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.
2018-2019 EVENT CALENDAR

FALL

September
• Career Expo
• E. J. Ourso College of Business Networking Reception
• College of Engineering Networking Reception
• Suit Up with JCPenney
• Opportunity Knocks! A Late Season Career Fair
• On-campus Interviewing Program

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

November
• On-campus Interviewing Program
• Geauxing Kinesiology

SPRING

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
• Art & Design Networking Day
• Construction Interviewing Day
• Networking Night at Manship
• Opportunity Knocks! Career Fair
• On-campus Interviewing Programs

April
• School Professionals’ Interviewing Day
• 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 & 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

Marketing Your Experience & 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

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.

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 Page 4 and 14 - 15. Our regular office hours are Monday - Friday, 8am - 4:30p.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

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

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

## Experience
- Sign up for HRE 3331: Strategic Career Planning.
- Decide if graduate school or professional school is necessary to reach your career goals.
- Schedule an appointment to have your résumé(s) and cover letter(s) critiqued.
- Update your résumé and upload the revised version on 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.
- Attend career fairs and other events.

## Transition
- Continue to follow the Graduate/Professional School timeline, if applicable.
- Develop your personal statement and have it critiqued by the LSU Olinde Career Center staff.
- 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 full-time position for which you apply.
- Attend career fairs and other events.
Explore

HANDSHAKE
Your online, one-stop shop for all things career.
Learn more at lsu.edu/careercenter/students/handshake.php

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 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 in 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.

LET’S SHAKE!
BUILDING YOUR HANDSHAKE PROFILE: PAGE 14
YOUR HANDSHAKE JOB SEARCH: PAGE 14
RESOURCES AND EVENTS IN HANDSHAKE: PAGE 14-15

HANDSHAKE TIPS AND TRICKS
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 http://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.**

- **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.**
  - $35 Execution Fee checks are to be made out to LSU Olinde Career Center
  - Visit http://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.

2 FOR $10
IN THIS SECTION:
DISCOVER YOUR PASSION
CAREER ASSESSMENTS
CHOOSE YOUR MAJOR
RESEARCH CAREERS
YOUR VALUES AND THE WORKPLACE
DISCRIMINATION IN THE JOB SEARCH & 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 personality 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/careercenter/students/choosing/assessments.php
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?

Additional tips that can help you with selecting a major:

- Choose a major that interests you.
  - Research majors of interest by becoming familiar with the LSU General Catalog and departmental websites about majors.
  - You will do well and get more out of the major.
  - If you have a genuine interest in your major, it is likely that you will make better grades.
  - A high GPA will provide future opportunities such as graduate school admission and employment.

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

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

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

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, 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**

Access at www.onetonline.org

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.

**Occupational Outlook Handbook (OOH)**

Access at www.bls.gov/ooh

The OOH can help you find career information on duties, education and training, pay, and outlook for hundreds of occupations.

**What Can I Do With This Major**

Access through the LSU Olinde Career Center website

“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.

**Professional Associations**

You can easily find professional associations connected to your intended career field by searching for “professional association for (insert your career field).” 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. When looking to learn more about a career field, the associations related to that field will be a valuable resource in gathering information. Most professional associations will provide students with a membership discount to encourage participation while still in school.

**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 Page 39-40.
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.

- 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.

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

**Need help making a stand-out impression?**
Career-focused social platforms like LinkedIn create opportunities for global engagement, professional networking and are tools for researching career options.

**LINKEDIN**
Access at www.linkedin.com

Here are some of the ways that you can use LinkedIn for researching potential career options:

- 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, their 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 36. To learn about how to fill out your LinkedIn profile, go to Page 36-37.

**NOTE:** One easy way to project one’s professional image online is with their profile picture.

**PROFILE PICTURE DO’S AND DON’TS**

1. **DO:** Use a recent photo and keep it updated.
2. **DON’T:** Make it a party photo.
3. **DO:** Make yourself look personable.
4. **DON’T:** Upload a photo with someone else cropped out.
5. **DO:** Keep it simple from a composition standpoint.
6. **DON’T:** Have a photo that looks like it belongs on an online dating profile.
7. **DO:** Feel free to include some kind of reference to your career.
8. **DON’T:** Include children, spouses or pets.
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, log in using your myLSU credentials at lsu.joinhandshake.com. Alumni can easily request access at lsu.edu/careercenter/students/alumni.php.

