SEIZE YOUR POTENTIAL
We assist students and alumni in choosing careers, obtaining career-related work experiences, developing job search skills, and securing employment or admission to graduate or professional school.

LSU | Olinde Career Center
lsu.edu/career
MARK YOUR CALENDAR

FALL EVENTS

August
- On-Campus Job Fair

September
- Suit Up with JCPenney
- Career Expo
- E. J. Ourso College of Business Networking Reception
- College of Engineering Networking Reception
- Geauxing Kinesiology
- On-campus Interviewing Program

October
- Health Professions Fair
- Construction Interviewing Day
- Art + Design Networking Day
- Agriculture Career Fair
- School Professionals’ Networking Day
- On-campus Interviewing Program

November
- On-campus Interviewing Program

SPRING EVENTS

January
- Suit Up with JCPenney

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

March
- Construction Interviewing Day
- Networking Night at Manship
- Kinesiology Career Fair
- On-campus Interviewing Programs

April
- School Professionals’ Interviewing Day
- Opportunity Knocks! Career Fair
- On-campus Interviewing Program
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WE'VE GOT IMPORTANT WORK TO DO.

Each student’s career journey is unique. We hope the list of resources and services below can assist you in identifying your next step!

**Major and Career Decision-Making**

With thousands of occupations out there, how do you select just one? We offer:

- Individual **career counseling** appointments and group workshops
- Free and discounted online **career assessments**, with options to review your results in-depth with a career counselor
- **Graduate school** decision-making support
- Online and print resources for exploring majors and occupations

**Developing a Personalized Plan for Career Success**

Once you have identified a potential career goal, our staff is equipped to help you identify next steps.

- Our **career coaches** can help you determine what experiences (internships, informational interviews, leadership roles, volunteering) you need to be successful in the career you have identified.

**Marketing Your Experience and Skills to Employers or Graduate Schools**

Identifying **career competencies** you have developed and clearly communicating those is an important part of the job search process.

- Personalized reviews of résumés, cover letters, and personal statements
- **Mock interviews** for practicing how to best communicate your skills and experiences to employers and graduate programs
- **Handshake**, your free, online career management system for browsing thousands of jobs and career resources
- Building your **personal brand**, including your Handshake and LinkedIn profiles

**Connecting with Employment Opportunities or Graduate Programs**

Ready to engage with employers? Our staff is continuously forging new **employer relationships** with local and global employers representing a variety of industries.

- Over 15 on-campus **recruiting events** connect you with a wide variety of employers and graduate programs
- **On-campus Interviewing Program**, bringing employers to campus for interviews in our state-of-the-art Recruitment Center
- **Handshake**, your free, online career management system, offers a robust Employer Database and thousands of jobs for you to explore

**NEXT STEPS**

Ready to seize your opportunities? Schedule an appointment by giving us a call at 225-578-2162, or schedule through your Handshake account under the Career Center tab. More information on Handshake can be found on pages 4 and 20-21. Our regular office hours are Monday - Friday, 8 a.m. - 4:30 p.m. and ten-minute drop-in appointments are available during Fall and Spring semester, Monday - Friday, 1 - 3:30 p.m.
FOUR-YEAR CAREER PLAN

1. AWARENESS
   • Build your profile in Handshake.
   • Meet with our team to identify and explore career options.
   • 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 major and career decision-making resources on our website.
   • Explore career options by using LinkedIn and personal contacts to set up informational interviews.
   • Attend career fairs and career development events.

2. EXPLORATION
   • Join student organizations and professional associations related to your career field.
   • Use our office’s resources to learn about résumés, cover letters, and interviewing.
   • Upload your résumé for approval on Handshake.
   • Meet with our team to develop a search strategy for finding work experience.
   • Pursue internships and co-ops through opportunities and on-campus interviews posted in Handshake.
   • Continue attending career fairs and career development events.

3. EXPERIENCE
   • Sign up for LHRD 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 Handshake.
   • 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 Handshake to participate in the On-campus Interviewing Program.
   • Continue attending career fairs and career development events.

4. TRANSITION
   • Continue to follow the graduate/professional school timeline, if applicable.
   • Develop your personal statement and have it critiqued by our team.
   • 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 Handshake to participate in the On-campus Interviewing Program.
   • Tailor your résumé and cover letter to each position for which you apply.
   • Continue attending career fairs and career development events.
EXPLORE YOUR OPTIONS

HANDSHAKE
Handshake is your online, one-stop-shop for all things career. Learn more at lsu.edu/career.

Job Search Found!
We live in a world of recommendation and ratings based on our interests and behaviors; why not expect that same technology from an online career platform?

Handshake simplifies your search by curating and recommending personalized career opportunities and events based on your interests, skill set, and system activity—helping you discover new opportunities, companies, and on-campus events, all for building a meaningful career.

Wherever You Geaux
You’re busy enough. Take the Handshake Jobs & Careers app on the geaux with you to manage all of these opportunities and more in the palm of your hand.

So Much to Offer
With thousands of jobs at any given moment, and customized career resources and events at your fingertips, you’re bound to discover your next step toward a career through Handshake.
- Full-time, part-time, internships, co-ops, volunteering—the opportunities are endless
- An Employer Database helps you find and connect with employers of interest
- Quickly build out a rich profile that helps you stand out when employers search for students and alumni
- Track event and application deadlines to put your best self forward
- Schedule on-campus interviews
- Boost your career-readiness with career-planning workshops and resources
- Be in the know about upcoming on-campus recruiting events hosted by employers and by the LSU Olinde Career Center

NEXT STEPS
Employers browse student Handshake profiles to find candidates for open positions, therefore, building your Handshake profile is an important next step. Read tips for building your Handshake profile on page 21. Handshake also offers career resources and event information.
PASSPORT OFFICE

*By appointment only. Please schedule your appointment in Handshake, or call our office at 225-578-2162.

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 LSU Olinde Career Center’s Workforce Development Center. You may also visit travel.state.gov and select “U.S. Passport” then “How to Apply for Your Passport” for an online application. Applications are NOT accepted online.

- **Bring 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

- **Supply photo identification.**
  travel.state.gov/content/travel/en/passports/apply-renew-passport/apply-in-person.html

- **Have the correct forms of payment.**
  - Checks (personal, certified, cashier’s, traveler’s – no starter/temporary checks)
  - Money Orders

- **Be prepared for all fees and bring separate checks.**
  - Execution Fee checks are to be made out to LSU Olinde Career Center
  - Visit travel.state.gov to calculate fees for U.S. Department of State

- **Ensure you have taken your photograph.**
  Visit http://travel.state.gov or information on proper passport photo requirements.

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

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Take your passport photo at the Tiger Card Office

MONDAY - FRIDAY

8 a.m. - 4:30 p.m.
RESEARCH CAREERS

IN THIS SECTION:
• Discover Your Passion
• Career Assessments
• Choose Your Major
• Research Careers
• Your Values and the Workplace
• Discrimination in the Job Search and Workplace
**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 Assessments**

Completing a thorough self-evaluation of your interests, skills, values, and personality will allow you to make a more informed career choice. A career assessment can help you explore your interest and personality.

**Strong Interest Inventory (SII)**

This robust online evaluation measures your interests in a broad range of occupations, work activities, leisure activities, and school subjects. By taking the Strong, you can obtain information to help you begin to identify careers that may relate to your work interests under six broad areas: realistic, artistic, investigative, social, enterprising, and conventional.

**Myers-Briggs Type Indicator (MBTI)**

You may have heard someone say, “I am an ENTP” or “I am an ISTJ.” These individuals are referring to their MBTI personality type. Taken online, this test is a widely used personality instrument designed to help you understand yourself, natural preferences, and how your personality type applies to your desired career path.

Along with skills and values activities, our career counselors are adept at merging your assessment results with your personal career goals and developing an action plan. After completing an online assessment, you will meet with a career counselor for an interpretation of your results. We will help you understand how to begin to put the results to work for you!

**NEXT STEPS**

We offer these career assessments and others at free and discounted rates for students and alumni. Learn more about these Career Assessments and others at lsu.edu/career.
CHOOSE YOUR MAJOR

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?

How to Select a Major:

<table>
<thead>
<tr>
<th>Choose a major that interests you.</th>
<th>Speak with your academic or faculty advisor.</th>
<th>Speak with students in the major.</th>
<th>Utilize “What Can I Do With This Major?”</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Explore majors organized by interest areas at lsu.edu/majors/interests.</td>
<td>• Meet with an academic advisor to discuss coursework.</td>
<td>• Students in the major can tell you about their experience.</td>
<td>• This resource provides information about career fields related to your major.</td>
</tr>
<tr>
<td>• Research majors of interest by becoming familiar with the LSU General Catalog and departmental websites about majors.</td>
<td>• Faculty advisors can provide information about coursework, the major itself and specific requirements associated with the major.</td>
<td>• They can share their career goals and give you an idea of what the course of study has been like.</td>
<td>• It provides information about career fields related to your major.</td>
</tr>
<tr>
<td>• If you have a genuine interest in your major, it is likely that you will make better grades.</td>
<td>• They can also discuss the benefits students get from majoring in the subject area.</td>
<td>• Access this resource at lsu.edu/career.</td>
<td></td>
</tr>
<tr>
<td>• A high GPA will provide future opportunities such as graduate school admission and employment.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 should 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, personality, skills, and values.
Before you reach out to professionals to discuss your career or pursue experiential education opportunities such as job shadowing, internships, and co-ops, you want to learn as much as possible on your own about the careers that interest you. Here are some resources to use to learn about different careers and how to evaluate if they’re a match for you:

**O*NET**
The O*NET is a free online database, created by the U.S. Department of Labor, that provides definitions and information on a variety of career opportunities. The O*NET includes information such as sample job titles, tasks individuals in an occupation perform, skills, requisite knowledge, specific work activities, congruent work values, related occupations, wages and employment trends, and more.

