



Career Services Network
MICHIGAN STATE UNIVERSITY

Career Handbook

2026-2027 EDITION



Shape the future
with confidence

Forward thinking got you here. And it's what will fuel a future of possibilities.

People who are moving the world forward,
these are the kinds of people who build our
success at EY. We're pleased to support
Michigan State University.

Learn more at: ey.com/careers and view job
openings at usearlycareers.ey.com.



■ ■ ■
The better the question.
The better the answer.
The better the world works.



Love where you work.

Choosing an employer is a big decision. Whether you want a varied career path, a job that allows you to help others or a company with a history of stability, Auto-Owners offers all this and more.

Other great reasons to start your career with us:

- A friendly, supportive and inclusive work environment
- High-quality training programs
- A culture where promoting from within creates opportunities to advance
- An excellent compensation/benefits package (*competitive base salary, matched 401(K), fully funded pension plan, bonus programs, health care plan, **help with student loans***)
- Generous paid time off including holidays, vacation days, personal time and sick leave

We offer a wide range of entry-level career opportunities, as well as paid internships every summer. Keep Auto-Owners in mind for your future career!



Connect

Scan to learn more about a career with A-O!
Or visit: www.auto-owners.com/career-center

Auto-Owners
INSURANCE



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
- 12 Paid Holidays

WWW.CEICMH.ORG

© 2026 Michigan State University, East Lansing, MI 48824.
All rights reserved. SPARTANS WILL.

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

EDITORIAL TEAM

Whitney Denney, Alyson Liang, Mary Molnar-Witherspoon,
Victoria Morris, Karissa Chabot-Purchase, Sean Brown,
Stephanie Calloway, Kathryn Dietzel, Cody Harlacher

LAYOUT & DESIGN

Catherine Shea, Creative by Catherine, South Lyon, Michigan

PRINTING & BINDING AUGUST 2026

Printwell, Taylor, Michigan

ADVERTISING INQUIRIES

Please email careerevents@csp.msu.edu.

THANK YOU FOR THE SUPPORT OF EMPLOYERS WHO HIRE MSU STUDENTS

- | | |
|--|---|
| 27 Antelope Valley
Union High School
District | 57 MSU College of Human
Medicine |
| 50 Arthrex | 53 MSU Dept of Religious
Studies |
| 3 Auto-Owners
Insurance | 66 MSU Landscaping
Services |
| 34 Bronson Healthcare | 67 MSU Spartan
Experience Record |
| 50 Burcham Hills | 58 OHM Advisors |
| 4 Community Mental
Health Authority of
Clinton, Eaton and
Ingham Counties | 15 & 20 Pine Rest Christian
Mental Health Services |
| 12 Delta Dental | 8 Progressive Mechanical |
| 34 DPR Construction | 44 RAM Construction
Services |
| 2 Ernst & Young LLP | 27 Roberts Dairy Service |
| 58 Flint Cultural
Academy | 68 Sachse Construction |
| 62 Henry Ford Health | 62 The University of
Michigan Division of
Public Safety and
Security |
| 28 Ingham Intermediate
School | 8 University of Michigan
Flint |
| 40 MetroEHS Pediatric
Therapy | 28 University of Michigan
School for Environment
and Sustainability |
| 58 Michigan
Department of
Transportation
(MDOT) | 27 Veterinary Emergency
Center |
| 28 Michigan Milk
Producers
Association | 12 Wilbur-Ellis |
| 12 Midland Public
Schools | 28 YMCA of Metropolitan
Lansing |



GETTING STARTED

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



EXPLORING CAREER OPTIONS

- 13 - Career Myths and Truths
- 14 - Create a Career Plan
- 16 - Career Exploration Tools
- 18 - Building a Parallel Plan
- 19 - Meet People Working in Your Field
- 23 - Gaining Experience
- 25 - Develop Key Skills
- 26 - Possible Paths



BUILDING APPLICATION MATERIALS

- 29 - Using AI in Career Development
- 30 - Writing a Good Resume
- 33 - Writing Effective Bullet Statements
- 35 - Resume Action Verbs
- 36 - Resume Samples
- 41 - CVs & Industry Specific Resume Tips
- 42 - Portfolios
- 43 - Cover Letters
- 47 - Personal Statements, Planning for Graduate or
Professional School
- 49 - References & Recommendations



ORGANIZING YOUR SEARCH

- 51 - Developing Your Job Search Strategy
- 52 - Taking a Gap Year
- 53 - Careers in Michigan
- 54 - Careers in the Nonprofit Sector
- 55 - Building Your Network
- 56 - Dress to Impress



MAKING CONNECTIONS

- 59 - Meet Employers at Career Fairs & Events
- 61 - Interviewing
- 65 - Negotiating Job Offers
- 66 - Honesty and Ethics

