Discovering Passion. Empowering Success.

2016-17

STUDENT CAREER GUIDE
2016-17 Calendar

FALL

September
College of Engineering
E. J. Ourso College of Business Networking Reception
LSU Career Expo
On-Campus Interviewing Program

October
Construction Interviewing Day
Health Professions Fair
Ag Career Fair
School Professionals’ Networking Day
On-Campus Interviewing Program

November
On-Campus Interviewing Program

SPRING

January
Art + Design Career Networking Day

February
E. J. Ourso College of Business Networking Reception
College of Engineering Networking Reception
LSU Career Expo
Summer Jobs Fair
On-Campus Interviewing Program

March
Construction Interviewing Day
Networking Night at Manship
On-Campus Interviewing Program

April
Humanities & Social Sciences Career Networking Night
School Professionals’ Networking Day
On-Campus Interviewing Program

Visit lsu.edu/careercenter/events for details

VISIT US TO JUMP START YOUR CAREER PLANNING!
158 LSU Student Union
lsu.edu/careercenter
career@lsu.edu

Regular Office Hours:
Monday - Friday
8 a.m. - 4:30 p.m.

10-Minute Walk-ins:
Fall & Spring Semesters
Monday - Friday
1 - 3:30 p.m.

Links and dates in this guide are current as of the publication date. Please visit our website http://lsu.edu/careercenter for updated versions of the Student Career Guide.
Table of Contents

 LSU OLINDE CAREER CENTER RESOURCES

 CHOOSING A MAJOR/CAREER

 WORK EXPERIENCE

 JOB SEARCH DOCUMENTS

 JOB SEARCH

 INTERVIEWING

 MONEY SENSE & THE JOB OFFER

 GET INTO GRAD/PROFESSIONAL SCHOOL

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This Student Career Guide was written by LSU Olinde Career Center team members, so you know you are getting professional advice from your own college campus!
Liaison Program
Looking for information specific to your career field? LSU Olinde Career Center staff members serve as liaisons to each academic college/school, as well as to several groups of students and organizations. Visit us online to find out who can help you achieve your career planning goals.

Career Fairs
Want to explore your career options? Need to network? Hunting for work experience or a full- or part-time job? Join us for any or all of our recruiting/networking fairs.

Recruitment Days
We host several one-day interview events in addition to our On-Campus Interviewing Program. Check out our events page online to learn more.

Workshops, Panels, & More
Each semester we offer a menu of workshops on topics such as career decision-making, how to choose a major, gaining experience through internships, opportunities in public service, and getting into graduate and professional school. Check out the website for more information.

Career Decision-Making
Information gathering and self-assessment to plan a career

- Individual career counseling appointments
- Choosing a major or career
- Career Assessments
- Workforce Development Center
- Graduate school decision-making

Experiential Education
Gaining work experience through part-time, internship, co-op, summer, and volunteer positions

- Individual career consulting appointments
- Job opportunities in Careers2Geaux
- Specialized fairs (see Programs)
- Preparing to complete work experiences

Job Search
Learning lifetime job search skills, including techniques for résumé and cover letter writing and interviewing

- Individual Career Consulting appointments
- Job search correspondence critiques
- Mock interviews
- Grad/professional school application process
- Preparing for a global job market

Employment Services
Connecting with employers

- Employer directory in Careers2Geaux
- On-Campus Interviewing Program
- Interviewing days and fairs (see Calendar of Events)
- Job opportunities in Careers2Geaux
- Résumé referrals
Preparing for a career is a process. There are steps that should be taken no matter what year you are in school. Our Four-Year Career Plan can help you navigate the career planning process and stay on track.

**01 Awareness**
- Build your profile in Careers2Geaux.
- Meet with a career counselor to identify and explore career concerns.
- Identify interests, skills, work values and personality traits through career assessments.
- Talk to faculty and review the LSU General Catalog to research majors.
- Explore the “What Can I Do with This Major?” resources on our website.
- Explore career choices by using LinkedIn and personal contacts to set up informational interviews.
- Attend career fairs and other events.

**02 Exploration**
- Join student organizations and professional associations related to your career field.
- Use our Job Search resources to learn about résumés, cover letters and interviewing.
- Upload your résumé for approval on Careers2Geaux.
- Meet with our team to develop a search strategy for finding work experience.
- Pursue internships and co-ops through the On-Campus Interviewing Program.
- Attend career fairs and other events.

**03 Experience**
- Sign up for HRE 3331: Strategic Career Planning.
- Decide if graduate school or professional school is necessary to reach your career goals.
- Schedule an appointment to have your résumé(s) and cover letter(s) critiqued.
- Update your résumé and upload the revised version on Careers2Geaux.
- Learn appropriate attire for recruitment events. Purchase business professional attire.
- Complete an internship or co-op to gain experience and build your résumé.
- Fine-tune your interview skills by scheduling a mock interview with our team.
- Use Careers2Geaux to participate in the On-Campus Interviewing Program.
- Attend career fairs and other events.

**04 Transition**
- Continue to follow the Graduate/Professional School timeline, if applicable.
- Develop your personal statement and have it critiqued by the LSU Olinde Career Center.
- Identify professionals who are willing to serve as references.
- Schedule a mock interview to prepare for potential interviews.
- Identify full-time job opportunities (utilize personal network).
- Use Careers2Geaux to participate in the On-Campus Interviewing Program.
- Tailor your résumé and cover letter to each full-time position for which you apply.
- Attend career fairs and other events.
WHAT’S IN CAREERS2GEAUX

Career Expo & Events
Be "in the know" about career-related events and activities. All events hosted by the LSU Olinde Career Center are managed through Careers2Geaux. Want to know who will be coming to the Career Expo and other recruiting events? You will find it here! You can even create a customized printout of the employers interested in your major.

Documents
You can manage all job search correspondence (résumés, cover letters, references, etc.) in Careers2Geaux. Our easy-to-use résumé builder will make creating a polished, professional document a snap. Keep in mind that all initial résumés uploaded in Careers2Geaux must be approved by the LSU Olinde Career Center before they can be active in the system.

Employer Database
This is the best way to find recruiters who have a relationship with LSU and the LSU Olinde Career Center. This searchable database allows you to find organizations that may meet your career interests and provides a recruiter contact for most entries. This is a great place to start your company research and find job leads.

Job Board
Available full-time, part-time, summer, internship, co-op and volunteer opportunities are posted by employers who are interested in hiring LSU students. You can search by industry, functional area, job type, geographic location, keywords and more. The job board updates daily, so visit often!

On-Campus Interviews
The Careers2Geaux system manages all aspects of our on-campus interviewing program (OCI). This program brings employers to campus to interview students every fall and spring. All LSU students and alumni are eligible to participate. Additional information about this program can be found on pgs. 27 - 28.

Visit lsu.edu/careercenter and click the students link and select “Careers2Geaux” to reach the login section and access your account. All LSU students automatically have an account set up in the system. If you are a new user, your username is your LSU email address. Select “forgot password” to have a password reset link emailed to your LSU account. You are all set to explore the resources Careers2Geaux has to offer!

There’s an app for that! Download Careers by Symplicity through the App Store or Google Play and have Careers2Geaux at your fingertips. This app allows you to search job postings and find more information about upcoming events - including a list of participating organizations/companies.
Prior to meeting with a passport agent, please ensure you have completed the following:

- **Complete Section 1 of the passport application (DS-11 form) in BLACK INK.**
  Applications are located in the Workforce Development Center. You may also visit [http://travel.state.gov](http://travel.state.gov) and select “U.S. Passport” then “Get Started” for an online application. Applications are NOT accepted online.

- **Able to provide evidence of U.S. Citizenship.**
  The most common documents used to verify birth in the United States are:
  - A certified U.S. birth certificate
  - A previously issued U.S. passport book or U.S. passport card (may be expired, must be undamaged)
  - Consular Report of Birth Abroad
  - Certificate of Naturalization/Citizenship

- **Able to present photo identification**
  - [http://travel.state.gov/content/passports/english/passports/first-time.html#step4](http://travel.state.gov/content/passports/english/passports/first-time.html#step4)

- **Forms of Payment**
  - Checks (personal, certified, cashier’s, traveler’s — no starter/temporary checks)
  - Money Orders

- **Fees-Separate Checks**
  - $25 Execution Fee checks are to be made out to LSU Olinde Career Center
  - Please visit [http://travel.state.gov](http://travel.state.gov) to calculate fees for U.S. Department of State

- **Ensure you have taken your photograph.**
  For information on proper passport photo requirements, visit [http://travel.state.gov](http://travel.state.gov)

- **Meet with a certified passport acceptance agent at the LSU Olinde Career Center Passport Office to review your documents and application.**

Take your passport photo at the Tiger Card Office!

Monday - Friday
8 a.m. - 4:30 p.m.
2 for $10
Choosing a Major/Career

Exploring career options means knowing how and where to find information on majors/careers of interest. Once you have identified majors/careers of interest, use the following resources to learn more about them. This is a critical step in making a well-informed decision.

What Can I Do With This Major?
http://whatcanidowiththismajor.com/major/

Occupational Outlook Handbook
http://www.bls.gov/ooh/

ONET Online
http://www.onetonline.org/

LSU General Catalog
http://www.lsu.edu/catalogs/

As you research majors and careers of interest, consider the following questions:

- Does the job match my interests and values?
- What skills are required to be successful in the job? Does it match my skill set?
- What is the average salary for the job?
- What is the job outlook?
- Does the job require an advanced degree?
- What are the typical work hours?
- What are the work tasks?

In this section:
Holland’s Theory
Career Decision-Making Process
Tips for Choosing a Major
Next Steps
HOLLAND’S THEORY
Dr. John Holland believed that people can be categorized by six vocational personality types. Each person’s interest in the work world can be described using some combination of these six types. Please see below for interests, potential skills and values associated with each type. Choose your top two or three areas that you identify with the most.

![Holland’s Personality Types Diagram]

**REALISTIC – DOERS**
- Practical
- Physical activity
- Hands-on
- Good with tools

**INVESTIGATIVE – THINKERS**
- Enjoy science or math
- Research
- Reserved
- Analyze data

**ARTISTIC – CREATORS**
- Creative
- Original
- Expressive
- Writing

**SOCIAL – HELPERs**
- Helping others
- Teamwork
- Teaching
- Counseling

**ENTERPRISING – PERSUADERS**
- Leading
- Business
- Politics
- Selling

**CONVENTIONAL – ORGANIZERS**
- Accounting
- Organization
- Data management
- Finance

CAREER DECISION-MAKING PROCESS
The career decision-making process occurs over your lifespan. Your interests, skills, values and personality should be considered to help you find majors and careers for which you are well-suited.

![Career Decision-Making Diagram]

- What do you like to do?
- What are you good at?
- What is important to you?
- What are your natural preferences?

(Images taken from Brigham Young University)
TIPS FOR CHOOSING A MAJOR

It is not uncommon for students to struggle with trying to select the right major. There are many factors that have to be considered. Choosing a major is not choosing a career. Some careers, such as engineering, require a specific undergraduate major but most do not. Your major should be a good fit based on your interests, skills and values.

The following are some questions you should ask yourself about the major you are considering.

- Are you familiar with the courses you will have to take for your major? Some students schedule classes for their major, but really don’t know enough about what the coursework is like.
- What kind of careers are you interested in?
- What majors are available at LSU?

Additional tips that can help you with selecting a major:

- Choose a major that interests you.
  - You will do well and get more out of the major.
  - If you have a genuine interest in your major, it is likely that you will make better grades.
  - A high GPA will provide future opportunities such as graduate school admission and employment.

- Speak with the undergraduate faculty advisor.
  - Faculty advisors can provide information about coursework, the major itself and specific requirements associated with the major.
  - They can also discuss the benefits students get from majoring in the subject area.