Use this resource to get in-depth information about a variety of career options to help you narrow down your choices. Access at onetonline.org.

**Occupational Outlook Handbook (OOH)**
The OOH can help you find career information on duties, education, and training, pay, and outlook for hundreds of occupations. Access this resource at bls.gov/ooh.

**What Can I Do With This Major**
“What Can I Do With This Major” is a database of LSU majors and related career options. Students can learn about the careers that are connected to certain majors, types of employers that hire certain majors, and strategies for becoming a more competitive candidate. Access this resource through the LSU Olinde Career Center website at lsu.edu/career.

**Candid Careers**
Gain access to career advice from industry professionals, and see it all on video! Candid Careers features informational interviews to help you discover and explore your many career options. In addition, "how-to" videos on important job search topics such as résumé writing, and interviewing can help you prepare to land your next job. LSU students have free access to Candid Careers through the LSU Olinde Career Center. Visit lsu.edu/career to learn more.

**Professional Associations**
You can easily find professional associations related to your intended career field by searching online for "professional association for (insert your career field).” When looking to learn more about a career field, the associations related to that field will be a valuable resource in gathering information. Professional Association websites often include information about the profession, articles, and research on topics currently important to the field, job boards, and opportunities to network with others in the association.

Most professional associations will provide students with a membership discount to encourage participation while still in school.
**Informational Interviews**

Informational interviewing is a great way to learn more about an industry or organization from someone working in your career of interest. You can obtain informational interviews through family members, professional organizations, and through a LinkedIn search. Learn more about how to request and conduct informational interviews on pages 16-17 of this guide.

**Job Postings**

Job postings are a great way to research what a job in your intended career field would look like. From job postings, you’ll be able to see what a person in that role does, the required skills to be considered for the role and more.

There are a plethora of resources available to you for finding job postings, including Handshake, Indeed.com, and Google. For a full list of resources for finding jobs, check out our Job Search Checklist on pages 42-43 of this guide.

**LinkedIn**

LinkedIn is a useful resource for researching potential career options. Get started with the steps below:

- Go to linkedin.com/alumni to see where LSU alumni have gone on to work after college. You can filter by geographic location, company, major, and more!
- Use the search box to search for different companies and see what they write on their company LinkedIn page. From the company page, you’ll also be able to see which alumni from LSU work for that organization.
- Join groups on LinkedIn to be connected to professionals within your field and the current conversations. The more groups you join, the more access you have to information.
- Look at other user’s profiles to see how that person got to where they are. See someone with your dream job? Check out their profile to see their work history, educational credentials, and more. This will allow you to make informed choices about how to pursue a similar career.
- For information about how to use LinkedIn for job searching, check out page 37-39 of this guide.

**Handshake**

Handshake should be an LSU student’s first step for exploring careers. With a database of over 12,000 employers and growing, Handshake connects you with employers who are specifically interested in recruiting LSU students for their openings. Search the employer database by logging into Handshake, clicking the Jobs tab, and then clicking Employers. Here, you can search by industry, location, and keywords. Another option is to discover employers through current job postings. To do this, click the Jobs tab and search by keyword, location, or by selecting filters to narrow down your search.
YOUR VALUES AND THE WORKPLACE

There are a plethora of ways for you to research potential career paths online, but you’ll need to compare how those careers fit within your values to see if they’re a good fit.

Consider what you value for each of the categories below, then see how each career stacks up as you continue to explore your options. Be aware that it is highly unlikely that you will be able to find a job that fits your ideal situation for each category, so it is also essential to determine your non-negotiables.

**Workplace Values**
- Dress code
- Geographic preference (region, rural, city, etc.)
- Style of home (house, apartment, etc.)
- Available leisure options
- Length of commute
- Available commute options (car, bus, train, walking)
- Type of work facility (lab, office, outdoors)
- Workspace (cubicle, office, etc.)
- Ideal work team
- Types of skills you will use
- How you’ll be assessed
- Supervisor’s personality and style
- Salary and other compensation

Thinking about your ideal scenario for each of the categories above will allow you to understand how a certain career path and certain job opportunities will fit in with what you value. You most likely will not be able to find an opportunity that fits with your ideal situation for ALL categories, so understanding which ones are non-negotiable for you is just as important as understanding your ideal situation.

**NEXT STEPS**
Interested in discussing this one-on-one? Schedule an appointment with a career coach by calling our front desk or scheduling on Handshake.
Federal law prohibits discrimination in the workplace and is enforced by the Equal Employment Opportunity Commission (EEOC). The EEOC is primarily concerned with discrimination based on the following types:

**Age** – Employers cannot treat applicants or employees less favorably due to their age.

**Disability** – Employers cannot treat qualified applicants or employees less favorably due to a disability. They must provide reasonable accommodation for employees with disabilities. For additional information on disability discrimination, see the Americans with Disabilities Act.

**Equal Pay/Compensation** – Employers are required to pay men and women equally for equal work. To be considered “equal work,” job content must be substantially equal.

**Genetic Information** – Employers may not discriminate against applicants or employees based on genetic information, such as genetic tests, diseases, or disorders within a person’s family.

**Harassment** – Harassment is defined by the EEOC as “unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information.”

**National Origin** – Employers cannot treat applicants or employees less favorably due to the fact that the person, or someone they are associated with, is from a particular country or part of the world, is of a certain ethnicity or has a particular accent, or because they appear to be of a certain ethnic background.

**Pregnancy** – Employers cannot discriminate against women applicants or employees due to pregnancy, childbirth, or a related medical condition.

**Race/Color** – Employers cannot discriminate against applicants or employees based on race, skin color, or because of physical features associated with a particular race.

**Religion** – Employers cannot discriminate against applicants or employees who follow a certain faith, or because they are married to someone who follows a certain faith. Employers must also provide reasonable accommodations for an employee’s religious beliefs and practices.

**Retaliation** – Employers cannot punish or retaliate against applicants or employees for asserting their rights to be free from discrimination and harassment in the workplace.

**Sex** – Employers cannot treat applicants or employees less favorably due to their sex, gender identity, transgender status, or sexual orientation.

**Sexual Harassment** – Sexual Harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical advances of a sexual nature.

For more information about workplace discrimination and protected statuses, please visit the U.S. Equal Employment Opportunity Commission’s website at www.eeoc.gov.

The information above is based on federal guidelines. Laws may vary by state.
LSU Alumni Thrives at DXC

DXC recognizes LSU students as future leaders of its workforce, and actively recruits for new hires on campus and through Handshake.

LSU alumni Bradley Bordelon joined DXC as a Business Analyst in March 2019 after completing his MBA with a specialization in Analytics and Bachelor of Science in Petroleum Engineering at LSU.

"My job is exciting because it's different each day. We are an Agile organization, so while my days follow a specific structure, the work I do within that structure evolves depending on the needs of relevant developers, clients, product owners, and leadership," explains Bradley.

Agile, a concept borrowed from software development, helps organizations like DXC become highly innovative. Agile organizations are defined by their ability to recognize patterns of changing information and trends, and then respond to those changes quickly and effectively through quick, iterative testing; incremental development; and experimentation.

Agile approaches can transform processes and management approaches — even how people do their work. They also ensure that their staff has the new skills and tools needed to thrive in this era of digital transformation.

Bradley recommends that current students interested in careers in technology look for opportunities to add new technical skills and certifications to their résumé to be competitive in the job search.

"The more tools you add to your toolbox, the more valuable you will be. When we are looking to staff a project, we look to the hard skills section of the résumé first to align a team with our technical project requirements. Some skills relevant to my work are programming languages like Python and SQL, visualization software like Tableau and Power BI, project management systems like JIRA, and certifications like the Agile ScrumMaster Certification," says Bradley.

Bradley works at DXC Technology’s Digital Transformation Center in New Orleans which opened in May 2018 and focuses on the development, delivery and ongoing support of next-generation digital services and solutions for DXC’s global clients.

DXC is a well-established, global, Fortune 500 company, but Bradley describes it's New Orleans office as having a start-up feel to it thanks to the new location, the 2017 merger between CSC and the Enterprise Services business of Hewlett Packard Enterprise, and the fact that DXC is on the cutting edge of technology.

"Most companies would stick a new, young employee right into a learning phase so to speak, but because of the unique position DXC is in with the recently opened New Orleans Digital Transformation Center having the feel of a startup but the resources of a large company, I was immediately presented with opportunities to be involved in big projects and make my own path," says Bradley.

About DXC
As the world’s leading independent, end-to-end IT services company, DXC Technology (NYSE: DXC) leads digital transformations for clients by modernizing and integrating their mainstream IT, and by deploying digital solutions at scale to produce better business outcomes. Learn more at www.dxc.technology.
What does it mean to be career ready? The National Association of Colleges and Employers (NACE) surveys thousands of employers, identifying professional competencies necessary for success in the workplace.

Consider which competencies below you will need in your career of interest, and how you might further learn more about and develop that competency through informational interviews, internships, coursework, and extracurricular activities.