HUB OFFICES

COLLEGE OFFICES

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

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

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

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

4. College of Agricultural & Natural Resources

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

5. College of Arts & Letters

Snyder Phillips Hall
362 Bogue St., Rm C320E

6. Russell Palmer Career Management Center

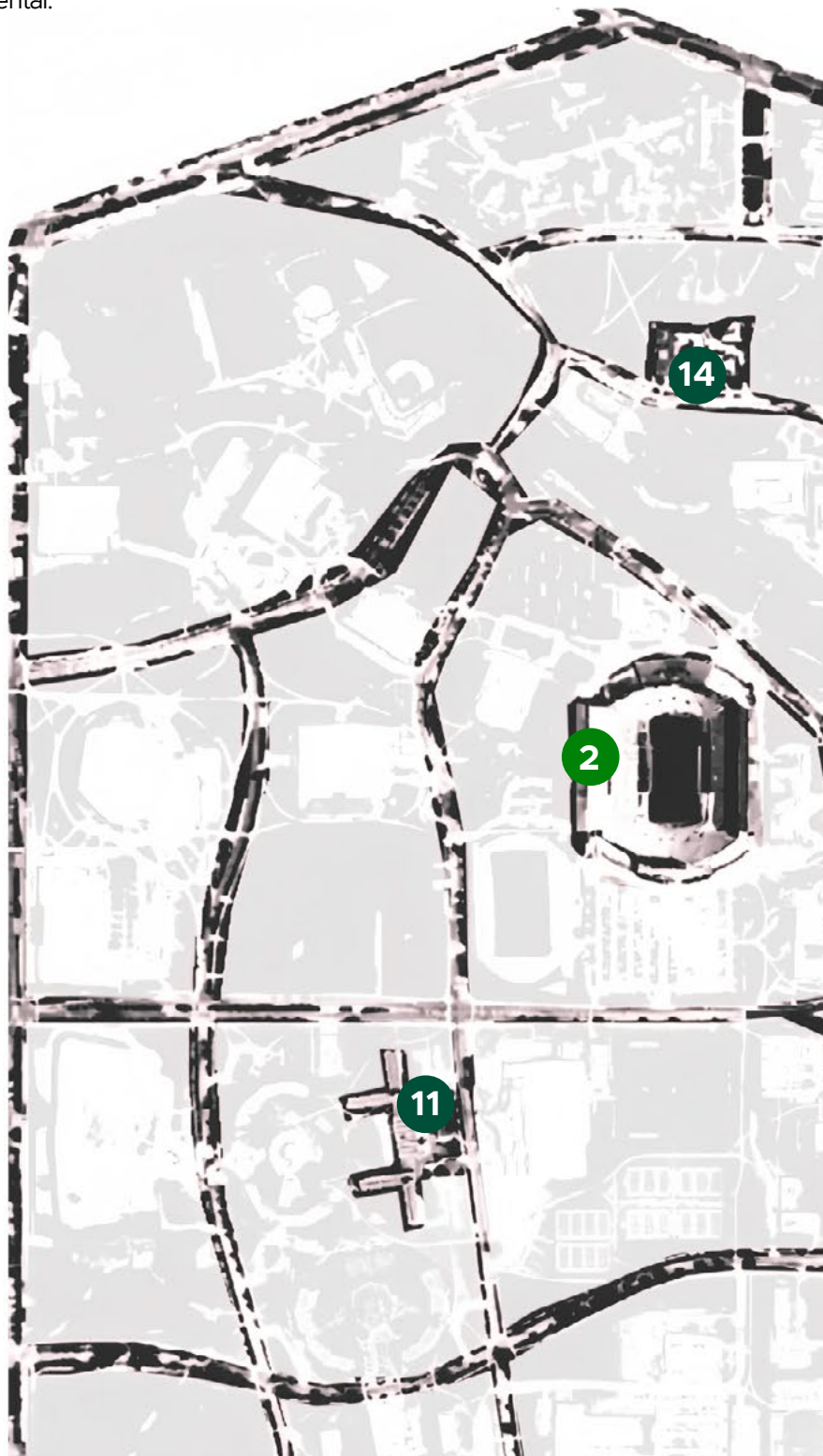
The Eli Broad College of Business
Minskoff Pavillion
651 N. Shaw Lane, Suite M120
palmer@broad.msu.edu

7. College of Communication Arts & Sciences

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

8. College of Education

Erickson Hall
620 Farm Lane, Room 134





9. College of Engineering

The Center: Experience
Engineering Careers
Engineering Building
Lobby, 428 S. Shaw Lane
(517) 355-5163
careers@egr.msu.edu



10. Global Careers

International Center / Virtual
427 N Shaw Ln, Room 110



11. James Madison College

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



12. College of Law

Career Services Office
648 N. Shaw Lane, Suite 301
(517) 432-6830
Career@law.msu.edu



13. Lyman Briggs College

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



14. College of Music

Running Start
Music Practice Building
345 W. Circle Dr.,
Room 207 & 208



15. College of Natural Science

Natural Science Building
288 Farm Lane, Room 106



16. College of Social Sciences

Berkey Hall
509 East Circle Dr., Room
117 & 119
ssccareer@msu.edu



17. College of Veterinary Medicine

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





A GRADUATE DEGREE THAT FITS YOUR LIFE AND YOUR GOALS

8 Doctoral Degree Programs

1 Specialist Program

28 Master's Degree Programs

15 Graduate Certificates

- Career Advancement
- Flexible (Online/Hybrid) Graduate Programs
- Affordable
- Industry-Focused



FIND YOUR
GRADUATE
PROGRAM

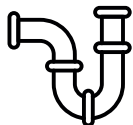


BUILD YOUR FUTURE.

From estimating and project management to field walks and pipe design, we've got you covered. Ready to gain real-world experience today?



FIRE
PROTECTION



HVAC/
PLUMBING



PROJECT
MANAGEMENT



DESIGN/
MODELING

OPPORTUNITIES.
REAL-LIFE EXPERIENCE. **GROWTH.**



START YOUR
CAREER TODAY.

www.progressivemech.com/careers

We're glad you are here! We know how important career preparation is to MSU students, and how overwhelming it can be! Use this handbook to help you stay on track with your career planning.

HOW WE HELP MSU STUDENTS

Not to brag, but we do a lot of things for MSU students! Our services include:

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

We can help you:



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
- ◆ Check out career exploration tools



SEARCH

- ◆ Clarify your career interests and identify environments where you can thrive
- ◆ Utilize Handshake and other career resources to uncover opportunities aligned with your goals and values
- ◆ Develop effective strategies for finding jobs, internships, research and experiential learning opportunities
- ◆ Connect with employers through career fairs, networking events, employer treks, and information sessions
- ◆ Build your professional network in fields you are interested in

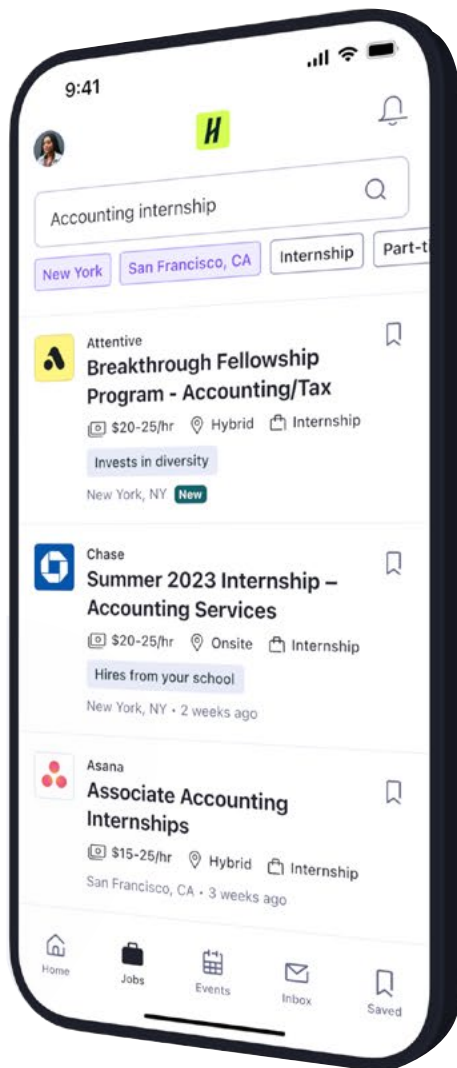


APPLY

- ◆ 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

CONTACT CAREER SERVICES

Use this book as you interact with our staff. Find us at CareerServices@csp.msu.edu, (517) 335-9510, and the Student Services Building room 113.



Handshake

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 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

Complete your Handshake profile to personalize job recommendations and improve your chances of connecting with employers on the platform. Focus on polishing these sections:

- 1. Looking For:** 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. Courses:** Display the skills you have picked up from your college classes.
- 5. Projects:** Share work that showcases your job skills, such as publications, websites, course projects, writing samples, and other relevant items.
- 6. Languages:** List the languages you speak and your proficiency level to stand out to employers seeking multi-lingual candidates.
- 7. 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.