- Speak with students in the major.
  - Students in the major can tell you about their experience.
  - They can share their career goals and give you an idea of what the course of study has been like.

- Utilize “What Can I Do With This Major?”
  - This resource can be found on the LSU Olinde Career Center website.
  - It provides information about career fields related to your major.

NEXT STEPS

Time to make a choice! Utilize the information that you have obtained in this guide to help you choose a major and a possible career path. The following are some action steps to help with making a well-informed choice.

- Research majors of interest by becoming familiar with the LSU General Catalog.
- Talk to faculty members in areas of interest.
- Visit departmental websites to learn about majors.
- Meet with an academic counselor to discuss coursework.
- Schedule an appointment to meet with a career counselor to discuss career assessments, workshops and individual counseling.
Why Experience?
Once you enter college, your high school credentials come off your résumé. How can you qualify for jobs with a fresh slate on your résumé? Look at getting experiences in college!

How can the LSU Olinde Career Center assist you?
> Individual Appointments
> Internships/Co-ops
> Part-time jobs
> Summer jobs
> Volunteer experiences
> Maintain full-time status while at work

IN THIS SECTION:
JOBS ON & OFF CAMPUS
INTERNSHIPS & CO-OPS
EXPERIENTIAL EDUCATION OVERVIEW
IDENTIFY YOUR SKILLS
JOBS OFF CAMPUS: HOW DO I FIND A PART-TIME JOB?
All part-time jobs of which the LSU Olinde Career Center is notified are posted on Careers2Geaux.
> Access Careers2Geaux by clicking on the log in button on our home page.
> Search for the job listings by selecting the jobs tab in Careers2Geaux.
> Be sure to follow specific instructions about employer application procedures.

JOBS ON CAMPUS: HOW CAN I FIND A PART-TIME JOB ON CAMPUS?
Finding a part-time job on campus can be challenging, but not impossible. Some on-campus jobs are funded through financial aid and some are funded by individual departments. If you know that you have either Chancellor’s Aide or Work Study, you can contact the Office of Undergraduate Admissions and Student Aid for assistance. If you do not have one of these forms of aid, here are a few suggestions to help you secure a position:

> Use Careers2Geaux to browse potential on-campus job posting Some departments will post their openings here, but remember they are not required to post in Careers2Geaux.

> Contact departments directly to scope out possibilities. Some departments that typically hire several students are the LSU Bookstore, LSU Dining, LSU Student Union, University Recreation and the Paul M. Hebert Law Center. If there is a particular department you are interested in working for, contact them directly to inquire about job opportunities.

> Not having any luck? Look for off-campus opportunities! There are plenty of restaurants, retail stores and other businesses near campus that frequently hire employees. Many of these businesses post their openings in Careers2Geaux, so it is a good idea to start there.

WHAT IS AN INTERNSHIP?
An internship provides you with practical work experience in your chosen field. Its duration may be one semester, a summer, or an agreed-upon length of time between you, your employer, and your department. Internships are primarily single, planned educational experiences for students. You could receive academic credit or a grade for your internship work and internships may be paid or unpaid.

For Credit vs. Non-Credit Internships
An internship or co-op doesn’t have to be for credit to be considered a work experience of value; however, if it does qualify for course credit, you can maximize your learning experience. Check with your department or academic counselor to identify appropriate courses to qualify your work experience or opportunity.

1. First you’ll want to obtain your internship. Check with the LSU Olinde Career Center and the internship coordinator or instructor of record for the course you’d like to take.
2. Next, report the internship to your respective instructor of record to make sure it qualifies for course credit.
3. Finally, follow the syllabus for that semester to make sure you are taking care of the appropriate course requirements set forth by the department.
4. Don’t forget to add the experience to your résumé!

WHAT IS A CO-OP?
A co-op (or cooperative education) is a full-time, in-depth, paid work experience directly related to a student’s major and completed during two or more semesters that alternate with academic semesters. Co-op opportunities are frequently found in the fields of engineering, computer science, business, art and design, science and agriculture.

> Every fall and spring semester, employers come to campus to interview and hire LSU students for internship, co-op and full-time positions.
> If you land a co-op, make sure to maintain full-time student status while at work (see page 29 for details).

Additional Types of Experience:
> Research Experiences for Undergraduates (REUs)
> Student Organization/Leadership Roles
> Service Learning
> Study Abroad
**EXPERIENTIAL EDUCATION OVERVIEW**

Internships are an important part of professional development and gaining work experience. This Q&A provides information on what you need to know about internships and what to expect during a typical experiential education appointment.

What do you need to know about Internships at LSU?

Internships are a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Students are given the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths. Internships also give employers the opportunity to guide and evaluate students. Students can become actively engaged in their career development and increase their employability.

Internships are typically one-time work or service experiences related to a student’s major or career goal. The internship plan generally involves a student working in a professional setting under the supervision and monitoring of practicing professionals. In addition, there are other types of Experiential Education experiences that may be useful depending on your chosen field of study. These include cooperative education, apprenticeships, part-time employment, externship/job shadowing experiences, practicum, etc.

I already know what I want to do and I am a very good student; why bother with an internship?

Internships and experiential education experiences help you in not only gaining practical experience in your field of study but also assist you in validating and making more specific career choices. Examining areas within your field of education can help you make decisions as to what careers you may want (or not want) to pursue and also make decisions regarding further education and/or training.

Is there a step by step process? Where do I start?

It is NEVER too early to start preparing and applying for internships. Typically, getting your résumé in order is the first step — don’t wait until the day before applying to do this if you have never created one. Also take advantage of the preparation programs offered at the LSU Olinde Career Center (Interview Preparation, career counseling, etc.). Start also by exploring the companies/organizations in your field and try networking with professionals in field(s) of interest. Informational interviews are also a great way to learn about and create possibilities. There are a number of resources, online and otherwise, to help you get started with the process of searching for an internship. Use the job search checklist for tips (see page 26)

What are the factors I should consider in choosing an internship?

There are a number of considerations that should be taken into account before making your selection:

1. **Cost:** Though it might be a paid internship, one should consider if there are living, transportation, course registration or other costs that are not always evident at first.

2. **What will the employer offer:** Is the internship paid or unpaid? Will the employer assist me in covering any of the costs associated with the internship?

3. **LSU & Departmental requirements:** Consult your department to see if there are specific requirements for having internship experiences count for credit. You may have to register for a particular course which may have prerequisites or specific requirements from your professors. Also check the LSU Olinde Career Center for details to obtain credit if your department does not have any such offerings.

4. **How will it help in the long run:** While all work experience is important, will this get me closer to my career goals? Will I get to work with professionals in my field of interest/study? Will I just be doing tasks relevant to my career path?

5. **Does everything seem “above board?”:** Be on the alert for phony companies and fraudulent job postings that may seem too good to be true or that may ask for unnecessary information (bank account information, etc.). See more about spotting fraudulent job postings.
While a good GPA is important, it is not always the most important thing to employers. According to a recent NACE study (National Association of Colleges and Employers), below is the rank order of qualities most highly desired by employers:

**Top Qualities/Skills Employers Want**

1. Communication Skills
2. Strong Work Ethic
3. Teamwork Skills (works well with others)
4. Initiative
5. Interpersonal Skills (relates well to others)
6. Problem-solving Skills
7. Analytical Skills
8. Flexibility/Adaptability
9. Computer Skills
10. Technical Skills

Employers want new hires that can communicate and work well with the team. They want to see commitment to the job and initiative to find new and better ways of doing things.

How can you get these skills? By in-class (curricular) and out-of-class (co-curricular) involvement, such as course projects, jobs/internships, volunteer work, clubs/organizations, and other life experiences.

Work experience adds considerable value – 95% of employers prefer to hire new graduates who have work experience. Reflecting on your experiences makes you more marketable and proves your ability to integrate learning. It also helps you continue to build your career story.

### Employability Grid

The following grid will help you identify some of the experiences that build the skills employers value. Review job descriptions and use career research to add other skills specific to your career goal. Insert these skills to complete the grid, identifying gaps which may prevent you from getting the job you want. Set goals to develop these skill areas. Conduct mock interviews to clearly communicate evidence of the skill. Demonstrating your mastery of these skills will give you a clear competitive advantage in the interview and help you reach your career goals.

<table>
<thead>
<tr>
<th>Skills</th>
<th>Courses (projects, research, thesis, ...)</th>
<th>Jobs/Co-ops/Internships/Labs</th>
<th>Service/Volunteer Work</th>
<th>Clubs / Orgs / Civic Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
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<tr>
<td>Technical Skills</td>
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</tbody>
</table>

This Wordle represents what employers look for in a candidate. What traits and skills do you possess? We can help you become employable. Call 225-578-2162 for an appointment.
"Before anything else, preparation is the key to success."

~Alexander Graham Bell

**IN THIS SECTION:**
- Résumé checklist
- Action verbs
- Transferrable skills
- Chronological résumés
- Tailored résumés
- Federal government résumés
- CV or Curriculum Vitae
- Cover letters
- References
- Thank you notes
## RÉSUMÉ CHECKLIST

Sell yourself as an IDEAL candidate! Utilize this checklist to see if your résumé has what it takes.

### Name
- At top of page - centered in document header
- Largest print on résumé

### Address
- Include in header under name (can be centered or left-justified under name)
- Complete address, city, state, ZIP code
- Phone #, email
- Use both current and permanent addresses if you will be moving during your job search

### Objective
- Should be included for each direct application and tailored each time you send it out (example on pg. 17)
- Optional for posted résumés or used for general purposes

### Education
- University, city, state, graduation month and year
- Degree (Bachelor of…), major
- Minor
- GPA (optional for most majors, however, Engineering majors NEED to list GPA)
- Related coursework (optional): give specific course titles that are RELATED to the job for which you are applying
- Thesis and/or Dissertation (optional)
- Graduate students should include other colleges and universities in reverse chronological order

### Experience
- Place in reverse chronological order
- Title line(s): position title, organization, city, state, date range (month year – month year)
- “Experience” can include jobs (full or part-time), volunteer positions and campus leadership positions
- Action verb statements to describe experience

### Optional Headings
- Awards and Honors
- Activities: student organizations (give offices/positions held)
- Select Presentations and Publications
- Leadership
- Skills

### General Tips
- Only freshmen should include high school information on their résumés
- Names of states can be abbreviated
- For other abbreviations, spell it out first and show abbreviation to be used
- Use consistent formatting throughout
- Omit all personal pronouns
- Margins can be as small as ½ inch on the sides and bottom, ¾ inch on the top
- Omit personal information (race, gender, marital status, height, weight, etc.)
- Omit references and text that reads “references available upon request”
- Use spell check
- Have résumé proofed by several people (including the LSU Olinde Career Center!)
ACTION VERBS

Need a Verb??

Action verbs are a great way to highlight your achievements and assist in making a strong impression on a potential employer. The action verbs are organized by function to help you promote yourself more effectively in the skills or experience section of your résumé. These verbs can enhance personal statements and cover letters as well.