**Critical Thinking/Problem Solving**

Exercise sound reasoning to analyze issues, make decisions and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

**Oral/Written Communications**

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

**Teamwork/Collaboration**

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.

**Digital Technology**

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

**Leadership**

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

**Professionalism/Work Ethic**

Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind and is able to learn from his/her mistakes.

**Career Management**

Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

**Global/Intercultural Fluency**

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.
INFORMATIONAL INTERVIEWS

Informational interviewing is the process of meeting with a professional in the field you are interested in entering to gain valuable information about their career, industry, company/organization, and/or geographic location. It is the opportunity to learn how to prepare to be competitive to enter the field as a professional upon graduation. It is also a great way to connect with employees of a company you are hoping to work for one day.

Utilize contacts from family, the LSU Olinde Career Center, and LSU Alumni chapters to provide easy access to professionals excited about helping Tigers prepare for the real world.

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

![Email Example]

What to wear? Making a positive first impression shows you care about your career. 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. For more information on how to dress for success, see page 55 of this guide.

A TIP FOR INFORMATIONAL INTERVIEWING

You should conduct several interviews in an occupation and try to confirm the information against various sources. After the interview, show gratitude by sending a thank you note. Read tips for thank you notes on page 36.
Preparing for Informational Interviews

Although informational interviews are relaxed, they also need to be focused and organized so that you gather the information you need. Research about the organization will make your questions more informed—and will demonstrate enthusiasm and create goodwill. 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?
TYPES OF EXPERIENCES

Competencies can also be developed through a wide range of extracurricular, academic, or professional experiences. Some examples include:

**PART-TIME JOBS**

Part-time Jobs On or Off-Campus

Part-time jobs on or off-campus, of which the LSU Olinde Career Center is notified, are posted on Handshake.

- Search for the job listings by selecting the Jobs tab in Handshake.
- Be sure to follow specific instructions about employer application procedures.
- There are restaurants, retail stores, and other businesses near campus, on the bus route, or within driving distance that hire students.

**INTERNSHIPS**

Internship

- Paid or unpaid work experience in a career field
- Work summer, fall, or spring semester
- Check with your major department about obtaining credit for your internships or co-op.
- Typically a structured experience

**COOPERATIVE EDUCATION**

Cooperative Education (Co-op)

- Full-time, in-depth, paid work experience related to major
- Alternate two or more semesters of work with semesters of school.
- Check with your major department about obtaining credit for your internships or co-op.

**VOLUNTEER SERVICE**

Volunteer Service

- Besides giving back, excellent opportunity to enhance career competencies
- Build leadership, teamwork, and communications skills
- Participate in an alternative break, nonprofit agency or campus event such as Geaux Big

**LEADERSHIP OPPORTUNITIES**

Leadership

- Get involved in student professional organizations and clubs on campus
- Explore interests, build skills such as leadership, communication, teamwork, and collaboration
- May discover career interest
- Serve in a leadership role, chair committee, or lead organization

**JOB SHADOWING**

Job Shadowing

- Opportunity for students to spend time with potential employers, observing and often working with professionals in career fields within their interest.
- Gain a first-hand view of a professional's daily duties and have the opportunity to ask questions about how to be competitive within your field.

**NOTE:** Some on-campus jobs require that a student qualifies for Federal College Work Study Program (CWSP) or the President's Student Aid Program. Contact the LSU Office of Financial Aid and Scholarship for questions about these financial aid programs.
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. This will enable you to maintain the most current scholarships, student admission status and retain your insurance, etc. For more registration details visit lsu.edu/career.

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 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. The LSU Olinde Career Center strictly adheres to all university academic calendar dates that apply to charges and fee refunds.

Additional Considerations
Be aware that your resignation from an internship/co-op may affect your full-time status with the university for such concerns as scholarships, insurance coverage and use of university services, i.e., Student Health Center, University Recreation, athletic events, campus housing, campus parking, etc.

If you are a graduate student, please check with the Graduate School and your department regarding any additional requirements that may apply.

Benefits of Experiential Education
- Gain work experience for professional development
- Network with professionals in your field
- Obtain important skills required to be a competitive candidate for a full-time job upon graduation
- Apply concepts from coursework
- Learn professionalism and work ethic
- Exercise leadership by taking responsibility and initiative
- Work collaboratively with a team of co-workers to complete a job
- Enhance oral and written communications in a professional setting
Handshake is a modern, online career resource for LSU students and alumni to explore jobs, connect with employers, register for events and boost career readiness.

Potential, Meet Opportunity
Discover new career paths. Find amazing jobs and internships. Connect with great companies and nonprofits. All in Handshake.

Handshake is free to students and alumni in a modern online interface or the palm of your hand through the Handshake Jobs & Careers app. Current students have accounts automatically created for them, login using your myLSU credentials at lsu.joinhandshake.com. Alumni can easily request access at lsu.edu/career.

Find the Job
Ready to apply for an internship, full-time, or part-time job? Visit the Jobs tab in Handshake to identify opportunities and track deadlines.

Explore Your Options
Explore upcoming events and fairs hosted by the LSU Olinde Career Center and employers under the Events tab in Handshake. With a variety of recruiting events, networking opportunities, and career development workshops, there is always something to keep you inspired.

One-on-One Support
Scheduling appointments is a breeze in Handshake. Just click the Career Center tab in Handshake and select Appointments for your choice of topics, counselors, dates and times.

Day or Night
Some of us do our best work at 11 p.m. Handshake hosts a multitude of resources and information available on demand. Just click the Career Center tab and select Resources to view résumé examples, career assessments, and more to get you through when you need us most.
Show Off Your Talent

Employers are constantly browsing thousands of students on Handshake, seeking out their next hire based on profiles and résumés. Interested in letting an employer seek you out? Just set your profile as ‘public to employers.’

Profile

Quickly build out a rich Handshake profile that helps you stand out when employers search for students. Use the tips and examples below and be one step closer to your next opportunity.

Job Search Documents

Beyond your profile, your résumé is an essential document your potential employer will review. Upload your résumé under the Documents tab to be reviewed by one of our staff. Remember, all résumés used in applications through Handshake must first be uploaded and reviewed by our staff. Plan to allow three business days to have your résumé or other job search document reviewed.

A TIP FOR YOUR HANDSHAKE PROFILE

The more you build out your profile and explore Handshake, the better it gets at recommending options for you. Interested in living in a sports-crazed city, hoping for a job with travel, or know that you value good work-life balance? You can favorite cities, employers, and jobs collections like these to help Handshake get to know you. Simple but powerful search tools and alerts help you find the best fit from thousands of jobs and internships.
MARKET YOURSELF

IN THIS SECTION:

- The Employability Grid
- Your Elevator Pitch
- Building Your Résumé
- Tailoring Your Résumé
- Action Verbs for Your Résumé
- Résumé Examples
- References
- Cover Letters
- Thank You Notes
- LinkedIn
- Your LinkedIn Profile
- Emailing 101
JOIN OUR TEAM!

Baton Rouge University Preparatory Elementary is now hiring dynamic and driven teachers for the 2019-2020 school year.

UP Elementary proudly offers:

- Opportunities for professional advancement and growth
- Individualized professional development
- Certification Opportunities
- Small-group instruction
- Incentive Pay

APPLY TO JOIN OUR TEAM OF DRIVEN EDUCATORS TODAY.

(225) 364-9805
www.upelementary.org
Use this worksheet to identify experiences that developed specific skills for inclusion in your résumé or cover letter.

- Set goals to develop these skill areas.
- Schedule an appointment with the Career Center to learn to communicate evidence of the skill.
- Demonstrating your mastery of these skills will give you a clear, competitive advantage in the job search and interview process.

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<thead>
<tr>
<th>Skills</th>
<th>Courses (projects, research, thesis, etc.)</th>
<th>Jobs/Co-ops/Internships/Labs</th>
<th>Service/Volunteer Work</th>
<th>Clubs/ Orgs/ Civic Groups</th>
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<td>Critical Thinking/Problem Solving*</td>
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<td>Oral and Written Communication*</td>
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*denotes a NACE Career Readiness Competency. Learn more about these competencies on page 15 of this guide.

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**GEAUX ON...**

**BRAG A LITTLE**
YOUR ELEVATOR PITCH

Forbes Magazine describes an elevator pitch as “the 30-second speech that summarizes who you are, what you do, and why you’d be a perfect candidate”.

Build your elevator pitch using the grid and template below:

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Goals and Aspirations</th>
<th>Describe Your Experiences</th>
<th>Closing</th>
</tr>
</thead>
</table>

- Your name
- Your degree at LSU
- Your graduation date
- Your reason for being at the event

- What position or job focus do you see yourself in? Target the company of the employer you are speaking to. These goals should be realistic.

Example: Nice to meet you, I’m Mike Tiger. I’m currently a junior and am studying Finance at LSU.

Example: I hope to begin my career as a financial analyst and continue into hedge fund management.

Example: This summer I did an internship with the Groundhog Hedge Fund Group where I had the opportunity to gain experience outside of the classroom.

Example: I’m interested in other areas of finance and hope to continue my experience with a rotational pro-gram. What rotational pro-gram opportunities does [in-sert company] offer for young professionals?

Hello, my name is ____________. I am a ________;(fr/soph/jr/sr) studying ________________________(major/ minor) and am looking for a ___________;(internship/full-time/part-time job) in _________________;(industry.)