SUPPORT FOR INTERNATIONAL STUDENTS

CAREER OUTCOMES

Average salary- Class of 2025 International graduates who reported U.S. employment within 6 months of graduation.

BACHELOR'S
\$78,950
ALL- MSU \$6,2114

MASTER'S
\$88,630
ALL- MSU \$79,115

EMPLOYERS

Multiple MSU International Students Employed

Deloitte	Kottler Metal Products
Amazon	OpenAI
Microsoft	Salesforce
KPIT Technologies Inc.	AWS
RSM US LLP	Corewell Health
Berkowitz Pollack Brant	Eli Lilly
Advisors + CPAs	Nestlé
Alvarez and Marsal	General Motors
Grant Thornton	Henry Ford Health

EMPLOYER CONNECTIONS

- ♦ **Handshake:** Platform which offering 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.

CONTINUING EDUCATION

Top Graduate Programs of MSU Graduates

Michigan State University	University of Miami
University of Michigan-Ann Arbor	Texas A&M University-College Station
Johns Hopkins University	University of Minnesota-Twin Cities
Columbia University	University of California-Berkeley
Cornell University	New York University
University of Pennsylvania	
Duke University	
Boston University	

INTERNATIONAL STUDENT CAREER COMMUNITIES & AWARDS

Global Career Development Certificate

- ♦ Professional development program for 1st year international students focused on 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.

Global Talent Accelerator

- ♦ 4-week intensive career training for international graduate students.

49,128

Jobs and internships open to international students

3,376

Jobs posted outside the U.S.



RECRUITING *Excellence*

**LEARN MORE &
APPLY NOW >**



Midland Public Schools
Inspiring Excellence

(989) 923-5021 • hr@midlandps.org • www.midlandps.org



WILBUR-ELLIS.

THE POWER TO GROW.™



GROW BOLDLY.

**Backed by local expertise and proven solutions,
we help growers turn vision into progress.
That is The Power to Grow™.**

© 2026 WILBUR-ELLIS COMPANY LLC. PRIOR TO USE, ALWAYS READ APPLICABLE LABELS, TERMS AND CONDITIONS, AND RELATED DOCUMENTS FOR COMPLETE INSTRUCTIONS, PROPER USAGE, AND LIMITATIONS. WILBUR-ELLIS LOGO IS A REGISTERED TRADEMARK, AND THE POWER TO GROW ARE TRADEMARKS OF WILBUR-ELLIS COMPANY LLC. K-577900



Launch your career with us

Explore internship and job opportunities
and see what makes Delta Dental an
exciting next move.

Learn more: deltadentalmi.com/careers

“My internship turned into a full-time
job after graduation. It’s rewarding
working for a company so focused on
collaboration and employee growth.”

– **Daniel Magaway**
Knowledge Engineer



 **DELTA DENTAL®**

**PRO TIP:**

What do MSU graduates do after graduation?
Explore graduates' first career destinations:
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, 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

 **PINE
REST** Christian
Mental Health
Services

**ONE EMPLOYER
ENDLESS OPPORTUNITIES**

NURSES
SOCIAL WORKERS
PSYCHOLOGISTS
THERAPISTS
PATIENT CARE TECHNICIANS
AND MORE



CAREER EXPLORATION TOOLS

SELF REFLECTION

Understanding yourself is key in the career search. What do you like doing? What are you good at? What environments help you do your best work? It takes time and reflection to answer these questions. We recommend starting with the Focus 2 Self Assessment provided for MSU students. Let us walk you through it:

INITIAL REFLECTION

Remember how we said reflection is an important part of the process? It's tempting to skip over it, but don't! It doesn't have to take long. Before you take an assessment, take a moment to reflect on where you are starting:

- ♦ What majors or careers are you interested in?
- ♦ What types of jobs have you already considered?
- ♦ What classes or activities have you enjoyed in high school or at MSU so far?

TAKE FOCUS 2

Now, take the assessment. "Assessment" may sound scary and official, but really it's just like taking a survey, except the questions are about yourself. Here's what to do:

Work Interest: Explore what kinds of tasks will hold your professional interest

1. Access Focus 2 at careernetwork.msu.edu/resources/focus-2/
 - ♦ First time users need to use the Access code "spartan" to register successfully!
2. Take the Self-Assessment quizzes: Work Interest, Values, Personality, Leisure, and Skills.
 - ♦ You do not need to complete all five to get results, start with one and go from there.
3. Once completed, select "Combine Your Results". Select all assessments to combine them to get a more specialized list of options that fits you.

Access Focus 2



ASSESSMENT RESULTS: REVIEW AND REFLECT

It's time to reflect again! Answer the questions below after viewing your results.

What are 3 occupations that catch your attention? What stands out to you about each role?

Occupation: _____ Highlights: _____

Occupation: _____ Highlights: _____

Occupation: _____ Highlights: _____

What patterns do you notice? Here are a few more questions to consider:

- ♦ Are there any majors that show up repeatedly?
- ♦ Which campus opportunities can help you explore opportunities in your professions of interest
- ♦ What additional information would help you decide how to get engaged with this field?

NEXT STEPS

Now turn your insights into action by finding out more about occupations that interest you. Choose one of these ways to get started:

- ♦ Set up an interest area/exploration advising appointment via Handshake
- ♦ Attend a Career Services workshop or career fair
- ♦ Volunteer at an organization related to your interests
- ♦ Join a relevant club or organization
- ♦ Secure a job shadowing or career conversation with someone in that occupation
- ♦ Connect with a professor for a career-focused conversation
- ♦ Enroll in a related course

FEELING STUCK

- ♦ It's normal to feel overwhelmed or stuck. Your career advising team is here to help! Try these options:
 - ♦ **Interest Area Advising:** Meet with an advisor in an area of interest to ask questions and learn about prospects in the field.
 - ♦ **Exploration Advising:** Connect with an advisor to identify what matters most to you in a career and outline next steps for building experience.

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.

BUILDING A PARALLEL PLAN

Parallel planning allows you to map multiple career options and identify alternative plans if one plan doesn't work out. Most majors can lead to many different careers, and the experiences you have at MSU can open new career pathways. There are many ways to explore your options and consider different paths that may set you up for success after graduation.

WHO NEEDS A PARALLEL PLAN?

- ◆ Those applying to a competitive program or college at MSU or after graduation
- ◆ Those who want flexibility or options
- ◆ Those feeling uncertain between two career pathways

WHAT DOES A PARALLEL PLAN LOOK LIKE?

- ◆ Choosing GenEd or prereq classes that work for a variety of majors and expand knowledge
- ◆ Trying out different clubs and opportunities on campus to gain skills and experience
- ◆ Exploring multiple paths through career conversations, volunteer work, or internships

Example: Sparty Spartan is majoring in Psychology. This is their parallel plan. (In this example, we only provide a few steps per path. The more detailed the better!)

