



THE CAREER CENTER

8 STEPS TO ACING YOUR INTERVIEW

WRITE THE Perfect Resume



MISSISSIPPI STATE UNIVERSITY™
CAREER CENTER

Look Ahead to Your Career
www.career.msstate.edu

Register with the Career Center

- Go to the Career Center Website at www.career.msstate.edu.
- Click on “Student button” at top right of screen.
- Click on “Connections Login” at top right of screen.
- Log in (Username = NetID; Password = your PIN).
- Click on “Profile.”
- Click on “My Account.”
- Complete the fields under the “Personal Information” tab and click “Save Changes.”
- Complete the fields under the “Academic Information” tab and click “Save Changes.”
- Complete the fields under the “Privacy” tab and click “Save Changes.”
(This is giving the Career Center permission to e-mail you about job opportunities. It also makes your resume available to employers.)
- Click on “Documents.”
- Click on “Add New.”
- Complete “Label” field for resume. Name your document- “John’s Resume.”
- Click on “Browse” to select your resume file to upload.
- Click “Submit.”
- You are now ready to schedule interviews.

*Software is most compatible with Internet Explorer.
Use of other browsers may result in errors.*

Mock Interviews

Preparation is the key at being successful in almost anything in life but definitely in an interview. Come practice your interview skills with trained professionals. We will customize the interview to best match your needs, and after a Mock Interview, you will receive immediate feedback and specific recommendations for improvement.

Classes

COE 1323 - Academic and Career Planning (3 credit hours)

If you are a Freshman or Sophomore and are choosing/changing your major, this is the course for you!

On-Campus Interviews

Whether you are seeking co-op, internships, or full-time professional employment, each year the MSU Career Center provides the opportunity for you to interview with prospective employers who come seeking YOU to interview with their company or organization right here on campus!

Skype/Telephone Interviews

The MSU Career Center provides an interview room specifically equipped for Skype or telephone interviews. Please contact our office for further details or assistance with this service.

Career Center Ambassadors (CC Ambassadors)

The Career Center employs several undergraduate CC Ambassadors to critique resumes and cover letters, show students how to use Connections, and answer “quick questions.” These MSU students can provide immediate assistance without having to schedule an appointment.

Bulldog Mentoring

Bulldog mentors are alumni who have volunteered to provide current students and fellow alumni with career advice. They can relate to your experience and the questions you have about your academic major, career goals, and internship and full-time professional opportunities.

Our Services

Individual Appointments

The MSU Career Center is a fully staffed team of professional “liaisons” representing each school here at MSU. He or she will listen, ask questions, give feedback, help identify obstacles and teach strategies so you can determine your next steps toward your career goal.

Assessments

It’s hard to figure out what you’re supposed to do “the rest of your life.” No one thing or person can tell you what to major in or what career path you should take, but career assessments can provide direction...so you can make the best decision for YOU. Contact our office or visit our website for more information.

Our Events

JANUARY

Spring Career Days

MARCH

Spring Cooperative Education Interview Days
Spring Dinner Etiquette

APRIL

Spring Education Career Fair

JUNE-JULY

DO AN INTERNSHIP!

SEPTEMBER

Accounting Internship Interviews
Fall Career Days

OCTOBER

Professional Golf Management & Golf and Sports
Turf Management Career Fair and Interview Days

Fall Cooperative Education Interview Days

Landscape Architecture/Landscape Contracting
Interview Days

Fall Education Career Fair

NOVEMBER

Fall Dinner Etiquette

*Event dates are subject to change;
contact the Career Center for actual dates.*

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SAMPLE RESUMES

If you would like to schedule an appointment with your liaison or utilize any of our services, feel free to:

- Call 325-3344
- Stop by 300 Montgomery Hall Monday through Friday 8:00 a.m.- 5:00 p.m.

 Mississippi State Career Center

 @msstatecareer

 @msstatecareer

 MSU Career Center

 MS State Career Center

APPOINTMENTS

The Career Center is fully staffed with a team of professionals that work with each academic major and undeclared students. Your liaison will listen, ask questions, give feedback, and help you determine strategies for attaining your career goals.

We invite you to make an appointment with your liaison EARLY and often!

WHAT INFORMATION CAN YOU DISCUSS?

- Connections, our online job posting and campus interview software
- Choosing and using a major
- Career-related interest inventories and personality assessments
- Job search techniques
- Co-op, internship and full-time job opportunities
- Networking
- Mock interviews
- Graduate school opportunities and application procedures
- Job search techniques
- Availability of jobs, salary statistics and industry trends
- Resumes and job search letters

MAIN LOCATIONS

CAREER CENTER

300 Montgomery Hall
P.O. Box P
Mississippi State, MS 39762
662-325-3344
www.career.msstate.edu



COOPERATIVE EDUCATION

335 McCain Hall
P.O. Box 6046
Mississippi State, MS 39762
662-325-3823
www.coop.msstate.edu



SATELLITE LOCATION

POLITICAL SCIENCE & PUBLIC ADMINISTRATION

190 Bowen Hall
Mississippi State, MS 39762
662-325-3344



CONTACT THE CAREER CENTER

at 325-3344 to schedule an appointment
with your liaison **TODAY!**



College Career Plan

FRESHMAN YEAR

Adjust to College

- Explore extracurricular clubs and organizations.
- Attend the Fall and Spring Career Days.
- Identify possible career choices.
- Take COE 1323-Career Planning.
- Expand options and explore potential academic concentrations.
- Register with Connections to access part-time job listings and internships.
- Explore Cooperative Education.
- Create your resume.
- Conduct informational interviews.
- Focus on exploring interests, values, and skills.
- Visit the Career Center.

SOPHOMORE YEAR

Explore Career Possibilities

- Narrow educational/occupational options.
- Meet with your Career Center liaison.
- Join career-related organizations and extracurricular clubs.
- Start building a “network” of contacts.
- Create/update your resume.
- Decide on an academic concentration.
- Update your Connections profile and access internships and job listings.
- Attend the Fall and Spring Career Days.
- Begin to co-op or obtain a summer internship.

JUNIOR YEAR

Experience Career Options

- Set and test career goals.
- Attend the Fall and Spring Career Days.
- Conduct informational interviews.
- Review graduate school catalogs.
- Join career-related organizations.
- Meet with a Career Center liaison.
- Get a Peer Counselor to review your resume.
- Narrow your career options.
- Keep your Connections account updated to access internships and job postings.
- Obtain a summer internship.

SENIOR YEAR

Transition to Life after College

- Develop strategies for finding a job or getting accepted to graduate or professional school.
- Attend the Fall and Spring Career Days.
- Attend the Graduate/Professional School Information Day.
- Meet with a Career Center liaison.
- Update your resume and register with Connections.
- Create your Career Plan A/Plan B.
- Sign up for Mock Interviews.
- Sign up for On-Campus Interviews via Connections.
- Review graduate/professional school programs.
- Establish references.
- Begin to make the transition from college to the next stage of your life.

Revamping Your Resume

John Smith

100 University Drive, Apartment B
Starkville, MS 39759
662-325-3344
jsmith@gmail.com

List in reverse
chronological order.

Education

Bachelor of Science in Industrial Technology

Concentration: Manufacturing and Maintenance Management
Mississippi State University, Mississippi State, MS
Overall GPA: 3.43/4.00, Major GPA: 3.51/4.00

December 20xx

Do not include high
school education.

Associate of Applied Science, Industrial Technology

Holmes Community College, Goodman, MS
GPA: 3.40/4.00

December 20xx

Include city & state.

Relevant Coursework

Industrial Safety, Motion and Time Study, Industrial Materials Technology, Industrial Fluid Power, Quality Assurance, Manufacturing Technology and Processing, Industrial Control Systems, CAD/CAM Manufacturing Systems, and Forecasting and Cost Modeling

Experience

Career Peer Counselor

Mississippi State University Career Center, Mississippi State, MS

August 20xx – Present

- Critique resumes, cover letters, and curriculum vitae for students and alumni
- Organize outreach activities to promote Career Center services and events around campus
- Supported Career Center staff in preparing for Career Day events, as well as aiding employers and students with check-in and questions

Use present
tense verbs for
current jobs.

Service Engineer Intern

Pratt & Whitney Rocketdyne, NASA John C. Stennis Space Center, Bay St. Louis, MS

Summer 20xx

Do not
abbreviate
months.

- Assisted Lead Service Engineer in the development and maintenance of standard work instruction for the assembly, test and disassembly of Space Shuttle Main Engines
- Created a harness clamp and joint hardware database for Space Shuttle Main Engine
- Developed a database matrix for locating drawings associated with development and flight Space Shuttle Main Engines; harness clamps; and joint assembly and disassembly
- Inventoried, labeled, and organized borescope equipment used to perform maintenance and inspection on Space Shuttle Main Engines pre- and post-engine hot fire test

Use past tense verbs
for previous jobs.

Computer Skills

Knowledgeable in CAD
Intermediate in Microsoft Office: Excel, PowerPoint, and Word
Working knowledge of SQL Rams

Certifications

Ergonomics Hearing Conservation SSC Cryogenic Safety Nickel Safety

Honors and Activities

Phi Kappa Phi Honor Society 20xx-present
College of Education Ambassador 20xx-present
Campus Activities Board 20xx-20xx
Dean's List, Fall 20xx Spring 20xx

Include year(s) of
involvement or award.

Do not use abbreviations or acronyms.

JENNIFER O'LEARY
jennifer.oleary@hotmail.com

Local:
2556 Highway 25 South, Apartment K
Starkville, MS 39759
662.325.3344

Permanent:
105 Crooners Avenue
Biloxi, MS 39555
228.333.2121

Education

Bachelor of Business Administration in Marketing

Mississippi State University. Mississippi State, MS. May 20xx. Overall GPA: 3.83/4.00

Include GPA if 3.0 or higher.

Experience

Intern and Volunteer

Greater Starkville Development Partnership. Starkville, MS. Summer 20xx

- Designed flyers and advertisements for community events and summer camps
- Coordinated with local businesses to create Starkville's first Summer Art Festival
- Utilized professional salesmanship and fundraising by raising \$2,500 in support

Include, city & state.

List in reverse chronological order.

Marketing Assistant

Creative Warehouse Studio. Starkville, MS. Fall 20xx – Spring 20xx

- Created and developed ideas for marketing strategies, including advertisements
- Increased walk-in participation by 25% by implementing strategic advertising plan
- Calculated quotes for potential buyers and ordered promotional materials for clients

Marketing Volunteer

Starkville Downtown Business Association. Starkville, MS. Spring 20xx – Fall 20xx

- Designed and delivered monthly Boardtown Business Newsletter to local employers
- Produced age-appropriate advertisements and flyers for 15 local youth events
- Recorded applications and donation activity for 25 business member organization

Use different verbs to avoid redundancy.

Camp Counselor

Camp Kumbaya. Yellow Spring, OH. Summers 20xx-20xx

- Initiated week-long summer camp programs for 300 campers each session
- Responded to crisis situations such as severe weather and medical emergencies
- Taught swim lessons and water rescue as certified life guard and swim instructor

Honors and Activities

- Alumni Delegate, Mississippi State University. Fall 20xx – Present
 - Vice President, Fall 20xx – Present
- Mississippi Eminent Scholars Grant. Fall 20xx – Present
- Alpha Beta Chi Sorority. Mississippi State University. Fall 20xx – Present
 - Treasurer, Fall 20xx – Present
- American Marketing Association. Mississippi State University. Fall 20xx – Present

Consider adding a skills section.

Michael B. Turfness

mbj555@msstate.edu
662-325-3344

Remove hyperlink from email address.

Current Address

300 Montgomery Street, Apartment 211
Starkville, MS 39759

Permanent Address

3456 Drury Lane
Bakersville, MS 56845

EDUCATION

Bachelor of Science in Agronomy with an emphasis in Golf and Sports Turf Grass Management
Mississippi State University, Starkville, MS, December 20xx, Major GPA: 3.76/4.00

If GPA is not 3.0+, look at major GPA or upper level GPA. Remember to label appropriately & include scale.

WORK EXPERIENCE

Turf Assistant

Mississippi State University Golf Course, Mississippi State, MS, September 20xx – Present

- Perform routine course maintenance including for 18 hole public course
- Mow Bentgrass putting greens and practice green using Toro Greensmaster 1600
- Utilize Toro Multi Pro 1250 for spray applications of pesticides and herbicides
- Cooperate on a team of seven assistants to provide superior health in golf course vegetation

Athletic Landscape Technician

Campus Landscape, Mississippi State, MS, July 20xx – July 20xx

- Prepared athletic turf grounds for multiple fields including football, baseball, and soccer
- Operated spray paint equipment to paint and repair 3,000 square feet end zones
- Worked on team of 20 to construct adequate irrigation system for new soccer field
- Installed and replaced 50,000 square feet of TifSport Bermuda grass for football facility

Cart/Pro Shop Attendant

Brown Oak Country Club, Gary, Indiana, June 20xx – July 20xx

- Executed pro shop opening and closing daily including handling/balancing cash drawer
- Serviced driving range and monitored safety issues for 300 member private country club
- Maintained cart fleet of 100 carts and ensured cleanliness for superior customer service
- Served additionally as wait staff member for 50 table country club restaurant

ACTIVITIES

Turf Club, August 20xx – Present

- Viking Classic, October 20xx
- Treasurer, August 20xx – Present

Golf Course Superintendents Association of America, August 20xx – Present

Do not include high school activities.