Over the past few years, I have ____________(worked/volunteered/interned) with __________; (company/student group/etc.) as a/the ________________; (position/role.) Through this experience I developed a better understanding of ________________; (industry) as well as useful ________________; (skills/knowledge) that I hope to use in my next position. I know that ________________; (company name) is currently hiring for ________________; (name of position). I am very interested in applying. Could you tell me more about ________________; (specific question(s) about the company/application process/training/etc.)?

LEAVE A LASTING IMPRESSION

Impress the employer with the research you have done on the company or position, and communicate experiences you have had in a way that relates them to the position.
BUILDING YOUR RÉSUMÉ

Your résumé is a reflection of your personal brand.

Personal branding is essentially the ongoing process of establishing a prescribed image or impression in the mind of others about an individual, group, or organization. (Lois Ellis, Creating Your Personal Brand, 2009)

Developing your brand:
1. Who are you as a person?
2. Who are you currently as a professional?
3. Who do you want to be as a professional?
4. Identify what makes you unique and authentic.
5. Include your values, passions, skills, and expertise.

Header

Your résumé begins with a header that includes your full name, contact information, location, and any online profiles or portfolios you wish to direct potential employers to. For example, you may include your LinkedIn profile. Make sure you have selected an email address that is simple and not a distraction to the reader. Your student email address is a great choice.

Education

Many jobs require specific levels of education, degrees, or coursework making your education section one of the most important components of your résumé. List your education section right after your header to ensure this qualification is noted by the reader. Students who have degrees from multiple institutions should list them in reverse chronological order. You do not need to list institutions from which you did not earn a degree.

EXAMPLE

Michelle T. Tiger
(225) 578-3202
mitiger5@lsu.edu

EDUCATION

Louisiana State University (LSU), Baton Rouge, Louisiana
Bachelor of Arts, Political Science
Minors: Sociology, Business, and Communication Studies
GPA: 3.5

Related Coursework: Human Resource Management, Human Behavior in Organizations, Interpersonal Communication

Basics

- Do not include high school information in your Education section. It is fine to include positions you held in high school on your résumé. These will naturally fall off your résumé as you gain more experience during college.
- Avoid copying résumé templates you find online as it is often obvious to the reader that the words are not your own making you seem insincere. For examples of population-specific résumés, check pages 66 and 68.
- Keep your résumé to one page in length, using 12pt font with margins as small as ½ inch on the sides and bottom, and ¾ inch on the top.
Transfer your skills into experience.

Transferable 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. Employers identify transferable skills in the bullet statements you provide under each experience. If you are unsure about which skills to highlight, start with the NACE competencies (check page 16 for more details).

- Describe your positions using the Bullet Point Formula: strong verb + specifics about what you did + outcome/reason
- Experience can include full-time or part-time jobs, internships, volunteer positions, and campus leadership positions.
- Omit all personal pronouns.

### Optional Résumé Sections
- Awards/Honors
- Leadership/Activities
- Technical Skills
- Languages
- Projects/Research/Publications

### GET IN ON THE ACTION:

Review a list of strong action verb options for your résumé experience section on page 29, and complete résumé examples on pages 30-32 of this guide.

### RÉSUMÉS FOR SPECIALIZED POPULATIONS

Students who belong to specialized populations such as graduate students or veteran students may require a résumé that uniquely highlights their experiences, for example, a curriculum vitae (CV) For examples on how to construct a graduate student and veteran résumé, refer to pages 66 and 68.
TAILORING YOUR RÉSUMÉ

Tailor your résumé 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. Identify the core competencies of the job for which you are applying and ensure your résumé reflects those competencies.

Three steps for tailoring your résumé to a job description:

1 Highlight certifications, coursework, and skills related to the job description.

   Job description notes a preference for:
   • Experience in public speaking
   • Ability to learn new technology and software
   • Experience designing advertisements

   You might choose to include:
   • Coursework: CMST 2060 Public Speaking
   • Microsoft Excel Certified, 2019
   • Proficient in Adobe InDesign software

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

   Job description mentions that the employee will:
   • ...conduct cold-calls to reach new customers.
   • ...communicate project timelines to client and track deadlines.
   • ...serve on a team for planning a volunteer event.

   You might choose to include:
   • Provided excellent customer service for front desk, triaging an average of 40 calls per day.
   • Organized front desk project task lists and calendar in order to track and meet deadlines.
   • Served on the Goodwill LSU leadership team as Program Chair for planning an annual event hosting over 100 students.

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

   Job description mentions that the employee will:
   • ...conduct cold-calls to reach new customers.
   • ...communicate project timelines to client and track deadlines.
   • ...serve on a team for planning a volunteer event.

   You might choose to list your experience working at the front desk and planning an event before listing your experience as student treasurer. The student treasurer experience would be least relevant in this case and could potentially be left off altogether if you do not feel it adds value and/or you need to save space.

ONE-ON-ONE RÉSUMÉ SUPPORT

Schedule a résumé review by calling our office at 225-578-2162 or by logging into your Handshake account and scheduling under the Career Center tab. Our team will gladly sit down with you and review your résumé line by line.
**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.

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Michelle T. Tiger
(225) 578-3202
mtiger5@lsu.edu

EDUCATION

Louisiana State University (LSU), Baton Rouge, Louisiana
Bachelor of Arts, Political Science
Minors: Sociology, Business, and Communication Studies
**Related Coursework:** Human Resource Management, Human Behavior in Organizations, Interpersonal Communication

EXPERIENCE

**Human Resource Intern**
**ABC Industries, Baton Rouge, Louisiana**
June 2019 – Present

- Explain personnel policies, benefits, and procedures to more than 50 employees at new staff orientation.
- 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 status.

**Vice President of Recruitment**
**Panhellenic Council, LSU, Baton Rouge, Louisiana**
August 2019 – 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 to 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 2017 – January 2019

- 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.

**Resident Assistant**
**Miller Hall, Residential Life, LSU, Baton Rouge, Louisiana**
August 2016 – May 2017

- 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.

SKILLS / HONORS / ACTIVITIES

**Language:** Spanish, fluent

**Technology:** Microsoft Excel, Adobe Systems, Adobe Photoshop, C++

**Honors:** Dean’s List, Taylor Opportunity Program for Students (TOPS) Recipient, National Society of Collegiate Scholars

**Activities:** Society for Human Resource Management (SHRM) LSU Intramural Soccer, Delta Kappa Sorority
Mike Tiger
(225) 578-2162
dwww.linkedin.com/in/miketiger
miketiger1@lsu.edu

EDUCATION
Louisiana State University (LSU), Baton Rouge, LA
Bachelor of Arts, Psychology
Minor: Philosophy

May 2022

WORK EXPERIENCE
Student Worker
August 2018 – Present
LSU International Programs, Baton Rouge, LA
• Assist Orientation and Employment Coordinator with applications for internships for the international community at LSU
• Serve as a referral to the LSU students and community when asked about departmental information
• Utilized Microsoft Excel to create a report for the office that analyzes data from national database
• Create insurance reports using Microsoft Access

Lifeguard
May 2016 – August 2018, Seasonal
Bocage Racquet Club, Baton Rouge, LA
• Responsible for safety of 100+ swimmers at a given time
• Assisted managers with training during onboarding process throughout the summer
• Maintained a clean environment and adhered to safety protocol to ensure the safety of all swimmers

LEADERSHIP & INVOLVEMENT
Freshmen Leadership Council
August 2018 – May 2019
LSU Student Government, Baton Rouge, LA
• Gained understanding of the organization and discovered ways to create positive impact on campus
• Collaborated with 15 freshmen council members to actively prepare for future leadership positions
• Participated in semester project that addressed student parking concerns

Cub Pride Band Member
August 2014 – May 2018
University Laboratory School, Baton Rouge, LA
• Successfully balanced school coursework with weekly band practices for football games and concerts
• Practiced and collaborated with band members to ensure successful delivery during performances
• Selected by band director to compete as trumpet soloist in local and state competitions

VOLUNTEER WORK
April 2019
• Geaux Big Baton Rouge
• Habitat for Humanity
• Friends of the Animals Dog Adoption House

March 2017, March 2018

August 2016

HONORS & AWARDS
August 2018 – Present
• Taylor Opportunity Program for Students (TOPS) Recipient
• LSU Dean’s List
• University Laboratory School National Honor Society

August 2018 – May 2019

January 2015 – May 2018
Michelle Tiger
158 Student Union, Baton Rouge, LA 70803 | 225-578-2162 | career@lsu.edu

EDUCATION

Louisiana State University, Baton Rouge, LA
Graduated May 2019
Roger Hadfield Ogden Honors College
Bachelor of Science, Finance
Minor: Painting and Drawing
Louisiana Service and Leadership Program (LASAL)
Distinguished Communicator Candidate
Thesis: The Economic Impact of E-Commerce Sales on Book and Mortar Stores in Southeast Louisiana; Dr. Troy Autin

EMPLOYMENT HISTORY

Student Managed Investment Fund
Louisiana State University, Baton Rouge, LA
August 2017 – December 2017
• Managed a $3 million “Tiger Fund”, along with a group of my colleagues, that is used by LSU as an investment tool for their athletic foundation.
• Provided extensive equity research of companies in the Russel 200, which we used as our benchmark, to provide a portfolio of diversified equity investments for the “Tiger Fund”.
• Collaborated with colleagues to come up with the adjustments that should be made to the “Tiger Fund”, with the goal of keeping a diversified portfolio and outperforming the benchmark, which was consistently accomplished.