Path	Year 1	Year 2	Year 3	Year 4
Primary Path Counseling Psychology	Take intro to psychology	Join a psych research lab	Seek practicum or intern roles in mental health	Finalize grad school applications
Adjacent Path Human Resources	Take an intro business or HR elective	Join a student HR/business org	Apply for HR intern roles	Apply to HR roles, leveraging intern connections
Pivot Path Healthcare Administration	Job shadow a hospital administrator or clinic manager	Look into Healthcare Admin minor	Apply for hospital or clinic admin intern	Apply to grad programs or entry-level coordinator roles.

My Parallel Plan- Try building your own plan! If you feel stuck, bring this with you to a Career Advising appointment!

	Year 1	Year 2	Year 3	Year 4
Primary Path				
Adjacent Path				
Pivot Path				

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.



“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

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.



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



WALKING
BESIDE YOU
IN THE NEXT
STEPS OF
YOUR
CAREER.

Pine Rest Nursing Academy

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

What is in it for you?

- 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 to apply, or to participate in our monthly virtual information workshop.



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.”

- 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.

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]



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

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?



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.



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



"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

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

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.



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

- ♦ 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 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.

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

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

“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

Also, add relevant course projects and experiences 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.

“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

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.
- ♦ **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 67% of MSU graduates from the 2024-2025 academic year chose a job as their first destination after graduation (Career Services Network, 2026). 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 47.

“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

Entrepreneurship: Owning a Business

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). See page 52 for more information about taking a gap year.

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 51-55 to learn how find skill-building experiences.



APPLY NOW

INTERESTED IN TEACHING?

DREAM. ASPIRE. ACHIEVE.

AVUHSD serves over 22,000 students through a comprehensive network of educational opportunities. This includes 8 comprehensive high schools, 4 continuation high schools, Career and Technical Education programs and Adult Education campuses. Additionally, the district offers options for 6th, 7th and 8th graders via the Academies of the Antelope Valley—specifically SOAR Prep Academy, Knight Prep Academy and AV Virtual Academy.

Our mission is to provide equitable learning opportunities for all students.

Contact Us:

(661) 948-7655 x 2223
www.avdistrict.org
176 Holston Drive
Lancaster, CA 93535



Veterinary
Emergency Center

EVERY SHIFT
SAVES A LIFE

Maumee, Ohio - Serving the greater Toledo area

NOW HIRING:
ASSOCIATE
VETERINARIAN

"VEC is truly passionate about patient care and quality medicine. We love mentoring veterinarians in emergency medicine and show that you can grow your skills while still enjoying where and whom you work with."
— Dr. Amanda Cole, Medical Director

Dr. Amanda Cole
Medical Director



Izzy Monroe
Practice Manager



Work-Life Harmony — Flexible schedules that balance career fulfillment with quality of life



Purpose-Driven Leadership — Collaborative team with leaders eager to shape the future of emergency medicine



Advanced Resources — The tools to move fast and save lives — digital X-ray, ultrasound, and a full in-house lab, all under one roof



Grow With Us — Mentorship and resources to support your career



Locally Led — Autonomy within a larger network of like-minded practices, with resources to support your growth

Your next great opportunity is waiting.



learn more at
toledopetemergency.com

APPLY NOW



**ROBERTS
DAIRY
SERVICE**

St. Johns Cass City Lake City

Your dairy farm technology dealer
Call: 989.227.2355



www.robertsdairyservice.com

LAUNCH YOUR CAREER. CHANGE LIVES.

Ingham Intermediate School District is hiring School Psychologists, School Social Workers, Speech-Language Pathologists, Special Education Teachers, Occupational Therapists, Physical Therapists and more.

STAY LOCAL AND MAKE AN IMPACT.

VISIT WWW.INGHAMISD.ORG/EMPLOYMENT
OR SCAN TO VIEW CURRENT OPENINGS



Ingham Intermediate
School District



YMCA OF METROPOLITAN LANSING



The YMCA is hiring motivated
students and professionals for
full-time and part-time
opportunities.

Positions Available Include:

Childcare Positions
Camp Leadership Positions
Administration
Summer Employment
Health & Wellness
Personal Training
Aquatics

Whether you're looking for summer
employment, leadership experience,
or valuable hands-on practice, the
YMCA has opportunities for you.

APPLY TODAY!

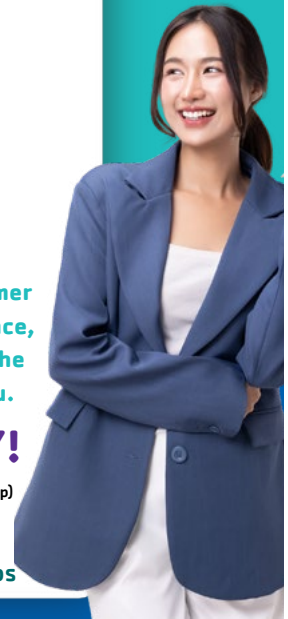
(All employees receive a free membership)

517-827-9622

www.lansingymca.org/jobs



Scan Me



mimilk.com

MMPA—established
in 1916—is a
milk marketing
cooperative and
processor owned
by dairy farmers in
Michigan, Indiana,
Ohio and Wisconsin.



MICHIGAN MILK PRODUCERS ASSOCIATION
248-474-6672



A SUSTAINABLE AND JUST FUTURE STARTS AT SEAS. BE PART OF IT.

Explore your passions and develop your potential to be a sustainability leader with a **Master of Science, Master of Landscape Architecture, PhD, or Online Certificate in Sustainability Science** from the University of Michigan School for Environment and Sustainability (SEAS).

WHY SEAS?

- Small, supportive community within a world-class university
- Multidisciplinary approach
- Internationally renowned faculty
- Real-world research and learning opportunities
- Largest alumni network of any U.S. environmental degree program

**NOW MORE THAN EVER,
THE WORLD NEEDS
BOLD LEADERS.**

If you have a passion for climate action and are ready to create meaningful change in your local community and beyond, we invite you to join us.

LEARN MORE



M | SEAS SCHOOL FOR ENVIRONMENT
AND SUSTAINABILITY
UNIVERSITY OF MICHIGAN

seas-admissions@umich.edu

USING AI IN CAREER DEVELOPMENT

PAUSE RECOMMENDED GUIDELINES

Leveraging AI effectively is an important part of navigating today's hiring landscape. AI can be a helpful partner in your career journey, especially for brainstorming, drafting, tailoring materials, or practicing interviews. However, it should support your work, not replace your judgment, authenticity, or compliance with employer expectations.

To use AI responsibly, MSU recommends the PAUSE Guidelines, a quick checkpoint to help you stay accurate, ethical, and true to your own voice.