SKILLS

- Advanced in Microsoft Office including Access, Excel, PowerPoint, and Word
- Working knowledge of AutoCAD and Dreamweaver
- Familiar with Xact design software

Include level of skill.

Juan Rodriguez

Current

Post Office Box 927
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(214) 753-9811
rlr1057@msstate.edu

Permanent

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Tom Thumb

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Margaret (Elaine) Stewart

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Current Address:
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Joseph Gargery

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Batesville, Mississippi 38606

(662) 563-2211

Bethany Tyler Matzerath

860 University Drive, Apartment A-12 • Starkville, MS 39759 • 228-705-8314 • btm503@msstate.edu

SAMPLE HEADINGS

HEADING

- Include full name, mailing address, phone number, and email address.
- Your name should be bold and at least one font size larger than content.
- You can list current and/or permanent address.
- Use school or personal email address (never use a work email). Be sure your email address is appropriate.

EDUCATION

- List Education in reverse chronological order.
- List degree title (refer to online course catalog for accuracy), school name, city and state or country, and graduation month And year.
- Include GPA if 3.0 or higher. Don't forget to include the scale - Example: GPA 3.26/4.00.
- You can use institution, overall, or major GPA. Remember to label appropriately.
- You do not have to include "Expected" or "Anticipated" before graduation date.

EDUCATION

Bachelor of Science in Agricultural Science
Mississippi State University, Mississippi State, MS

May 20XX
GPA 3.21/4.00

EDUCATION

Bachelor of Business Administration in Risk Management, Insurance, and Financial Planning Mississippi State University, Mississippi State, MS, August 20XX, Overall GPA 3.26/4.00, Major GPA 3.78/4.00

Education

Mississippi State University. Mississippi State, MS
Expected Graduation May 20xx
Bachelor of Science in Mechanical Engineering
GPA: 3.23/4.00

Northeast Mississippi Community College. Booneville, MS
Graduated May 20xx
Associate of Arts
GPA: 3.97/4.00

EDUCATION

Mississippi State University
Bachelor of Science in Psychology with a minor in Philosophy
Overall GPA: 3.39/4.00

Starkville, MS
December 20XX

EDUCATION

Master of Science in Instructional Technology
Mississippi State University, Starkville, MS. December 20xx

Bachelor of Arts in Communication with an Emphasis in Public Relations
Mississippi State University, Starkville, MS. December 20xx

SAMPLE EDUCATION

Forensics Lab Assistant, August 20xx–May 20xx

Mississippi State University Psychology Department, Mississippi State, MS

- Conducted 125 experiments involving six to nine participants related to aggression in problem solving and sexual harassment in the workplace
- Collected data during experiments while following study protocol
- Entered data and checked other researchers' data entry into SPSS
- Attended weekly lab meetings pertaining to research ethics and design

Landscape Technician. City of Atlantis. Landscape and Maintenance Department. Atlantis, CA. June 20xx-present

- ~ Construct and maintain structures and grounds for large suburban community
- ~ Cultivate 18,000 acres of municipal land utilizing Toro Groundsmaster 360 and irrigation equipment
- ~ Function as part of 25 person team to successfully plant 65,000 pine seedlings for Green Initiative

Camp Kumbaya

Camp Counselor

Yellow Spring, OH

Summer 20xx-20xx

- Initiated week-long summer camp programs for 300 campers each session
- Responded to crisis situations such as severe weather and medical emergencies
- Taught daily swim lessons to 12-13 year-olds as a certified Water Safety Instructor

President. Mississippi State University

Roadrunner Student Recruiting Organization. Fall 20xx – Spring 20xx

- Directed weekly meetings for 85 student member group and assigned tours to student volunteers
- Communicated with director of Admissions and Scholarships to effectively organize recruiting events
- Staffed and attended various on and off campus recruiting events throughout the academic year

SAMPLE EXPERIENCE EXAMPLES

EXPERIENCE

- Include job title, company name, city and state or country, and beginning and ending month and year.
- List experience in reverse chronological order.
- Use present tense verbs for current positions and past tense verbs for previous positions. Refer to page 18 for a list of power verbs and page 19 for synonyms of commonly used verbs.
- Do not include street address or name of supervisor for experience.
- Use same format for each position.
- Refer to pages 14 - 17 for more sample job descriptions.
- You should use section headings that accurately describe the type of experience. Experience and Work Experience are the most common. Other options include Leadership Experience, Volunteer Experience, or the focus area - example: Forestry Experience.

HONORS:

Mississippi State University

- ~ Phi Theta Kappa 20XX-20XX
- ~ Vice President of Scholarships 20XX-20XX
- ~ Phi Theta Kappa Alumni Association 20XX-present
- ~ President's List Spring 20XX, Spring 20XX-Spring 20XX
- ~ Dean's List Fall 20XX

Itawamba Community College

- ~ Alpha Beta Gamma 20XX
- ~ Sigma Alpha Lambda 20XX
- ~ BellSouth Scholarship 20XX-20XX

ACTIVITIES AND HONORS

Shackouls Honors College, 20XX-present
Student Association, 20XX-20XX

Student Activities Committee, 20XX-20XX
Student Outreach Committee, 20XX-20XX

Order of Omega, 20XX-present
President, 20XX-20XX

Phi Kappa Phi Honor Society, initiated Spring 20XX
Kappa Delta Pi Honor Society, 20XX-present
President's List, Fall 20XX-Spring 20XX
Maroon Volunteer Center, 20XX-present

580+ hours of service to various community partners

Honors and Activities

- Alumni Delegate. Mississippi State University. Fall 20XX – Present
- Vice President. Fall 20XX – Present
- Mississippi Eminent Scholars Grant. Fall 20XX – Present
- Delta Delta Delta. Mississippi State University. Fall 20XX – Present
- Treasurer, Fall 20XX – Present
- American Marketing Association. Mississippi State University. Fall 20XX – Present

ACTIVITIES

Academic: Institute of Industrial Engineers (20XX-20XX), International Industrial Engineering (IIE) Regional Conference Board Member (20XX), IIE Fundraising Chair (20XX), George C. Dunn Memorial Scholar (Fall 20XX)

Extracurricular: Campus Crusade (20XX-20XX), Intramural football (2009-Present), Intramural Softball (20XX-present), Village Creek Society (20XX)

ACTIVITIES

- Turf Club, August 20XX – Present
- Viking Classic, October 20XX
- Treasurer, August 20XX – Present
- Golf Course Superintendents Association of America, August 20XX – Present

SAMPLE HONORS EXAMPLES

HONORS

- List name of organization or award.
- Note leadership roles.
- Include on-campus and community honors and activities.

SKILLS

- List skills relevant to the job you want.
- Alternate section titles include Computer Skills, Language Skills, Technical Skills, or Core Competences.

COMPUTER SKILLS

- Knowledge of CSS style sheets, Perl, SQL, and UNIX.
- Experience in BANNER, C, COBOL, FTP, HTML, JavaScript, Objective C, Visual Basic
- Advanced in Microsoft Publisher and Excel

Skills

- Conversational in Spanish
- Proficient in Microsoft Word and Excel
- Familiar with Microsoft Access, PowerPoint and Visio
- Working knowledge of Xactware repair/replacement software

COMPUTER SKILLS

Applications: Microsoft Office Suite, Visual Studio .net, Forensics Tool Kit
Operating Systems: Windows 95, 98, 2000, NT, XP, Unix, Linux, MAC O.S. 10
Languages: C, C++, Java, Perl, PHP, SQL, Visual Basic, Javascript, Adobe Javascript

SAMPLE SKILLS EXAMPLES

REFERENCES

MARK WILLIAMS

Current

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Permanent

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Dr. Tom Harrington

Professor
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Mr. Gregg Smith

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Ms. Sarah Washington

General Manager
Grand Auto
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Hattiesburg, MS 39851
(601) 264-8632
sarah.washington@ga.us.com

REFERENCE PAGE SAMPLES

REFERENCES

- “References Available Upon Request” should only be used as a space filler.
- **Do not** list references on your resume! References are a separate document.
- Use the same heading as your resume.
- List 3-5 professional or academic references.
- Include full name, job title, company name, mailing address, phone number, and if possible, email address.
- **Do not** use family, friends, church members/religious advisors, or personal references.

JACLYN SMITH

101 Mortar Street
Angel City, MS 38862
(662) 555-1234
jackie.smith@gmail.com

REFERENCES

Cheryl Ladd

District Claims Manager
County Extension Director-4-H/Youth
Lee County Extension Service
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Tupelo, MS 38803
(662) 840-1000

Dr. Kate Jackson

Associate Professor and Department Head
Mississippi State University, Department of Finance and Economics
Post Office Box 9580
Mississippi State, MS 39762
(662) 325-2341

David Doyle

Mortgage Loan Officer
Bancorp South
Post Office Box 1
Tupelo, MS 38802
(662) 841-3333

OTHER CONSIDERATIONS

- Additional sections include:

Leadership

Community Service

Professional Affiliations

Certifications

Study Abroad

Research

Publications

Common Job Descriptions



AD SALES REPRESENTATIVE

- Built clientele and initiated sales calls to consistently achieve goals
- Worked one-on-one with local business owners to ensure accuracy of ad layout
- Developed campaigns that generated high impact promotions
- Learned advanced selling, marketing, and communication techniques

BARTENDER

- Checked identification of customers to verify age requirements for purchase of alcohol
- Attended to bar patrons while simultaneously communicating with servers to fill bar and restaurant drink orders
- Served as private bartender for private parties and functions
- Trained new bartenders and servers on computerized cash register ordering system

CAMP COUNSELOR

- Supervised and cared for __ children per session for 8 sessions throughout the summer
- Led camp activities (list 2-3 specific activities)
- Mentored a small group of __ children
- Reacted calmly and positively in emergency situations
- Educated campers by turning rule violations into learning experiences.
- Received emergency training for potential crises

CHILDCARE PROVIDER

- Ensured the safety, health and welfare of __ children ages __ to __
- Organized safe, fun and educational age-appropriate activities for children
- Provided transportation for children to and from school and activities
- Assisted children with homework and school-related projects

CLERK/CASHIER

- Completed tasks in a fast-paced energized environment
- Handled a daily revenue averaging \$___
- Communicated extensively with customers
- Effectively utilized company specific point-of-sale system
- Handled returns and purchases with cash, credit cards and gift cards
- Reconciled cash drawer at the end of each shift

COACH

- Developed and oversaw warm-up routines, drills, practices, and weight training sessions for junior varsity and varsity teams
- Coached home and away games and adapted offensive and defensive strategies for each match
- Communicated with players and parents regarding the coordination of games, tournaments, and fundraising events

CONSTRUCTION WORKER

- Cooperated and communicated on a team of __ to ensure safe and effective workplace habits
- Installed electrical, plumbing, heating and/or cooling systems inside building structure
- Identified building materials, machinery, and tools needed for each project
- Loaded and distributed necessary items to appropriate locations according to project plans and specifications
- Assisted in the construction of __ residential facilities totaling __ square feet
- Secured appropriate permits for residential and commercial construction

COOK

- Prepared entrées in a timely manner
- Effectively performed multiple tasks within a fast-paced environment
- Created meals for up to __ customers each night
- Led __ kitchen personnel and encouraged expeditious service
- Focused on proper safety procedures for preparation and storage of food

DAYCARE WORKER

- Cared for __ children from __ weeks to __ years-old
- Constructed classroom centers designed to promote and improve motor and verbal skills
- Supervised children to ensure safety and monitored developmental progress
- Maintained log of child's activities and communicated with parents regarding progress and behavior

DESKTOP SUPPORT/ TECHNOLOGY SUPPORT

- Listened attentively to customer issues before deciding most fitting approach for resolving issues
- Completed up to __ repair tickets simultaneously while maintaining reasonable project turn-around time
- Resolved client pc issues related to __, __, and __ (list specific programs or hardware)

FARM HAND

- Consistently arrived at 4:00 a.m. to begin operations
- Mixed and sprayed fertilizer or pesticide solutions to control insects, weed growth, and diseases using hand sprayers
- Maintained and repaired farm buildings, fences, machinery, and other equipment
- Managed __ acres and planted, cultivated, irrigated, and harvested crops using (list specific equipment)
- Operated heavy farm equipment such as headers, sprayers, and combines

FOOD/PRODUCT DELIVERY PERSON

- Ensured efficiency of product transportation
- Managed __ dollars in cash on a daily basis
- Assisted customers with ordering and purchasing of product
- Resolved issues and concerns with a high level of customer service
- Maintained exemplary driving record

HOSTESS

- Greeted parties with a welcoming smile and friendly attitude
- Coordinated seating arrangements and organized parties among wait staff of __
- Managed reservation list and walk-ins for __ table upscale establishment

INVENTORY ASSOCIATE (SHELF STOCKER)

- Maintained professional appearance of the store with fully stocked shelves
- Ensured the store was prepared at opening time by working late
- Collaborated with a team of __ to stock a large store efficiently
- Operated fork lift to transport goods throughout the store
- Focused on store organization to help customers with selections
- Reconciled delivery invoice with products received

LAB ASSISTANT

- Utilized chromatography, spectroscopy, and microscopy to test and analyze lab results
- Communicated extensively with faculty member and graduate student researcher to outline short-term and long-term project goals
- Trained additional undergraduate lab assistants on proper laboratory procedures
- Successfully completed university laboratory safety training sessions