Financial Representative Intern
Northwestern Mutual, Baton Rouge, LA
May 2017 – September 2017
• Created a client base using personal contacts and gaining references from current clients.
• Made calls daily to potential clients to set up meetings, the goal to introduce potential clients to Northwestern Mutual and present ways in which the company could aide them in making educated financial decisions.
• Analyzed the client’s situation and if needed, created a financial plan that best fit their needs and would help reach their financial goals.
• Reviewed financial plan with the client and adjusted to best fit the needs of the customer.

Financial Planning Intern
Kropog Financial Group, LLC, Mandeville, LA
May 2016 – August 2016
• Conducted prep work in advance of financial review meetings with current clients, usually including an assessment of the client's current financial standings and their financial goals for the future.
• Participated in financial review meetings with current clients; utilizing research and prep work to assist with wealth management and portfolio diversification recommendations.
• Summarized the details and recommendations covered in each financial review meeting and forwarded the information to the client for future reference.

COMMUNITY SERVICE

Project 225
Louisiana State University
May 2016 - Present
• Participated in a variety of service projects over four years including tutoring and elementary school student every week for a semester, building homes in New Orleans, and community beautification projects

PRESENTATIONS AND CONFERENCES

Re-Envisioning Louisiana: The State We Want to Be In - LSU
Speaker at TED X LSU
May 16, 2018
March 28, 2018

HONORS, ACTIVITIES & SKILLS

Honors: National Society of Collegiate Scholars Active Member, LSU President’s List (Fall 2015, Spring 2017), LSU Dean’s List (Spring 2015, Spring 2016, Fall 2016, Fall 2017)
Activities: Phi Gamma Delta, Beta Rho Chapter Active Member, Phi Gamma Delta Finance Committee Chair, Phi Gamma Delta Scholarship Chair, Student Finance Association Active Member
Skills: Proficient in Bloomberg, Microsoft Excel, Microsoft Word, Microsoft PowerPoint

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References are a way for an employer to gain insight into 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, location, and phone number.
- Try to include as much information about your references as possible (name, title, company, address, phone number, 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.

**REFERENCES**

**Mike T. Tiger**  
mtiger@lsu.edu  
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.
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.

TIPS AND TRICKS:

- 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 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.

Michelle T. Tiger
(225) 578-2162
mtiger5@lsu.edu

Name of Employer
Title of Employer’s Position
Name of Company/Organization
Street Address
City, State, Zip Code

Dear Mr./Ms. Last Name or Dear Hiring Managers with Name of Company,

1st Section: “Why Am I Writing?” Identify the position you are applying for or the career interest area you are inquiring about. Identify how you heard of the opening or organization. Research the company and discuss why you are interested in working for that organization. It is imperative to demonstrate you are writing this cover letter specifically for this company.

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 state the facts that are on your résumé. (“Through my public relations internship at WWOW, I have developed sales and communication skills that are essential to the position of X,” sounds for 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 or location, etc.

3rd Section: “My Next Step.” Refer the reader to the enclosed application, résumé, vitae, and/or status of other required documents. Close the letter with a strong interest in pursuing the next step of an employment interview, informational 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.

Sincerely,

Handwritten Signature
Typed Name
Below 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.

123 Tiger Town
Baton Rouge, LA 70808
June 1, 20XX

Dr. Emma Smith
Associate Director of Student Services
University Career Services Center
100 Stripes Lane
Baton Rouge, LA 70810

Dear Dr. Emma Smith:

I am writing in response to the job posting found on HigherEdJobs.com concerning the Job Search Coordinator position for the University Career Services Center. As a senior at Louisiana State University (LSU), majoring in Political Science, I am very interested in serving current students in their job search and the employment process. I have observed the growth and positive impact the University Career Services Center has had on students in recent years, and I would like to contribute to further developing center services to empower students to succeed. My academic background in human resources and past student affairs experience provides value that I can bring to the University Career Services Center team.

I currently serve as a Human Resource Intern for ABC Industries where I have gained extensive insight and understanding of the job search process, including reviewing job applicants for eligibility and assisting applicants with their application process. In this role, I also collaborate with the Human Resource team to deliver numerous career development presentations to large groups of clients.

As a past resident assistant for LSU Residential Life, I enjoyed operating in a student affairs environment and working with fellow resident assistants and professional staff. My day typically consisted of assisting current students in resolving conflicts, spearheading programming, and providing opportunities to help students engage with the campus community. My most successful event, titled ‘Day of Etiquette’ with more than 50 student attendees, educated students on job search etiquette and provided insight from recent graduates about their job search experience. These experiences have equipped me with the necessary communication and interpersonal skills needed to counsel students as they begin pursuing their desired career.

If given the opportunity, I am confident in my ability to provide the proper counseling, engagement, and support needed for students to succeed.

Thank you for your consideration and I look forward to hearing from you soon. If you have any questions, please email me at mtiger5@lsu.edu or call me at 225-578-3202.

Sincerely,

Michelle T. Tiger

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

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.
THANK YOU NOTES

The thank-you note is an important element of the job search. Sending a “thank you” shows a potential employer that you appreciate their time that has been given to you and demonstrates your personal investment in the position you are applying for.

TIPS AND TRICKS:

- 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.

TIP FROM A RECRUITER:

A personal thank you note will not guarantee a job or an interview, but it will make an applicant stand out. Separating yourself as a professional with business etiquette could make the difference when the choice comes down to you or someone else. Keep blank thank you notes in your car so you can write them and bring them back inside to the receptionist for quick delivery.

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 time to discuss the public relations coordinator position with me today. I appreciated seeing first hand how various positions come together to complete a project for a client. I am 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. Interviewing with a boutique firm like Eills High 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 interviewed all of the candidates. Please again this the opportunity to interview and consider me for the public relations coordinator position. If you have any additional questions please don’t hesitate to contact me.

Sincerely,

Ellie Harrison

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

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
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 whom you know.” Connections can include family, friends, co-workers, advisors, classmates, bosses, professors, and many more. However, this is not Facebook. Only add people whom 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 are trying to cultivate.

Reach Out
Use LinkedIn to find contacts within companies or work fields that you are interested in 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.

Career-focused social platforms like Handshake and LinkedIn are often the first place a recruiter looks when after viewing your résumé. These broad-reaching profiles also create opportunities for global engagement, professional networking and are tools for researching career options. View tips for creating your LinkedIn profile on pages 38-39 and tips for your Handshake profile on page 21.
WHAT TO INCLUDE IN YOUR LINKEDIN

PHOTO
- Use a professional-looking headshot
- Use a recent, identifiable picture of you and keep it updated.
- Keep it simple from a composition standpoint.
- Feel free to include some kind of reference to your career.
- Make yourself look personable.
- Don't upload a photo with someone else cropped out.
- Don't include children, spouses or pets.

HEADLINE
- Creative or HR title under your name
- About section (optional)
  - Summarize your accomplishments
  - 1-2 paragraphs

PROFILE RECOMMENDATIONS (OPTIONAL):

Honors and Awards
- Add them to specific experiences to show excellence

Professional Recommendations
- Request recommendations from previous employers to validate your experience

Groups
- Join groups involving your field and interests
- Add businesses you may be interested in working for

Skill Endorsements
- Choose skills that are important to you and/or your field
- Gain endorsements

Erin Warns · 2nd
Career Coach for the E.J. Ourso College of Business at the LSU Olinde Career Center
Baton Rouge, Louisiana · 500+ connections · Contact info

About
I have a passion for coaching students and alumni on how to build their professional brand and confidently market themselves to employers. I am skilled in Resume Writing, Career Coaching, Public Speaking, and Leadership Development. I collaborate with LSU students, faculty/staff members, and employers to emphasize the ... see more
WHAT TO INCLUDE IN YOUR LINKEDIN PROFILE

TIP FROM A RECRUITER:
Edit your privacy settings and change your URL to be simple and direct (ex: www.linkedin.com/erinwarns). It makes it easy for the right people to find you.

EDUCATION AND EXPERIENCE

- Include all past educational institutions and jobs
- Consider this a living résumé and keep it up to date as jobs and experiences change.

**Education**

- **Louisiana State University**
  - Master of Arts (M.A.), Higher Education/Higher Education Administration
  - 2015 – 2017
  - Activities and Societies: HESPA (Higher Education Student & Professional Association), Tiger Success Network

- **Ohio University**
  - Bachelor of Arts, Psychology
  - 2011 – 2015
  - Activities and Societies: Delta Gamma, Alpha Lambda Delta Honors Society, Phi Chi Theta, Big Brothers Big Sisters of America, Psi Chi National Honors Society

- **Magnificat High School**
  - High School Degree
  - 2007 – 2011

**Experience**

- **Louisiana State University**
  - 4 yrs
  - Olindo Career Center Career Coach - College of Business
  - May 2017 – Present · 2 yrs 3 mos
  - Baton Rouge, Louisiana Area
  - Currently, I serve as the Career Coach for the LSU Olindo Career Center and the E.J. Ourso College of Business.
  - In this role I act as the liaison between the Olindo Career Center and the E.J. Ourso College of Business to provide specific professional development resources for the 2,000 College of Business Students.
  - Develop outreach strategies to create, maintain, and enhance relationships with Faculty and Staff. See more

  - Graduate Assistant for Job Search at the LSU Olindo Career Center
  - Aug 2015 – May 2017 · 1 yr 10 mos
  - Baton Rouge, Louisiana Area
  - As a graduate assistant for the LSU Olindo Career Center, I provided individual career assistance to undergraduate students on job search related topics including resume writing, cover letters writing. See more

  - Practicum Academic Advising Intern
  - Jan 2016 – May 2016 · 5 mos
  - I was as practicum student for the Cox Communications Academic Center for Student – Athletes. Through this experience:
  - Assisted with providing academic advisement and confidential student record keeping. See more

- **Baldwin Wallace University**
  - NODA Graduate Intern - Student Orientation Programs
  - Jun 2016 – Aug 2016 · 3 mos
  - Selected as the NODA Intern for Baldwin Wallace in Summer of 2016.
EMAILING 101

When emailing a company contact, whether it be an introduction message, a thank you, or a follow-up, it should be viewed as a professional interaction. As with any professional interaction, it is in your best interest to be respectful, polite, and courteous, to make a strong impression.