SHOW OFF YOUR BEST SELF
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.

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.
The LSU Olinde Career Center’s modern, online career resource for students and alumni to explore jobs, connect with employers, register for events and boost career readiness.

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.

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.
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:

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

An informational interview is more casual than a job interview. This casualness is part of its charm. Informational interviews should still be professional, however. Making a positive first impression shows you care about your career. Also, if you decide you like the occupation you are investigating, you could end up interviewing for a job with some of the people you meet. For more information on how to dress for success, see Page 52.

NOTE: 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 (see Page 32).
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?
ARE YOU CAREER READY?

The National Association of Colleges and Employers (NACE) survey thousands of employers, identifying professional competencies necessary for success in the workplace. Consider how you can apply these competencies using your unique interests and experiences.

**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.

**Creativity & 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.

**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.

**Global Perspective:**
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.

**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.

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

**Communication:**
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.
TYPES OF EXPERIENCES

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

- **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.
  - Access Handshake by clicking on the log in button on our home page.
  - 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.

- **Internship**
  - Paid or unpaid work experience in a career field
  - Work summer, fall, or spring semester
  - Typically a structured experience

- **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
  - Obtain credit for your internships or co-op

- **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**
  - 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**
  - 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 qualify 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. For more registration details visit lsu.edu/careercenter/students/work/intern/register. This will enable you to maintain most current scholarships, student admit status and retain your insurance, etc.

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

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

Please be aware a resignation 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. We strictly adhere to all university academic calendar dates that apply to charges and fee refunds.

Benefits of Experimental Education

- Work experience is an extremely important part of 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 used in coursework
- Learn professionalism and work ethic, work hard, be a self-starter and exceed expectations
- Leadership—take responsibility for assigned task/duties
- Work collaboratively with a team of co-workers to complete a job
- Enhance oral/written communications by talking with a supervisor and coworkers

Fees and Charges

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

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

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

IN THIS SECTION:
- RÉSUMÉ CHECKLIST
- RÉSUMÉ EXAMPLES
- ACTION VERBS
- NACE COMPETENCIES/TRANSFERRABLE SKILLS
- COVER LETTER
- REFERENCES
- THANK YOU NOTES
- EMAILING 101
- PERSONAL STATEMENT
- LINKEDIN PROFILE
Here are some tips for starting your résumé. Once you have the basics, be sure to tailor your document to each role to ensure you’re marketing yourself as the ideal candidate for the position.

**Header**
- Includes: Name, location, email, and phone number. LinkedIn, personal website, or online portfolio is optional.
- Located at the top of the page.
- Name should be the biggest font on the page.

**Education**
- Full university name, city, state, graduation month and year
- Degree title (i.e., Bachelor of Science, Biological Engineering or Bachelor of Arts, English)
- Minor
- GPA (optional for most majors; however, Engineering majors NEED to list GPA)
- Related coursework (optional): give specific course titles that are particularly relevant to the position for which you are applying.
- Thesis and/or dissertation title (optional)
- 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.

**Experience**
- Place positions in reverse chronological order
- Each experience you list should include: your title, the organization’s name, city and state, and date range (month year – month year)
- Experience can include full-time or part-time jobs, internships, volunteer positions, and campus leadership positions.
- Utilize bullet points to showcase the tasks you did, the skills you used or gained, and the things you accomplished in each role. Each bullet point should start with a strong action word and cover what you did, how you did it, and why you did it.
- Bullet point formula: [strong verb] + [specifics about what you did] + [outcome/reason]

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

**General Tips**
- 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.
- Names of states can be abbreviated.
- For other abbreviations or acronyms, spell it out first and show the abbreviation to be used (i.e., Louisiana State University (LSU)).
- Use consistent formatting throughout the document
- Omit all personal pronouns.
- Margins can be as small as ½ inch on the sides and bottom, and ¾ inch on the top.
- Omit personal information such as race, gender, marital status, height, weight, etc.
- Omit references and text that reads “References available upon request.”
- Use spell check.
- Have your résumé proofread by several people, including the LSU Olinde Career Center!