LANDSCAPER

- Installed irrigation and drainage systems for local businesses and homeowners
- Arranged ornamental beds designed to self sustain with regard to irrigation and weed control
- Cared for established lawns by mulching, aerating, weeding, trimming, and edging around flower beds, walks, and walls
- Mixed and sprayed fertilizers, herbicides, or insecticides onto grass, shrubs, and trees using hand sprayer or automatic spreader
- Planted seeds, bulbs, foliage, flowering plants, grass, shrubs, and trees and applied mulch for protection

LAWN CARE SERVICE OWNER

- Organized lawn care for client load of __ residential lawns during peak season
- Built clientele through advertising services to potential home owners
- Created budget for fuel, maintenance, and payroll expenses
- Ensured accurate invoicing and timely collection of payments

LAWN CARE SERVICE PROVIDER/EMPLOYEE

- Manicured customers' landscaping/lawns and tailored service to please individual customers' expectations
- Promoted additional lawn care services to obtain new customers
- Maintained lawns for __ clients per week
- Managed weekly schedules for up to __ people
- Collected customer payments

LIFEGUARD

- Maintained safety for an average of __ guest swimmers daily
- Certified to perform emergency techniques for the safety of guest swimmers
- Participated on a team with six staff members
- Taught swim lessons to individuals and groups of children ages __ to __
- Engaged in monthly staff development/training to refresh life-saving skills
- Certified in Red Cross CPR

OFFICE ASSISTANT

- Entered patient information utilizing Excel spreadsheets
- Managed and directed multiple phone lines utilizing effective communication skills
- Greeted customers in a cheerful manner
- Maintained an organized office by filing and sorting documents
- Effectively utilized the corporate computer system
- Scheduled individual appointments with office personnel
- Notified residents of packages

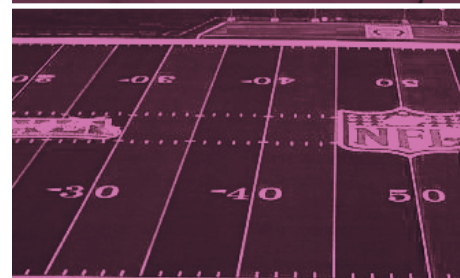
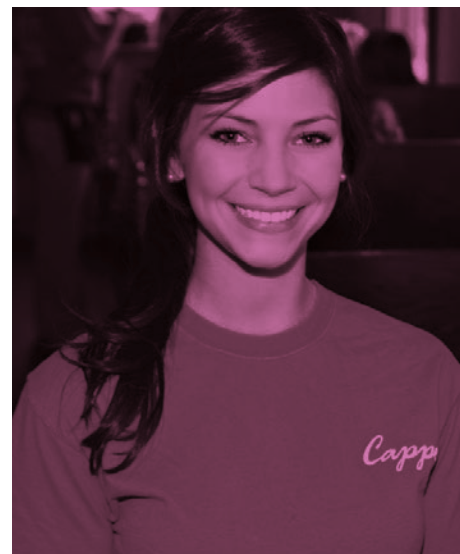
PERSONAL TRAINER

- Designed and implemented personalized fitness programs for students, faculty, and staff
- Performed fitness tests and evaluations for clients
- Maintained fitness equipment including weights, treadmills, and elliptical machines

RESIDENCE HALL

INFORMATION ASSISTANT

- Monitored lobby area of __ bed residence hall facility and reported suspicious activity to resident advisor staff
- Enforced visitation rules and reported suspicious activity in lobby area
- Received packages and successfully delivered them to recipient
- Maintained record of incoming and outgoing guests
- Followed appropriate protocol for emergency situations such as tornadoes, fire alarms, and domestic disputes





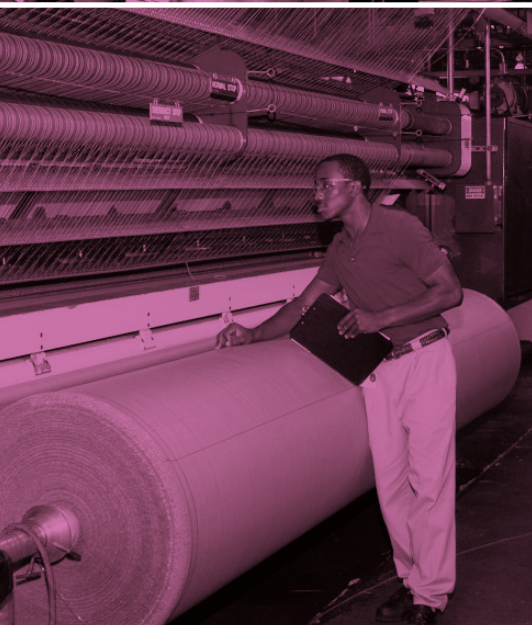
RESTAURANT SERVER

- Enhanced ability to multi-task within a fast-paced environment
- Managed guest relations issues
- Handled a daily revenue averaging \$___
- Greeted customers upon arrival and seated them for dining
- Recommended nightly specials to customers to enhance sales
- Maintained approximately __ hours per week while enrolled as a full-time student



RESEARCH ASSISTANT

- Tested human subjects in a professional manner
- Regulated control elements for __ by taking daily measurements of __
- Recorded results utilizing an Excel spreadsheet
- Presented analyses and results in poster format at regional conference
- Coordinated result analyses with various labs throughout the country
- Conducted additional experimentation to verify initial findings



RETAIL SALES ASSOCIATE

- Maintained store upkeep and organization
- Engaged customers with friendly service and a helpful attitude
- Increased product knowledge and sales experience by working in different areas of the store
- Ensured floor displays were properly assembled according to organizational charts
- Trained new employees on procedures and store policies
- Organized shelves and merchandise to maintain a welcoming environment
- Created visual merchandising display

STUDENT WORKER/INTERN/ PART-TIME WORKER

Try not to use this as your job title. Instead, consider something more descriptive like Office Assistant or Accounting Intern (or one of the other sample job titles)

TUTOR

- Tutored undergraduate students in __, __, __, and __ (list specific subject areas)
- Monitored student progress and provided appropriate feedback
- Utilized simple and straightforward language to convey complex concepts
- Developed detailed examples and tutorial exercises to increase student understanding and retention of subject material

VOLUNTEER

(If you had a significant role as a volunteer, you could include this under work experience)

- Provided __+ hours of service to elderly residents (include who the organization serves)
- Designed program brochure to be distributed to residents in the community
- Trained new volunteers in proper care of animals

VET ASSISTANT

- Exercised, fed, monitored, recorded, and reported physical signs of hospitalized/ boarded pets
- Collected urine and fecal samples as needed and administered shots under supervision of licensed veterinarian
- Provided clean bedding, water, and litter pans for pets
- Maintained sterile clinical environment

POWER VERBS FOR YOUR RESUME

Accelerated	Brought	Decided	Facilitated	Issued	Processed	Sent
Accessed	Budgeted	Deciphered	Familiarized	Joined	Procured	Served
Accommodated	Built	Dedicated	Fashioned	Judged	Produced	Set
Accomplished	Calculated	Defined	Figured	Justified	Programmed	
Achieved	Catalogued	Delegated	Finalized	Kept	Projected	Shipped
Acquired	Caused	Deliberated	Forecasted	Labored	Promoted	Showered
Acted	Centralized	Delivered	Formulated	Launched	Proved	Shown
Activated	Certified	Demonstrated	Fostered	Lectured	Publicized	Sifted
Adapted	Chaired	Designated	Found	Led	Purchased	Simplified
Added	Challenged	Designed	Founded	Licensed	Qualified	Smoothed
Addressed	Changed	Determined	Fulfilled	Lightened	Queried	Sold
Adjusted	Charted	Developed	Gained	Linked	Questioned	Solved
Administered	Checked	Devised	Gathered	Located	Quickened	Sought
Admitted	Chose	Diagnosed	Gave	Looked	Raised	Spearheaded
Advanced	Clarified	Diminished	Generated	Maintained	Ran	Specified
Advised	Classified	Directed	Graded	Managed	Rated	Spoke
Aided	Closed	Disbursed	Grew	Mapped out	Realized	Started
Alleviated	Coached	Dispatched	Grossed	Marketed	Received	Stated
Allocated	Collaborated	Displayed	Guaranteed	Maximized	Recognized	Stopped
Allowed	Collected	Discovered	Guided	Measured	Recommended	Straightened
Altered	Combined	Drafted	Handled	Mediated	Recorded	Streamlined
Amended	Commissioned	Eased	Headed	Minimized	Recruited	Strengthened
Analyzed	Committed	Earned	Heightened	Mobilized	Reduced	Structured
Anticipated	Communicated	Eclipsed	Helped	Modeled	Refined	Studied
Applied	Compared	Edited	Highlighted	Moderated	Referred	Submitted
Appointed	Compiled	Educated	Hired	Modernized	Reformed	Suggested
Appraised	Completed	Elected	Identified	Modified	Regarded	Summarized
Approved	Composed	Elevated	Illustrated	Monitored	Regulated	Supervised
Approximated	Computed	Elicited	Implemented	Motivated	Rehabilitated	Supported
Arbitrated	Conceptualized	Employed	Improved	Multiplied	Reinforced	Targeted
Argued	Concluded	Empowered	Improvised	Negotiated	Related	Taught
Arranged	Conducted	Enabled	Included	Observed	Relieved	Tested
Ascertained	Confirmed	Encouraged	Incorporated	Officiated	Opened	Tightened
Assembled	Consented	Engineered	Increased	Operated	Operated	Took
Assessed	Consolidated	Enhanced	Indexed	Orchestrated	Ordered	Totaled
Assigned	Constructed	Enlarged	Indicated	Ordered	Organized	Toured
Assisted	Contracted	Enlisted	Inferred	Organized	Overhauled	Tracked
Assumed	Contributed	Enriched	Influenced	Overhauled	Overhauled	Trained
Assured	Controlled	Ensured	Informed	Paid	Participated	Transferred
Attained	Converted	Entered	Initiated	Perceived	Performed	Transformed
Attended	Cooperated	Enumerated	Innovated	Performed	Persuaded	Transmitted
Attested	Coordinated	Envisioned	Inspected	Pioneered	Placed	Translated
Audited	Copied	Established	Inspired	Planned	Played	Treated
Augmented	Corrected	Evaluated	Instituted	Polished	Prepared	Tutored
Authored	Correlated	Examined	Instructed	Presented	Prevented	Typed
Authorized	Corresponded	Excited	Insured	Prescribed	Prioritized	Updated
Awarded	Counseled	Executed	Integrated	Satisfied		Utilized
Balanced	Counted	Exercised	Interacted	Scheduled		Visualized
Began	Crafted	Expanded	Interceded	Screened		Wrote
Bolstered	Created	Expedited	Interpreted			
Booked	Critiqued	Explained	Interviewed			
Bought	Customized	Extended	Introduced			
Brainstormed	Dealt	Extracted	Invented			
Briefed	Debugged	Fabricated	Investigated			
Broadened	Debated		Involved			

SYNONYMS FOR COMMONLY USED VERBS

Achieved:
accomplished
attained
concluded
finished
obtained
perfected
reached

Acquired:
achieved
attained
collected
earned
gained
gathered
obtained
secured
took

Assisted:
aided
collaborated
cooperated
helped
served
supported

Coordinated:
accommodated
correlated
integrated
matched
organized
synchronized

Designed:
composed
constructed
created
formed
invented
outlined
planned
prepared
proposed

Demonstrated:
determined
established
exhibited
indicated
tested
validated

Developed:
acquired
established
formed

generated
invested
achieved
began
created

Discovered:
detected
determined
distinguished
explored
identified
located
observed

Handled:
conducted
controlled
coordinated
directed
managed
monitored
organized
supervised

Helped:
assisted
accommodated
encouraged
facilitated
aided
contributed
supported
promoted
served
improved

Inspected:
checked
investigated
observed
reviewed
studied
supervised
surveyed

Instructed:
advised
counseled
educated
guided
informed
led
taught
trained

Led:
conducted
conveyed

directed
managed
supervised
proceeded

Made:
created
assembled
composed
constructed
generated
invented
manufactured
prepared
produced
designed

Managed:
arranged
controlled
engineered
executed
succeeded
supervised

Observed:
discovered
distinguished
examined
inspected
monitored
noted
recognized

Operated:
utilized
handled
performed
used
ran

Organized:
prepared
managed
arranged
administered
coordinated
combined

Participated:
aided
contributed
cooperated
engaged
joined
partook
performed

Performed:
accomplished
achieved
completed
implemented
worked
delivered

Planned:
arranged
coordinated
designed
calculated
compiled
conceptualized
created

Practiced:
administered
employed
engaged
executed
exercised
handled
implemented
utilized

Prepared:
developed
produced
created
organized
processed
equipped

Produced:
exhibited
offered
presented
showed

Provided:
accommodated
contributed
dispensed
granted
implemented
prepared
presented
produced
served
supplied

Ran:
administered
conducted
controlled
coordinated
directed

operated
supervised
handled
performed

Researched:
analyzed
experimented
explored
inquired
investigated
studied
consulted

Served:
accommodated
administered
aided
assisted
attended
provided
supplied

Sold:
persuaded
advised
traded
marketed
promoted
publicized

Stocked:
supplied
rendered
furnished
equipped
provided
filled

Taught:
advised
coached
demonstrated
explained
guided
illustrated
informed
instructed
trained
tutored

Utilized:
applied
employed
exercised
handled
promoted
used

Worked:
managed
collaborated
completed
conducted
developed
formed
formulated
operated
performed
utilized

COVER LETTERS

Cover letters are not required for on-campus interviews. However, they should be sent with your resume when you are mailing, faxing or e-mailing it.