### LEADERSHIP/MANAGEMENT
- administered
- allocated
- arranged
- assembled
- assigned
- authorized
- chaired
- coached
- constructed
- contributed
- coordinated
- created
- delegated
- designated
- directed
- encouraged
- enforced
- engineered
- envisioned
- established
- excelled
- expanded
- facilitated
- formulated
- founded
- guided
- implemented
- improved
- improvised
- inspired
- invented
- launched
- led
- mobilized
- modeled
- monitored
- motivated
- operated
- orchestrated
- organized
- planned
- prepared
- recruited
- reform
- reinforced
- represented
- set goals
- spearheaded
- strengthened
- supervised
- trained
- engineered
- envisioned
- established
- excelled
- expanded
- facilitated
- formulated
- founded
- guided
- implemented
- improved
- improvised
- inspired
- invented
- launched
- led
- mobilized
- modeled
- monitored
- motivated
- operated
- orchestrated
- organized
- planned
- prepared
- recruited
- reform
- reinforced
- represented
- set goals
- spearheaded
- strengthened
- supervised
- trained
- negotiated
- penned
- persuaded
- prompted
- proposed
- questioned
- requested
- resolved
- resolved
- sold
- sacrificed
- satisfied
- solved
- systematized

### COMMUNICATION
- addressed
- advocated
- articulated
- authored
- briefed
- communicated
- composed
- contacted
- conversed
- convinced
- corresponded
- debated
- demonstrated
- dispatched
- drafted
- drew
- edited
- educated
- illustrated
- informed
- interpreted
- interviewed
- lectured
- listened
- negotiated
- penned
- persuaded
- prompted
- proposed
- questioned
- reported
- resolved
- spoke
- translated
- transmitted

### CUSTOMER RELATIONS
- accommodated
- communicated
- compromised
- negotiated
- recommended
- reconciled
- related
- resolved
- satisfied
- sold

### TEAMWORK
- accomplished
- achieved
- assembled
- brainstormed
- collaborated
- compared
- consented
- contributed
- coordinated
- envisioned
- executed
- generated
- linked
- negotiated
- prioritized

### TECHNICAL
- activated
- administered
- applied
- assembled
- calculated
- computed
- converted
- designed
- developed
- engineered
- formulated
- maintained
- maintained
- operated
- programmed
- repaired
- replaced
- restored
- solved
- systematized

### COMPUTER
- analyzed
- assessed
- audited
- built
- cataloged
- charted
- computed
- created
- debugged
- designed
- developed
- engineered
- familiarized
- figured
- forecasted
- formulated
- generated
- indexed
- navigated
- networked
- processed
- programmed
- projected
- repaired
- synthesized
- systematized

### LEADERSHIP/MANAGEMENT
- administered
- allocated
- arranged
- assembled
- assigned
- authorized
- chaired
- coached
- constructed
- contributed
- coordinated
- created
- delegated
- designated
- directed
- encouraged
- enforced
- engineered
- envisioned
- established
- excelled
- expanded
- facilitated
- formulated
- founded
- guided
- implemented
- improved
- improvised
- inspired
- invented
- launched
- led
- mobilized
- modeled
- monitored
- motivated
- operated
- orchestrated
- organized
- planned
- prepared
- recruited
- reform
- reinforced
- represented
- set goals
- spearheaded
- strengthened
- supervised
- trained
- engineered
- envisioned
- established
- excelled
- expanded
- facilitated
- formulated
- founded
- guided
- implemented
- improved
- improvised
- inspired
- invented
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### COMMUNICATION
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- restored
- solved
- systematized
## Transferrable Skills

### What are transferrable skills?
Transferrable skills are critical strengths, talents, qualities and personal attributes that go beyond the job-specific skills that you are gaining in your academic classes or internships. Make a list of your experiences both on- and off-campus and develop an inventory of skills.

Employers think that if you are able to use a skill in one situation, you should be able to use that skill in another job, even if the work appears to be unrelated to your past employment or educational experience.

### Bad

<table>
<thead>
<tr>
<th>Position</th>
<th>Dates</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitress, Olive Garden, Baton Rouge, LA</td>
<td>May 20XX – Present</td>
<td>- I take orders from customers and bring food to their tables</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Being a waitress requires that I have strong communication and customer service skills</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- I developed leadership skills</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Teamwork skills</td>
</tr>
<tr>
<td>Morale Captain, Dance Marathon, LSU</td>
<td>March 20XX</td>
<td>- Dance Marathon is an event at Louisiana State University that raises money for charity. I was responsible for promoting the event to students and getting people excited about the event. The Dance Marathon raised a lot of money for charity.</td>
</tr>
<tr>
<td>Social Chair, Alpha Delta Pi Sorority, LSU</td>
<td>Fall 20XX – Fall 20XX</td>
<td>- As Social Chair, I set up fun events with fraternities for our chapter.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Management skills</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Teamwork skills</td>
</tr>
</tbody>
</table>

### Good

<table>
<thead>
<tr>
<th>Position</th>
<th>Dates</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitress, Olive Garden, Baton Rouge, LA</td>
<td>May 20XX – Present</td>
<td>- Ensure every customer is satisfied with their experience by providing high level of customer service</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Communicate with kitchen staff to effectively expedite food to customers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Manage a section of five tables with the potential for 25 guests at a time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Train new wait staff on proper technique and Olive Garden protocol</td>
</tr>
<tr>
<td>Morale Captain, Dance Marathon, LSU</td>
<td>March 20XX</td>
<td>- Recruited 15 students to participate in a new charity event on LSU’s campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Assisted in raising $150,000 by promoting the event to local businesses to solicit donations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Communicated with dance group to provide information and answer questions about the event</td>
</tr>
<tr>
<td>Social Chair, Alpha Delta Pi Sorority, LSU</td>
<td>Fall 20XX – Fall 20XX</td>
<td>- Managed a budget of $20,000 to plan events such as recruitment, exchanges, tailgates, and alumni events</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Communicated with seven Executive Board Members to determine organizational needs and goals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Planned, organized, and budgeted for approximately 20 events over two semesters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Contacted vendors, reserved locations, coordinated catering and transportation, and marketed events for over 250 members</td>
</tr>
</tbody>
</table>

### Do you have the skills employers desire?

According to NACE (The National Association of Colleges and Employers), the top 10 attributes employers seek on a candidate’s résumé are:

1. Leadership
2. Ability to work in a team
3. Communication skills (written)
4. Problem-solving skills
5. Communication skills (verbal)
6. Strong work ethic
7. Initiative
8. Analytical / Quantitative skills
9. Flexibility / Adaptability
10. Technical skills

Source: National Association of Colleges and Employers (NACE) 2016, Job Outlook Survey
Michelle T. Tiger
123 Tiger Town ∙ Baton Rouge, Louisiana 70803
(225) 578-3202 ∙ mtiger5@lsu.edu

OBJECTIVE
To obtain the Human Resources Coordinator position at XZY Company utilizing my related work experience.

EDUCATION
Louisiana State University (LSU), Baton Rouge, Louisiana    May 2XXX
Bachelor of Arts, Political Science
Minors: Sociology, Business, and Communication Studies    GPA: 3.5
Related Coursework: Interpersonal Communication, Social Interaction, Human Resource Management, Human Behavior in Organizations

EXPERIENCE
Human Resource Intern
ABC Industries, Baton Rouge, Louisiana    June 2XXX-present
- Explain personnel policies, benefits, and procedures to more than 50 employees at new staff orientation.
- Process and review employment applications to evaluate qualifications or eligibility of applicants based on position criteria.
- Answer questions regarding eligibility, salaries, and benefits for potential applicants.
- Request information from previous employers and other references to determine applicants’ employment acceptability.

Vice President of Recruitment
Panhellenic Council, LSU, Baton Rouge, Louisiana    August 2XXX-present
- Responsible for organization of and scheduling for Formal Recruitment, an event with more than 1,200 participants.
- Interview and select recruitment counselors.
- Meet weekly and communicate with Panhellenic delegates from 10 campus chapters and 20 recruitment counselors to discuss recruitment procedures and guidelines.
- Oversee recruitment system and maintain accurate recruitment statistics.
- Act for the President in her absence.

Assistant Manager
Elle’s Boutique, Baton Rouge, Louisiana    May 2XXX-January 2XXX
- Interviewed, hired, and trained 3 employees.
- Supervised activities of approximately 12 active employees.
- Completed employee evaluations and held performance-review meetings.
- Motivated employees to improve store productivity and sales.

Residential Advisor
Miller Hall, Residential Life, LSU, Baton Rouge, Louisiana    August 2XXX-May 2XXX
- Informed residents of facility rules and regulations; monitored and enforced those policies.
- Assisted residents in resolving interpersonal conflicts.
- Planned and implemented residential programs for social and academic purposes.

HONORS
Tuition Opportunity Program for Students (TOPS) Award recipient, Dean’s List, National Society of Collegiate Scholars

ACTIVITIES
- Society of Human Resource Managers, Residential Hall Association, LSU Intramural Soccer, Delta Kappa Sorority

GET GEAUXING! Visit the Careers2Geaux résumé builder.

1. Your objective has two roles:
   - State the position you want
   - Give the recruiter a preview of your qualifications

2. Use course title not #

3. Play up your experience:
   - Provide details by including #s, $ and %ages when you can
   - Experience can include projects, internships, volunteer work and leadership positions within an organization
   - Use the O*NET for writing help (online.onetcenter.org)

4. Include involvement in clubs and the community
Résumé tailored to job description

Objective has become specific to the job and highlights the skills that make you qualified for the position.

We picked courses where the material would relate to the job description.

Connect your experience with the position by using verbiage in the description.

Rearrange your activities to highlight the ones important to the position.

**TAILORED RÉSUMÉS**

Think of your résumé as your advertisement. To be most effective, this one page document should be tailored and customized for each job for which you apply. The key to creating a tailored résumé is gaining an understanding of the position and company for which you are applying and then adjusting résumé content to highlight the items that match.

**Job description**

**CAREER SERVICES**

**JOB DESCRIPTION: COORDINATOR – JOB SEARCH**

**Summary:**

Assists students and alumni individually in the job search and employment process and presents workshops to students in various settings. Reports to the Associate Director of Job Search and Employment Services.

**Essential Duties**

<table>
<thead>
<tr>
<th>Percent</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E 10%</td>
<td>Serves as a liaison to senior colleges and departments within the colleges as well as to special populations. Communicates with appropriate administrators, staff, and faculty about the career development needs of their students and provides career planning services to students. Assists in coordinating interview days.</td>
</tr>
<tr>
<td>E 60%</td>
<td>Assists students and alumni individually with job search information, resume and cover letter reviews, mock interviews, Web-based resources, and with other career-related needs.</td>
</tr>
<tr>
<td>E 20%</td>
<td>Makes career-related presentations to students on various aspects of the job search.</td>
</tr>
<tr>
<td>E 10%</td>
<td>Professional Staff Responsibilities: Attends administrative staff meetings and participates in professional organizations; participates in campus outreach efforts by representing Career Services at various events such as Tiger Day, Orientation, Graduate Celebration, etc. Assists in large office projects and other duties which from time to time may be required.</td>
</tr>
</tbody>
</table>

**QUALIFICATIONS:**

Required: Bachelors Degree. Strong communication and interpersonal skills; excellent oral and written communication skills, demonstrated ability to work as a team member, experience with information technology and ability to multitask.

Desired: Experience in providing career development assistance to students and making career-related presentations.

Michelle T. Tiger
123 Tiger Town
Baton Rouge, LA 70803
mtiger5@lsu.edu

**Objective**

To obtain the Coordinator – Job Search position with Career Services utilizing my interpersonal, teamwork, and campus leadership skills.

**EDUCATION**

Louisiana State University (LSU), Baton Rouge, LA
Bachelor of Arts, Political Science
Cumulative GPA: 3.5

**Related Coursework:**

- Business Communication, Public Speaking, Communications for Business and the Profession, Social Interaction, Human Behavior in Organizations

**EXPERIENCE**

Human Resource Intern, ABC Industries, Baton Rouge, LA
June 2XXX-present
- Communicate personnel policies, benefits, and procedures to over 50 employees at new staff orientation.
- Process and review job applications to evaluate qualifications or eligibility of applicants based on position criteria.
- Meet with and interview applicants individually. With information regarding eligibility, salaries, and benefits for potential applicants.
- Collaborate with the Human Resource team to deliver career development presentations.
- Request information from previous employers and other references to determine applicants’ employment acceptability.