**RÉSUMÉS FOR SPECIALIZED POPULATIONS**
Students who belong to specialized populations such as graduate students or veteran students may require a résumé that best and uniquely highlights their experiences (ex: a curriculum vita (CV)). For examples on how to construct a CV or a veteran’s résumé, refer to Page 61 and 63.
Your résumé should reflect 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.

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

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

EXPERIENCE
Human Resource Intern June 2XXX – Present
ABC Industries, Baton Rouge, Louisiana
- 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 August 2XXX – Present
Panhellenic Council, LSU, Baton Rouge, Louisiana
- 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 May 2XXX – January 2XXX
Elle’s Boutique, Baton Rouge, Louisiana
- 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 August 2XXX – May 2XXX
Miller Hall, Residential Life, LSU, Baton Rouge, Louisiana
- 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
Think of your résumé as your advertisement. To be most effective this one-page document should be tailored and customized for each job for which you apply. The key to creating a tailored résumé is gaining an understanding of the position and company for which you are applying and then adjusting résumé content to highlight the items that match.

Job description

A Resident Assistant (RA) is a student employed by the Department of Residential Life to live in a residence hall and work as part of a staff team in order to build a positive living and learning environment and community experience for residents. An RA serves as a liaison between the students of the community and the Department of Residential Life. The RA reports directly to the Residence Life Coordinator (RLC) and Graduate Residence Director (GRD).

As a RA you are expected to know the residents in the hall or your community on a general basis and to advise, individuals and groups of residents on academic and personal matters. Each RA is expected to create and encourage activities and programs that in some way enhance community and the residents’ personal and academic needs. The RA serves as a role model for students in every aspect of University life and is expected to know various campus resources available to students.

Position Description: Resident Assistant

- **Responsibilities and Duties:**
  - **Student Involvement and Development:**
    - Organize general involvement for the community by coordinating student events and appropriate action to meet these needs.
    - Foster an environment that allows students to function to the best of their abilities.
  - **Community Involvement and Development:**
    - Engage in activities necessary to the establishment of an environment characterized by trust, respect, and inclusivity. Help members with academic and personal problems.
    - Provide leadership to students and groups in implementing and advertising events or on an individual and team basis throughout the year.
    - Ensure residents are aware of important student and university policies, and activities that occur on a regular basis.
    - Participate in the recruitment, training, and management of 15-20 Resident Assistants.
  - **Support Community Council and Resident Hall Association (RHA) by advising these representatives in initiating and coordinating community activities, for involvement in the RHA and pre-RHA programs.**

- **Additional Responsibilities:**
  - **Student Involvement and Development:**
    - Responsible for the University and the Department of Residential Life positively in all interactions with students, faculty, staff, parents, and guests.
  - **Work is part of a full time on campus activity on a full time schedule.**
  - **Work includes any activities necessary to fulfill all RA duties.**

- **Minimum Requirements:**
  - **Education:**
    - **Bachelor’s Degree:** Required
  - **Additional Requirements:**
    - **Experience:**
      - **Related Experience:** Preferred
      - **Leadership Experience:** Required
    - **Letters of Recommendation:** Required
    - **Interview:** Required

Mike “The RA” Tiger
(225) 578-0000
mtiger@lsu.edu

**Education:**
Louisiana State University, Baton Rouge, LA
Bachelor of Arts, Psychology
GPA: 3.35

**Minor:** Philosophy

**Relevant Coursework:** Interpersonal Communication, Public Speaking, Clinical and Counseling Psychology

**Experience:**

**Student Worker**
Louisiana State University, Baton Rouge, LA
- February 2018 – Present
  - **Responsibilities and Duties:**
    - Assist with applications for internships for the international community at LSU
    - Serve as a referral resource to the LSU students and community when asked about departmental information
    - Created reports for insurance data with Microsoft Access