P - Privacy – Avoid entering personally identifiable or confidential information into public AI tools

A - Accuracy – Evaluate the truthfulness and relevance of AI outputs

U - Unique Voice – Retain individual tone, style, and point of view

S - Skills – Ensure application materials reflect acquired skills

E - Expectations – Respect employer expectations regarding AI use in the application process

Why PAUSE Matters

AI is now part of both job searching and hiring. Many employers expect polished, well-tailored materials, but they also expect honesty and authenticity. Double-check all claims, facts, and metrics AI offers you before including them in your documents, and remember to protect your privacy by removing sensitive and confidential information before pasting anything into an AI tool.

When (and When Not) to Use AI

Helpful for:

- Tailoring resumes or cover letters
- Brainstorming content or structure
- Practicing interviews
- Summarizing job descriptions
- Clarifying skills and experiences

Avoid using AI if:

- An employer or program prohibits it
- The task requires personal reflection
- It would fabricate experiences, credentials, or results
- You cannot confidently explain the final content

Prompting Basics

Using AI effectively starts with working from real materials, such as the actual job description you're responding to, your current resume, and notes. The more details you give about your background, interests, and goals, the better the AI tool can help you.

Example Prompt:

"Act as a professional resume coach. I'll paste the job description and my resume.

Extract the most important skills and keywords.

Suggest improved bullet points using clear, concise language and the WHO (What, How, Outcome) Method.

Keep my authentic voice and do not invent experiences."

Your Accountability Check

Anything you include in your materials must be something you can confidently discuss in an interview. If an AI-suggested sentence doesn't sound like something you'd naturally say, revise it until it does. Remember: you are the candidate, not the AI.

Introduction to AI Tips

Throughout the Career Handbook, you will see prompting tips you can use to help maximize your use of AI in your own career development. Look out for the AI logo (like below) to learn more.



AI TIP:

Job Description Review: Paste the posting and ask AI to summarize responsibilities, rank key skills, and separate “must-haves” vs. “nice-to-haves.” Request the top 10 keywords (tools/skills) and a one-paragraph role summary you can reference while tailoring. This helps you align your resume language with the posting.

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 41 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.

**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.

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.

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 33 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.

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.

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

THINGS TO AVOID

- ♦ Resume Templates (no matter how cool they look)
- ♦ Less common fonts
- ♦ Including 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.



Health in Harmony.



Be part of our next chapter.

In your next chapter.

For 125 years, Bronson has been shaping healthcare across southwest Michigan, growing from one hospital into a connected health system built on collaboration, compassion and shared purpose. A symphony of care strengthened chapter by chapter – with each new team member adding their own note.

At Bronson, you'll begin your career in an environment where learning is encouraged, voices are valued and growth is supported. You'll work alongside experts who believe the best care happens when people work in harmony – combining innovation with empathy, reliability with progress and ambition with integrity.

As you step into your professional life, Bronson offers more than a job – we offer a foundation, a future and the chance to make a real impact.



Your next big idea.

BUILT HERE 📍

At DPR, we're about big ideas and bold vision. Here, opportunity is built by trying new things, working together, exploring unique paths and enabling curiosity to make the best ideas happen. We exist to build great things.® Strong relationships, fulfilling careers and limitless opportunity. Built here.



dpr.com/company/careers



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

INITIATIVE

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

ORGANIZATION

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

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

CREATIVITY

brainstormed	fabricated
constructed	illustrated
designed	produced
envisioned	shaped
	visualized

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 | 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 2029

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 2026

- 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. 2025 – 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 2026 – Aug. 2026

- 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 2023 – Aug. 2025

- 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. 2026 – Present

Member, MSU Psychology Club | East Lansing, MI

Sept. 2025 – May 2025

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

Sept. 2025 – Dec. 2025

Skills Profile

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

Language: Spanish (Beginner)

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 2027

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

September 2025 – 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 2024 - 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 2025 – December 2025

- 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 2023

- 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

AFFILIATIONSBriggs Ambassador | Lyman Briggs College (East Lansing, MI)
Member | Holmes Hall Association (East Lansing, MI)August 2024 – Present August
2024 – May 2025

BUSINESS RESUME

Spartan K. Getajob

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

EDUCATION

Michigan State University, Broad College of Business , East Lansing, MI <i>Bachelor of Arts, Supply Chain Management</i> <i>Minor in International Business</i>	May 20XX
- Major GPA: 3.75/4.00; Cumulative GPA: 3.55/4.00; Dean's List: 3 Semesters - Spartan Foundation Scholarship Recipient (for leadership and academic success) - International Education Abroad: Sydney, Australia	May 20XX

RELEVANT EXPERIENCE

General Motors , Detroit, MI <i>Supply Chain Intern</i>	May 20XX – Aug. 20XX
- Created 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 commodity strategy by performing spend and inventory analyses to forecast cost savings, ultimately increasing purchasing plan efficiency by 10% - Compiled costed bill of materials using Excel 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 <i>Core Tax Intern</i>	Jun. 20XX – Aug. 20XX
- Collaborated with 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 macro formulas in Excel to expedite tax preparation process, resulting in 150+ time-saving hours	
Michigan State University Culinary Services , East Lansing, MI <i>Student Cook</i>	Sep. 20XX – May 20XX
- Delivered exceptional customer service to over 7,500 dining hall guests, consistently demonstrating courteous and prompt service to ensure 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 novice prep chef by teaching basics of food and kitchen safety, ingredient preparation, and proper usage of tools and appliances, ultimately helping prep chef become independent contributor to team	
Lindow's Lawns , Naperville, IL <i>Exterior Designer</i>	Jun. 20XX – Aug. 20XX
- Communicated with clients to assess design preferences and needs, providing personalized design solutions for outdoor spaces to ensure customer satisfaction - Cooperated closely with 4 project managers, contractors, and other team members ensuring designs were executed accurately and efficiently, and all deadlines met	

SKILLS

Tableau, Python (Completed academic projects earning a #.# grade in Computer Science Engineering and/or Information Technology Management courses)
Microsoft & Google Suite programs (Excel, PowerPoint, Outlook, Sheets, and Forms)
Mandarin – *Native*; English – *Fluent*

ACTIVITIES

MSU Supply Chain Management Association, <i>Vice President, Member</i>	20XX – Present
MSU Ski Club, <i>Member</i>	20XX – 20XX
Deloitte Financial Accounting Case Competition, <i>Participant</i>	Fall 20XX

Super Starts Here.



Christina Pagel,
MetroEHS Director of Operations,
Class of '02

We **LOVE** our Spartan Alumni! Come join the second best team around!

MetroEHS has openings in several clinics around southeastern Michigan. We offer great benefits, growth opportunities, and a stellar team supporting you every step of the way!

MetroEHS Pediatric Therapy
offers **ABA**, **Speech**,
Occupational, **Physical**, and
Feeding Therapies all
under one roof!