Vice President of Recruitment, Panhellenic Council, LSU, Baton Rouge, LA
August 2XXX-present
- Responsible for organization of and scheduling for Formal Recruitment, as event with more than 1,200 participants.
- Interview and select recruitment counselors and served as a Panhellenic liaison to 10 campus chapters and 20 recruitment counselors to discuss recruitment procedures and guidelines.
- Oversee recruitment system and maintain accurate recruitment statistics using Excel.
- Act for the President in her absence.

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May 2XXX-January 2XXX
- Interviewed, hired, and trained employees.
- Supervised activities of approximately 15 active employees.
- Completed employee evaluations and held performance review meetings.
- Motivated employees to improve store productivity and sales.

Residential Advisor, Miller Hall, LSU, Baton Rouge, LA
August 2XXX-May 2XXX
- Informed residents of facility rules and regulations, monitored and enforced those policies.
- Assisted residents in resolving interpersonal conflicts.
- Planned and implemented residential programs for social and academic purposes.

**HONORS**

Tuition Opportunity Program for Students (TOPS) Award recipient, Dean’s List, National Society of Collegiate Scholars

**ACTIVITIES**

Society of Human Resource Managers, Residential Hall Association, Kappa Delta Sorority, LSU Intramural Soccer

**NEED HELP? The LSU Olinde Career Center can assist!**

Call our office at 225-578-2162 to set up a résumé review. The Job Search team will sit down with you and review your résumé line by line.
FEDERAL GOVERNMENT RéSUMÉS

Rules/tips for building the perfect Federal Government Résumé:

> Create an account with USAJOBS.Gov and utilize its résumé builder to get the exact format the Federal Government looks for in new applicants.

> Be prepared to use your current résumé for content but feel free to expand.

> Length is not important for federal résumés so list everything you feel would be relevant.

> Still tailor each résumé you send out even though you used the builder for a generic résumé.

> Try to reach out to individuals at each agency to see what they look for in applicants.
CV OR CURRICULUM VITAE

Curriculum Vitae is Latin for “course of life” and is a document listing a person’s life accomplishments, most specifically those that are relevant to the academic realm. In the United States, the curriculum vitae is used almost exclusively when one is pursuing a job in academia or research.

Differences between a CV and résumé

> **Length:** generally a résumé is one page; CV can be multiple pages.

> **Content:** specialized sections such as research experience, presentations, selected publications, university service, teaching experience, and research interests could be included in the CV if applicable.

> **Format:** field/industry and the goal of the document should be considered when deciding on the most appropriate format. Collect CVs from faculty in your given field to gain an understanding on formatting trends that may be relevant.

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Michelle L. Tiger

555 LSU Avenue  
Baton Rouge, LA 70808  
225-555-5555  
mrtiger@lsu.edu

**EDUCATION**

Louisiana State University, Baton Rouge, LA  
Ph.D. in Biological Sciences  
May 2013

Louisiana State University, Baton Rouge, LA  
Master of Science in Biological Sciences  
Thesis: “Species Interactions in the Atchafalaya Basin”  
May 2009

Louisiana State University, Baton Rouge, LA  
Bachelor of Science, Biochemistry  
May 2007

**AWARDS and HONORS**

TPC Foundation Fellowship  
2012-2013

Johnson Foundation Graduate Research Fellowship  
2011-2012

Phi Beta Kappa  
2009

**RESEARCH EXPERIENCE**

Doctoral research: Department of Biology, LSU  
2012-present  
(Research Advisor: Dr. Mike Tiger)

-Development of quantitative theory of environmental structure on swamp ecological systems.
-Comparison of how ecological communities respond to natural environmental disasters.
-Field study of the impact of wildlife and the stabilization of prey populations.

**RESEARCH INTERESTS**

-Effects of natural disasters on ecological communities.
-Conservation of ecosystems.
-Effect of oil spills on Louisiana wildlife.

**TEACHING EXPERIENCE**

Instructor, Biology 1001, Louisiana State University, Baton Rouge, LA  
May 2009-present

-Teach and instruct classes, create assignments, and evaluate student performance for 3 sections.
-Create supplemental instruction material to increase student comprehension and integrate lab assignments to coursework.

**PRESENTATIONS**

-“The Influence of Environmental Disasters on the Ecological System of Louisiana Swamps”  
University of Southern Mississippi, December 2011

-“Species Interactions in the Atchafalaya Basin”  
Louisiana State University, May 2009

**TEACHING EXPERIENCE**

Teaching Assistant, Biology 1001, Louisiana State University, Baton Rouge, LA  
May 2008-2009

-Managed lab in microbiology and facilitated discussion sections.
-Held regular office hours and graded papers for Instructor.

**PROFESSIONAL EXPERIENCE**

Wildlife Agent, Department of Wildlife and Fisheries, Baton Rouge, LA  
May 2007-May 2009

-Worked with a team of 6 to track and document the population of various animals in the Atchafalaya Basin.
-Attended numerous safety trainings on animal tracking and wilderness skills.
-Collaborated closely with a team of scientists and made recommendations to the United States Office of Homeland Security regarding emergency preparedness in the event of hurricanes.

**UNIVERSITY SERVICE**

Graduate Admissions Committee, Department of Biology, Louisiana State University  
2011-present

Tour Guide, Phillips Biology Center, Louisiana State University  
2010-present

Leadership Academy Advisor, Louisiana State University  
2009-2010

Career Services Faculty Liaison, Louisiana State University  
2009-present

**PRESENTATIONS**

-“Louisiana Wetlands,” American Academy of Scientists Conference, San Francisco, CA, April 4-6, 2012
-“Renewable Resources,” The Biological Society Conference, Richmond, VA, May 25, 2011
-“Where the Wild Things Are: Wildlife and Fauna,” Life Sciences Organization Professional Development Institute, Seattle Washington, February 6, 2011

**PUBLICATIONS**


**PROFESSIONAL AFFILIATIONS**

American Academy of Scientists
National Biological Society
Biotechnology Industry Association
Life Sciences Academy
Conservation Scientists

**LANGUAGES**

French, fluent
Spanish, fluent

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Sometimes CV and Résumé are used interchangeably. The important thing to consider is providing information to the reader that effectively markets you as a candidate!
COVER LETTERS

Every time you apply for a position you need to write a new cover letter. If the job description changes, the reasons you are the best candidate changes.

Why write a cover letter?

> A cover letter serves as a writing sample.
> You can talk about why you like a specific job with a particular company.
> You can talk about personal characteristics that aren’t always apparent on the résumé.
> It engages the reader and makes them want to look at your résumé.
> It gives you the control to illustrate how you are a direct match for the position.

<table>
<thead>
<tr>
<th>Cover Letter Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Present Address</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
</tr>
<tr>
<td>Date of Letter</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Company/Organization</td>
</tr>
<tr>
<td>Street Address</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
</tr>
<tr>
<td>Dear Mr./Ms. Last Name:</td>
</tr>
<tr>
<td>1st Section: “Why Am I Writing?” Identify the position you are applying for or the vocational interest area you are inquiring about. Identify how you heard of the opening or organization. Identify why you decided to contact the employer. Research the company and discuss why you are interested in working for that organization.</td>
</tr>
<tr>
<td>2nd Section: “Who Am I and Why Should You Hire Me?” Identify your skills, experiences and qualities that relate to the position (or interest area). Highlight one or two of your strongest qualifications and explain how they relate to the needs of the employer. Do not simply restate the facts that are on your resume (“Through my public relations internship at WWOW, I have developed selling and communication skills that are essential to the position of X,” sounds more informative than, “I have worked in public relations as an intern”). Explain why you are specifically interested in the employer and the type of work/location, etc.</td>
</tr>
<tr>
<td>3rd Section: “My Next Step?” Refer the reader to the enclosed application, resume, vitae, and/or status of other required documents. Close the letter with a strong interest in pursuing the next step of an informational interview, an employment interview, and/or additional information or application. Thank the employer for their time and let them know you hope to hear from them soon. Clearly indicate whether you or the employer will follow up and what the next step will be.</td>
</tr>
<tr>
<td>Sincerely,</td>
</tr>
<tr>
<td>Handwritten Signature (if mailing or faxing)</td>
</tr>
<tr>
<td>Typed Name</td>
</tr>
<tr>
<td>Enclosures: Resume, References</td>
</tr>
</tbody>
</table>

Tips:

> Remember to match your skills, abilities and experiences to the job description to show the employer that you are the best candidate for the position.
> Cover letters can be more than three paragraphs, but never longer than one page.
> If the contact person is not listed, use an introduction such as “Dear Sir or Madam” or “Dear Hiring Manager” instead of “To Whom It May Concern.”
> Skip four lines between “Sincerely” and your typed name to allow enough room for your signature.
> Use the company’s language found in the job description. If it says customers, use the word customers instead of clients, patrons, guests, etc.
COVER LETTER SAMPLES

Here are a couple of cover letter samples. Remember to use similar language found in the job description when writing your cover letter. This will help make your skill set more apparent to the employer to demonstrate you are a good fit for the job.

Formal Cover Letter

This format used for mailing, fax, uploading or copy/pasting.

225 Tiger Lane
Baton Rouge, LA 70808
June 1, 20XX

Ms. Emma Smith
Director of Personnel
Technology, Inc.
100 Highland Rd.
Baton Rouge, LA 70810

Dear Ms. Smith:

I am writing in response to your ad posted in the Advocate concerning the Financial Analyst position with Technology, Inc. As a senior at Louisiana State University, majoring in Finance, I am very interested in the fast paced world of investment banking. I believe my business education, wide range of work experience, and success in managing my finances provides me with a valuable understanding of the financial world of Technology, Inc.

As a student worker at the LSU Olinde Career Center, I operate in a complex work environment. My day typically consists of last minute scheduling of students and corresponding with recruiters via fax, phone, and email to verify and confirm schedules and to ensure up-to-date information for everyone. It is my ability to provide practical solutions to the many problems that I encounter that makes me successful.

Balancing school along with work, in order to support myself, has been a constant challenge, and has taught me many valuable lessons about time management and self-motivation. I place just as much effort in budgeting my monthly expenditures and upkeep my apartment as I do into performing my duties at the Career Center.

I am a team player and an active contributor in all that I do. My professionalism in the office and ability to work under pressure are a perfect match for Technology, Inc. I believe that I will succeed, as well as thrive, in the global world of constant innovation and change.

Thank you for your consideration and I look forward to hearing from you soon. If you have any questions, please email me at mtiger@lsu.edu or call me at 225-578-1234.

Sincerely,

Mike Tiger

Enclosure: Resume

Informal Cover Letter

Format used for Email.

Dear Ms. LeBlanc:

At the suggestion of Mr. Briggs Gomez, my past supervisor, I am writing to you concerning your search for an Account Manager in your public relations department at Dream Corporation. I am impressed that Dream Corporation works closely with nonprofit organizations and the local government as part of their mission to give back to the community. Like your company, I have a passion for giving back to my community. Through my involvement in Leadership LSU, I had the opportunity to write press releases and radio announcements for a Dreams Come True fundraiser.

As the account manager with Gonzales Monthly, I developed my talent and experience as a communications professional. Because the staff is very small, I had the opportunity to develop story concepts, write numerous articles, edit copy, supervise production, and sell ads to local businesses. Prior to my current position, I was highly involved in the public relations industry, working for Gomez and Associates, where I prepared numerous press releases and media guides, as well as managed several major direct mail campaigns. I have no doubt that these experiences will transfer and foster a quick transition into a professional career.

My previous employers who have quickly promoted me to positions of greater responsibility have recognized my high degree of motivation. For example, I was promoted from assistant account manager to account manager of Gonzales Monthly after only five months. I will employ the same motivation with Dream Corporation.

Thank you for your time and consideration and I look forward to hearing from you soon. If you have any questions or concerns please feel free to contact me at 225-578-1234 or mtiger@lsu.edu.

