
- ◆ Tell me about the role you typically fill on a team.
- ◆ Tell me about a time when you had to solve a complex problem.
- ◆ Share an example of a difficult goal you had. What steps did you take to achieve it?
- ◆ Describe a time you took initiative to create or improve something.

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### How to Answer Behavioral Interview Questions

Answer behavioral interview questions using the PARK or STAR technique. These methods help you focus on relevant aspects of the experience and give structure to your story.

#### The STAR Technique

- ◆ **S** the SITUATION or setting
- ◆ **T** the TASK (your goals)
- ◆ **A** your ACTIONS taken
- ◆ **R** the RESULTS of your actions

#### The PARK Technique

- ◆ **P** the PROBLEM did you encounter
- ◆ **A** the ACTIONS you took
- ◆ **R** the RESULTS of your actions
- ◆ **K** the KNOWLEDGE you gained from the experience

#### Example Response

**Q:** Tell us about a time when you had to overcome a challenge.

**P:** “Last semester, I took a challenging calculus course. Despite going to every class and doing all of the homework, I failed my first test.”

**A:** “I was committed to earning at least a B in the class, so I decided to attend my professor’s office hours for further assistance and joined a study group.”

**R:** “All of the extra time I put in paid off! I ended up passing the class with an A despite the rough start.”

**K:** “This situation taught me that seeking out help isn’t a sign of weakness. With the support of my instructor and peers, I was able to grasp the material and develop better study habits. I know this lesson will help me in future roles because I recognize the importance of learning from those around me.”

#### Interview Tips

- ◆ Arrive early to be more relaxed, organized, and alert
- ◆ Connect your skills, background, or experience to the job
- ◆ Only say positive things about past employers or co-workers
- ◆ Realistically present your qualities
- ◆ Allow for “quiet time” for the interviewer to think and take notes
- ◆ Bring a list of questions to ask the employer at the end of the interview. If not already discussed, ask about the next steps in the interview process. This will give you a timeline. Also, it is appropriate to ask politely about the “salary range” of the position if it is not clear in the job description or interview.

#### Virtual Interviews

- ◆ Double-check your audio, video, and internet connection
- ◆ Make sure you have good lighting (and a distraction-free background)
- ◆ Dress for success – your video image should be from the waist up
- ◆ Remember to smile and look at the interviewer(s) as if you are in the room together

#### PRO TIP:

**Reserve a Virtual Interview Room On Campus.** Students can reserve a private interview room to conduct virtual interviews in a quiet, professional space at our Employer Engagement Center. Request space in advance at [CareerNetwork.msu.edu](http://CareerNetwork.msu.edu).



### AI Interviews

As AI technologies expand rapidly, more companies are incorporating AI into their interview processes. Sometimes, this happens in a pre-recorded interview through a platform like HireVue, a technology that has been in use for several years. However, increasingly, AI interviews are also taking place in real time.

The fast-paced evolution of AI tools means that the AI interview landscape will continue to change. Currently, many large organizations use AI interviewing tools to scan interviews with hundreds of applicants. If you have an AI interview, keep these tips in mind:

- ◆ Be direct. AI doesn't look for out-of-the-box candidates.
- ◆ AI places an increased emphasis on how you say things, so look at the camera, nod, and smile.
- ◆ Use keywords from the job description in your answers.
- ◆ Follow basic video interview tips: research the company, use good lighting and a professional background, wear appropriate clothing.

Find more interview resources at [careernetwork.msu.edu](https://careernetwork.msu.edu).

### Interview Prep Resources



## NEGOTIATING JOB OFFERS

### MSU's Employment Offer Policies

The recruiting process is complex with tight deadlines and a lot of decision-making for employers and applicants. To give students enough time to evaluate offers, MSU shares an employment offer policy with all employers recruiting at MSU:

- ◆ All offers must be in writing, and the offer decision deadline starts with the delivery date of a written offer.
- ◆ Students need a reasonable amount of time to evaluate and respond to an employment offer – all offers should remain open for a minimum of three weeks (and employers should consider extending the offer deadline upon reasonable request from the student).
- ◆ Exploding offers are prohibited (e.g., offers given during the interview with the intention that the offer will be rescinded if not quickly accepted).
- ◆ Students will face consequences for renegeing on an accepted offer.

### Job Offer Conditions

It is typical for a job offer to have a few conditions that must be met to finalize the offer, such as:

- ◆ Pre-employment testing (drug/alcohol/personality/skills/assessments, etc.)
- ◆ Background screenings (criminal records investigation, driving record, credit check, academic credentials, and reference checks)

### Negotiation Tips

Negotiating salary and benefits can feel daunting, but with the right approach, you can secure a better deal! Preparing effectively, having a strong understanding of your value and your skills, and considering the current economic climate will be critical for your strategy. Here are a few other quick tips:

1. **Do Research:** Familiarize yourself with standard salary rates for your industry, role, experience level, and location. Websites like Glassdoor, Payscale, Salary.com, and cost-of-living calculators can help.