- ⚡ Behavior Technicians
- ⚡ Board Certified Behavioral Analysts
- ⚡ Occupational Therapists
- ⚡ Speech Therapists
- ⚡ Physical Therapists
- ⚡ Clinic Directors
- ⚡ Social Workers



METROEHS
PEDIATRIC THERAPY

We reveal the ***SUPER*** in every child!



www.MetroEHS.com

313-278-4601

info@MetroEHS.com

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

- ◆ Applicants for federal roles are limited to resumes that are **two pages or less in length**. Resumes should focus on work experience that directly aligns with the qualifications listed in a position posting, which means your resume will need to be **carefully curated**.

Language and Keywords

An entry for a federal resume experience should be detailed and offer a thorough overview of your experiences, including plenty of data points. 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.

Don't forget to include everything you've been up to (volunteerism, student group engagement, part-time roles, internships, projects, etc.). Your audience can often identify transferable skills from previous experiences that you might not detect on your own!

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 address, hours worked per week, pay rate, and supervisor name/contact info.

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)

For more guidance on federal resume preparation, visit USAJOBS Help Center (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.

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 is a collection of work samples that show your skills and accomplishments. Portfolios can be analog or digital, and they are particularly useful in creative, technical, and freelance fields.

HOW TO MAKE AND SHARE A PORTFOLIO

- ◆ **Gather Your Best Work:** Focus on quality over quantity and show a range of your abilities. Keep the portfolio updated to reflect of your best work as you improve over time. Also, choose work relevant to your chosen career path so employers can easily see that you are prepared for the job.
- ◆ **Choose a Format:** The portfolio tool that works best may vary depending on your medium. Consider your options:
 - ◆ **Social Media:** Instagram, YouTube, Vimeo, and TikTok are great for visual content and video. Make your professional portfolio separate from your personal social profiles to keep the focus on your professional work.
 - ◆ **Cloud Files:** Collect bylines, poems, essays, and other works in a Google Drive or SharePoint folder for easy sharing.
 - ◆ **Coding:** Use GitHub to share examples of coding projects.
 - ◆ **Personal Website:** As your skills grow, you may wish to create a personal website. You can choose free or paid options like WordPress, Wix, or Squarespace.
- ◆ **Ask for Feedback:** As you create a portfolio, seek feedback from professors, your career advisor, and mentors in the field. Revise and update your portfolio as you create new work.
- ◆ **Share Your Portfolio:** You can share a link to your portfolio in your application materials (resume, LinkedIn, cover letter, networking email) and in an interview. Make your portfolio easy for employers to find and view.

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."

COVER LETTER TIPS

- ◆ 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.

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.”



CONSTRUCTION MANAGEMENT INTERNSHIP OPPORTUNITY

Summer 2027

RAM Construction Services, a family-owned specialty contractor, has been a trusted name in restoration, waterproofing, and infrastructure projects for over 100 years. We foster an environment that promotes growth and opportunity for advancement.

Why RAM?

- Paid Internship with Hands-On, On-the-Job Training
- Work Alongside and Learn from Experienced Industry Professionals
- Mentorship Opportunities and Professional Networking
- Flexible Scheduling to Support School Commitments
- Collaborative Environment Focused on Growth, Plus Team & Company Outings

VISIT RAMSERVICES.COM/CAREERS
ANTHONY BUFFA, RECRUITER
ABUFFA@RAMSERVICES.COM



COVER LETTER SAMPLE 1

Isabel (Izzy) Thomas

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

March 20, 2027

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.

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.

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.

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, 2026

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

Dear Hiring Team,

I am writing to express my interest in supporting the mission-focused work that the Henry M. Jackson Foundation is doing to support active-duty service members in Anchorage, Alaska. I'm eager to leverage my prior lab experience, project management skills, and ability to foster relationships to serve as a Clinical Research Assistant on your team.

Prior Lab Experience: For just over a year, I've worked as a Research Technician in Michigan State University's Health & Safety Lab, where I collaborate with five laboratory managers to perform bi-monthly diagnostic testing on equipment in 48 campus laboratories, ensuring compliance with federal safety regulations. I help collect and assess baseline and follow-up data, accurately communicate findings to my supervisor, and compile critical information in weekly reports. This activity translates directly to the work I'd do to support your team of military medical researchers and clinicians in their research goals.

Project Management Skills: As a full-time college student, I've successfully managed 14-17 credits every semester, plus two roles that together demand 30 hours of my time every week. I use a task management app called Todoist to manage my to-dos and build my schedule out several weeks at a time, shifting my priorities as unexpected demands inevitably pop up. My discipline and adaptability have earned me a 3.68 GPA and the highest-possible ratings in performance reviews for both of my jobs. Juggling so many projects and priorities simultaneously will allow me to handle the varied responsibilities I would be assigned as Clinical Research Assistant.

Fostering Relationships: It's clear that this role needs someone who can collaborate seamlessly, recruit and engage study participants, and conduct interviews with confidence and care. I take pride in my ability to build authentic relationships with others, a skill that I have enhanced in my role as a Resident Assistant. Each year I make sure to connect individually with the 30-40 residents living on my floor to build comradery between a group of students from around the country. This past year I got to know several residents who were more withdrawn by proactively initiating conversations, using questions as a tool to get to know them, and approaching them for thoughts on programming. By staying engaged, I uncovered a common enthusiasm for Fantasy Football and worked alongside one of our most introverted community members to host a Fantasy Football Draft attended by 90% of our residents.

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 sparked your interest in this field? What has kept you engaged and motivated?
- ♦ What is your end goal, and how will this degree help you reach that goal?

- ◆ Where can you gather more information? *Hint: start by attending Career Services workshops and the MSU Graduate, Health, and Law School Fair.*
- ◆ Who can you speak to in the field to confirm your interest? You might begin with professors, alumni, professionals, or even current students enrolled in the programs you're considering.

IDENTIFY POTENTIAL SCHOOLS

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

- ◆ **Specialty/Topic:** Is there a specialty within your field that interests you? What kind of access to faculty experts, relevant coursework, and experiential learning opportunities are you looking for?
- ◆ **Program Offerings:** Is access to specific services (academic assistance, career/professional development, housing, identity and community-based support, or mental health and well-being) important to your success?
- ◆ **Location:** Is there a particular region where you'd like to live or work?
- ◆ **Job Prospects:** What career paths do graduates from individual programs pursue? What does the average salary range look like?
- ◆ **Program Costs:** What is the full cost of attendance (tuition, mandatory fees, living expenses)? What access to financial support will you have at each institution on your list? How do changes to the federal student loan landscape impact plans for financing your education?
- ◆ **Gap Year:** What importance do your target programs place on work experience? Would a gap year (or years) strengthen your candidacy?

REGISTER AND PREPARE FOR STANDARDIZED TESTS

Do the programs you're applying for consider standardized test scores (such as the GRE, GMAT, MCAT, or LSAT) as a part of your candidacy? If so:

- ◆ **Register:** Review test dates and schedule your first test date with plenty of time for retakes if you'd like to improve your score. Take note of and budget for exam fees.
- ◆ **Prepare:** Choose a prep option (self-paced, group, or 1:1 tutoring) and plan for associated costs.
- ◆ **Budget:** Consult with academic or career advisors about accessing fee waivers and scholarships to offset exam-related costs.