Cover Letter Tips

A cover letter is not always required; however, submitting one makes a good impression.

A cover letter shows genuine interest, demonstrates written communication skills, and allows for explanation of fit that may not be shown on the resume.

A cover letter should not be your resume in paragraph form.

COVER LETTER OUTLINE

Your address
City, State, ZIP

Date

Person's Name
Job Title
Organization
Work Address
City, State, ZIP

Dear Mr./Ms. _____

Paragraph 1 (very easy!):

1. What you're applying for
2. How you found out about the position
3. Refer to resume.

(If there's a name to drop, drop it in the first sentence..."Jane Doe suggested I contact you regarding the paralegal position available with XYZ Law Firm.")

Paragraph 2 and/or 3 (a little harder):

PROVE YOUR SKILLS!!! You can use examples from education, previous work experience, volunteer work, class projects, etc. To do this, try one of two things:

1. If you have a position announcement or job description, use that as a "cheat sheet." They're telling you exactly what they want in an ideal employee--then it's your job to **PROVE HOW** you have what they want. Use examples to back it up.
2. If there is no job description, place yourself in the mind of the employer. If you were looking at resumes/cover letters to hire for this position, what would be the most relevant things to mention?

Don't forget to write a summary statement at the end of this section ("I am confident that my unique combination of education, experience, and skills would serve XYZ Law Firm well.")

Final Paragraph (back to very easy!):

1. Ask for the interview ("I would appreciate the opportunity to meet with you to discuss my qualifications for this position.")
2. Provide date that **YOU** will follow up with them (unless they say 'NO Phone Calls') ("I will contact you the week of August 8 to follow up on the status of the search.")
3. Provide contact info for them ("In the meantime, please contact me at 555-555-1212 or abc@msstate.edu if you have questions or would like to schedule an interview.")
4. Thanks! ("Thank you in advance for your time. I look forward to speaking with you soon.")

Sincerely,

Your Name (If you send one "snail mail" or in person, don't forget to sign your cover letter!)

THANK YOU LETTER

Thank the employer for the opportunity to interview. Emphasize information covered in the interview and add pertinent information that was not covered. Reiterate your interest in the employer.

P.O. Box 3231
Mississippi State, MS 39762

2 SPACES

February 20, 20xx

2 SPACES

Ms. Maria Hunt
Design Firm, Inc.
5679 Michigan St.
Coast, MS 30258

2 SPACES

Dear Ms. Hunt:

2 SPACES

Thank you for taking the time to interview me last week. From our discussion, I was able to get a better idea of your graphic design and public relations operation.

During our interview, I told you about my graphic design experience with XYZ Designs. There, I gained valuable experience that would make me an asset to your firm. My devotion to my work and determination also would be of benefit to your firm. Design Firm, Inc. has a very respectable reputation in the field and being a part of your firm would be an excellent opportunity for me.

Thank you again for providing me the opportunity to interview with you and your firm. If you need any additional information, please feel free to contact me. I will contact your office next week. I look forward to talking with you again.

Sincerely,

(Signature)

4 SPACES

Cooper Lyon

SAMPLE THANK YOU LETTER

Dear Mr. Smith,
Thank you so much for taking the time to meet with me for an interview yesterday. I enjoyed meeting you and your staff, and I feel as though I would be a good fit for your company. I look forward to hearing from you soon!

Regards,

Charlie

YOU GOT AN INTERVIEW

WHAT
NOW?



12345678

STEPS TO ACING
YOUR INTERVIEW



STEP 1 | SCHEDULE A MOCK INTERVIEW

MOCK INTERVIEWS

Do you have an interview coming up? Are you anxious about the interview process? Would you like to have someone coach you for your next interview?

Contact the Career Center to schedule a mock interview. A mock interview will provide you with the opportunity to practice your skills and get valuable feedback on your strengths and weaknesses throughout the interview.



What is a mock interview?

A mock interview is an emulation of an actual interview. A mock interview helps individuals prepare for the actual interview.

WHAT SHOULD YOU DO TO SCHEDULE AND BE READY FOR A MOCK INTERVIEW?

1. Call the Career Center at 325-3344 to setup an appointment.
2. Try to schedule a mock interview 1 week before the actual interview.
3. Prepare questions to ask the interviewer (See step 4).
4. Practice, practice, practice.
5. Wear what you would wear to the actual interview. We can critique your interview attire. (Optional)
6. Bring your resume.
7. Show up early for your scheduled interview.

STEP 2 | DRESS FOR SUCCESS



BUSINESS PROFESSIONAL

Suit Up!

For the interview, men should wear a matching suit and tie; ladies should wear a matching skirt or pant suit with a coordinating blouse.

College students on a budget may not own a suit, so we recommend putting together the best outfit you can with what you already own. Perhaps a friend or roommate of similar size owns a suit or tie that can be borrowed.

Suit Tips:

- To avoid wrinkles in the suit jacket, take it off while driving /riding in a car on the way to the interview, put it on a hanger and hook in your car. Laying your suit jacket on the floorboard or seat could result in unwanted lint and hair.
- If your suit is dirty or wrinkled, plan to take it to the dry cleaners the week before the interview - not the day before the interview.
- In general, darker suit colors should be worn for more formal occasions. Dark gray, black, brown, or navy suits are appropriate for interviews.
- If you are wearing your suit for the first time, remember to remove the tag on the sleeve and cut the tie between the flaps on the back of the suit jacket.

Men: In some instances, a matching tie and button-down shirt will suffice. Button only the top button of your suit jacket; remember to unbutton this button upon taking a seat.

Women: A skirt with a matching jacket or sweater and blouse will suffice in some cases.

- Fit and Fabric: Make sure that blouses are not too tight, too low cut or too sheer. Choose a modest cut and fabric to complement your suit.
- Avoid blouses with distracting patterns and designs.
- Skirt length should be just above or at the knee. Pants should be full length, not Capri.
- Wear appropriate undergarments that are not visible through clothing.



BUSINESS CASUAL

- Wear business casual attire only when stated; otherwise, assume that business professional is the standard.
- Business casual is considered a step down from interview attire in professionalism.

Men: Consider wearing a full length button-down collared shirt with no tie or a short sleeved golf shirt. Leave the collar down, and unbutton the top button only.

- Ironed dress pants or slacks can be worn with dress shoes (no sandals or athletic shoes).

PORTFOLIO

A portfolio adds professionalism to your outfit during the interview. It is also a great place to store a writing utensil, questions for the employer, and resume packets.

- Bring a dark colored leather briefcase or portfolio.
- Avoid manila envelopes and three-pronged folders.



Most importantly, give the employer the impression that you made a significant effort to present yourself professionally for the interview. The most expensive wardrobe will not gain any respect if not worn properly; do the best with what you have!

SHOES AND SUCH

Men: Wear preferably black or brown shoes that match the black or brown belt depending on your suit color.

- Wear brown/burgundy with khaki, brown, or navy suits, and wear black with black and gray suits.
- Lace-up or slip-on shoes are both good choices. Athletic shoes and sandals/flip flops are not good ideas.
- Wear dress socks that match each other and the suit/outfit and extend high enough to avoid showing skin when seated. Don't wear white socks; wear blue, brown, or black depending on the color of the pants.

Shirt: Blue or white full length button-down collared shirts are the most common choice for interview attire.

- Avoid short-sleeved or golf shirts especially when wearing a suit.
- Remember to iron or have the shirt ironed prior to the interview. Wrinkles give the impression that the interview candidate is unorganized and disinterested.

Pants: Wear pants that break at the top of the shoe when standing.

- Pants should fit snugly at the waist and be ironed flat or dry cleaned if applicable.
- Read the tag for cleaning/care instructions.

Women: Choose a closed-toe pump with a low or modest heel that matches your suit color. Black or navy are good choices.

- Always wear pantyhose, preferably a neutral or nude color.
- Never wear brightly colored tights or hosiery.
- Opened toe or strappy sandals are never appropriate



JEWELRY AND ACCESSORIES

When considering jewelry, remember to keep your decisions conservative. A nice wrist-watch, pearls, or a simple gold chain are nice additions to interview attire. Refrain from noisy bangles or multiple bracelets that will be distracting. Although cowbells are now legal at the football stadium, please refrain from bringing them with you during the interview.

- Avoid resting sunglasses on your head or leaving them hanging from your neck
- A portfolio adds professionalism to your outfit during the interview. It is also a great place to store a writing utensil, questions for the employer,

and extra copies of your resume.

- Bring a dark colored leather briefcase or portfolio.
- Avoid manila envelopes and three-pronged folders.
- No hats!

Men: A nice wristwatch (not a sports watch) is an appropriate compliment to interview attire. Avoid wearing earrings and showing other facial/body piercings.

Women: Avoid large and/or dangling earrings. Choose a small loop or stud. Avoid showing facial/body piercings.



PERSONAL HYGIENE

- **Oral Hygiene:** Brush teeth and use mouthwash to ensure fresh breath.
- Do not chew gum or mints during the interview.
- Avoid smoking and chewing tobacco prior to the interview.
- **Showering:** For some this is automatic. Please take a shower before you go to the interview. Use soap.
- **Cologne/Perfume:** Wear little or no cologne to the interview. Too much cologne can easily distract the employer and prevent you from making a good impression.
- **Finger nails:** Keep fingernails well manicured, clean, and short. Avoid paint or polish.
- **Hair:** Consider going for a hair cut one week to one day before the interview depending on how quickly your hair grows.
- Keep hair neat and clean for the interview day.
- Refrain from dyeing your hair, and maintain hair at a conservative length.

Men: Men who do not already wear a beard or goatee need to be cleanly shaven on the day of the interview.

- If you do wear facial hair, make sure that it is neat, clean, and trimmed.
- Trim unwanted eyebrow and nose hairs.

Women: Keep hair neat and clean for the interview day. Choose a modest hair style that is easy to maintain. Refrain from dyeing your hair before the interview.



OTHER CONSIDERATIONS

- **Lint.** Use a lint roller to remove hair and lint from your clothes. Be aware of any lint or pet hair you could attract from your car seat or other pieces of furniture before the interview.
- **Stains.** Ensure that all clothing is absent of stains and holes. Inspect your outfit in the mirror before you leave for the interview.

Most importantly, give the employer the impression that you made a significant effort to present yourself professionally for the interview. The most expensive wardrobe will not gain any respect if not worn properly; do the best with what you have!



STEP 3 | RESEARCH THE COMPANY

RESEARCHING THE EMPLOYER

Learning as much as possible about an employer is vitally important. Being knowledgeable about the organization can be impressive in an interview

Checklist: Researching the Employer

- What is the company's mission statement?
- Where is the company located?
- Are there multiple offices/locations?
- Which location would be best for you?
- What good or service does the company produce or provide?
- Are there any new products soon to be released?
- How old is the company?
- What is the history of the company?
- What is the company's organizational structure?
- Are there any associated parent companies or subsidiaries?
- Who is the CEO/President?
- Who are the chief officers?
- How many people work for the company?
- Has the company recently appeared in the news?
- How many people in this position work at the company?
- Does the company have a main philanthropy?
- Who is the company's main competitor?
- Are there any downsizing or expansion indications?

WHAT DO I DO WITH THIS INFORMATION?

- Use it in the interview!! The more knowledgeable about the organization you are, the better!
- Recruiters look for applicants who are up-to-date with company matters and the profession.
- Have a clear idea of the organization and its fit for you.
- Know the spelling and pronunciation of the interviewer's name.

QUESTIONS TO ASK THE INTERVIEWER



Have 3 to 5 questions written down in your portfolio to ask the potential employer. When the interviewer asks if you have any questions for them, you can open your portfolio and show that you are prepared!

- Does your company encourage further education?
- How do you feel about creativity and individuality?
- How will I be trained or introduced to the job?
- How would you describe the organizational culture?
- What would a typical day at work look like for me?
- What do people seem to like most about working here?
- Do you encourage participation in community or professional activities?
- Is your company environmentally conscious? How?
- Could you describe the opportunities available for professional growth?
- What kind of training should I expect?
- What are the major impacts of the economy on your company?
- What can you tell me about the individual to whom I would report?
- What do you see ahead for your company in the next five years?
- What do you consider to be your firm's most important assets?
- What would you consider the most important aspects of this job?
- What products (or services) are in the development phase right now?
- What is the largest single problem facing your staff (or department) right now?
- When can I expect to hear back from you?

STEP 5 | REVIEW RESUME & MAKE COPIES



- Print resume on professional resume paper.
- Bring several copies in a leather portfolio (one for each company representative).
- Be able to reference your resume when asked about previous work experience or education.
- Contact references and let them know about the interview.

STEP 6 | QUIZ YOURSELF

ILLEGAL QUESTIONS

These are questions interviewers ask that are not related to the job. In general, illegal questions consist of asking about one's race, gender, religion, marital status, age, disabilities, ethnic background, or country of origin. Many times, interviewers ask illegal questions because they are unaware of the state and federal laws that prohibit them.

It is up to you how to respond to illegal questions. You may prefer to answer the question or to answer it in a way that relates to the job. For example, if an employer asks you if you are engaged because they see a ring on your finger, you may want to tell them yes and try to change the subject without elaborating about your plans.