**Philanthropy Committee Chair**
Delta Gamma, Gamma Zeta, Baton Rouge, LA
- December 2017 – Present
  - **Responsibilities and Duties:**
    - Manage a budget of $50,000 to delegate throughout the course of the academic school year
    - Demonstrate leadership and communication skills when presenting ideas in front of large audiences

**Lifeguard**
Bocage Racquet Club, Baton Rouge, LA
- May 2016 – August 2017
  - **Responsibilities and Duties:**
    - Field responsible for the safety of over 100 swimmers at a given time
    - Show flexibility and adaptability when working with over 15 different lifeguards during a shift

**Community Involvement:**
- **Honor Roll:**
  - **Highest Honor:**
    - Spring 2018
  - **National Honor Society:**
    - Fall 2017

**Honor:**
- **Alpha Lambda Delta Honor Society:**
  - December 2017 – Present

**Community Participation:**
- **Philanthropy Committee Chair**
  - Delta Gamma, Gamma Zeta, Baton Rouge, LA
  - December 2017 – Present
  - **Responsibilities and Duties:**
    - Organize four annual events for audiences up to 500 LSU Students & Alumni
    - Public Speaking, Public Speaking, Clinical and Counseling Psychology

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Rules/tips for building the perfect Federal Government Résumé:

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

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

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

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

• Try to reach out to individuals at each agency to see what they look for in applicants.
**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.

**Accomplishments**
- attained
- awarded
- earned
- exceeded
- outperformed
- reached
- succeeded
- surpassed

**Communication**
- addressed
- advocated
- articulated
- authored
- briefed
- campaigned
- communicated
- composed
- contacted
- conversed
- conveyed
- convinced
- corresponded
- counseled
- debated
- defined
- demonstrated
- dispatched
- drafted
- drew
- edited
- educated
- illustated
- informed
- interpreted
- interviewed
- lectured
- listened
- lobbied
- negotiated
- penned
- persuaded
- promoted
- prompted
- proposed
- publicized
- questioned
- reported
- resolved
- showcased
- spoke
- targeted
- taught
- translated
- transmitted

**Customer Services**
- accommodated
- advised
- adjusted
- aided
- ameliorated
- answered
- assisted
- bargained
- communicated
- compromised
- contracted
- cooperated
- customized
- dedicated
- fielded
- fulfilled
- guaranteed
- listened
- negotiated
- recommended
- reconciled
- related
- resolved
- satisfied
- sold

**Problem Solving and Initiative**
- assessed
- conserved
- consolidated
- decreased
- diagnosed
- evaluated
- identified
- lessened
- modified
- navigated
- overhauled
- redesigned
- refined
- reduced
- refined
- reorganized
- revamped
- simplified

**Teamwork**
- accomplished
- achieved
- assembled
- brainstormed
- collaborated
- compared
- consented
- consulted
- contributed
- coordinated
- envisioned
- executed
- generated
- linked
- negotiated
- partnered
- prioritized

**Leadership/Management**
- accelerated
- administered
- advanced
- aligned
- allocated
- amplified
- arranged
- assembled
- assigned
- authorized
- boosted
- built
- capitalized
- chaired
- coached
- constructed
- contributed
- coordinated
- created
- cultivated
- designated
- designed
- developed
- devised
- directed
- enabled
- encouraged
- enforced
- engineered
- enhanced
- envisioned
- established
- ensured
- excelled
- executed
- expanded
- expedited
- facilitated
- formalized
- founded
- furthered
- guided
- headed
- implemented
- improved
- improvised
- incorporated
- initiated
- inspired
- instituted
- introduced
- invented
- launched
- led
- maximized
- mentored
- mobilized
- modeled
- monitored
- motivated
- operated
- orchestrated
- organized
- oversaw
- pioneered
- planned
- prepared
- produced
- recruited
- refocused
- reformed
- regulated
- reinforced
- represented
- restructured
- revitalized
- set goals
- shaped
- spearheaded
- standardized
- strengthened
- streamlined
- supervised
- trained
- transformed