Sincerely,

Mike Tiger

Attached: Resume

Note:
When sending your application via email, your cover letter is the body of the email and your résumé is an attachment. If requested, your references may be attached as well.
REFERENCES

References are a way for an employer to gain insight to your skills and work experience. It is always best to use professional references as opposed to family and friends.

- References can either be flush left or centered down the page.
- Use the same header that is on your résumé. Remember that it needs to include your name, email, address and phone #.
- Try to include as much information about your references as possible (name, title, company, address, phone #, and email).
- Make sure to use professional references unless otherwise instructed by the company.
- Professional references include supervisors, faculty members, student organization advisors, etc.
- Always follow the lead of the company for references. Do not send them unless the company asks for them. Usually a company will request 3-5 references.

Mike T. Tiger
mtiger@lsu.edu
123 Tiger Town St.
Baton Rouge, LA 70803
225-578-1548

Ms. Meredith Wilbert
Manager
Express Creation Marketing
110 Broad St.
Atlanta, GA 30605
Phone: 706-555-5555
mwilbert@ecm.com

Mr. Marcus Bossier
Director, University Bookstore
Louisiana State University
Baton Rouge, LA 70803
Phone: 225-578-1234
mbossier@lsu.edu

Dr. Jenna Scott
Faculty, Computer Science
Louisiana State University
100 CEBA
Baton Rouge, LA 70803
Phone: 225-578-9876
jscott3@lsu.edu

Important!
You must ask references if they will serve as your reference before actually listing them.
THANK YOU NOTES

The thank you note is an important element of the job search. In the job search world sending a “thank you” is a vital piece of the application and interviewing process.

Notes:

> Before leaving an interview, make sure you ask for a business card so you will have the mailing address or email address of the interviewer.

> If handwriting your thank you note, make sure you use professional stationery and legible penmanship.

> In your letter, state the date you interviewed with the company and reference something from your interview.

Thank You Note Samples

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

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

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

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

Sincerely,

Name

Dear Ms. Lavigne:

Thank you for interviewing me on Friday, May 1, 20XX. It was a pleasure meeting you and discussing employment opportunities at Boudin Construction. I continue to be very enthusiastic about the Construction Manager position and look forward to actively pursuing this opportunity.

After touring the office and meeting many staff members at Boudin, I am even more excited about the position and I’m certain I can successfully contribute to your team. My education, internship experience, and strong construction management skills have fully prepared me to succeed in the Assistant Project Manager position. I am confident my leadership abilities and strong work ethic will allow me to contribute to the teamwork spirit at Boudin Construction. I really enjoyed hearing about the new development in downtown Baton Rouge and the possibility of working as part of that team excites me.

I greatly appreciate you taking time out of your schedule to interview me and I look forward to the possibility of working with you in the future.

Sincerely,

Mike Tiger

A handwritten thank you note is the most formal and recommended way to send a thank you following an interview.

Dear Mr. Taylor,

Thank you for taking the time to discuss the public relations coordinator position with me today. I appreciated seeing firsthand how various positions come together to complete a project for a client. I’m excited this position would allow me to use my skills in customer service, public relations, and graphic design while brainstorming ideas with staff and clients.

Interacting with a boutique firm like Ellis Hugh Advertising solidified my interest in becoming part of your team. I look forward to hearing back from you within the next week when you have finished interviewing all of the candidates. Thank you again for the opportunity to interview and considering me for the public relations coordinator position. If you have any additional questions please don’t hesitate to contact me.

Sincerely,

Ellie Heslue

Recruiter Tip:

“A personal thank you note will not guarantee a job or an interview, but it will make a student stand out. Separating yourself as a professional with business etiquette could make the difference when the choice comes down to you or someone else.”
“Choose a job you love, and you will never work a day in your life.”

~Confucius
JOB SEARCH CHECKLIST

How to Find the Right Job!
Listed below are some of the ways to go about searching for a job. While this list is not absolute, the LSU Olinde Career Center feels that being aware of the options allows you to diversify your search therefore giving you the most options.

Careers2Geaux
Employers come to the LSU Olinde Career Center wanting to hire LSU students. Take advantage of job listings directed at you and an employer directory.
> https://lsu-csm.symplicity.com/students

Indeed.com
Indeed is Google for the job search websites. It compiles job postings from other websites (i.e. Monster, Career Builder, etc.) as well as specific company websites, classifieds and industry publications making searching for that perfect job easier.

Networking
Only 20 percent of jobs are actually posted. That is why networking is so important. So important in fact, we have an entire section dedicated to it! See pgs. 31 - 34 to learn more about networking. Also don’t forget about social networking sites, such as LinkedIn.

Professional Associations/Organizations
Many times companies will turn to their state or national professional organizations to advertise positions. Hint: Google “professional association for [insert your career field].”

Specific Company Websites
Many times large companies have no need to post job openings outside of their own website, so if you know where you want to work go straight to the source.

Career Events
The LSU Olinde Career Center hosts a handful of recruitment events each semester. Visit lsu.edu/careercenter/events to learn about event dates for the upcoming school year. Be sure to mark your calendar!

Government Jobs
The following websites can help you find job postings in the various levels of government:
> City Level- www.brgov.com/dept/HR
> State Level- www.civilservice.louisiana.gov
> Federal Level- USAJobs.gov

International Jobs
GoinGlobal provides a great resource to assist with potential jobs across the globe (access through MyLSU under Student Services).

Internships/Part-time
Gain experience in a meaningful way by visiting these websites: internships.com, internships-usa.com, YouTurn.com, snagajob.com, and brac.org/ecocomp/talentdev_brain_student_find.asp

Volunteer Opportunities
> Volunteer LSU: http://lsu.edu/volunteer
> Nonprofit List: idealist.org
> volunteermatch.org

Unfortunately there are people that try to take advantage of others through job postings. Below are a few tips that might signal a fraudulent job.

1. Anyone asking for money in advance of your being hired
2. Being hired before ever meeting face-to-face with the employer
3. Receiving a check before being hired
4. Email communications from a non-company email account (e.g., Yahoo, Gmail)
5. Employers asking for Social Security or bank information
6. A high salary for a position that requires few skills

Visit lsu.edu/careercenter/about/downloads for the full fraudulent job posting guide and more information on what to do if you feel you may be a victim of a fraudulent job.
ON-CAMPUS INTERVIEWING

The On-Campus Interviewing Program (OCI), managed through Careers2Geaux, brings employers to campus to interview students each fall and spring. All LSU students and alumni are eligible to participate.

You will submit your résumé to your preferred companies and sign-up for interview time slots for OCI through Careers2Geaux. Step by step instructions on navigating the résumé submission and interview sign-up processes are available in the "Careers2Geaux Tutorials and Resources" section located in the shortcuts menu on the right hand side of your Careers2Geaux home page.

You can submit your résumés as early as August 1 for fall interviews and January 1 for spring interviews. The résumé submission deadline will vary depending on the actual interview date. Be sure to refer to the OCI cycle deadlines, which can be found at lsu.edu/careercenter/events/OCI.

NOTE: Remember to check Careers2Geaux often because employers will continue to load their job positions.

During a four-week OCI cycle, employers preselect candidates during week two. Most employers email pre-selected candidates, but you should also check Careers2Geaux on a daily basis to see if you’ve been chosen.

Preselect sign-ups typically take place Saturday of week two through Thursday of week three. Alternates may sign up beginning Wednesday of week three, should timeslots remain available.

Interviews are held during the fourth week of the four-week cycle. Many employers choose to host information sessions the night before their interview date. Be sure to attend any evening presentations hosted by employers you are interviewing with. Presentations will be noted on Careers2Geaux, and are often considered the first part of your interview.
ON-CAMPUS INTERVIEWING POLICY
Visit lsu.edu/careercenter/events/OCI to print the policy.

LSU OLINDE CAREER CENTER

Student On-Campus Recruiting Policy

1. PURPOSE
To ensure students and alumni are practicing ethical job searching practices.

2. SCOPE
This policy applies to all participants in the On-Campus Interviewing Program.

3. OBLIGATIONS IN THE RECRUITMENT PROCESS
- Provide the LSU Olinde Career Center with accurate information.
- Adhere to scheduled interviews.
- Accept offers of employment in good faith.
- Notify employers in a timely manner of acceptance or non-acceptance of employment offers.
- Withdraw from the recruiting process after acceptance of employment.
- Interview only with organizations for which you meet the eligibility requirements and are interested in working.
- Conduct yourself in a manner that is representative of the LSU Commitment to Community.

4. LSU COMMITMENT TO COMMUNITY

Louisiana State University is an interactive community in which students, faculty, and staff together strive to pursue truth, advance learning, and uphold the highest standards of performance in an academic and social environment. It is a community that fosters individual development and the creation of bonds which transcend the time spent within its gates.

To demonstrate my pride in LSU, as a member of its community, I will:
- Accept responsibilities for my actions; hold myself and others to the highest standards of academic, personal, and social integrity; practice justice, equality, and compassion in human relations; respect the dignity of all persons and accept individual differences; respect the environment, and the rights and properties of others and the University; contribute positively to the life of the campus and surrounding community; use my LSU experience to be an active citizen in an international and interdependent world. The continued success of LSU depends on the faithful commitment by each community member to these, our basic principles.

5. POLICY

Providing Accurate Information

If you intentionally provide false information on your Careers2Geaux profile or at any time during the campus recruiting process, you will immediately lose all Careers2Geaux privileges and be deactivated for one year from date of deactivation. Additionally, you could possibly be referred to Student Advocacy & Accountability at the LSU Olinde Career Center’s director’s discretion.

Rescheduling Your Interview
You can change your appointment time via the Careers2Geaux system at any time during the sign-up period for that particular event. After the sign-up deadline, you must contact the employer for rescheduling assistance.

Interview Cancellations
If it is necessary to cancel, please do so as far in advance as possible. Interview spots are in high demand, and your early cancellation will give other qualified candidates an opportunity to meet with the employer.

Reneging on Job Offers
If you are unable to keep an appointment for an on-campus interview, you may cancel the interview through Careers2Geaux during the sign-up period for that particular event without penalty.

Late Cancellations
If you have missed the cancellation period in Careers2Geaux, then you will need to email both the contact listed in Careers2Geaux directly and the Recruitment Center Coordinator the specifics of your cancellation. Failure to email the recruiter and Recruitment Center Coordinator will result in penalties of a missed interview.

If an interviewee cancels a second time during the On-Campus Interviewing Program, they will be required to discuss their cancellations with an LSU Olinde Career Center team member and write a written apology letter to the recruiters for the cancelled interviews.

If an interviewee fails to follow this procedure they may be deactivated from Careers2Geaux for one calendar year and referred to Student Advocacy & Accountability.

Missed Interview
Missed interviews will not be tolerated. Strong relationships between LSU and employers are built upon successful recruiting efforts. Our relationship is damaged when an interviewee fails to show up for a scheduled interview.

If an interviewee misses a scheduled interview they will be contacted by an LSU Olinde Career Center staff member to discuss the circumstances around their missed interview. Additionally, they will be required to write a written letter of apology to the recruiter and bring the letter and a stamped envelope to the Recruitment Center. Failure to do so will result in deactivation of Careers2Geaux and a referral to Student Advocacy and Accountability.

If a second missed interview occurs in the same OCI semester, the interviewee will immediately be deactivated from Careers2Geaux for one calendar year from date of deactivation.

Questions about this policy can be directed to Courtney Edwards, courtney@lsu.edu or 225-578-2162.
INTERNSHIP/CO-OP REGISTRATION

IMMEDIATELY upon receiving an offer for an internship or co-op, it is critical that you contact the LSU Olinde Career Center to officially register your internship/co-op with LSU. For more registration details visit LSU.edu/careercenter/students/work/intern/register.