**Tips**

- Remain professional.
- Refer to the person you're emailing as they expect you to refer to them in the workplace. If you are not sure, choose the most formal option.
- Refrain from using slang and abbreviations.
- Examples of salutations and introductions: "Dear Sir or Madam" or "Dear Hiring Manager" instead of "To Whom it May Concern."

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**STRONG EMAILING**

Mr. Boudreaux:

Thank you for the insights you shared with me at LSU’s Career Expo regarding the Lead Engineering Internship.

If this internship is still available, I would like to apply. Please let me know what is required for the application process.

I look forward to hearing from you.

Mike Tiger
mtiger1@lsu.edu
(225) 555 - 5555

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**WEAK EMAILING**

HEY,

I MET YOU AT THE EXPO.

WAS WONDERING IS THIS JOB STILL OPEN? SHOULD I APPLY IN HANDSHAKE OR W/ MY LINKEDIN?

THX.
- MIKE

---

**NEXT STEPS**

Career Coaches are available to meet with you to discuss a variety of job search strategies including résumé and cover letter writing, interview preparation, and how to dress for success. Schedule your appointment in Handshake today under the Career Center tab, or by calling us at 225-578-2162.
FIND OPPORTUNITIES

IN THIS SECTION:
• Job Search Checklist
• Networking
• How Companies Find Employees
• Career Events
How to Find the Right Job

Listed are some of the ways to go about searching for a job. While this list is not exhaustive, awareness of the options gives you more resources to expand and diversify your job search plan.

Handshake

Handshake personalizes career recommendations based on your interests and network, helping you discover new opportunities, companies, on-campus events— and build a meaningful career. Visit lsu.joinhandshake.com, or the Handshake Jobs & Careers app to log in.

Online Job Boards

Check out other job search sites that compile postings from other specific company websites, classifieds, and industry publications (i.e., Indeed.com, Linkedin.com, Monster.com, Glassdoor.com, etc.). A simple Google Search can also direct you to new opportunities. For example, you can simply search jobs near me or entry-level jobs in business.

LinkedIn.com

Only 20 percent of jobs are actually posted. That is why networking is so important, and networking sites like LinkedIn can help you connect with opportunities. Create an account and go to linkedin.com/jobs to find new opportunities and connections in your network. LinkedIn also offers a way to find fellow alumni in your career field of interest, just visit linkedin.com/alumni.

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. Try developing a list of your top 10 or 15 companies for your career field following your research and then go straight to the source for opportunities.

Career Events

The LSU Olinde Career Center hosts a handful of recruitment events each semester. Visit lsu.edu/careercenter/events/list.php 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**

Utilize resources listed earlier in the checklist to locate internships or part-time opportunities. You can also gain experience in a meaningful way by visiting these additional websites:

- Internships.com
- WayUp.com
- AbsoluteInternship.com

**Volunteer Opportunities**

Looking to give back to your community and serve those in need? Try joining on-campus student organizations with a service focus (lsu.campuslabs.com/engage/) or search these other pages for other opportunities.

- Volunteer LSU: lsu.edu/volunteer
- volunteermatch.org

**FRAUDULENT JOBS NOTICE**

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 http://lsu.edu/careercenter/about/resources.php for the full Fraudulent Job and Scam Job Postings guide and more information on what to do if you feel you may be a victim of a fraudulent job.
Networking is a deliberate activity to build, reinforce, and maintain relationships of trust with other people to further your goals (Andrew Hennigan; *Payforward Networking*).

**Why network?**
- To build friendships with other people in their community
- To hopefully obtain a position or opportunity
- For professional or personal advice; aka a mentor
- To get assistance on a project or a professional goal
- To find an aspirational peer, learn about a field, how someone got to where they are in the field

Depending on your personal or professional goals, the type of relationship you need to develop will vary from acquaintanceship (modeling career path) to personal (developing friendships).

**Acquaintance**
- Initial Meeting

**Depth of Relationship When Networking**
- Follow-up
- In-depth Meeting
- Advising and Counseling

**Friend/Mentor**

**Networking Strategies**

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

Join professional associations in your field; many will have student versions or discounts for student membership.

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 (whom you know) to find out about their networks (whom they know).
HOW COMPANIES FIND EMPLOYEES

Contrary to what most job-seekers think, many companies identify or vet candidates outside of traditional or formal methods of hiring. Often, hiring decisions are made considering input from colleagues who know the applicant or based on past networking connections. Consider these strategies to stay one step ahead of the competition.

EXISTING RELATIONSHIPS

Strategies for the job seeker:
• Develop relationships with employees at companies you wish to work for in the future
• Intern or obtain a part-time job with the company
• Ask to job shadow or for an informational interview
• Attend company information sessions
• Talk to employees at career events

RECOMMENDATIONS FROM FRIENDS OR COLLEAGUES

Strategies for the job seeker:
• Find a mentor in the field who may have many contacts and connections
• Search LinkedIn for second-degree connections and ask for recommendations
• Ensure your mentor and connections know you’re looking for a job in your field or with a specific company
• Ask for assistance; do not assume your connections will do work for you

ONLINE JOB POSTINGS

Strategies for the job seeker:
• Stay up to date with job postings
• Tailor your résumé to incorporate specific field information, skills needed for a specific job, company values in your résumé as much as possible
• Write a specific cover letter showcasing your interests as to not be a generic candidate.

UNSOLICITED RÉSUMÉS

Strategies for the job seeker:
• Not as useful as you may anticipate
• Redirect effort into asking for informational interviews or job shadowing opportunities, thus creating a better relationship with the company
• Include a strong cover letter if you feel strongly about the opportunity
CAREER EVENTS

With over 15 on-campus career events each year, you are bound to find one that hosts employers who meet your specific interests! Career events are not just for students on the job hunt - they are also a great opportunity for any student or alum to explore career options, become familiar with companies who hire their major and practice networking skills in preparation for the job search.

How to Work Career Events

- **Dress for success.** See tips on career event attire on page 55 of this guide.
- **Practice your elevator pitch** ahead of time with your friends or mentors. What will you say about yourself? What questions will you ask? Learn more about elevator pitches on page 25 of this guide.
- **Review registered employers** and any of their job openings on Handshake before the event. This will help you form talking points and questions for genuine discussion.
- **Save any business cards and make notes** right after the event so you can be sure to follow up.

MARK YOUR CALENDAR FOR CAREER EXPO

Career Expo is the premier recruiting event for LSU students and alumni. It is open to all majors and is held every fall and spring semester. This event is valuable to all students, so be sure to mark your calendar for this event today!

HOW DO YOU BENEFIT FROM ATTENDING A CAREER EVENT?

<table>
<thead>
<tr>
<th>FRESHMAN</th>
<th>SOPHOMORE</th>
<th>JUNIOR</th>
<th>SENIORS/GRAD STUDENTS/ALUMNI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exploring majors and careers? Use career events to learn about career opportunities, companies, and how to prepare for the internship you will want in a year or two.</td>
<td>Use career events to explore internship and part-time opportunities that will give you valuable work experience. Learn more about the variety of experiences you can get on page 18 of this guide.</td>
<td>Kick up your internship search! 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 during career events. Research registered companies on Handshake prior to attending, and be prepared to communicate how you would make a great hire.</td>
</tr>
</tbody>
</table>

ALL STUDENTS:

Building your network is a never-ending experience, and you can't start too early! The more people you know, the more opportunities you will have. Meet recruiters, ask for business cards, and then follow up to show interest in the company.
INTERVIEWING

IN THIS SECTION:
• On-Campus Interviewing
• Video/Phone Interviews
• Company Research Worksheet
• Sample Interviewing Questions
• STAR Interviewing Method
• Dress for Success
• Dining Etiquette
The On-campus Interviewing Program (OCI), managed through Handshake, 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 Handshake. Step-by-step instructions on navigating the résumé submission and interview sign-up processes are available in the resources section of Handshake.

- To be considered for an on-campus interview, you must submit your résumé for every opportunity for which you are interested. The résumé submission deadline will vary depending on the actual interview date. Be sure to refer to the OCI daily deadlines, which can be found within each interview listing in Handshake. **Remember to check Handshake often because employers will continue to load their jobs.**

- After résumé submissions have ended, employers will select primary and alternate candidates. Some employers will email primary candidates, but you should also check Handshake on a daily basis to see if you’ve been chosen.