ASSEMBLE YOUR APPLICATIONS

Programs will require a range of items as part of your application package (and requirements may vary by institution).

- ◆ **Documents:** Meet with a career advisor to refine resumes/CVs, personal statements, and supplemental essays.
- ◆ **Letters of Recommendation:** Request letters from faculty or supervisors at least 1-2 months before submission deadlines.
- ◆ **Transcripts:** Confirm how to request and submit transcripts from all institutions attended.
- ◆ **Deadlines:** Identify rolling vs. fixed deadlines and submit applications early to maximize admission and scholarship opportunities.

REFERENCES & RECOMMENDATIONS

When applying for a job, you may need to provide a list of references: the names and contact information of people an employer can ask to assess your fit for a position. When applying for graduate school, you may need letters of recommendation in your application.

WHO TO ASK

Choose your references or recommenders wisely.

- ♦ Ask people who know you well and will provide a positive review of your work.
- ♦ Choose people who can talk about your skills and performance at work or school.
- ♦ Ask 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.

ASK IN ADVANCE

For references, 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, make your request 4-6 weeks in advance. Provide clear instructions: format and submission steps, copies of your application materials, and a deadline.

BE THANKFUL & SHARE UPDATES

Thank the people willing to advocate for you as a reference or by writing a recommendation. Share news and updates on your application, offers, and acceptance when possible.

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 | 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

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

(517) 555-0099
vollman@soupspooncafe.com

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

(517) 884-1300
cochran@msu.edu

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

(517) 335-9510
chenmarc@msu.edu

WE ARE HIRING

BURCHAM HILLS OPEN POSITIONS

- Nurses- LPN/RN
- Environmental Services
- CNA
- Maintenance
- Care Partners
- Dining Services

BURCHAM HILLS PERKS

- Medical/Dental/Vision/401k
- Flexible Scheduling
- Full Time/Part Time/PRN
- Daily Pay Available
- Free Parking & Gym Use
- Walking Distance/Bus Line

SUBMIT YOUR APPLICATION

www.burchamhills.com/careers

MORE INFORMATION:

2700 Burcham Drive
East Lansing, MI 48823
517-827-1067

maylor@burchamhills.com



Join One of the Nation's Best Workplaces

Arthrex, a world leader in orthopedic surgical device design, research, manufacturing, and medical education, is committed to one mission:

Helping Surgeons Treat Their Patients Better®

Arthrex has pioneered the field of arthroscopy, developing more than 1,000 innovative products and procedures each year. Our headquarters is located in beautiful Naples, FL. **Full-time** opportunities, **internships**, and **co-ops** are available.

Apply online at Arthrex.com/careers



All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, national origin, disability, veteran status, or any other classification protected by federal, state, or local laws and ordinances.



© 2025 Arthrex, Inc. All rights reserved. AD1-000255-en-US_F

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
- ♦ Industry niche job boards
- ♦ Regional organizations & job boards
- ♦ Professional organizations
- ♦ Trade publications and journals
- ♦ Social media

Visit 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.

TAKING A GAP YEAR

A gap year is a planned period of time—typically one year or longer—between completing an undergraduate degree and beginning a graduate or professional program.

Taking a break between undergraduate and graduate study isn't a step backward, and it won't hurt your future prospects. Increasingly, graduate and professional schools view gap years positively, especially when candidates use the time intentionally. Think of it as a purposeful step toward your next goal.

WHY TAKE A GAP YEAR?

There are many valid reasons to take a gap year. You might use a gap year to:

- ♦ **Explore interests and clarify goals** to ensure your next step is the right one.
- ♦ **Gain experience** that can **enhance your application** to graduate or professional school.
- ♦ **Prepare for standardized tests** without juggling a full course load.
- ♦ **Budget** for expenses by paying down undergraduate debt and/or saving for future costs.
- ♦ **Avoid burnout** by recharging and resting before another educational endeavor.

GAP YEAR OPPORTUNITIES

What you do during a gap year depends on your reasons for taking one. Some options to consider are:

- ♦ **Professional Experience:** Internships, fellowships, or jobs in your field of interest. Start by logging into Handshake or connecting with a career advisor!
- ♦ **Structured Volunteer or Service Programs:** Local or international programs such as the MSU College Advising Corps, AmeriCorps, Mercy Works, or the Peace Corps.
- ♦ **Exploration and Personal Growth:** Travel and cultural immersion, creative projects (art, music, or writing), or time spent on goal-setting and planning for next steps.
- ♦ **Research and Skill Development:** Independent research projects, technical courses or bootcamps (coding, design) certification opportunities, or language development.
- ♦ **Test Preparation:** Preparing for standardized tests such as the GRE, GMAT, MCAT, or LSAT.



AI TIP: Convert your location, role, industry, and values into search strings and saved alerts (Handshake + niche job boards). Ask AI to translate your skills into adjacent job titles you might miss (e.g., “coordinator” vs. “specialist”). Have it draft a weekly search routine (keywords, filters, cadence) so you’re consistent without feeling overwhelmed. Then copy the best queries into your platforms as saved searches.

CAREERS IN MICHIGAN

More than half of new MSU Graduates choose to stay in Michigan (MSU Career Outcomes, 2025). Start your career search in the state with the resources shared below.

STATEWIDE CAREER RESOURCES

Michigan Association of Broadcasters

View job and internship opportunities at commercial radio and television broadcast stations.

Michigan Department of Education's Educator Recruitment Support

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

Michigan Economic Development Corporation (MEDC) Career Portal

Discover networking events and job fairs in Michigan, browse available roles by category and location, and access the Career Portal for additional guidance.

Michigan Labor Market Information

Find employment, occupation, and industry data from the Michigan Department of Management and Budget.

Michigan Nonprofit Association

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

OPTIMISE Michigan

Attracts, prepares, and retains diverse and qualified personnel to help advance individuals with disabilities.

Pure Michigan Talent Connect

Apply for jobs and connect with Michigan employers at career events.

State of Michigan Jobs

Review statewide government jobs by location, department, and function.

REGIONAL RESOURCES

Ann Arbor SPARK jobs.annarborusa.org

Hello West Michigan hellowestmichigan.com

Lansing 5:01 lansing501.com



Nonprofit Leadership Online Programs

Strengthen skills in
grant writing,
project management,
and **ethical leadership**
to expand job opportunities.



religiousstudies.msu.edu/gnl2026

Learn More!

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 while 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.

FLINT CULTURAL CENTER ACADEMY

At FCCA we are family. We are adventure seekers who are rooted in CREW and empowered by the arts to create high-quality work. We are fearless and accept the responsibility to impact our community.

**Curiosity Contribution
Connections Courage**



fccacademy.org



Authorized by Grand Valley State University



TYPES OF NONPROFITS

Nonprofits range from large, widely recognized organizations (United Way, Feeding America, etc.) to smaller professional associations, human service providers, and arts and cultural organizations.