**Research, Technical, and Computer Skills**
- activated
- administered
- analyzed
- applied
- assembled
- assessed
- audited
- built
- calculated
- catalyzed
- charted
- computed
- converted
- created
- debugged
- designed
- developed
- discovered
- engineered
- examined
- explored
- familiarized
- figured
- forecasted
- formulated
- generated
- indexed
- inspected
- itemized
- investigated
- maintained
- monitored
- navigated
- networked
- operated
- processed
- programmed
- projected
- repaired
- replaced
- restored
- screened
- scrutinized
- solved
- synthesized
- systematized
- tested
- tracked
- verified
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.

<table>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism/Work Ethic*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Management*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity/Problem Solving*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analytical Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Application*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility/Adaptability</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Leadership*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conflict Resolution</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Global Perspective*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure/Adversity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teamwork/Collaboration*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*this skill is a NACE competency

**GEAUX ON...**

**BRAG A LITTLE**
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 18 for more details).

**Weak Writing**

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

**Strong Writing**

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

Michelle T. Tiger  
(225) 578-3202  
m tiger5@lsu.edu

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

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

1st Section: “Why Am I Writing?” Identify the position you are applying for or the vocational interest area you are inquiring about. Identify how you heard of the opening or organization. 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 restate the facts that are on your resume (“Through my public relations internship at WWOW, I have developed selling and communication skills that are essential to the position of X,” sounds more informative than, “I have worked in public relations as an intern”). Explain why you are specifically interested in the employer and the type of work/location, etc.

3rd Section: “My Next Step?” Refer the reader to the enclosed application, resume, vitae, and/or status of other required documents. Close the letter with a strong interest in pursuing the next step of an informational interview, an employment interview, and/or additional information or application. Thank the employer for their time and let them know you hope to hear from them soon. Clearly indicate whether you or the employer will follow up and what the next step will be.

Sincerely,

Handwritten Signature

Typed Name

TIPS:

- Remember to match your skills, abilities, and experiences to the job description to show the employer that you are the best candidate for the position.
- Cover letters can be more than three paragraphs, but never longer than one page.
- If the contact person is not listed, use an introduction such as “Dear 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.
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.

**Formal Cover Letter**

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  

Michelle T. Tiger (signed)

**Informal Cover Letter**

Dear Ms. LeBlanc:

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

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

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

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

Sincerely,

Mike Tiger  

Attached: Resume

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

References are a way for an employer to gain insight 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.

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

**References**

**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.
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.

---

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

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

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

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

Sincerely,

Name

---

Dear Ms. Lavigne:

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

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

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

Sincerely,

Mike Tiger

---

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

---

Dear Mr. Taylor,

Thank you for taking time to discuss the public relations coordinator position with me today. I appreciate seeing first hand how various positions come together to complete a project for a client. I’m excited this position would allow me to use, my skills in customer service, public relations and graphic design, while brainstorming ideas with staff and clients. Interviewing with a boutique firm like Ellis 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 finished interviewing all of the candidates. Thanks again for the opportunity to interview and considering me for the public relations coordinator position. If you have any additional questions please don’t hesitate to contact me.

Sincerely,

Ellie Hessme

---

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

---

**RECRUITER TIP:** 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.
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."

**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

**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

**QUESTIONS**

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.

Contact the LSU Olinde Career Center to schedule your appointment today.
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.

**RECRUITER TIP:** Take the time to write different personal statements for each school instead of writing just one. You need to personalize each one to reflect your interest in each particular school.
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.

**FEELING INSPIRED YET? MORE AWESOME PROFILE EXAMPLES ON THE NEXT PAGE!**
WHAT TO INCLUDE ON YOUR LINKEDIN PROFILE

PHOTO
• Professional looking headshot
• Clean, identifiable picture of you

NOTE: Profile picture do’s and don’ts are on Page 13.