SAMPLE BEHAVIORAL QUESTIONS

- Give an example of when your ability to manage your time and priorities proved to be an asset.
- Give an example of when you were responsible for an error or mistake.
- Tell me about a specific time when you had to handle a tough problem which challenged fairness or ethical issues.
- Describe a time when you had to deal with a difficult person; what was the outcome?
- Tell me about a time when you faced a stressful situation and your coping skills were tested. How did you handle it?
- Describe a time when you faced adversity with time. What was the outcome with the school/work project?
- Give an example of a time when you went above and beyond the call of duty in order to get the job done.
- Give me an example of a time when you set a goal and were able to meet or achieve it (besides graduating college).
- Tell me about a time when you were forced to make an unpopular decision.
- Give me an example of a time when you had to make a split second decision.

BASIC INTERVIEW QUESTIONS

- Tell me about yourself.
- Tell me about your education and how it relates to the position for which you are applying.
- Why did you choose this field of study? What were your favorite courses?
- What do you consider your greatest strength? What is your greatest weakness?
- Describe your ideal job.
- What is it that excites you, motivates you, or drives you?
- How do you balance your class work, extracurricular activities, and the rest of your life?
- Tell me about the work you have done in class, summer jobs, or extracurricular activities and how they have prepared you for this position.
- What was the greatest challenge you ever faced, and how did you approach it?
- What were your most rewarding experiences in school?
- What motivates you to do your best work?
- Describe your work ethic and personality.
- Give me an example of when you had to adapt to change.
- How have your communication skills helped you to be successful?
- What do you feel are your strongest communication skills?
- Are you willing to relocate?
- Why do you want to work for our company/organization?
- How would a co-worker or supervisor describe you?
- What are your career goals in 10 years?
- What interesting book/movie have you read/seen lately?
- Why should I hire you?



WHAT IS A BEHAVIORAL QUESTION?

Behavioral questions focus on past experiences and require specific examples from these experiences when answering questions. Do not answer these questions hypothetically.

HOW TO ANSWER BEHAVIORAL QUESTIONS

1. Give the complete story of an event first. (Include key points and results.)
2. Give specific examples about what you did, said, felt, and thought.
3. Separate your actions from the action of others.
4. Use "I" examples more than "we" examples.
5. Ask for clarification if you are unsure of the question.
6. Watch and listen for interviewer cues.
7. Do not make vague proclamations of your skills.
8. Answer negatively phrased questions (Tell me about a failure.) as you would a question about your weaknesses. Show that you have acknowledged the weakness and overcome it.

STEP 7 | THE DAY OF THE INTERVIEW



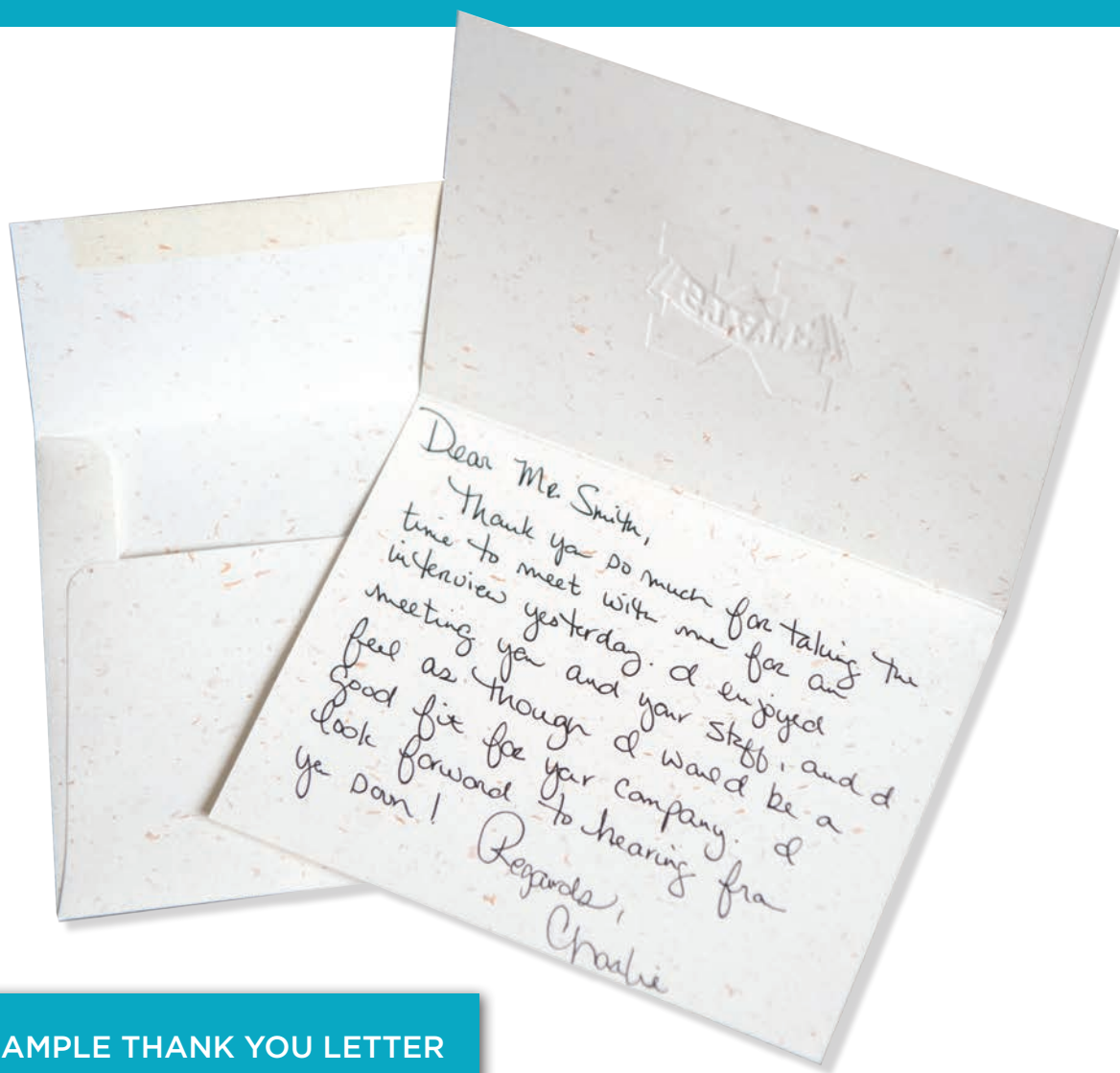
THE DAY OF THE INTERVIEW

- Take several copies of your resume, transcript and reference page in a portfolio.
- If applicable to your major, take examples of your work.
- Be on time. Arrive 15 minutes early.
- If out of town, research the route. Know where you are going and how long it takes to get there.
- Have 3-5 questions prepared for you to ask the interviewer (see step 4).
- Be courteous to everyone in the office, not just your interviewers.
- Freshen up before you interview to check your hair, makeup, teeth.

DURING THE INTERVIEW

1. Greet everyone with a firm handshake.
2. Wait to sit until you are invited to do so.
3. Maintain good eye contact.
4. Be aware of your body language; maintain good posture, appear relaxed and not fidgety.
5. Show enthusiasm, confidence, courtesy and honesty.
6. Avoid nervous mannerisms, such as twirling your hair.
7. Keep a positive attitude about former employers; be tactful and not criticize them even if discussing an unpleasant situation.
8. Be prepared to respond to illegal questions in case an employer asks them.
9. Do not write during the interview.
10. Do not discuss salary, benefits or vacation during the first interview.
11. At the close of the interview, establish a date for your next communication.
12. Remember names of each person who interviewed you (see step 8).
13. Always remember to thank the interviewer for his/her time.
14. If you want the job, tell them!
15. Listen to each question carefully.
16. Express non-verbal and verbal feedback.
17. Begin and end the interview with a strong handshake and a smile.

STEP 8 | AFTER THE INTERVIEW



SAMPLE THANK YOU LETTER

Thank the employer for the opportunity to interview. Emphasize information covered in the interview and add pertinent information that was not covered. Reiterate your interest in the employer.

Send a thank-you note within 24 hours days of the interview.

If you forget, it is better to send one late than never.

TAKE TIME TO REFLECT ON YOUR INTERVIEW

Which questions did you answer well?
Which questions were difficult for you?
What would you have done differently?

BULL E. DAWG

1 BULLDAWG DRIVE • MISSISSIPPI STATE, MISSISSIPPI 39762
PHONE 662-325-3344 • E-MAIL BD1878@MSSTATE.EDU

EDUCATION

Bachelor of Science, Civil Engineering with a minor in Mathematics
Mississippi State University, Mississippi, Overall GPA 3.12/4.00, December 20xx

PROFESSIONAL EXPERIENCE**Field Engineer**

- AnyNatic Water Treatment Plant Expansion, Jackson, Mississippi, May 20xx – present
- Analyze structures and pipe layouts for construction
- Conduct construction surveys and implementations
- Evaluate weekly quantities, work schedules, and radio frequency identification (RFID) tags

Surveying Lab Instructor

- Mississippi State University, Mississippi, January 20xx – May, 20xx
- Instructed 35 students on basic surveying principles and equipment
- Assessed all students' ability to perform accurately and efficiently

Engineer Intern

- Smith Engineering Inc, Southaven, Mississippi, May – December 20xx, April 20xx – May 20xx
- Conducted topographic and boundary surveys
- Designed and analyzed storm water and wastewater plans
- Developed construction feasibility plans
- Supervised and inspected road and bridge construction
- Assisted in land development implantations

Entrepreneur

- Jones Landscaping and Turf Management, Hometown, Mississippi, February 20xx – May 20xx
- Created a successful business in pressure washing, landscaping, design, and turf management
- Maintained mutually beneficial relationship with customers by effectively communicating in order to meet desired needs
- Managed a successful labor force of 20-25 employees

Industrial Processing and Design

- Any Paper Company, Anywhere, Mississippi, May 20xx – March 20xx
- Worked on every aspect of paper making process with fellow employees to enhance and maximize productivity and economics
- Advanced from janitor to machine helper within three months
- Inspected locations for safety equipment
- Reviewed types of materials needed to produce quality final products
- Examined products to be shipped for quality control

HONORS

American Society of Civil Engineering, Secretary of Student Chapter, 20xx-present
Institute of Transportation Engineers, 20xx
Obligation of the Engineer Society, 20xx
Delta Pi Epsilon, 20xx-20xx

ACTIVITIES

American Intramural Soccer, Football, and Disc Golf, 20xx-present
Maroon Volunteer Center, 80 volunteer hours per semester, 20xx-present

COMPUTER SKILLS

Advanced in AutoCAD, Eagle Point, Word, Excel, and PowerPoint
Working knowledge of MathCAD, Ppt, 2000, TDS-48

RICHARD B. WATKINS

richard.watkins@yahoo.com
1433 Walnut Road • Starkville, MS 39759 • 662.325.3344

EDUCATION

Master of Business Administration
Mississippi State University, Mississippi, December 20xx, GPA 3.76/4.00

Bachelor in Geosciences with emphasis in Geographic Information Systems
Minor in Business Administration
Mississippi State University, Mississippi, May 20xx, GPA 3.24/4.00

RELEVANT EXPERIENCE**Graduate Assistant**

- Colvard Student Union
- Managed and coordinated over 45 special events held in 500 capacity university auditorium
- Supervised staff of 12 ushers and other support staff for successful operation of evening programs
- Organized and set sound equipment as needed for entertainment groups during events

Event Marketer/Coordinator

- Music Maker Productions
- Mississippi State University, Mississippi, January 20xx – July 20xx
- Solicited and received \$5,000 from local businesses to sponsor outdoor concert set in downtown area
- Programmed and planned five concert events for student population and local community
- Organized and led committee of 24 in smooth functioning of five events each with 15,000 attendees

President

- Roadrunner Student Recruiting Organization
- Mississippi State University, Mississippi, April 20xx – April 20xx
- Directed weekly meetings for 85 student member group and assigned tours to student volunteers
- Communicated with director of Admissions and Scholarships to effectively organize recruiting events
- Staffed and attended various on and off campus recruiting events throughout the academic year

ADDITIONAL EXPERIENCE**Office Associate**

- Department of General Business Administration
- Mississippi State University, Mississippi, May 20xx – August 20xx
- Delivered class material to undergraduate students as needed during professor absences
- Input grades into computer system and developed grade spreadsheet for 6 undergraduate classes
- Provided friendly customer service to prospective students and parents during orientation sessions

Landscape Technician

- Department of Campus Landscape
- Mississippi State University, Mississippi, June 20xx – May 20xx
- Constructed and maintained campus grounds and structures for 18,000 acre land grant institution
- Maintained 10 acres of grass utilizing Toro Groundsmaster 360 and irrigation equipment
- Functioned as part of 25 person team to successfully plant 65,000 pine seedlings for Green Initiative

COMPUTER SKILLS

- Visual Basic Programming, C++ Programming

ACTIVITIES/HONORS

- Master of Business Administration Association, September 20xx – Present
- American Marketing Association, August 20xx – Present
- Secretary, April 20xx – April 20xx
- Student Volunteer, Campus Activities Board, August 20xx – May 20xx

Albert J. Smith
 2356 Beachfront Avenue
 Ocean Springs, MS 39564
 (228) 123-4567
 ajs789@msstate.edu

EDUCATION

Bachelor of Science in Psychology with a Minor in Philosophy
 Mississippi State University, Mississippi State, MS, May 20xx, GPA 3.54/4.00

EXPERIENCE

Research Assistant

- Mississippi State University, Mississippi State, MS, January 20xx –present
- Interact with human subjects in a professional manner
 - Serve as an experimenter and a confederate in multiple experiments
 - Collect data and organize results using SPSS
 - Presented analyses and results in poster format at the 20xx Society for Personality and Social Psychology annual conference