Learn more about nonprofit opportunities at [Idealist.org](https://www.idealists.org) and the Michigan Nonprofit Organization.

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?



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.

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.

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.



ONLINE TOGETHER

**Master of Public Health Degree
or Graduate Certificate**

Three Concentrations:
Rural Public Health, Generalist,
Public Health Data Management and Analytics

- ✓ *Lowest-cost accredited MPH in the state.*
- ✓ *100% online curriculum.*
- ✓ *In-state tuition for all students.*
- ✓ *No GRE required.*



SCAN ME

MPH.MSU.EDU | 810-600-5601 | CHM.MPH_GENINFO@MSU.EDU

Go the extra mile with MDOT!



Are you ready to go the extra mile with the Michigan Department of Transportation (MDOT)? We are serving and connecting people, communities and the economy through transportation.

LEARN MORE



VIEW CAREERS



Begin your journey with us!



OHM ADVISORS IS AN INTEGRATED ENGINEERING, ARCHITECTURE AND PLANNING FIRM COMMITTED TO ADVANCING COMMUNITIES.

Our diverse 750+ team of professionals work collaboratively from 29 locations across multiple states to create better places for people. We devote our public and private sector expertise, forward thinking and insightful counsel to enhancing the built environment and the natural world. At OHM Advisors, we believe in holistic thinking and services tailored to meet our clients' ambitions.

Architecture • CADD • Construction • Environmental • GIS • MEP • Municipal • Planning • Site Design • Survey • Transportation

**WE HAVE OPPORTUNITIES FOR
INTERNSHIPS AND NEW GRADS!**



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.

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-wracking. 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.
- ♦ **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.)?**"

Career Fairs & Events on Handshake



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

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.



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.



AI TIP:

AI can help you draft polished thank-you notes and follow-ups that reflect details from your conversation. Provide who you met, what you discussed, and what you're doing next (e.g., applying on Handshake). Ask it to keep the tone warm, concise, and specific, then edit for your voice before sending.

THANK YOU TO OUR PARTNERS

Meet partners and sponsors at career fairs and events.



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?

WE'RE HIRING!

SERVE + PROTECT THE LEADERS AND BEST

Multiple openings including Police Officers, Guest Service Specialists, University Public Safety Officers, and more!

JOB PERKS

- Tuition reimbursement
- Generous time off
- Culture of service & teamwork
- Professional development
- 2:1 retirement match
- Robust benefits packages



Scan the QR Code
and Apply Today!

dpss.umich.edu



@UMichDPSS



11
Straight Years
as a Top
University
Workplace
*Chronicle of
Higher
Education*



Build a career that matters

*Your education prepared you for more than a job —
it prepared you to make an impact.*

At **Henry Ford Health**, we're shaping the future of healthcare through innovation, collaboration, and a deep commitment to the communities we serve. As one of the nation's leading health systems, we offer students and new graduates the opportunity to launch meaningful careers across clinical, research, business, and support roles.

Why start your career at Henry Ford Health?

- Purpose-driven work with real-world impact
- Competitive pay and comprehensive benefits
- Mentorship, training, and growth opportunities
- A culture that values inclusion, learning, and innovation
- Career paths across hospitals, clinics, research, and administration

Here, you won't just gain experience — you'll build skills, confidence, and a career with lasting purpose.

Your future belongs here.

Explore career opportunities at henryford.com/careers
and discover where your passion can take you.



**HENRY
FORD
HEALTH**®

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.

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



AI TIP:

Use AI to generate likely interview questions from the job description and practice STAR/PARK answers aloud. Paste 3–5 of your resume bullets and ask for targeted follow-ups an interviewer might ask. Then request feedback on clarity, concision, and impact, and revise your stories until they sound natural in your voice. Finish by asking AI to summarize your top 3 takeaways to review before the interview.

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.”

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](https://careernetwork.msu.edu).

**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

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.

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 reneging 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.

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.



INFRASTRUCTURE PLANNING AND FACILITIES
LANDSCAPE SERVICES

Competitive Pay Growth Opportunities
Flexible Schedules Rewarding & Fast-Paced
Outdoor Work Environment Discover New Technology

Begin your green industry career with us!
Join a high-performing team of landscape professionals, maintaining one of the most elite college campuses in the country.

IPF.LandscapeServices@msu.edu



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.

SPARTAN EXPERIENCE RECORD

NAME: Sparty Spartan
MAJOR(S): Example Major
MINORS(S): Minor Number One, Minor Number Two

WHAT IS THIS DOCUMENT?
The Spartan Experience Record is Michigan State University's official record of learning in co-curricular and extra-curricular activities. It is a student's academic transcript only validated student approved MSU experience.

WHY IS THIS DOCUMENT VALUABLE?
As Michigan State University prepares students for the workforce, the Spartan Experience Record represents the skills and knowledge gained through co-curricular and extra-curricular activities.

HOW IS THIS DIFFERENT FROM A RESUME?
The Spartan Experience Record represents a student's academic transcript only validated student approved MSU experience.

SPARTY SPARTAN'S EXPERIENCE OVERVIEW

LEADERSHIP

2025-2026

BROAD PEER CAREER COACH

Russell Palmer Career Management Center
Eli Broad College of Business

8/19/25 - 5/16/26

POSITION DESCRIPTION

Responsibilities included providing career exploration, explaining job search strategies, and coaching to peers within the context of business.

10 hours/week

AS A RESULT I LEARNED TO...

- Demonstrate effective interpersonal communication
- Develop an action plan to achieve set goals
- Lead a presentation, meeting, or workshop
- Facilitate learning through peer-to-peer interactions

EDUCATION

2024 - 2025

RESIDENT ASSISTANT

Resident Assistant Program
Division of Student Life and Engagement

8/1/2024 - 5/1/2025

POSITION DESCRIPTION

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

AS A RESULT I LEARNED TO...

- Enact policy/procedures to foster a safe environment
- Practice critical thinking and inquiry
- Use context appropriate leadership strategies
- Build or support inclusive communities
- Balance priorities and manage time

SPARTAN SUCCESS PEER COACH

Spartan Success Scholars Program
Office of Undergraduate Education

8/1/2024 - 5/1/2025

POSITION DESCRIPTION

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

AS A RESULT I LEARNED TO...

- Balance priorities and manage time
- Demonstrate effective interpersonal communication
- Develop an action plan to achieve set goals
- Collaborate and build relationships
- Facilitate learning through peer-to-peer interactions

William S. Carrell
University Registrar

Mark Largent
Vice Provost & Dean
of Undergraduate Education





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

ser.msu.edu |  



GRADS & STUDENTS -
SCAN HERE!

WE'RE *BUILDING* AWARD-WINNING PROJECTS, PARTNERSHIPS, & CAREERS.



Construction
Management



Design-Build



General
Contracting



Program
Management



SACHSE
CONSTRUCTION.