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

PROFILE RECOMMENDATIONS (OPTIONAL):

Honors and Awards
• Add them all 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

Career Services professional with a demonstrated history of making an impact on the students I work with. Skilled in Resume Writing, Career Coaching, Public Speaking and Leadership Development. I work with LSU students, faculty/staff members, and employers to emphasize the importance of career-readiness and to connect our students with viable employment opportunities.

Recently received my Master of Arts (M.A.) focused in Higher Education Administration from Louisiana State University (LSU), attended Ohio University where I received my B.A. in Psychology and am a born and raised Cleveland native. Outside of work I enjoy running and getting involved in the Baton Rouge community. I look forward to your connection.

Skill Endorsements
• Choose skills that are important to you and/or your field
• Gain endorsements
# On Your Profile

## Profile Content/Experience

- Include all past educational institutions and jobs
- Living, updated résumé

## Education

<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Years</th>
<th>Activities and Societies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Louisiana State University</td>
<td>Master of Arts (M.A.)</td>
<td>2015 - 2017</td>
<td>Higher Education Student &amp; Professional Association</td>
</tr>
<tr>
<td></td>
<td>Higher Education</td>
<td></td>
<td>Tiger Success Network</td>
</tr>
<tr>
<td>Ohio University</td>
<td>Bachelor of Arts, Psychology</td>
<td>2011 - 2015</td>
<td>Delta Gamma, Alpha Lambda Delta Honors Society, Phi Chi Thete, Big Brothers Big Sisters of America, Psi Chi National Honors Society</td>
</tr>
<tr>
<td>Magnificat High School</td>
<td>High School Degree</td>
<td>2007 - 2011</td>
<td></td>
</tr>
</tbody>
</table>

## Experience

- **Olinde Career Center Career Coach - College of Business**
  - Louisiana State University
  - May 2017 – Present • 1 yr 2 mos
  - Baton Rouge, Louisiana Area
  - Currently, I serve as the Career Coach for the LSU Olinde Career Center and the E.J. Ourso College of Business.
  - In this role I act as the liaison between the Olinde 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.
  - Create professional development programs and presentations on topics for audiences up to 400 students.
  - Advise students in a one-on-one or group setting on resume, cover letter writing, interview preparation, internship and career search tactics, and salary negotiation strategies.

- **Graduate Assistant for Job Search at the LSU Olinde Career Center**
  - Louisiana State University
  - Aug 2015 – May 2017 • 1 yr 10 mos
  - Baton Rouge, Louisiana Area
  - As a graduate assistant for the LSU Olinde Career Center, I provided individual career assistance to undergraduate students on job search related topics including resume writing, cover letters writing.
  - Additionally, I conducted individual mock interviews according to the student’s request and effectively prepare them for the employment processes.
  - Demonstrated strong and engaging presentation skills to audiences up to 200 LSU students.
  - Developed assessments that measure students’ engagement and satisfaction with the job search services.

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**Recruiter Tip:** 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.
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 absolute, 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 achieve that and so much more! Create an account and go to linkedin.com/jobs to find new opportunities and connections in your network.

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!

MORE INFORMATION ON THE NEXT PAGE!
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 do people network?**
1. To build friendships with other people in their community
2. To hopefully obtain a position or opportunity
3. For professional or personal advice; aka a mentor
4. To get assistance on a project or a professional goal
5. 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 would vary from very personal (developing friendships) to acquaintanceship (modeling career path).

**NETWORKING STRATEGIES:**

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

- Join professional association of 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 (who 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 lots of 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 anticipated
• Redirect effort into asking for informational interviews or job shadowing opportunities, thus creating a better relationship with the company
How to Work Career Events

- **Dress for success.** See tips on career event attire on Page 52.
- **Practice your 'elevator pitch'** ahead of time with your friends or mentors. What will you say about yourself, what questions will you ask?
- **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. View tips on email and thank you note etiquette on Page 32-33.