Psi Chi President

- Mississippi State University, Mississippi State, MS, August 20xx-present
- Preside over meetings for officers and members throughout the year
 - Organized two community fundraisers
 - Coordinate speakers to give psychology-based presentations to chapter members

Counselor - ADHD Summer Treatment Program

- University of Alabama-Birmingham, Birmingham, AL, Summer 20xx
- Supervised and cared for 12 children with attention-deficit/hyperactivity disorder (ADHD) and autism
 - Treated children's behavioral, affective, and cognitive needs
 - Instructed children in recreationally-based group therapy activities

COMPUTER SKILLS

Working knowledge of Microsoft Word, Excel, and PowerPoint, SPSS, and SAS

ACTIVITIES AND HONORS

- Omega Theta Fraternity, 20xx-present
- **Judicial Representative**, 20xx-present
 - **Intramural Chair**, 20xx-20xx
 - **House Manager**, 20xx-20xx
- Dean's Student Advisory Council, College of Arts and Sciences, 20xx-present

Tom Thumb
 tnt1@msstate.edu
 Post Office Box 0123
 Mississippi State, MS 39762
 (662) 325-3344

EDUCATION

Bachelor of Science in Aerospace Engineering
Minor in Mathematics
 Mississippi State University, Mississippi State, MS
 May 20xx, GPA 3.54.0

EXPERIENCE

Pratt & Whitney, Turbine Module Center, East Hartford, CT, Summer 20xx and 20xx
INROADS Intern
Summer 20xx

- Developed a conceptual design tool that estimates airfoil loadings with associated surface pressure distribution. Tool is used in conjunction with programs that relate streamline flow to heat transfer coefficients and lift loads to essentially drive turbine efficiency and conceptual cooling-hole design
- CFD simulation and conceptual design tool validation
- Blade Probabilistic Lifting investigation and sensitivity study with part-to-part, engine-to-engine, and fleet-to-fleet variation.
- Performed advanced film cooled airfoil analysis and distress mode investigations
- Analyzed surface metrology (profilometry) analysis, surface roughness, creep analysis, steady state flow analysis and backflow studies on first and second stage turbine blades
- Built an algorithm program in Matlab that calculates surface roughness (2D measurement) along a 3D surface with results within (+/-) 5% accuracy of the laser and stylus profilometry tool reference readings

Center for Advanced Vehicular Systems, Starkville, MS, Spring 20xx

Research Assistant

- Researched new innovative powder injection molding and sintering process for microstructure fabrication and material metallurgy and projected potential to span over medicinal, telecommunication, and engineering industry
- Performed finite element and mesh analysis for microstructures

RELEVANT COURSES

- Flight Mechanics
- Aerodynamics
- Aircraft Structures 1-3
- Honors Technical Writing
- Heat Transfer
- Vibrations
- Mechanics of Materials
- Astrodynamics, Propulsion, and Structures
- Aerothermodynamics
- Aircraft Performance
- Electrical Engineering Systems
- Flight Stability and Automatic Control

ACTIVITIES/AWARDS

- **Design Build Fly (DBF)**, A part of the Optimization/CADing team for prototype RC aircraft, 20xx-Present
- **Blossman Gas Inc. Collegiate Sponsorship**, 20xx-Present
- **National Dean's List Honoree**, 20xx-Present
- **Engineering Ambassador** for Mississippi State University's Bagley College of Engineering, 20xx-20xx
- **Northrop Grumman Diversity Scholarship**, 20xx
- **INROADS Special Scholar** with a GPA of 3.67, 20xx
- **Aerospace Freshman of the Year**, 20xx-20xx
- **Presidential Scholar**, Fall 20xx

RACHEL S. TAYLOR

709 Kourtney Drive
West Point, Mississippi 39773
(662)-295-4658 rtaylor38@yahoo.com

EDUCATION

Bachelor of Science in Apparel, Textile, and Merchandising, Concentration: Merchandising
Minor: Marketing, Mississippi State University, Mississippi State, Mississippi, May 20xx. GPA: 3.35/4.00

PROFESSIONAL EXPERIENCE

Mississippi State University Calling Center, Mississippi State, MS

Recipient Representative, January 20xx-Present

- Assist donors with monetary donations and contributions given to the University from alumni
- Enter data and provide the rotation supervisor with call statistics

Forever-21

Sales Associate October 20xx-December 20xx

- Organized visual design displays for clothing and jewelry on a weekly basis
- Conducted physical inventory and inventory level adjustments with store managers
- Aided in floor moves, merchandising, display maintenance, and price changes
- Maintained solid product knowledge and awareness of all promotions and advertisements

Picture Perfect Models Agency

Wardrobe/ Event Stylist June 20xx-August 20xx

- Styled wardrobe for model's photo shoots and fashion shows
- Advised three to five models per week while shopping and creating new looks for branding
- Developed and designed themes for 12 fashion shows

TECHNICAL SKILLS

- Microsoft Office: Excel, Word, Publisher, and PowerPoint
- Adobe: Photoshop, Illustrator, In-Design
- Surface Manipulation : crocheting, dyeing, beading, embroidery, knitting
- Specification Sheet and Technical Package Development
- Pattern Making: flat pattern, grading
- Computer and Hand rendered flats
- Clothing Construction: machine and hand sewing
- Illustrations

PROFESSIONAL AFFILIATIONS

Fashion Board, Hair and Make-up Stylist, 20xx-present

- Prepare 10-20 models before fashion shows and photo shoots

Fashion Focus, Publicist, 20xx-present

- Create announcements and materials and solicit organization around campus and the community

Campus Activities Board, Entertainment Personnel, 20xx-present

- Manage five to seven fashion shows and monthly campus-wide events

REFERENCES

Available upon request

Ryan Lawrence

116 McKee Street, Starkville, MS 39759 (662) 418-2348 ryanlong23@gmail.com

EDUCATION

Bachelor of Science in Agronomy, Emphasis: Integrated Crop Management
Mississippi State University, Starkville, MS, May 20xx, GPA 3.2/4.0

CERTIFICATIONS

Welding and Metal Fabrication Program

East Mississippi Community College, Mayhew, MS, 20xx

American Welding Society Level 1- Entry Welder and AWS EG 2.0

Certification, 20xx -present

RELEVANT EXPERIENCE

USDA Agricultural Research Service, Cotton Genetics Program, Starkville, MS

Cotton Greenhouse Manager, May 20xx – Present

- Worked in aspects of planting, breeding, and harvesting cotton
- Ensured over 2,000 plants were fertilized and labeled correctly
- Cleaned greenhouses, watered plants, and pulled weeds daily
- Collected fiber samples and arranged according to testing protocols
- Supported unit research projects by preparing plant tests
- Worked approximately 20 hours per week while enrolled as a full-time student

USDA Agricultural Research Service, Starkville, MS

Research Assistant, Holiday Season 20xx, 20xx, and 20xx

- Gathered core soil samples from various local hog farms
- Organized and labeled samples to ensure data integrity
- Assisted with soil nutrient analyses to determine specific nutrient levels

OTHER EXPERIENCE

Mathis Plow Company –Forestry Equipment Specialties Company, Starkville, MS

Parts Designer Assistant, March 20xx – September 20xx

- Completed finishing welds on forestry equipment
- Laid out and fabricated parts for equipment and machinery
- Skilled in using metal cutting tools including plasma cutter, band saw, and cutting torch

COMMUNITY INVOLVEMENT

Habitat for Humanity, Starkville, MS Spring Break 20xx

- Coordinated with organization of various building projects
- Oversaw a volunteer work crew of five people

ACTIVITIES

National Agricultural Marketing Association

National Technical Honor Society, *EMCC Chapter Vice President*, 20xx

American Welding Society

SKILLS

- Proficient in Microsoft Word, Excel, and PowerPoint
- Knowledge of AutoCAD
- Familiar with utilization of metal break

Christopher Robin

cr555@msstate.edu
662-325-3344

Current Address

300 Montgomery Street, Apartment 21
Starkville, MS 39759

Permanent Address

3456 Shivers Lane
Coldwater, MS 38618

EDUCATION

Mississippi State University, Starkville, MS
Bachelor of Business Administration in Marketing
Concentration: PGA Golf Management
December 20xx
GPA: 3.76/4.00

RELATED SKILLS

- Basic Club Repair
- General Golf Car Maintenance
- Tournament Set-up and Operation
- GolfTEC SEVA System Motion Analysis Equipment
- Swing Dynamic Launch Monitor

VOLUNTEER EXPERIENCE

Volunteer Crewman

- Starkville Habitat for Humanity, Starkville, MS, March 20xx
- Assisted in construction of three 1,200 square foot residential homes
 - Utilized hand and power tools to assemble frame, install insulation, and hang sheetrock
 - Learned and observed construction site safety and served as rotating safety officer
 - Cooperated on a team of 10 volunteer crewmen to achieve efficient use of resources

Food Pantry Volunteer

- Helping Hands Ministries, Starkville, MS, January - September 20xx
- Organized food pantry shelves containing food for 300 families per week
 - Maintained accurate register of pantry distributions in keeping with city regulations
 - Provided friendly and welcoming customer service to food pantry patrons upon arrival
 - Coordinated with local churches to collect pantry donations; ensured balance of goods

ACTIVITIES/AWARDS

- Professional Golf Management Club, August 20xx - Present
- Player Ability Test – passed on first attempt, December 20xx
- Residence Hall Association, Hathorn Hall, August 20xx – Present

Georgia Bailey

7700 Lakeside Place • Brandon, MS 39232 • (662) 333-0000 • gbailey@gmail.com

EDUCATION

Master of Science in Instructional Technology
Mississippi State University, Starkville, MS, December 20xx

Bachelor of Arts in Communication with an emphasis in Public Relations
Mississippi State University, Starkville, MS, December 20xx

Leadership course: Succession in Family Business
Cooperative Center for Study Abroad, Dublin, Ireland, Summer 20xx

RELEVANT COURSEWORK

Graphics and Web Design • Advanced Communications via Web • Copy and Layout • Political Communication
Presenting with Media • Instructional Design for Industry • Trends and Issues in Instructional Systems • Issues in
Distance Education • Interactive Media • Organizations • Seminar in Research and Development

RELEVANT EXPERIENCE

Teaching Assistant, Mississippi State University, Department of Communication
Starkville, MS, January 20xx-May 20xx

- Facilitated and promoted student learning in the areas of Journalism, broadcast, mass media law, and public relations
- Augmented lesson plans by incorporating activities to help students gain a better understanding of the media
- Provided feedback on class materials and assignments
- Worked one-on-one with individual students during office hours to provide help with homework and quizzes
- Conducted research in technology use in higher education, technology and adult learning, and distance education

Technology Intern, Mississippi State University, Office of University Relations

Starkville, MS, Summer 20xx

- Developed format for training manuals, handbooks, mail outs, and tickets that were sent to faculty, staff, students, and professionals
- Designed brochures that informed target audiences about the Career Center's services and events
- Created shuttle advertisements that marketed career fairs, etiquette dinners, graduate school events, and education interview day
- Organized office appointments, meetings, and luncheons with all department liaisons
- Worked with students and alumni in various aspects of career exploration and testing, including Strong Interest Inventory assessments, resume design, and interview skills training

President, Mississippi State University, Public Relations Student Society of America (PRSSA)

Starkville, MS, August 20xx-August 20xx

- Organized and presided over monthly meetings, secured speakers, developed marketing tactics, and provided members with an understanding of the Public Relations Code of Ethics
- Managed officers by delegating various duties during special events, membership meetings, and national conferences
- Organized Communication Career Fair staffing plan, devised event budget, and created publicity flyers and surveys for fundraisers and events including the Communication Career Fair
- Partnered with Communication Department Head, other department heads, and professionals to organize and promote fundraisers, meetings, and events

COMPUTER SKILLS

Microsoft Office: Word • PowerPoint • Excel • Access • Publisher • Outlook • Groove • InfoPath • OneNote
Corel: WordPerfect • Quattro Pro • Presentations
Adobe: Photoshop • InDesign • Dreamweaver • Flash • Fireworks • Illustrator
HTML
Windows: XP • Vista
Mac OS: X

S H A Y L A T H O M P S O N

200 University Drive, Apartment 31A
Starkville, MS 39759
602-555-5555
sq12@msstate.edu

EDUCATION

Bachelor of Business Administration in Business Information Systems
Mississippi State University
Mississippi State, MS
August 20xx
GPA: 3.95/4.00

EXPERIENCE

Office Associate

Mississippi State University Alumni Association
Mississippi State, MS
March 20xx-present

- Compile daily reports and calculations in the processing of data for internal reports
- Establish, maintain, and update files, databases, and records according to auditing rules
- Resolve customer support inquiries for a 30 call per day crisis hotline

Data Management Assistant

Mississippi State University Academic Advising
Mississippi State, MS
May 20xx-March 20xx

- Entered and retrieved alphabetical and numerical information in prescribed format
- Balanced batches to input department totals and reconcile errors
- Verified data and scanned and edited information for errors during processing

Information Assistant

Mississippi State University, Housing and Residence Life
Mississippi State, MS
August 20xx-April 20xx

- Provided friendly and timely customer service to visitors of 350-bed residence hall
- Enforced visitation rules and reported suspicious activity in lobby area
- Initiated incident response protocol for fire alarms and other crisis situations