***This will enable you to maintain most current scholarships, student admit status and retain your insurance, etc.***

Requirements to Participate

Participants in a co-op or internship through the LSU Olinde Career Center must:

- have completed a minimum of 24 hours of coursework at LSU (excluding advanced standing credit).
- have a minimum grade point average of 2.0 on all work taken in the LSU System and overall (all other college work).
- not be on disciplinary probation.
- give the LSU Olinde Career Center permission to check their grades to verify the above information.

Fees and Charges

Students enrolled in cooperative education or an internship and one or more courses during the fall, spring, or summer semester pay the tuition appropriate for those credit hours, and all full-time required fees (excluding the Student Sports Recreation and Student Health Service Fees).

Please refer to the Office of Budget & Planning website at http://www.bgtplan.lsu.edu/fees.htm for the listing of current fees. Note: The LSU Board of Supervisors can modify tuition and/or fees at any time without advance notice.

The University requires you to pay a fee that covers all student fees that are normally included with tuition; payment is required to maintain full-time status while at work. If these fees are not paid by the fee payment deadline set by the Registrar’s Office, your semester code will be purged from the system.
CAREER EXPO

How to Work the Career Expo

The Career Expo is LSU’s largest recruiting event, drawing hundreds of recruiters and approximately 2,000 students and alumni. There are opportunities for students in all fields and at all levels to network with professionals; learn about career options and graduate and professional programs; find out about open jobs; and generally explore their intended career fields.

The Career Expo is:

> An event held every fall and spring semester
> The kickoff to the recruiting season
> An opportunity to network with professionals
> Valuable for all students

The Career Expo is not:

> Just for people in the job search
> Only for certain majors
> Pointless for anyone but seniors
> An opportunity to shop the latest giveaways

How do you benefit?

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
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<tr>
<td>Still don’t know what to do? Use the Career Expo to learn about career opportunities, companies and how to prepare for the internship you will want in a year or two.</td>
<td>Interns are a hot commodity these days. Use the Expo to explore internship and part-time opportunities that will give you valuable work experience.</td>
<td>Kick up the internship search. After all, field-related experience is the number one thing employers look for in full-time hires. Spend time making contacts. You’ll want to have well-developed relationships before jumping into a full-time job search.</td>
<td>Congrats, you will soon need a job! You should be selling yourself as a potential full-time hire at the Expo. Research the companies and be prepared to show how you would make a great hire.</td>
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</table>

All

It is never too early or too late to build your network. The more people you know, the more opportunities you have. Meet recruiters, ask for business cards, and then follow up to show interest in the company.
Networking Strategies:

- Get to know your professors—many have worked in your field. Talk to them about industry and alumni contacts.

- Join professional associations. Google “professional association (insert field of interest).”

- Social networking…hmm. Keep it professional. It’s that easy.

- Use LinkedIn to build an online network. Also, get in touch with chapters of the LSU Alumni Association.

- Meet people! Attend community activities and LSU Olinde Career Center events.

- Tap into your network (who you know) to find out about their networks (who they know).

Networking - net-work-ing (net-wur-king)
Noun: a supportive system of sharing information and services among individuals and groups having common interest.
Verb (used without object): to cultivate people who can be helpful to one professionally, especially in finding employment or moving to a higher position.

Antonyms: asking for a job, one-sided relationships, “What can you do for me?” mentality. (OK, so we made these up…but they are true!).

Your Network
Friends
Boss/Advisor
Co-workers
Family
WHY NETWORKING IS IMPORTANT

Many if not most employers hunt for job-seekers in the exact opposite way from how most job-seekers hunt for jobs.

From Within: Promotion of a full-time employee, or hiring a former consultant for in-house or contract work, or hiring a former "temp" full-time. Employers’ thoughts: "I want to hire someone whose work I have already seen." (A low-risk strategy for the employer.)

Implication for Job Seekers: See if you can get hired at an organization you have chosen -- as a temp, contract worker, or consultant -- aiming at a full-time position only later (or not at all).

Using Proof: Hiring an unknown job seeker who brings proof of what he/she can do, with regard to the skills needed.

Implication for Job Seekers: If you are a programmer, bring a program you have done -- with its code; if you are a photographer, bring photos; if you are a counselor, bring a case study with you; etc.

Using a Best Friend or Business Colleague: Hiring someone whose work a trusted friend of yours has seen (perhaps they worked for him/her).

Implication for Job Seekers: Find someone who knows the person-who-has-the-power-to-hire at your target organization, who also knows your work and will introduce you two.

Using an Agency They Trust:
This may be a recruiter or a search firm the employer has hired; or a private employment agency -- both which have checked you out, on behalf of the employer.

Using an Ad They Have Placed:
(online or in newspapers, etc.)

Using a Résumé:
Even if the résumé was unsolicited (if the employer is desperate).

Social Networking
...Using Technology to Present a Professional You!

Social Network:
A website consisting of individuals and organizations that are connected by one or multiple aspects, such as current school or alumni institutions, friendships, beliefs, knowledge and job interests.

Rules of the game:

- Remember nothing is private when it is online! The internet is about as good at keeping secrets as the tabloids. Remember to check your privacy settings often.
- Before you put up a picture or allow yourself to be tagged in one, think about what image you are presenting. Is it a picture worthy of hanging at grandma’s house?
- Watch your filter. Be sure anything you connect yourself with (blogs, status updates, tweets, etc.) is something you feel comfortable sharing with others.
- Never, never, never write negative comments about your former or current workplace, employer, or co-workers. This is a sure fire way to ruin your professional reputation.
LinkedIn is a positive way to shape your own personal brand. Make sure that when people research you, the results are what you want them to see!

Navigating Connections
Connections are the formal way to track and navigate your network. LinkedIn allows users to see secondary connections, streamlining the process of finding “all about who you know.” Connections can include family, friends, coworkers, advisors, classmates, bosses, professors, and many more. However, this is not Facebook. Only add people who you would do a favor for or who would do a favor for you. You should at least know all of the people you are connected with. The usual exception to this rule is recruiters. Many companies are conducting job searches through LinkedIn. These recruiters can be valuable resources if you end up in their application process. Finally, never be offended if someone does not connect with you; it is okay to have an exclusive network.

Posting Content
People who post content at least once a week on LinkedIn are 10-times more likely to be noticed by recruiters. Find content by pulling from other forms of social media (blogs, wikis, videos, articles, etc.). Be Relevant. Be Positive. Be Active. Make sure your content is appropriate and aligns with the professional image you would like to have.

Reach Out
Use LinkedIn to find important people and REACH OUT. Feel free to rely on “old-fashioned” methods to connect (email, personal introductions from a common connection, etc.). REACH OUT to recruiters! If you show interest in their company, they will likely be interested in you.

Research
Before interviews or submitting applications, look through LinkedIn to find out what professionals from that company are doing…

> What groups are they a part of?
> What do they value?
> What is important to them currently?
> What skills do some of the employees have?
> How long have people been working there?

Researching the company, employees, and culture can help you answer many questions. Use your research to see if you are a good fit for them, as well as if they are a good fit for you.

What to include in a complete profile:

Photo
> Professional-looking headshot
> Clean, identifiable picture of you

Headline
> Creative or HR title under your name

Summary (optional)
> Summarize your accomplishments
> Use third person
> 1-2 paragraphs

Profile Content/Experience
> Living, updated résumé
> Include all past educational institutions and jobs

Honors & Awards
> Add them to specific experiences to show excellence

Recommendations (optional)
> Request recommendations from previous employers to validate your experience

Skill Endorsements
> Choose skills that are important to you and/or your field
> Gain endorsements
> Do not go overboard (have less than 10 skills)

Edit your privacy settings and change your URL
> Make it easy for the right people to find you
> Change your URL address to be simple and direct

Groups
> Join groups involving your field & interests
> Add businesses you may be interested in working for
> Join the LSU Alumni network & the LSU Olinde Career Center Network

Profile Picture Do’s & Don’ts
1. DO: Use a recent photo and keep it updated.
2. DON’T: Make it a party photo.
3. DO: Make yourself look personable.
4. DON’T: Upload a photo with someone else cropped out.
5. DO: Keep it simple from a composition standpoint.
6. DON’T: Have a photo that looks like it belongs on an online dating profile.
7. DO: Feel free to include some kind of reference to your career.
8. DON’T: Include children, spouses or pets.

Information from Linkedin.com
“When attending an interview that includes a meal, I think it is important to dress appropriately, remember your manners, never drink alcohol and most importantly…don’t over think it. Be yourself.”

~Recruiter Tip
INFORMATIONAL INTERVIEWS

Informational interviews help jobseekers gain confidence and poise. Career centers (Careers2Geaux) and alumni offices of high schools or colleges are a good source of contacts.

A common way to ask for an informational interview is to send an email:

```
To: allon@company.com

Subject: Informational Interview

Dear Ms. Ashley Lions:

I am a student at Louisiana State University. Currently I am investigating careers to learn which would be best for me. I am very interested in the Zoology profession and would appreciate the opportunity to talk to you about your work.

I found your information on the Career Board for LSU. After reading about your company's Wildlife Reservation Program, I am confident that your insight could help me. If there is any availability in your schedule over the next two weeks, please let me know, ideally, we can meet for half an hour. Thank you for considering my request.

Sincerely,

Mike T. Tiger
123 Tiger Town St.
Baton Rouge, LA 70803
(225) 578-1548
mtiger1@lsu.edu
```

Making a positive first impression shows you care about your career. How should I dress?

An informational interview is more casual than a job interview. This casualness is part of its charm. Informational interviews should still be professional, however. Making a positive first impression shows you care about your career. Also, if you decide you like the occupation you are investigating, you could end up interviewing for a job with some of the people you meet.

Informational interviewers should conduct several interviews in an occupation and try to confirm the information they find with other sources.

Tip:
After the interview, show gratitude by sending a thank-you note. (See pg. 24).
**INFORMATIONAL INTERVIEWS**

Research about the organization will make your questions better—and will demonstrate enthusiasm and create good will (See Research worksheet on pg. 38). Although informational interviews are relaxed, they also need to be focused and organized so that interviewers gather the information they need. Below are some sample areas to cover.

### Questions about the job

- What kinds of tasks do you do on a typical day or in a typical week?
- What types of tasks do you spend most of your time doing?
- What do you like best about this job?
- What excites you most about this job?
- What are some of the more difficult or frustrating parts of this career?
- I really like doing __________. Do you have an opportunity to do that type of work in this career?
- What characteristics does a person in this job need to have?
- Do you usually work independently or as part of a team?
- What types of decisions do you make?
- How does your work fit into the mission of the organization?
- What types of advancement opportunities are available for an entry-level worker in this career?
- I read that________ is an issue in this occupation. Have you found that to be true?
- Is this career changing? How so?

### Questions about working conditions

- What kind of hours do you work?
- Is your schedule flexible or set?
- Are those hours typical for most jobs in this occupation, or do some types of jobs have different hours?
- Does this career include or require travel?
- Do you have any health concerns associated with your career?
- How does this career affect your lifestyle?

### Questions about training

- How did you prepare for this career?
- What qualities should a person have to be in this field?
- How did you find this job?
- Do you have any advice on how people interested in this career should prepare?
- What type of entry-level job offers the most learning opportunities?
- Do you know anyone in this career who has my level of education or my type of experience?
- How did he or she get the job? (These questions are useful for people trying to enter a career when they don’t have the typical credentials.)
- What suggestions do you have for someone entering your line of work?

### Questions about other careers and contacts

- Do you know of any similar careers that also use ______ or involve ______?
- I know that people in this career specialize in ______ and ______. Do you know of any other specialties?
- I think I really like this career. But do you know of similar jobs that do not have this______ characteristic?
- Can you suggest anyone else I could ask for information? May I tell them that you have referred me?
LSU students and alumni constantly impress recruiters, but recruiters tell us the biggest area for improvement is knowledge of the company and position. Recruiters EXPECT that interviewees have thoroughly researched the position description and company website before sitting down for an interview. You will be a more appealing candidate if you can demonstrate an understanding of the potential employer and how you are uniquely qualified for the position and company.