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 Benefit from Attending a Career Event?**

**FRESHMAN**
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.

**SOPHOMORE**
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 19.

**JUNIOR**
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.

**SENIORS/GRAD STUDENTS/ALUMNI**
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.

**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.
“When attending an interview that includes a meal, I think it is important to dress appropriately, remember your manners, never drink alcohol and most importantly...don’t over think it. Be yourself.”
-Recruiter Tip
ON-CAMPUS INTERVIEWING

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. Many 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 selection available, primary candidates will be allowed to select time slots. Should time slots remain open toward the end of this sign-up period, alternates will be given an opportunity to select a slot. **All 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.
ON-CAMPUS INTERVIEWING POLICY
Visit lsu.edu/careercenter/events/oci/index.php to print the policy.

LSU OLINDE CAREER CENTER
What: On-Campus Interviewing Program: Fall 2018
When: September 17 – November 9, 2018
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 Olinde 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](http://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. 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?
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:**
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.

What goal were you working toward?

My goal as the group leader was to have all components of the project complete 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.

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.

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.

**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

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. Clever, huh?!

**Do this:**

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

**Don’t do this:**

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

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

WE CAN HELP THROUGH:

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

TAKE THE FINANCIAL EDUCATION COURSE AT LSU.EDU/SFMC/TRANSIT
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!

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

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

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

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

### 5. 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.

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

### 7. 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.

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

### 9. 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>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay</th>
<th>Current</th>
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</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>
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<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>
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<tr>
<td>TOTAL TAX SHELTER</td>
<td>277.44</td>
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<tr>
<td>Taxable Income</td>
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<td>Federal Income Tax</td>
<td>308.26</td>
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<tr>
<td>State Income Tax</td>
<td>81.58</td>
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<tr>
<td>Medicare</td>
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<tr>
<td>Non-Shelt Ins Deds</td>
<td>131.80</td>
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<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**

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

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**NEGOTIATIONS**

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

Evaluating a job offer is more than just taking the job with the best salary. There are many factors to consider that will help inform your decision. Some key factors to consider in the process of determining what job is best for you include:

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

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

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

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

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

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

Each of these factors alone may not make or break your decision, but together will help you determine whether you should accept, negotiate, or decline an offer.
BEFORE DECIDING ON GRADUATE/PROFESSIONAL SCHOOL, CONSIDER THESE THREE THINGS:

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

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

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

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

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 32.)

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.
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.
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!

Curriculum Vitae
Format used for a CV

Michelle L. Tiger
515 LSU Avenue
Baton Rouge, LA 70808
225-355-5555
mtiger@lsu.edu

Department of Biology
Louisiana State University
Baton Rouge, LA 70803
225-222-2222

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

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

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

AWARDS and HONORS
TPC Foundation Fellowship 2012-2013
Johnson Foundation Graduate Research Fellowship 2011-2012
Phi Beta Kappa 2009

RESEARCH EXPERIENCE
Doctoral research: Department of Biology, LSU 2012-present
(Research Advisor: Dr. Mike Tigre)
-Development of quantitative theory of environmental structure on swamp ecological systems.
-Comparison of how ecological communities respond to natural environmental disasters.
-Field study of the impact of wildlife and the stabilization of prey populations.

RESEARCH INTERESTS
- Influences of natural disasters on ecological communities.
- Effect of oil spills on Louisiana wildlife.

TEACHING EXPERIENCE
Instructor, Biology 1001, Louisiana State University, Baton Rouge, LA May 2009-present
- Lecture and instruct classes, create assignments, and evaluate student performance for 3 sections.
- Create supplemental instruction material to increase student comprehension and integrate lab assignments to coursework.

Teaching Assistant, Biology 1001, Louisiana State University, Baton Rouge, LA May 2008-2009
- Monitored lab in microbiology and facilitated discussion sections.
- Held regular office hours and graded papers for Instructor.