COMPUTER SKILLS

- Knowledge of CSS style sheets, Perl, SQL, and UNIX.
- Experience in BANNER, C, COBOL, FTP, HTML, JavaScript, Objective C, Visual Basic
- Proficient in Microsoft Excel and Publisher with extensive spreadsheet use

HONORS AND ACTIVITIES

- Iota Rho Xi Sorority, Incorporated, April 20xx – present
- Black Student Alliance, Mississippi State University, July 20xx – present
 - Treasurer, August 20xx – May 20xx
- College of Business and Industry Ambassador, August 20xx – August 20xx
- P & R Metals, Incorporated Scholarship, August 20xx – May 20xx
- Association of Information Systems, May 20xx – present

VERONICA CORNINGSTONE

Post Office Box 0000
Mississippi State, MS 39762

(228) 123-4567
vac434@msstate.edu

EDUCATION

Master of Science in Geoscience, Professional Geology, May 20xx
Mississippi State University, Mississippi State, MS
GPA: 4.00/4.00

Bachelor of Science in Geoscience, Professional Geology, December 20xx
Mississippi State University, Mississippi State, MS
GPA: 3.24/4.00

RELEVANT COURSEWORK

Geophysics
Environmental Geochemistry
Ore Deposits
Petrology
Development of Fossil Fuel Resources
Structural Geology
Mineralogy
Gulf Coast Stratigraphy
Carbonate Petrography

EXPERIENCE

Research Assistant, Mississippi State University Department of Geosciences
Mississippi State, MS, January 20xx-present

- Researched Carbonate Sequestration from the capture of CO₂, compression, transportation and the final injection into a mature oil reservoir, coal, or saline formation
- Concentrated on how the reservoir rock behaved post-injection

Geology Intern, Southern Company Services

Birmingham, AL, Summer 20xx

- Supervised the installation of groundwater monitoring wells
- Logged geologic core including: depth, lithology, color, moisture content and plasticity
- Involved with on-site assessments to calculate vertical and lateral extent of needed excavations

Teaching Assistant; Principle of Sedimentary Deposition I, Mississippi State University Department of Geosciences
Mississippi State, MS, Spring 20xx

- Assisted students in the learning of the treatment of sediment and sedimentary rock. Emphasis on texture, fluid processes, deposition, structure, and diagenesis; stratigraphic analysis; and application to subsurface flow systems
- Maintained office hours for grading and for individual tutoring purposes

Geology Field Camp Program, University of Arkansas

Fayetteville, AR, Summer 20xx

- Studied variety of field techniques and became introduced to regional aspects of geology of the Northern Rockies
- Completed structural mapping projects, hydrogeology projects, hydrothermal investigations, and in field mineral identification

ACTIVITIES, HONORS AND AWARDS

- President of Sigma Gamma Epsilon/Upsilon Chapter, 20xx
- American Association of Petroleum Geologists (AAPG), Geological Society of America (GSA) and Association of Environmental and Engineering Geologists (AEG), 20xx-present
- Awarded The Frederic F. Mellen Educational Enhancement Award, 20xx
- Mississippi State Student Association Environmental Affairs and Athletic Affairs, 20xx-20xx
- Graduate Student Association, 20xx
- Ranked Second in the American Southwest Conference NCAA Division III High Jump, Track and Field, 20xx

Ellyn B. Patterson

105 University Boulevard, Apartment 4C Starkville, MS 39759
 (662) 323-0000 allyn@gmail.com

EDUCATION

Bachelor of Science in Elementary Education with concentrations in English and Mathematics
 Mississippi State University, Starkville, MS, May 20xx
 Overall GPA: 3.87/4.00. Major GPA: 3.91/4.00

EXPERIENCE

Teacher Intern. South Side Elementary School. West Point, MS. August 20xx – present

- Create and teach interactive and engaging language arts, reading, and science lessons designed to accommodate and cater to various learning styles
- Participate in parent-teacher conferences, faculty meetings, and professional development lectures and workshops
- Supervise and manage a positive classroom learning environment for 3rd grade students

Roadrunner. Mississippi State University Student Recruiter. Starkville, MS. March 20xx – present

- Conduct campus tours for prospective students and serve as hospitality host to visitors
- Schedule meetings between parents, students, and professors
- Helped with routine office tasks, such as answering the phone, creating and filing documents, preparing information media packets, and running errands
- Work with Microsoft Excel, Word, and Outlook to create documents

Retail Clerk. Aspen Bay Candles. Starkville, MS. Winter Holidays 20xx, 20xx, and 20xx

- Assisted customers with purchases and returns
- Arranged window and merchandise displays for the store
- Performed routine store duties such as checking out customers, stocking merchandise, and taking inventory

Camp Counselor. Camp Lake Stevens. Oxford, MS. Summers 20xx and 20xx

- Lived with and counseled female campers ranging from age 7-16
- Served as a lifeguard during swimming and lake activity periods
- Instructed campers during daily camp activities, including skills in archery, canoeing, and soccer

ACTIVITIES AND HONORS

Delta Epsilon Zeta Sorority, 20xx-present
Junior Honor Board, 20xx-20xx
Vice President of Foundation, 20xx-20xx
 Kappa Delta Pi Honor Society, 20xx-present
Vice President, 20xx-present
 English as a Second Language Program, 20xx-present
Language Leader, 20xx-present
 Phi Kappa Phi Honor Society, 20xx-present
 Order of Omega
President, 20xx-present
Secretary, 20xx-20xx
 Shackouls Honors College, 20xx-present
 Student Association, 20xx-20xx
 Campus Activities Board, 20xx-20xx
 Student Outreach Committee, 20xx

MATTHEW A. JACKSON

300 Petal Street, Starkville, Mississippi 39759
 (662) 418-9500
 maj233@msstate.edu

EDUCATION

Master of Science in Forestry with a concentration in Forest Products
 Mississippi State University, Mississippi, August 20xx. GPA 3.45/4.00

Bachelor of Business Administration with a minor in Insurance
 Mississippi State University, Mississippi, May 20xx. GPA 3.15/4.00

WORK EXPERIENCE

Research Assistant to Dr. Stephen Grado

Department of Forest Products, Mississippi State University, Mississippi, May 20xx – May 20xx

- Perform literature research on fungal mycelium
- Continue fungal mycelium production trials
- Assist with outreach component of mycelium NSF International grant

Graduate Research Assistant

Department of Forest Products, Mississippi State University, Mississippi, August 20xx – May 20xx

- Completed literature research on biomass harvesting and bio-oil
- Processed forest soil for analytical testing
- Harvested and milled forest understorey biomass for pyrolysis
- Replicated published work on producing muclage from brown rot fungi
- Determined physical and chemical properties of wood biomass and bio oil
- Extracted microbe-enriched ground water
- Presented wood biofuels research samples from wood treatment facility wells

Financial Services Intern

Fee-Only Planning Professionals, LLC, Birmingham, Alabama. January 20xx – May 20xx

- Analyzed financial planning strategies for financial advisors
- Produced findings from tax research on government-backed securities
- Provided constructive feedback from prospective client interviews

Student Assistant

Division of Personal Financial Planning, Mississippi State University, Mississippi, May 20xx – May 20xx

- Aided professors with classroom management
- Formatted interviews for financial planning history archives
- Studied financial planning literature

VOLUNTEER EXPERIENCE

Big Brother, Big Brothers of West Alabama. Tuscaloosa, Alabama. February 20xx – Present

HONORS AND ACTIVITIES

Golden Key International Honor Society; Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS); Forest Products Society; 20xx Camp Facilitator. Resources for an Inclusive Future; Beta Kappa Chi Scientific Honor Society

COMPUTER SKILLS

SAS® 9.2
 USDA Forest Service Forest Vegetation Simulator (FVS)
 Microsoft® Office 2013: Excel, Word, Access, PowerPoint
 Hardware and software troubleshooting

Michael B. Jordan

mbj555@msstate.edu
662-325-3344

Current Address

300 Montgomery Street, Apartment 21
Starkville, MS 39759

Permanent Address

3456 Dreary Lane
Bakersville, MS 56845

EDUCATION

Mississippi State University

Bachelor of Business Administration in Finance, Concentration: Risk Management and Insurance
Mississippi State, MS, December 20xx. Major GPA: 3.76/4.00

Iawamba Community College

Associate of Applied Science in Marketing and Management Technology
Fulton, MS, May 20xx. GPA 3.80/4.00. Magna Cum Laude

WORK EXPERIENCE

Perry Cafeteria

- Grill Cook, Mississippi State University, Mississippi State, MS, September 20xx – Present
- Cook to order approximately 200 items per day for 18,000 student campus cafeteria
- Operate cash register and facilitate purchases via cash, credit card, and meal plan system
- Perform closing procedures nightly including balancing registers and locking safe
- Train new employees using customer-focused service approach

Office of Admissions and Scholarships

- Orientation Leader, Mississippi State University, Mississippi State, MS, July 20xx – July 20xx
- Facilitated walking and bus tours of campus to groups of students during orientation
- Cooperated with team of 18 students to successfully operate 7 orientation sessions
- Recruited prospective students via courtesy phone calls and hand-written letters
- Presented vital campus information to small groups of freshmen and transfer students

Brown Oak Country Club

- Cart/Pro Shop Attendant, Gary, Indiana, June 20xx – July 20xx.
- Executed pro shop opening and closing daily including handling/balancing cash drawer
- Serviced driving range and monitored safety issues for 300 member private country club
- Maintained cart fleet of 100 carts and ensured cleanliness for superior customer service
- Served additionally as wait staff member for 50 table country club restaurant

ACTIVITIES

Maroon Volunteer Center, Student Volunteer, Mississippi State University, July 20xx – Present

- Mentored 5 third-grade students each academic year at a local public school
- Provided tutoring materials to classrooms for educational enhancement
- Reinforced education for students through tutoring at least 2 hours each week

CERTIFICATIONS and SKILLS

The Insurance Institute of America (IIA)
Associate in Insurance Services (AIS)
Advanced in Microsoft Word and Excel, Adobe Professional, and Epic
Working knowledge of Peachtree, Microsoft Access, Visio, and Dynamics GP; and Oracle

John C. Student

Current Address:
Post Office Box 1452
Mississippi State, MS 39762

msu1878@msstate.edu
662-325-3344

Permanent Address:
52 Vieux Principal
Gautier, MS 39762

EDUCATION

Bachelor of Science, Industrial Engineering

Mississippi State University, Mississippi State, MS
Expected Graduation Date: May 20xx
Senior Standing GPA: 3.174/0

EXPERIENCE

Engineer Intern, alternating co-op from May 20xx - January 20xx
Southern Company – Resource Planning Department, Birmingham, AL
Provided analysis and support for long-term power procurements, system generation reliability modeling, bid evaluations, and the development of the integrated resource plan

Secretary, Spring 20xx

Organization for Developing Leadership, Mississippi State University, Starkville, MS
Delegated responsibilities to the Executive Committee, presiding officer over the General and Executive Committee meetings
Organized plant tour and community service projects

Office Runner, May 20xx - August 20xx

Jones & Smith, P.A., Hometown, MS
Handled delivery and pick-ups, closed files
Performed general office duties

ACTIVITIES

- Institute of Industrial Engineers, 20xx-20xx
- Board member for the 2008 Regional IIE Conference, 20xx
- IIE Fundraising Chair, 20xx
- George C. Dunn Memorial Scholar, 20xx
- Campus Crusade, 20xx-20xx
- Intramural football, 20xx-Present
- Intramural Softball, 20xx-20xx
- Village Creek Society, 20xx

COMPUTER SKILLS

- Advanced in Excel, Word, PowerPoint, Access, and Visual Basic
- Ability to implement Visual Basic within Microsoft Office for data filtering, charting, data analysis, simulations, and bid form/evaluation functionality

REFERENCES

Available upon request

Suzanne N. Ampere

1234 Lincoln Green, Apartment 208D
Starkville, MS 39759
(662) 325-3344
SuzieAmpere@gmail.com

EDUCATION:

- PHD in Electrical Engineering**, Expected Graduation Date: December 20xx, GPA: 3.66/4.00
Mississippi State University, Starkville, Mississippi
- Master of Science in Electrical Engineering**, December 20xx, GPA: 3.60/4.00
University of Puerto Rico-Mayagüez, Mayagüez, Puerto Rico
- Bachelor of Science in Engineering Studies**, August 20xx, GPA: 3.81/4.00
University of Puerto Rico-Mayagüez, Mayagüez, Puerto Rico

RESEARCH EXPERIENCE:

- Graduate Research**
Research Project, Mississippi State University, Fall 20xx - Present
Thesis: **Reconfiguration of the Power Systems of a Naval Ship**
Work with the control for the reconfiguration using the Universal Controller Architecture
- Graduate Research**
Center for Power Electronics Systems, University of Puerto Rico-Mayagüez, Fall 20xx - Fall 20xx
Thesis: **Improved Black-Box Modeling of an Electrical Drive System using Neural Networks**.
Related with the modeling, identification, simulation and implementation of an electric drive system using an artificial neural network
- Undergraduate Research**
University of Puerto Rico-Mayagüez, Spring 20xx - Fall 20xx
Thesis: **Commissioning for a DC Servo-Controller**
Related with the simulation and application of automatic motor calibration in online and offline systems

WORK EXPERIENCE:

- Editor of the Manual for Transformers and Electrical Machinery Laboratory**
University of Puerto Rico-Mayagüez, Mayagüez, Puerto Rico, Fall 20xx
Analyze and develop the corrections and actualization of the Electric Machinery Laboratory Manual
- Electrical Engineer's Assistant**
Accurate Solutions and Design, University of Puerto Rico-Mayagüez, Mayagüez, Puerto Rico, Summer 2002
Worked with Accurate Solutions and Design Company, verifying the compatibility of the electrical system and components in India Brewery
- Academic Advisor's Assistant**
University of Puerto Rico-Mayagüez, Mayagüez, Puerto Rico, Spring 20xx - Fall 20xx
Collaborated with the academic area in the Electrical and Computer Engineering Department
Helped the Counselor in the orientations to the undergraduate students
Assisted the secretary in related office work including phone calls, data entry, and student file updates
Attended students, faculty and visitors needs.