**Copy Me!**
*Use this worksheet as a resource before EVERY interview.*

1. Mission statement of the organization:

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

3. What can you determine about the corporate or organizational culture?

4. Is the company privately owned or publicly traded?

5. Does the company possess any notable accomplishments?

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

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

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

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

**Note:**
*This document should help you intentionally research an organization of interest. As you research, think about ways you would fit or be an asset to the organizations, questions you might have and how you’ll integrate what you learned through your research with your interview answers.*
INTERVIEW QUESTIONS

It is important that you prepare for the type of interview questions you may be asked. A commonly used type of interview question is the behavioral-based question. Past behaviors generally dictate future behaviors, so how you handled past conflict will show employers how you might react in a similar situation in the future.

We suggest you prepare for behavioral interview questions by using the STAR method. The STAR method is a structured manner of responding to an interview question by discussing the specific situation, task, action, and result of what you are describing in order to validate an answer.

With preparation comes the confidence that is so important in an interview. Be prepared to give STAR answers for:

- Teamwork
- Leadership
- Conflict Resolution
- Time Management
- Taking Initiative
- Failure
- Adversity
- Ethical Dilemma

**Sample interview question:**

Describe a time you demonstrated leadership skills.

I demonstrated leadership in my senior group project for my capstone marketing class. Each group was charged with creating a marketing plan for a local nonprofit.

<table>
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<tr>
<th>Situation</th>
<th>Task</th>
<th>Action</th>
<th>Result</th>
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<tr>
<td>Describe the situation that you were in. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.</td>
<td>What goal were you working toward?</td>
<td>Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what was your particular contribution? Be careful that you don’t describe what the team or group did when talking about a project, but what you actually did. Use the word “I,” not “we” when describing actions.</td>
<td>Describe the outcome of your actions and don’t be shy about taking credit for your behavior. What happened? How did the event end? What did you accomplish? What did you learn? Make sure your answer contains multiple positive results.</td>
</tr>
</tbody>
</table>

I organized a goal setting meeting the first week after the assignment was given. Collectively we set early deadlines for ourselves. I sent weekly reminder emails to group members about progress and upcoming deadlines. I organized a panel of “experts” consisting of two marketing professionals, the advisor to the student marketing association and an instructor for Introduction to Marketing, to provide feedback through a mock presentation of our plan.

We met all early deadlines and presented the final project to our panel of experts. Through their feedback and because we had plenty of time, my group was able to make some minor adjustments to our plan and presentation that increased the overall quality and feasibility. As a result, we received an A on the project and were asked to represent the E. J. Ourso College of Business in a regional competition.
SAMPLE INTERVIEWING QUESTIONS

Interviewing can be one of the most nerve-racking experiences you can face. It helps to show up prepared and confident in your answers. Here is a list of sample questions to prepare for in advance. Be aware that the questions may not be asked exactly the same way. There are no “right” answers to these questions, but there are plenty of bad ones.

**Personals**

- Tell me about yourself.
- How do you spend your spare time?
- What do you consider your strengths/weaknesses?
- What have you learned from your extracurricular activities?
- Which of your academic, social, civic and work achievements have been most rewarding?
- Why should I hire you?

**Professional**

- How do you work under pressure?
- How do you manage your time?
- How do you determine or evaluate success?
- What is your ideal working environment? Do you prefer to work alone or as part of a team? Explain.
- What skills do you have that will be used in this position?
- What rewards do you expect in your career?
- How would you describe the ideal job?
- Where do you see yourself in five years? How do you plan to reach that goal?

**Behavioral**

- What major problem have you encountered and how did you deal with it?
- What have you learned from your mistakes?
- Give me an example of doing more than is required in your current job/class.
- How do you resolve conflict on a project team?
- Give an example which would demonstrate your leadership in your previous job.

**Academic**

- Why did you select LSU?
- What led you to choose your major?
- What course(s) did you like the most/least?

**Company-specific**

- Why did you decide to seek a position with our company?
- What do you know about our company?
- What is your geographical preference?
- What qualifications and personal characteristics do you have to match our needs?
- Would you be willing to relocate/travel?
SKYPE/PHONE INTERVIEWS
As technological advances continue to make headway, companies are taking advantage of new ways to incorporate technology into the job search process. Skype and phone interviews are a cost efficient way for employers to reach applicants who may live far away from the employer. They often serve as first round interviews, so your performance is vital regarding initial decision-making.

Skype Interview Tips:

<table>
<thead>
<tr>
<th>Good</th>
<th>Bad</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; Practicing your interview beforehand</td>
<td>&gt; Waiting until the time of the interview to maneuver Skype</td>
</tr>
<tr>
<td>&gt; Choosing a professional space with a blank background</td>
<td>&gt; Interviewing in your bed</td>
</tr>
<tr>
<td>&gt; @john_smith</td>
<td>&gt; @JoSmittyLSU</td>
</tr>
<tr>
<td>&gt; Maintaining eye contact and looking directly into camera lens</td>
<td>&gt; Looking at your computer screen</td>
</tr>
<tr>
<td>&gt; Conducting an interview using reliable internet connection; utilizing a virtual interview room in the LSU Olinde Career Center is optional</td>
<td>&gt; Using free Wi-Fi which could compromise your connection</td>
</tr>
<tr>
<td>&gt; Wearing full business attire, as it will help to remain mindful of your interview</td>
<td>&gt; The clothes you wore to class</td>
</tr>
<tr>
<td>&gt; Getting connected early enough for a trial run the day of your interview to check all elements</td>
<td>&gt; Logging in late due to technical difficulties</td>
</tr>
</tbody>
</table>

Phone Interview Tips:

<table>
<thead>
<tr>
<th>Presence</th>
<th>Preparation</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; Maintain a smile to aid in sounding positive during your interview.</td>
<td>&gt; Be sure to disable other features/sounds.</td>
<td>&gt; Use a space with a landline phone to avoid technical difficulties.</td>
</tr>
<tr>
<td>&gt; Dressing professionally aids in getting the right mindset.</td>
<td>&gt; Keep your résumé nearby to refer to.</td>
<td>&gt; Conduct the interview in a quiet location.</td>
</tr>
<tr>
<td>&gt; Avoid chewing and drinking during interviews. Keeping a glass of water near for a sip if your mouth gets dry is recommended, but be sure to mute the phone.</td>
<td>&gt; Be prepared at least five minutes before your call time and answer using your full name.</td>
<td></td>
</tr>
</tbody>
</table>
DRESS FOR SUCCESS

We surveyed recruiters to find out what attire they expect from LSU students attending interviews. Overwhelmingly, the verdict was business professional attire. Here’s what that means:

Women

**Business Professional**: Traditional suit in a conservative color (black, gray or navy). A skirt suit is the most conservative and formal; skirts should be knee length. Pantsuits are acceptable; blouse in a conservative color (white, pastels); one to two-inch, closed-toe-pumps or slingbacks.

**Business Casual**: Dress slacks, dress shirt or blouse, dress skirt that reaches the knee, sweater set,

**Casual**: Jeans make any outfit more casual, perhaps your new employer will have casual Fridays.

Men

**Business Professional**: Suit in a conservative color (black, navy or gray); long-sleeved dress shirt (white, light blue, etc.); tie with a subtle color or pattern; dress shoes that are darker than the suit color; dress socks that match the pant color; belt to match shoes.

**Business Casual**: Dress slacks, button down dress shirt, polo or golf shirt, leather shoes and coordinating belt.

**Casual**: Jeans make any outfit more casual, perhaps your new employer will have casual Fridays.
DINING ETIQUETTE
When a recruiter invites you to dinner, it is more than just a free meal. Regardless of how tasty the food is, dinner with a potential employer is all about making a good impression. Follow our suggestions for a successful dining experience.

Plan Ahead

- Call the restaurant to ask about appropriate attire.
- Look at the menu online to decide in advance what you would like to order (nothing messy!).
- Map out directions to ensure prompt arrival. Even better, allow enough time to arrive early.

At Dinner

- Allow women to be seated first.
- Place your napkin on your lap. If you need to get up during the meal, place your napkin on the left side of your plate.
- Follow the host’s cue on ordering drinks and food. This may mean a change from what you chose online.
- Let the server remove all plates and utensils.
- Wait until everyone at the table has been served before starting to eat.

Do this:

- Remember your actions are being observed.
- Cut only one bite of food at a time.
- Offer left, but pass right.
- Use your best manners.
- Pass the salt and pepper together.
- Break a whole piece of bread into bites.
- Stay on the safe side – pass on the cocktail.
- Send a thank you note after dinner.

Don’t do this:

- Reach. Instead, ask for items to be passed.
- Talk or drink with your mouth full of food.
- Use salt or pepper before trying your food.
- Use your utensils to point at things.
- Pick up a dropped utensil.

Here is our favorite memory trick for dining out!

Dining out often means tabletops laden with so much flatware, stemware and dinnerware that trying to figure out whose glass is whose and which side your bread is buttered on is a feat unto itself. You will never goof again on this task with our trick:

1. Hold your hands straight up, fingers together.
2. Bring the tip of your left thumb and index finger together, (other fingers straight) forming a lowercase b.
3. Bring the tip of your right thumb and index finger together, (other fingers straight) forming a lowercase d.
4. b is for bread and d is for drink. Clever, huh?!
Budgeting Made Easy

- Identify where your money comes from (i.e., part-time jobs, parents, scholarships, loans, etc.)
- Track where your money goes—keep a spending diary for a month! (Keep receipts, use online banking, and divide purchases into common categories)
- Create a budget and monitor your spending. (Use the simple spreadsheet from the SFMC)
- Reconsider your wants and needs.
- Continue and repeat!

We can help through:

- One-on-one appointments discussing budgeting, money management, student debt, credit cards, etc.
- Resources available at www.lsu.edu/sfmc, such as downloadable budgets, calculators, and articles
- Workshops and presentations schedule by calling 225-578-1586

Take the financial education course at www.everfi.com/register
(Registration Code: 0b5333f6)
What are you taking home on payday? Better question, what do all those lines mean? Shh! Don’t tell anyone, but when we got our first paychecks, we were not exactly sure what all the abbreviations and line items really meant. We cracked the code for you...check it out!

NEGOTIATIONS

For entry-level employees, salary may not be negotiable. Benefits on the other hand may be an area for negotiation. Maybe you can work 10-hour days or get moving expenses paid for.

**Employee Information**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Mike T. Tiger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>2009 National Champ Baton Rouge, LA 70803</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Pay</td>
<td>3,020.17</td>
</tr>
<tr>
<td>Overtime</td>
<td></td>
</tr>
<tr>
<td>TOTAL GROSS PAY</td>
<td>3,020.17</td>
</tr>
<tr>
<td>Dental Ins</td>
<td>16.72</td>
</tr>
<tr>
<td>ORP-TIAA</td>
<td>241.61</td>
</tr>
<tr>
<td>Parking Tax Shel</td>
<td>35.83</td>
</tr>
<tr>
<td>LSU System Health</td>
<td>115.08</td>
</tr>
<tr>
<td>Non-Shelt Ins Deds</td>
<td>-131.80</td>
</tr>
<tr>
<td>TOTAL TAX SHELTER</td>
<td>277.44</td>
</tr>
<tr>
<td>Taxable Income</td>
<td>2,742.73</td>
</tr>
<tr>
<td>Federal Income Tax</td>
<td>308.26</td>
</tr>
<tr>
<td>State Income Tax</td>
<td>81.58</td>
</tr>
<tr>
<td>Medicare</td>
<td>43.28</td>
</tr>
<tr>
<td>Non-Shelt Ins Deds</td>
<td>131.80</td>
</tr>
<tr>
<td>TOTAL NON-SHELTER</td>
<td>564.92</td>
</tr>
<tr>
<td>NET PAY</td>
<td>2,177.81</td>
</tr>
</tbody>
</table>

**Insurance Coverage**

<table>
<thead>
<tr>
<th>Health</th>
<th>Single</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life-SG</td>
<td>None</td>
</tr>
<tr>
<td>D-Life-SG</td>
<td>None</td>
</tr>
<tr>
<td>AD &amp; D</td>
<td>None</td>
</tr>
<tr>
<td>Disabil</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leave Balance</th>
<th>As of</th>
<th>Annual</th>
<th>Sick</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/31/16</td>
<td>172,000</td>
<td>223,500</td>
</tr>
</tbody>
</table>

Total month's pay – multiply by 12 to find your annual salary.