- 2. Highlight Your Value:** Prepare value statements that emphasize your skills and achievements that justify a higher salary. Be prepared to explain how you bring unique strengths to the role.
- 3. Don't Reveal Your Number First:** If possible, let the employer make the initial offer. This keeps you from underpricing yourself.
- 4. Negotiate Beyond Salary:** Consider other benefits like bonuses, stock options, vacation days, remote work flexibility, or professional development opportunities as you negotiate your compensation package.
- 5. Stay Professional & Confident:** Approach negotiations as a collaborative discussion, not a battle. Express appreciation for the offer while advocating for fair compensation.

Want to practice a salary negotiation conversation or refine your approach? Career Services Network can help! Find resources or schedule an appointment with a career advisor at [CareerNetwork.msu.edu](http://CareerNetwork.msu.edu).

## HONESTY AND ETHICS

It is essential to be honest and ethical in the application process, and you can expect employers to uphold the same standards. Maintaining high ethical standards will help you find a role that is right for you, and remember, your behavior reflects on you as well as on the MSU community.

### Be Honest

Submit resumes and applications with truthful and accurate information. Providing false information in any way may result in becoming ineligible for Career Network resources.

### Interview Cancellation

You are responsible for keeping every interview appointment you schedule. Canceling late or not showing up may result in becoming ineligible for on-campus interviews with other organizations. In this situation, you will be blocked from Handshake (for the first incident) and will need to follow a process to reinstate your access.

- ◆ **Late Cancellation:** If you need to cancel an interview, please provide the interviewer with as much notice as possible; 48 hours is preferable. Interviewers understand that emergencies happen, so work with them to reschedule. However, your interview should be a top priority. Do not cancel for a non-emergency situation.
- ◆ **No-Show:** A no-show for an interview is professionally unacceptable and demonstrates a lack of respect and responsibility. Even in an emergency situation, contact the interviewer and the Career Services Network to let them know that you are unable to attend.

### Acceptance of a Job Offer

If you have accepted a job offer, you should not interview with other employers. Notify employers with whom you may have upcoming interviews and withdraw your applications.

### Reneging

Reneging is accepting a job offer and then changing your mind to accept an offer from another employer. Reneging can damage your reputation forever, and it may make you ineligible for on-campus interviews and Career Network services. Always communicate with the hiring employer if you have questions or concerns about a job offer.



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## Positions Available

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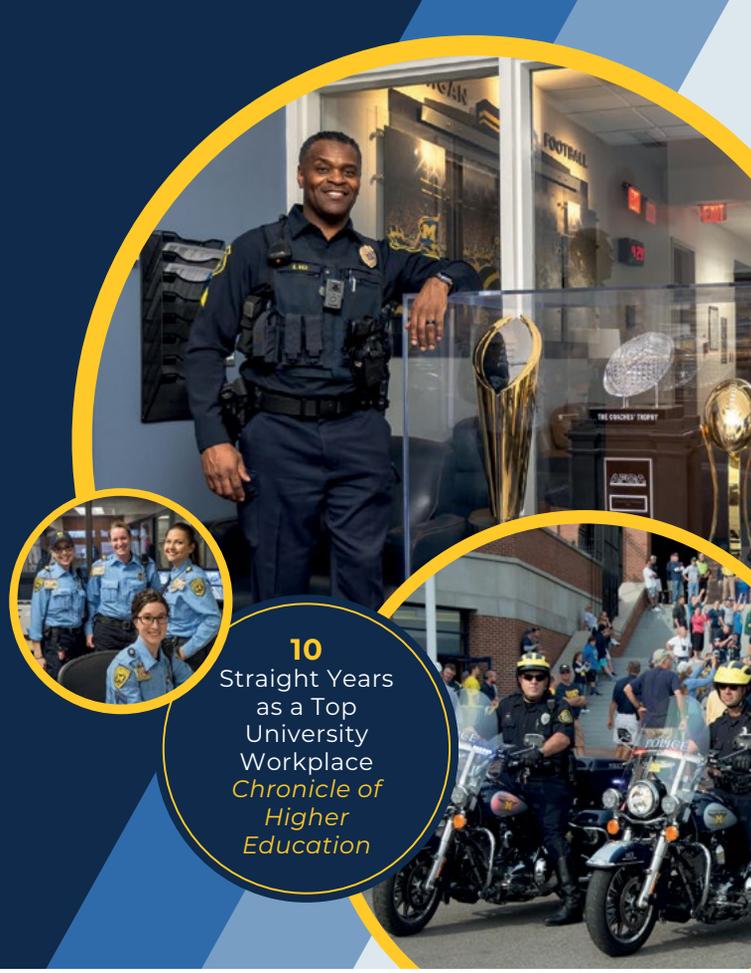
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## MAKING THE MOST OF YOUR NEW ROLE

Starting a new job is exciting, nerve-racking, and full of opportunities. Follow these tips to start strong in a new job or internship:

- ◆ Approach each task with a positive attitude.
- ◆ Take pride in your work and do it well.
- ◆ Ask clarifying questions on new tasks and take notes.
- ◆ Build your network. Get to know your colleagues, ask questions, and collaborate.
- ◆ Say “yes” to things. Volunteer for projects or take on a special assignment. This behavior demonstrates that you work hard and are willing to help your colleagues.
- ◆ Communicate professionally and proofread before hitting send.
- ◆ Be curious! Ask questions and show you are open to learning and growth.