- After the employer makes selections available in Handshake, primary candidates will be allowed to select interview time slots. Should time slots remain open toward the end of this sign-up period, alternates will be given an opportunity to select a time slot. **All time slots are first-filled, first-served.**

- Many employers choose to host information sessions the night before their interview date. Be sure to attend any evening presentations hosted by employers with whom you are interviewing. Presentations will be noted on Handshake, and are often considered the first part of your interview.

NERVOUS?
TAKE A DEEP BREATH AND RELAX IN OUR COMFORTABLE WAITING ROOM.

PRIVATE INTERVIEW ROOMS ARE ALSO AVAILABLE FOR VIRTUAL AND PHONE INTERVIEWS. RESERVE AT LSU.EDU/CAREER.
ON-CAMPUS INTERVIEWING POLICY
Visit lsu.edu/career to print the policy.

What: On-Campus Interviewing Program
When: Fall and Spring Semesters
How: Handshake*
Where: 258 LSU Student Union (Recruitment Center)

The on-campus interviewing program (OCI) brings employers to campus to interview students each fall and spring.

Employers may choose to conduct a Room Only, Open, or Preselect schedule.

Students can participate in On-Campus Interviews by logging in to their Handshake account, clicking the Jobs tab, then the On Campus Interviews tab. New interview opportunities are added frequently, so check back often! Students may be offered an interview in any of the following types of formats.

Room Only Schedule*
The Room Only schedule allows recruiters who already have résumés of interested candidates to interview using our facilities. *These schedules are managed outside of the Handshake system. A Room Only allows employers to contact students directly and schedule interviews after reserving an interview date. Individuals on the schedule must have active LSU Handshake accounts, verifying their LSU student or alumni status. Students from other universities are not allowed to interview in our facility.

Open Schedule
The Open schedule allows LSU students and alumni who are registered with the LSU Olindo Career Center and meet the organization’s requirements to sign up for interviews on a first-come, first-served basis. Sign-ups are managed through Handshake.

Preselect Schedule
The Preselect schedule allows recruiters to review submitted résumés prior to the campus visit and select candidates to be interviewed. Students who are preselected will then have the opportunity to sign up for interview times through Handshake. Toward the end of the scheduling period, any alternates that have been selected have the opportunity to select interview times through Handshake, should timeslots remain available.

RÉSUMÉ SUBMISSIONS FOR PRESELECT SCHEDULES
To be considered for an on-campus interview, students must submit their résumé for every opportunity for which they are interested. The résumé submission deadline will vary depending on the actual interview date. All deadlines are listed within each interview schedule. Each employer has a 35-day application period, ending two weeks before the scheduled interview date.

EMPLOYER SELECTION FOR PRESELECT SCHEDULES
After résumé submission has ended (two weeks before the scheduled interview date), employers select primary and alternate candidates via Handshake. Most employers will email primary candidates, but students should check Handshake daily to see their selection status.

STUDENT SIGN UP PERIOD FOR PRESELECT SCHEDULES
Primary candidates can begin choosing timeslots nine days prior to the scheduled on-campus interview date. Signups are based on a first-come, first-served system and are not guaranteed.

Should timeslots remain six days prior to the on-campus interview date, alternates may select a slot on a first-come, first-served basis. Note: Employers may still add primary and alternate students during this time, so students should continually check Handshake for any status updates.

The final schedule closes five days before the interview date and is viewable to employers four days before the interview date.
Companies can use various types of interviews such as phone, in-person, video, panel, or group interviews to best understand if a candidate will be a good fit. Video and phone interviews are a cost-efficient way for employers to reach applicants. They also often serve as the first round or screening interviews, so making a good impression and demonstrating your value to the employer is key! Students can reserve rooms in our recruitment center for their interviewing needs. For more information, visit lsu.edu/careercenter/students/findajob/request.php

**VIDEO AND PHONE INTERVIEWS**

Students can reserve rooms in our recruitment center for their interviewing needs. For more information, visit lsu.edu/careercenter/students/findajob/request.php

**Video Interview Tips:**

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

**Phone Interview Tips:**

**Presence**

- Maintain a smile to aid in sounding positive during your interview.
- Dressing professionally to get the right mindset.
- Avoid chewing and drinking during interviews. Keep a glass of water near for a sip if your mouth gets dry, but be sure to mute the phone.

**Preparation**

- Be sure to disable other features/sounds.
- Keep your résumé nearby as a reference.
- Be prepared at least five minutes before your call time and answer using your full name.

**Location**

- Ideally, use a space with a landline phone to avoid technical difficulties.
- Conduct the interview in a quiet location.
LSU students and alumni continually 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. The 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 a company in preparation for an interview. 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.
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 in the exact same way. There are no “right” answers to these questions, but there are plenty of bad ones.

### Personal
- 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?
STAR INTERVIEWING METHOD

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

Use the space provided below to brainstorm workplace situations or professional accomplishments that you can discuss during an interview with an employer using the STAR method:

IDEA:

S:

T:

A:

R:
Sample interview question: Describe a time you demonstrated leadership skills.

S Situation
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.

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.

T Task
What goal were you working toward?

My goal as the group leader was to have all components of the project completed two weeks before the actual deadline so our group could have the plan and presentation critiqued by a panel of “experts” and then allow time for suggested changes from the feedback.

A Action
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.

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.

R Result
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.

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.
Your attire and look add to your overall brand when preparing for your next job interview! It’s key to know the difference between Business Professional (standard job interviewing attire) and Business Casual (daily work attire). See the infographic below for tips on making a strong first impression.

**Business Professional**
**Job Interviewing Attire**

**Suits should be:**
- Matching solid, dark, or neutral colors
- Light colors can be worn underneath
- **NO** loud or bright prints/colors

**Shoes should be:**
- Closed-toe heel or dress shoes

**NOTE:** While professional attire should always be worn for an interview, it is also important to learn dress code expectations for where you will be working.

**Business Casual**
**Daily Work Attire**

**Clothes should be:**
- Nice pants/slacks
- Dresses
- **NO** jeans, shorts, sundresses, or athletic wear
- Ties are optional

**Shoes should be:**
- Flats, boots, closed-toe shoes and comfortable for walking in

**NOTE:** Skirts and dresses should be knee-length when standing and thighs covered while seated.

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**General Recommendations**
It’s all about the first impression!

**Clothes should be:**
- Tailored
- In good condition
- Wrinkle and lint-free

**Shoes should be:**
- Neat and clean

**Other:**
- Belts should match the color of your shoes and attire
- Hair should be well-groomed
- Nails and makeup should be natural in style
- Wear moderate jewelry
- Wear only a mild fragrance
- Piercings and tattoos should align with company culture or standards

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**Need a lookbook? Check out the "Dress for Success" boards on our Pinterest page (@lsucareercenter).**
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**

- 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 or the host before starting to eat.

**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.

**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 your utensils to point at things.
- Reuse a dropped utensil.
THE JOB OFFER

IN THIS SECTION:
• The Cale P. & Katherine Smith LSU Student Financial Management Center
• Salary and Benefits
• Evaluating a Job Offer
The Cale P. & Katherine Smith LSU Student Financial Management Center (SFMC) encourages, educates and empowers LSU students to become financially literate, make good financial decisions and form fiscally responsible habits. Through educating Tigers on how to create and manage budgets, negotiate salaries, prepare taxes or even plan for retirement, the SFMC is committed to alleviating students’ financial stress and laying a fiscal foundation for their future.

**Tips and Resources**

**Budgeting Made Easy:**
- Identify where your money comes from (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 using a downloadable 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, and more.
- Resources available at lsu.edu/sfmc, such as downloadable budgets, calculators and articles.
- Scheduling workshops, presentations, and appointments by calling 225-578-1586.

**BECOME A BUDGETING EXPERT**

Take the financial education course at lsu.edu/sfmc/transit.php to gain knowledge on navigating personal finances, paying for college, and managing your financial responsibilities following graduation.

**Contact the Student Financial Management Center today:**

225-578-1586 | sfmc@lsu.edu | lsu.edu/sfmc | 158 LSU Student Union
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!

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

Dental insurance 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.

### 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>
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<tr>
<td>Taxable Income</td>
<td>2,742.73</td>
</tr>
<tr>
<td>Federal Income Tax</td>
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</tr>
<tr>
<td>State Income Tax</td>
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</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

| Health                | Single         |
| Life-SG               | None           |
| D-Life-SG             | None           |
| AD & D                | None           |
| Disabil               | None           |

### Leave Balance

| As of          | 07/31/16 |
| Annual         | 172,000  |
| Sick           | 223,500  |

### NEUROSCIENCES

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.
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:

<table>
<thead>
<tr>
<th>Factor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td>Benefits can include insurance, vacation/holidays, retirement options, health clubs, and childcare. Employee benefits can comprise 40 percent of your total compensation package.</td>
</tr>
<tr>
<td><strong>Office Environment</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Corporate/Company Culture</strong></td>
<td>Consider how you align with the shared attitudes, values, goals, and practices of the company you’re considering.</td>
</tr>
<tr>
<td><strong>Your Co-Workers/Boss</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Commute Time</strong></td>
<td>How much time you are willing to spend getting to and from work is a valid consideration.</td>
</tr>
</tbody>
</table>

Each of these factors alone may not make or break your decision, but together will help you determine whether you should accept, negotiate, or decline an offer.
GRADUATE/PROFESSIONAL SCHOOL

IN THIS SECTION:
• Getting Into Graduate/Professional School
• Personal Statements
• Financing Graduate School

Before deciding on graduate or 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? Our office can help with these questions. Schedule a one-on-one appointment through Handshake today, or by calling us at 225-578-2162.