Dental typically pays for basic treatments (like cleanings and X-rays).

Mike has a 401(k) plan. Money is deposited into a selected retirement fund and matched by LSU. Plans differ by company.

Mike pays to park on campus, but he is not taxed on that fee. Parking is a free perk in some offices.

Mike had LSU’s Medical Insurance Plan, limiting his financial responsibility for medical problems. His plan pays for all prescriptions and gives him a discount on all procedures. Offices may have variable plans that allow you to pick how much coverage you want to pay to receive.

The government is able to draw taxes out of this amount of Mike’s paycheck.

Mike makes $3,020.17 monthly, but only $2,177.81 is deposited into his bank account. Keep in mind your net pay when evaluating a salary offer.

Mike opts out of some of the insurance options open to him, like Disability and Accidental Death.

Mike accrues eight hours each of annual and sick leave per month. He can take sick leave only when sick, not for vacation.
EVALUATING THE JOB OFFER
Evaluating a job offer is more than just taking the job with the best salary. There are many factors to consider that will help inform your decision. Some key factors to consider in the process of determining what job is best for you include:

Salary
Make sure it is enough money to pay your bills. Research what is the going rate for similar jobs, including location, job duties, and industry.

Benefits
Benefits can include insurance, vacation/holidays, retirement options, health clubs, and child care. Employee benefits can comprise 40 percent of your total compensation package.

Office Environment
Every office has a different feel to it – some are super casual and others are very formal. Find the best fit for you at this time.

Corporate/Company Culture
Consider how do you align with the shared attitudes, values, goals, and practices of the company you’re considering.

Your Co-Workers/Boss
You may not realize it now, but the people you work around and report to will have a great impact on your experience in a particular job. If during your interview you realize you wouldn’t be happy working for the boss, take that into consideration.

Commute Time
How much time you are willing to spend getting to and from work is a valid consideration.

Each of these factors alone may not make or break your decision, but together will help you determine whether you should accept or decline an offer.
## Financing Graduate School Worksheet

Use this worksheet to examine the costs of going to graduate school.

### Planned Expenses

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rent &amp; Utilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food &amp; Groceries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal &amp; Misc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Financial Assistance

*List all financial assistance you plan to receive: Loans, Fellowships, Assistantships, Employment, Savings, Family Assistance, etc.

### Food for Thought:

Have a plan and a budget for Graduate/Professional School and know the road to paying it back if you need to borrow.

225-578-1586 | sfmc@lsu.edu | 158 LSU Student Union
Before deciding on grad/professional school, consider these three things:

**GOALS**
Will grad school help you meet your career goals? If so, do you know what type of degree you need to pursue?

**TIME**
Grad school takes up a lot of time and energy. Are you ready to devote yourself for the next two to seven years?

**MONEY**
Can you afford tuition, books, rent and food? Some programs do not allow students to work while in school.

**IN THIS SECTION:**
GETTING INTO GRAD/PROFESSIONAL SCHOOL
WINNING PERSONAL STATEMENTS
GETTING INTO GRAD/PROFESSIONAL SCHOOL

The decision to continue your education into grad school is not for everyone. When it comes to grad school, you must be clear about what field you want to pursue and should evaluate whether grad school is likely to provide you a significant advantage. Are you willing to commit time and money to complete a program? Selection and application processes do take time if you want to secure a seat in the program you want.

GRAD SCHOOL PREP RESOURCES

Listen up! We are not endorsing these guys, just letting you know about some information out there.

- Deciding to Go: LSU Olinde Career Center
  lsu.edu/careercenter/students/gradschool
- Grad Schools & Careers:
  www.princetonreview.com/grad-school
- Is Graduate School for Me?
  career.berkeley.edu/Grad/GradForMe.stm
- Is an MBA Right for You
  www.princetonreview.com/business/pursuing-an-MBA.aspx
- Law Schools & Careers:
  www.princetonreview.com/law-school
- Internet Legal Research Group:
  www.ilrg.com
- Locating Programs:
  Search by field of study
  www.petersons.com/gradchannel
  www.gradschools.com
- Locate schools based upon your needs and preferences:
  www.princetonreview.com/grad-school-search
- Graduate School Rankings:
  www.usnews.com

Bad reasons to go to graduate or professional school

- I'm not ready to settle down into a career.
- I don't know what I would like to do for a job. If I stay in school a little longer, maybe I will figure it out.
- I like school, so I will just keep a good thing going.

Good reason to go to graduate or professional school

- I know which career path is the one for me, and it requires an advanced degree.

First semester

- Begin researching programs.
- Prepare for, register for and take admissions tests.
- Develop a list of individuals who can write letters of recommendation.
- Begin exploring grad school funding/resources.
- Make an appointment with the LSU Olinde Career Center to ensure you have all the resources you need.
- Write your personal statement/statement of purpose.
- Prepare your résumé to highlight your related experience or preparation for this field.
- Ask faculty to write your letters of recommendation four to six weeks before the deadline.
- Submit your applications.
- Request official transcripts from the Office of the University Registrar (www.lsu.edu/registrar).
- Apply for funding available through the programs and universities to which you are applying.

Second semester

- Complete and mail the FAFSA (www.fafsa.ed.gov) if you are applying for federal student aid.
- Verify that your application materials were received.
- Write thank you notes to all who assisted you, especially those who wrote letters of recommendation (see pg. 24).

Junior Year

Senior Year
WINNING PERSONAL STATEMENTS

Writing a personal statement may seem like the most daunting task in the application process. In order to write a statement that will help win a seat in the grad program of your choice, you need to think like a member of the admissions committee. You are welcome to call for an appointment to meet with a career counselor to start the process, help with ideas or receive a critique of your draft.

**Content**

The best personal statements give the reader a window into who you are, often by the use of an example or story. Ask yourself:

- Does the essay introduce me as a person and a future practitioner in the field?
- Does it have elements that will impress the reader?
- Do the action words accurately describe me?
- Are there specific, personal examples to back up my statements and illustrate my qualities?
- Are there guiding questions posed in the program application and have I answered them?
- Would the reader want to meet me after reading my statement?

**Organization**

Even the best content will be lost if the ideas are presented in a jumbled, incoherent manner. Clear writing begins with an outline.

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

**Edit**

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

- Check guidelines for appropriate length.
- Use varied sentence structures.
- Avoid starting sentences with “I.”
- Use standard punctuation, capitalization and spelling.
- Use no exclamation points, except in dialogue.
- Use active, rather than passive voice when possible. (e.g., “I found the book.” vs. “The book was found by me.”).
- Write sentences no longer than approximately 30 words in length. Some should be much shorter.
- Shorten paragraphs so that the page doesn’t look like a gray wall of type.
- Avoid contractions.
- Maintain agreement between subjects and verbs.
- Use at least 10-point font.

**Recruiter Tip**

“Take the time to write different personal statements for each school instead of writing just one. You need to personalize each one to reflect your interest in each particular school.”
ON-CAMPUS RESOURCES

International Services
LSU International Services (IS) provides immigration advisory services to international students regarding their education, financial, immigration, personal and social concerns in relation to their status in the U.S. F-1 and J-1 students must receive work authorization through this office to work off campus. Familiarize yourself with what is available and IS employment authorization services by visiting www.lsu.edu/iso or calling 225-578-3191.

LSU Olinde Career Center
We hope that by now you realize our team helps students with ANY and ALL career planning needs. One special way we help international students is that we work with you to complete the necessary paperwork to participate in internship experiences without losing your scholarships and/or status as a full-time college student. Plus, we can help you put together a résumé that best reflects how you can be an asset as an employee, as well as assist you in honing your interview skills through mock interviews.

Where to look for jobs:

> The LSU Olinde Career Center’s Careers2Geaux system includes an online, searchable job board that is updated daily with jobs of all types and in a variety of fields.

> Going Global is a subscription-based software, funded by LSU Student Government, that has a comprehensive H1B database. Access it through your MyLSU account, under Student Services.

> Our team has a lot to offer and can provide you with resources and individual career planning guidance, but we know there are some great external resources out there, too.

Employment challenges facing international students:

Employers are often unfamiliar with the processes for hiring students with F-1 status and think they may be complicated. LSU Olinde Career Center and International Services both work with employers to help them understand what these processes really entail.

Students with F-1 status typically cannot work for the U.S. federal government or most state and local government agencies in the United States.

Employers are concerned that students will be unable to work long-term, so they are sometimes reluctant to invest time and resources into training.
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Baker Hughes  BASF  LSU Alumni Houston  Marathon Oil  STUPP

CAMPUS FEDERAL  ExxonMobil  LSU  Student Government

OLINDE FAMILY  BELLEAU FAMILY  REILLY FOUNDATION

LSU FAMILY ASSOCIATION  BRIAN L. BLADES  HARRY J. LONGWELL

Humphrey T. Olinde  Cale P. Smith  Suzanne Swindler Smith

LSU OLINDE CAREER CENTER CHAMPIONS

These individuals have given contributions of $1,000+ for the new LSU Olinde Career Center.

Elizabeth M. Beard - Jamie Belinne - Dr. Charles & Mary Belleau - David R. Bencaz - Michael J. Borgmeyer
Susan Borgmeyer - David J. Bouquet - Sherry Englande & Jason Brown - Michael W. Burcham - Sarah Clayton
Charles P. Darnell - Deborah A. DeBram - Joyce V. Dodds - Terry F. Ferguson - Ryan D. Fontenot - Andrew W. Frilot
Donald G. Gilbert - Chad R. Harris - Timothy P. Henken - Walter J. Hrysako - Dena E. Jarski - Libong W. Lee
Shangli Ou - Clay J. Richard - Brian & Geralyn Stewart - Jay J. Suter - Taylor Cox & Carrie Hebert

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160 countries
13 technology centers

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For more information, contact your Southern Regional Team:
1 (800) 899-6337 ext. 9 1053
SouthernUSAdmission@sgu.edu
sgu.edu/md

*According to published information as of April 2016.
**http://usmle.org/performance-data/
Rapid Advance Management Program
Manage a Branch in Less Than 24 Months | Strive to Promote From Within
Generous Compensation with Incentive and Contest Pay | Focus on Sales and Marketing Skill Sets
Team Oriented Environment | Relocation is a Prerequisite for RAMP Candidates

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Professional Development

➢ Dress for Success
  Stop by and take advantage of using the latest technology to help you prepare for an interview. Challenge yourself or a friend on your knowledge of acing an interview. #GeauxGetHired

➢ Lunch & Learns
  Don't miss an opportunity to enjoy lunch with an employer while learning more about office trends, etiquette, diversity and more. Visit lsu.edu/careercenter/events for dates and information.

Leadership Opportunities

➢ Career Peers
  Are you seeking an opportunity to be a leader? Consider becoming a Career Peer and serving as an ambassador for the Olinde Career Center. For more details visit: lsu.edu/careercenter/students/careerpeers.

Have you visited the LSU OLINDE CAREER CENTER lately?