As you continue on your career path, stay connected with MSU. Your classmates may become your colleagues, and you will soon have career wisdom to share with current students and recent graduates. You can always return to campus to hire students and participate in alumni events.

Once a Spartan, always a Spartan. Go Green!



Ypsilanti Community Schools (YCS) is an innovative and progressive public school district located in southeast Michigan, positioned between the vibrant cities of Ann Arbor and Detroit. Just five minutes from Eastern Michigan University and twenty minutes from the University of Michigan, our district benefits from strong connections to higher education and the broader community.

YCS proudly serves approximately 4,000 scholars across a diverse and dynamic range of schools and programs. Our district includes:

- Five elementary schools, including one multilingual K–4 program, one IB Elementary
- Three Early Learning Centers serving PreK through 1st grade
- An International Baccalaureate (IB) Middle School and IB High School
- Achieving College and Career Education (ACCE) School
- A comprehensive K–8 online school offering flexible learning options for families

YCS is committed to preparing our scholars for the future through a variety of forward-thinking academic offerings. We offer International Baccalaureate programs, STEAM (Science, Technology, Engineering, Arts, and Mathematics) education, Career and Technical Education (CTE), drone aviation, dual enrollment with local colleges, and a thriving dual language immersion program.

Our district is home to extraordinary educators and high-performing administrators who champion the success of every scholar. We cultivate a supportive and caring culture where staff, students, and families feel a deep sense of belonging. With excellent benefits, strong community partnerships, and a relentless drive to innovate, YCS is a place where educational excellence and opportunity soar.

At Ypsilanti Community Schools, we believe in dreaming big, supporting one another, and creating pathways for all scholars to thrive. We are not afraid to soar! Say YES to YCS - YCS Where You Belong

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# NOTES





# SPARTAN EXPERIENCE RECORD

The Spartan Experience Record helps you bridge the gap between what you **learn outside the classroom** and what **skills employers seek** in the workplace.

Page 1 of 5  
Printed: 5/15/2023

SPARTY SPARTAN (A12345678)

## SPARTAN EXPERIENCE RECORD



WHAT IS THE SPARTAN EXPERIENCE RECORD? The Spartan Experience Record is a record of your skills and knowledge gained through co-curricular activities, academic training, and validated student experiences at MSU.

SPARTY SPARTAN EXPERIENCE RECORD

LEADERSHIP	2024-2025		
	<b>BROAD PEER CAREER COACH</b> Russell Palmer Career Management Center Eli Broad College of Business  8/19/24 - 5/16/25	<b>POSITION DESCRIPTION</b>  Responsibilities included providing career exploration, explaining job search strategies, and coaching to peers within the context of business.  10 hours/week	<b>AS A RESULT I LEARNED TO...</b> <ul style="list-style-type: none"> <li>• Demonstrate effective interpersonal communication</li> <li>• Develop an action plan to achieve set goals</li> <li>• Lead a presentation, meeting, or workshop</li> <li>• Facilitate learning through peer-to-peer interactions</li> </ul>
EDUCATION	2023 - 2024		
	<b>RESIDENT ASSISTANT</b> Resident Assistant Program Division of Student Life and Engagement  8/1/2023 - 5/1/2024	<b>POSITION DESCRIPTION</b>  RAs supported student success, served as crisis respondents, and engaged their communities via a Residential Learning Model. RAs fostered individual connections and a sense of community among residents.  18 hours/week	<b>AS A RESULT I LEARNED TO...</b> <ul style="list-style-type: none"> <li>• Enact policy/procedures to foster a safe environment</li> <li>• Practice critical thinking and inquiry</li> <li>• Use context appropriate leadership strategies</li> <li>• Build or support inclusive communities</li> <li>• Balance priorities and manage time</li> </ul>
	<b>SPARTAN SUCCESS PEER COACH</b> Spartan Success Scholars Program Office of Undergraduate Education  8/1/2023 - 5/1/2024	<b>POSITION DESCRIPTION</b>  Spartan Success Peer Coach helped incoming, first year students identified as first-generation college students achieve success during their transition from high school to college.  10 hours/week	<b>AS A RESULT I LEARNED TO...</b> <ul style="list-style-type: none"> <li>• Balance priorities and manage time</li> <li>• Demonstrate effective interpersonal communication</li> <li>• Develop an action plan to achieve set goals</li> <li>• Collaborate and build relationships</li> <li>• Facilitate learning through peer-to-peer interactions</li> </ul>

Highlight your skills and knowledge with your MSU-verified SER.





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