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. See page 64 of this guide for tips on managing your finances while in graduate school.

NEED MORE DECISION-MAKING SUPPORT?
In addition to the resources on the following pages, our team also offers a series of related workshops each semester. These workshops may include Get Into Grad School, Get Into Law School, and Financing Graduate or Law School, and Personal Statement Writing. Visit lsu.edu/career to find upcoming workshop dates.
The decision to enroll in graduate school is not for everyone, but it can be rewarding and helpful for those who choose to pursue it. 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 or if your career path even requires an advanced degree. Are you willing to commit time and money to complete a program? Know that selection and application processes do take time if you want to secure a seat in the program you want.

**JUNIOR YEAR**
- Begin researching programs and learn program requirements.
- 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.

**SENIOR YEAR**

**First semester**
- Write your personal statement/ statement of purpose or letter of intent (depending on the program.)
- 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 page 36 of this guide.)

**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.

**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/graduateschool/index.php
- **Grad Schools and Careers:**
  www.princetonreview.com/grad-school
- **Is an MBA Right for You**
  www.princetonreview.com/business-school-advice/is-an-mba-right-for-you-quiz
- **Law Schools and Careers:**
  www.princetonreview.com/law-school
- **Internet Legal Research Group:**
  www.ilrg.com
- **Locating Programs:**
  www.gradschools.com
  www.petersons.com/graduate-schools.aspx
- **Graduate School Rankings:**
  www.usnews.com/best-graduate-schools
Writing a personal statement may seem like the most daunting task in the application process. 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.

TIP FROM A RECRUITER: 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.
When considering the plan to finance a graduate education, it is best to consider the following:
- Is a graduate degree 100% necessary for my field?
- What is my ideal style of living?
- What is the total cost of tuition, fees, and books for the program?

Students can fund their graduate education through either assistantships, scholarships, or student loans. Assistantships can come in the form of teaching, research, or graduate assistantships. Other students may also consider seeking graduate fellowships related to their field. Whichever path, it’s best to contact the desired graduate program to learn what funding options are available.

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

---

**Financing Graduate School:**

**Planned Expenses**

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

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SPECIALIZED POPULATIONS

IN THIS SECTION:
• Graduate Students
• International Students
• Veteran Students

MEANINGFUL CAREERS FOR ALL STUDENTS

The LSU Olinde Career Center is committed to providing services for all students and alumni. It is our mission for students to have a comfortable, safe place to explore their careers. We recognize that this section of the Student Career Guide is not exhaustive and encourage you to view additional resources on our website and schedule an appointment with our team to discuss your specific questions and needs.
GRADUATE STUDENTS

Pursuing graduate education can help you specialize or gain expertise in a certain area or field and these skills can be highlighted for the job search. The types of documents and strategies for the search depends on the route you decide to take (academic vs. non-academic jobs).

Consider who will be reading your documents. A curriculum vitae (CV) would best be suited for an academic or research-oriented position. The best strategy is to research CV’s of tenure-track faculty in your field to see what the “norms” are for the sections and content. Other needed items to prepare for the academic job market include cover letters, teaching and research statements, a job talk, and letters of recommendation.

A 1-2-page résumé that focuses more on your work experience and transferable skills would be best suited for a non-academic position. Overall, the content of each document depends on the position you are applying for and the job requirements/qualifications. You can visit the Career Center for personalized assistance in developing your CV or résumé.

NOTE: Sometimes CV and résumés are used interchangeably. The important thing to consider is providing information to the reader that effectively markets you as a candidate!
We know that searching for a job can feel overwhelming and frustrating for our international student population, and the LSU OCC is here to hopefully help alleviate your stress. To be competitive in the US job market, it is important for all students but especially an international student, to gain related experiences to their specific career field. As an international student, you have a few different opportunities to gain related experience.

It is important to remember, that all work experience must be pre-approved by the International Services Office and potentially the LSU Olinde Career Center.

**International Services Office (ISO)**

- LSU International Services Office (ISO) 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.
- F1 and J1 students must receive work authorization through ISO office to work off-campus in a position related to your major.
- Familiarize yourself with what is available and ISO employment authorization services by calling 225-578-3191 or visiting: http://www.lsu.edu/intlpro/is/index.php.

**On-campus Employment**

An on-campus job or assistantship are excellent opportunities for students looking to get involved in the job market to develop professional and interpersonal skills. Since it is directly related to your academic career there are few restrictions on working on campus.

**Internships, Externships, and Co-ops**

Internships, Externships, and Co-ops are opportunities for students to make an intentional connection between their area of study and intended job field. Immersion into one of these positions supplies a unique opportunity for students to build their practical skills while receiving training in their field.

International Students considering pursuing an internship, externship, or co-op will need to complete the Curricular Practical Training (CPT) which provides the opportunity for F-1 international students to work off-campus in positions that are deemed integral to the education of the student.

**Professional Job**

International Students looking for a professional job in the US, either before or after graduation should complete the Optional Practical Training (OPT) paperwork. OPT authorizes qualifying F-1 international students to work anywhere in the US in fields relating directly to their major for a specified period of time. OPT is dependent on finding a US-based employer willing to hire a student for the time period. If an employer is interested in the continued employment of the professional, the employer can apply for an H-1B work visa.
Research has shown that many employers want to hire military-affiliated students! Whether you are Active Duty, National Guard/Reserve, or a Veteran, your military background provides unique, transferable career skills that employers are looking for. It is best to include your military background in the job search and explain why it is of value. Schedule an appointment with our office to gain more tips on marketing your skills for the job search.

### Mike Tiger
Baton Rouge, LA | (225) 555-1234 | mtiger5@lsu.edu

#### EDUCATION
- **Louisiana State University (LSU), Baton Rouge, LA**
  - Bachelor of Science, Petroleum Engineering
  - Minor: Business Administration
  - May 20XX
  - GPA: 3.15

#### EXPERIENCE
- **XYZ Oil Company, Houston, TX**
  - **Business Planning Intern – Deepwater**
  - May 20XX – Present
  - Compile a comprehensive database of nearly 20,000 wells spanning the shores of seven continents to include over 100 critical attributes of each well.
  - Assist in training dozens of end-users to better integrate software into daily operations.
  - Implement a cost-benchmarking tool for drilling operations utilizing Tibco Spotfire software for deepwater business planning.
- **Wells Engineering Intern – Permian Asset**
  - May 20XX – August 20XX
  - Evaluated nearly 15 alternatives for drilling cuttings operations, storage, and disposal working with over 30 companies to save approximately $40,000 per well and $4,000,000 per year.
  -Benchmarked performance of approximately 700 wells to determine the best in class bottom hole assembly.
  - Calculated total cost per foot of methods of drilling using Landmark software to include back build and step out operations to recommend a standard practice.
- **Student Veterans of LSU, Baton Rouge, LA**
  - **Vice-President**
  - May 20XX – Present
  - Collaborate with Faculty Advisor, president, and three other officers to manage all aspects of club leadership.
  - Attend executive meetings and General Membership meetings of up to 30 people.
  - Communicate with executive board to ensure high level of understanding of upcoming club events and programs.
  - Promote use of on-campus Military & Veterans Student Center to connect student veterans to resources.
- **United States Navy – USS Springfield SSN-761, Groton, CT**
  - April 20XX – May 20XX
  - **Nuclear Maintenance Technician/Leading Engineering Laboratory Technician**
  - Key member of the reactor department accountable for ensuring the proper operation and maintenance of all chemistry and radiological controls, in support of nuclear maintenance onboard-tended units and in controlled industrial facilities.
  - Supervised all aspects of chemical and radiological controls, directly affecting submarine propulsion to allow for 100% mission readiness to include 0 incidents in over 1000 instances of radiological maintenance.
  - Directly supervised the operation of all mechanical and electrical systems directly related to reactor safety on a multi-million dollar warship while transiting over 100,000 miles in support of global security.
  - Received the highest markings continuously during four Operational Reactor Safeguards Examinations allowing the ship to remain capable of fulfilling mission requirements non-stop for over four years.

#### SKILLS
- Technical: AutoCAD, Microsoft Word, Excel, PowerPoint, Intergraph, RISA, Lotus Notes
- Language: Spanish, proficient

#### ACTIVITIES
- American Association of Drilling Engineers (AADE), Student Veterans of LSU, National Society of Collegiate Scholars, Volunteers for America, Tiger Athletic Foundation
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LSU Family Association  Brian L. Blades  Harry J. Longwell
Humphrey T. Olinde  Cale Smith, MassMutual Louisiana  Suzanne Swindler Smith

LSU OLINDE CAREER CENTER CHAMPIONS
These individuals have given contributions of $1,000+ for the building of the 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. De Bram - Joyce V. Dodds - Terry F. Ferguson - Ryan D. Fontenot - Andrew W. Frilot - Donald G.
Gilbert - Chad R. Harris - Timothy P. Henken - Walter J. Hryszko - 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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Our mission is to remain the long-term institution of choice in the marketplace. We seek to continually improve and enhance our rich heritage of over 100 years. “Here for Good” means helping families and businesses thrive in the communities we serve.

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- Competitive Compensation
- Great Benefits
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- Distribution & Logistics
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Visit mba.lsu.edu for more information.
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Our projects have been featured on CNN, BuzzFeed, WLA Magazine, Architectural Digest & more.

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We also have free snacks, breakfast tacos, coffee & wifi to get us through the 4.5 day work week.

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