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

UNIVERSITY SERVICE
Graduate Admissions Committee, Department of Biology, Louisiana State University 2011-present
Tour Guide, Phillips Biology Center, Louisiana State University 2010-present
Leadership Academy Advisor, Louisiana State University 2009-2010
Career Services Faculty Liaison, Louisiana State University 2009-present

PRESENTATIONS
- Louisiana Wetlands, American Academy of Scientists Conference, San Francisco, CA, April 4-6, 2012
- Where the Wild Things Are: Wildlife and Fauna, Life Sciences Organization Professional Development Institute, Seattle Washington, February 6, 2011

PUBLICATIONS

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

LANGUAGES
French, fluent
Spanish, fluent

SPECIALIZED POPULATIONS 61
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 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

<table>
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<tr>
<th>EDUCATION</th>
</tr>
</thead>
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<td>Louisiana State University (LSU), Baton Rouge, LA</td>
</tr>
<tr>
<td>Bachelor of Science, Petroleum Engineering</td>
</tr>
<tr>
<td>Minor: Business Administration</td>
</tr>
<tr>
<td>GPA: 3.15</td>
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<table>
<thead>
<tr>
<th>EXPERIENCE</th>
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</thead>
<tbody>
<tr>
<td>XYZ Oil Company, Houston, TX</td>
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<tr>
<td>Business Planning Intern – Deepwater</td>
</tr>
<tr>
<td>- Compile a comprehensive database of nearly 20,000 wells spanning the shores of seven continents to include over 100 critical attributes of each well.</td>
</tr>
<tr>
<td>- Assist in training dozens of end-users to better integrate software into daily operations.</td>
</tr>
<tr>
<td>- Implement a cost-benchmarking tool for drilling operations utilizing Tibco Spotfire software for deepwater business planning.</td>
</tr>
<tr>
<td>Wells Engineering Intern – Permian Asset</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- Benchmarked performance of approximately 700 wells to determine the best in class bottom hole assembly.</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>Student Veterans of LSU, Baton Rouge, LA</td>
</tr>
<tr>
<td>Vice-President</td>
</tr>
<tr>
<td>- Collaborate with Faculty Advisor, president, and three other officers to manage all aspects of club leadership.</td>
</tr>
<tr>
<td>- Attend executive meetings and General Membership meetings of up to 30 people.</td>
</tr>
<tr>
<td>- Communicate with executive board to ensure high level of understanding of upcoming club events and programs.</td>
</tr>
<tr>
<td>- Promote use of on-campus Military &amp; Veterans Student Center to connect student veterans to resources.</td>
</tr>
<tr>
<td>United States Navy – USS Springfield SSN-761, Groton, CT</td>
</tr>
<tr>
<td>Nuclear Maintenance Technician/Leading Engineering Laboratory Technician</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
<tr>
<td>- 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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical: AutoCAD, Microsoft Word, Excel, PowerPoint, Intergraph, RISA, Lotus Notes</td>
</tr>
<tr>
<td>Language: Spanish, proficient</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Association of Drilling Engineers (AADE), Student Veterans of LSU, National Society of Collegiate Scholars, Volunteers for America, Tiger Athletic Foundation</td>
</tr>
</tbody>
</table>

**NOTE:** Each industry may desire a different template or content, so be sure to research what sections would be best to include in your résumé.

Visit our website for job search resources specific to veterans: lsu.edu/careercenter/students/diverse-minority/veterans.php
These individuals have given contributions of $1,000+ for the new LSU Olinde Career Center.

Elizabeth M. Beard - Jamie Belinne - Dr. Charles & Mary Belleau - David R. Bencaz - Michael J. Borgmeyer
Susan Borgmeyer - David J. Bouquet - Sherry Englande & Jason Brown - Michael W. Burcham - Sarah Clayton
- Charles P. Darnell - Deborah A. 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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- Engage with staff, donors and alumni.
- Inspire Tigers to give to LSU.

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Show LSU donors your appreciation and recruit Tigers to participate in Thank a Donor Day.

Interested? Contact Meghan Palombo with the LSU Foundation at mpalombo@lsufoundation.org or 578-4830.

Learn more at lsufoundation.org/studentphilanthropy.