SKILLS:

- Computer Knowledge:** Proficient in Microsoft (Word, PowerPoint, Excel, Project, Access), NI Lab View, Win-Con, P-spice, SABER, Matlab and Simulink, Virtual Test Bed and Power World
- Interpersonal Skills:** Leadership, initiative, teamwork, friendly and responsible
- Languages:** Bilingual in Spanish and English (US Citizen)

Ampere

ACTIVITIES / HONORS / SOCIETIES:

- Awarded with the Bagley Fellowship for outstanding PhD student at Mississippi State University.
- Vice-president of the Hispanic Student Association at Mississippi State University for the last year and a half.
- Student Leadership Council Representative of the Center for Power Electronics Systems (CPES) a National Science Foundation Engineering Research Center. Fall 20xx - Spring 20xx - University of Puerto Rico, Mayagüez Campus. Attend to CPES meetings. In CPES - UPRM organize meetings; prepare posters and oral presentations for the annual CPES meeting. Supporting CPES Staff, Faculty and students in their needs as the preparation of Posters, Presentations and Papers.
- CPES Fellowship for Graduate Students 20xx and 20xx
- Pre-Engineering Summer Camp Tutor. Summer 20xx and 20xx - University of Puerto Rico, Mayagüez Campus. Working with the logistic and organization of the summer camp. Volunteer tutor and leader of the camp. Helping High Schools students to solve engineering projects, give conferences about the university life, the social and education iteration and the opportunities that graduate studies offers.
- Future Scientists and Engineers of America Tutor. Fall 20xx - University of Puerto Rico, Mayagüez Campus. Volunteer work with teachers and students of Secondary Schools. Helping in the preparation of engineer projects and the iteration of the students working as a team.
- Member of the IEEE since 20xx, including Control System Society, Power Engineering Society and Women in Engineering.

PUBLICATIONS:

- "Advanced Modeling of Micro-turbine Control for System Analysis";** Student, S.A. N. Schulz, W. Gao, Accepted for Publication and Presentation in Power Systems Conference, Clemson, SC, March 20xx.
- "Two-stage Identification of Motor Drives Using Gray-Box Models";** Student, S.A., M. Vélez-Reyes, *CPES Seminar Proceedings*, Blacksburg, Virginia, April 20xx.
- "Improved Gray-Box Modeling of Electric Drives using Neural Networks";** Student, S.A., M. Vélez-Reyes, *NAPS*, Missouri-Rolla, Missouri, 20xx.
- "Gray-Box Modeling of Mechanical Loads for Electric Drives Systems Using Neural Networks";** M. Vélez-Reyes, R. Rivera, Student, S.A., *Congreso Latinoamericano de Control Automático (CLCA)*, Guadalajara, Mexico, 20xx.
- "Black-Box Modeling of Electric Drive Systems using Neural Networks";** R. Rivera-Sampayo, M. Vélez-Reyes, Student, S.A., *CPES Seminar Proceedings*, Blacksburg, Virginia, April 20xx.
- "A Self-Commissioning Controller of a DC Servo-System";** Student, S.A. Rodriguez, M. Vélez-Reyes, *CPES Seminar*, Madison, Wisconsin, April 20xx.

REFERENCES:

- William S. Tucker, PhD, PE**
Head of Department of Civil Engineering
Mississippi State University
Post Office A
Mississippi State, MS 39762
(662) 325-1111
- Martha Vélez-Reyes, PhD**
Professor
Virginia Polytechnic Institute and State University (Virginia Tech)
999 Hokie Lane
Blacksburg, VA 24060
(540) 961-5454
- Charles H. Booth, PhD**
Professor
University of Wisconsin-Madison
210 Badger Way
Madison, WI 53703
(608) 246-7700

JANE MELISSA GRAY

4111 McKee Street, Apartment 3 • Starkville, MS 39759 • (662) 323-4687 • melissag20@gmail.com

SUMMARY

- ~ Effective communicator, energetic personality, and well educated student prepared for entry level Registered Dietitian job
- ~ Mississippi's Outstanding Dietetic Intern of the Year

EDUCATION

- ~ **Master of Science in Health Promotion**
Mississippi State University, Starkville, MS. May 20xx. GPA: 4.0/4.0
- ~ **Bachelor of Science in Food Science, Nutrition, and Health Promotion**
Mississippi State University, Starkville, MS. May 20xx. GPA: 3.7/4.0

INTERNSHIP EXPERIENCE

- ~ Mississippi State University, Starkville, MS. August 20xx – May 20xx
Currently enrolled in comprehensive program including seven locations; 24 weeks in clinical dietetics, eight weeks in community nutrition, and seven weeks in food service management
- ~ Learning hands-on experience in various clinical, research, food service management, community nutrition, marketing and nutrition education activities
- ~ Gaining experience using the Nutrition Care Process to implement a plan of care for patients with various dietetic needs

North Mississippi Medical Center. Tupelo, MS. 12 weeks

650 bed medical center; the largest non-metropolitan hospital in United States; electronic charting, continuum of care; cook/chill food production system. Medical center received the Malcolm Baldrige Award in 20xx.

- ~ Completed food service and clinical rotations including: diabetes, renal, oncology, gastrointestinal, critical care, general medicine, bariatric, rehabilitation, wellness, neonatal, pediatrics, corporate health and behavioral health

OkTibbeha County Hospital (OCH). Starkville, MS. Six weeks

96 bed hospital; Food and Nutrition Department is managed by Morrison Management Specialists

- ~ Conducted in-patient diet education (iron supplementation, diabetes, renal)
- ~ Gave a presentation for cardiac rehab patients on the importance of proper nutrition for cardiovascular health
- ~ Created and taught a presentation regarding a vegetarian diet and its impact on Diabetes related complications

North Mississippi Medical Center-Eupora. Eupora, MS. Two weeks

38-bed acute care beds; 36-bed long-term care beds

- ~ Assisted in management of long term care fine dining dinner
- ~ Created nutrition education materials for health fair on geriatric nutrition and healthy eating tips
- ~ Completed assignment on liberalized diet for patients in long term care
- ~ Adjusted care plans for long term care patients

Mississippi State Cooperative Extension Service. Mississippi State University. Two weeks

This service provides research-based information, educational programs, and technology transfer focused on issues and needs of the people of Mississippi, enabling them to make informed decisions about their economic, social, and cultural well-being.

- ~ Developed various nutrition education handouts
- ~ Presented PowerPoint presentation on general nutrition to the directors of the Department of Human Services
- ~ Presented nutrition education programs for second graders and adult daycare clients in County Extension Program

J. M. GRAY

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- ~ **Aramark Higher Education.** Mississippi State University. Two weeks
Multi-unit college foodservice operation; includes: residential restaurant dining, and retail dining solutions
- ~ Organized and participated in marketing events to sell meal plans to students

Dietetic Volunteer Field Experience. University of Mississippi Medical Center. Jackson, MS. July 20xx. 200 hours total

- ~ Observed a variety of Registered Dietitians in area hospitals – renal, diabetes, pediatric, and geriatric
- ~ Assisted Registered Dietitian in menu planning and instructed patients on menu selection
- ~ Observed food service management and hospital food service operations
- ~ Gathered educational materials to instruct patients on diet instruction
- ~ Worked with a team of professionals in Eupora, MS to gather research on childhood obesity
- ~ Observed Registered Dietitians assessing patients anthropometrically for nutrition status

WORK EXPERIENCE

- ~ **Mitchell Memorial Library.** Mississippi State University. Starkville, MS. Fall 20xx-Spring 20xx. 20 hours per week
Organized file folders, copied books, answered telephone, provided office with needed supplies, and performed general office work
- ~ Gathered information about new library student workers and employment opportunities with Mitchell Memorial Library
- ~ Assisted students and patrons with any questions about the library and other university information
- ~ Communicated effectively with students and coworkers

University of Mississippi Health Careers Intern Program. Jackson, MS. Summer 20xx. 38 hour program

Volunteer organization used to recruit potential students interested in a healthcare career

- ~ Rotated between 15 medical stations
- ~ Interviewed and selected candidates for competitive program
- ~ Observed professionals in medical careers--Doctors, Nurses, Physical Therapists
- ~ Allowed permission to observe medical procedures
- ~ Received University of Mississippi Intern certificate

Three Sisters and a Mixer Catering Service. Jackson, MS. Summer 20xx

- ~ Processed food orders, managed cash transactions, and organized general administrative duties
- ~ Communicated effectively with customers and employees
- ~ Assisted customers with call-in orders and helped with delivery and pick up services

ACTIVITIES and LEADERSHIP

- ~ Mississippi's Outstanding Dietetic Intern
- ~ American Dietetic Association Member
- ~ Student Dietetic Association Public Relation Chairman
- ~ Shakhoulis Honor College
- ~ Alpha Lambda Delta Honor Society
- ~ Kappa Mu Psi Sorority
- ~ Gamma Sigma Delta Honor Society
- ~ Mississippi Debutante Society
- ~ National Society of Collegiate Scholars
- ~ Phi Kappa Phi
- ~ Presidential Scholar
- ~ Reformed University Fellowship Team Leader
- ~ President's List

ZOE POPPELREITER

23 Jefferson Starship Lane
Brandon, Mississippi 39042
601-825-7880
zlp23@msstate.edu

Education

Bachelor of Science in Interior Design, F.I.D.E.R. Accredited. Minors in Business and Marketing
Mississippi State University, Mississippi State, Mississippi, May 20xx, GPA 3.35/4.0

Design Experience

Intern

- Assisted with all design decisions on a total of four projects in different stages of completion
- Developed design and drafted plans for historic home to become double occupancy apartment complex
- Served as office manager, taking phone calls, managing appointments, billing, and communication
- Red-lined construction document sets and edited AutoCAD drawings
- Met with vendors and clients on a regular basis to discuss projects, pricing, and design options
- Developed detailed programming questionnaires for residential and commercial spaces

Work Experience

Peer Counselor

Mississippi State Career Center, Mississippi State, MS, August 20xx – May 20xx

- Worked with students to perfect resumes and cover letters and register with the Career Center online
- Performed outreach programs for students about career and major choices, resume writing, interviewing, and other related topics
- Managed phone system and appointment schedules for employees

Counselor

Camp Ozark, Mount Ida, AR, May – Summers 20xx and 20xx

- Instructed groups of up to 15 children in tennis, canoeing, and crafts while also serving as a lifeguard
- Acted as a counselor for a cabin of up to 12 teenage girls leading them through every day camp activities
- Spent 4 weeks as office assistant performing duties such as handling confidential camper records and files, managing phone calls, and assisting children and parents on an individual and personal basis

Honors/Activities

- ~ President's Scholar
- ~ Phi Kappa Phi
- ~ Roadrunner Student Recruiter
- Wrote letters, phoned, and gave tours to prospective students and assisted with recruiting events
- ~ Mississippi State Senior Class President – Class Ring Advisory Committee
- Met with Alumni Director and Balfour representatives to develop strategy for promoting the sale of class rings and presented new design idea.
- ~ Delta Gamma Sorority, Director of Archives
- ~ Habitat for Humanity volunteer

Computer Skills

AutoCAD Release; Microsoft Excel, Word, and PowerPoint; and Adobe Photoshop

Portfolio and References

Available upon request

SHAUNTAY RIDENOUR, RD

3340 Johnson Parkway, Apartment 50 • Jackson, MS 39212 • 601.224.4486 • shauntayrd@gmail.com

SUMMARY

- Effective communicator, energetic personality, and well educated Registered Dietitian
- Excellent interpersonal communication skills
- Awarded Outstanding Dietetic Intern of the Year for the state of Mississippi

EDUCATION

Bachelor of Science in Food Science, Nutrition, and Health Promotion, Mississippi State University, Starkville, MS, May 20xx

RELATED EXPERIENCE

Dietetic Internship/Graduate Studies Program; Mississippi State University, Starkville, MS, July 20xx-May 20xx
Completed comprehensive program at eight locations; 24 weeks in clinical dietetics, 8 weeks in community nutrition, and 7 weeks in food service management

- Gained hands-on experience in various acute care and skilled nursing facilities
 - Exercised critical thinking skills through nutritional assessment of the elderly in long term care facilities
 - Utilized the Nutrition Care Process to implement a plan of care for patients with various needs
 - Created and presented nutrition classes to patients with diabetes
 - Educated the Directors of the Mississippi Department of Human Services on general nutrition
 - Assessed and evaluated critically ill patients by calculating tube feedings and TPN to meet needs
 - Directed outpatient nutrition counseling sessions
 - Corrected patient menus and conducted in-service training for food service employees
 - Organized and planned cafeteria theme day, serving over 350 customers
 - Created nutrition education materials for health fair on geriatric nutrition and healthy eating tips
- Undergraduate Field Experience;** North Mississippi Medical Center; West Point, MS; June 20xx
University of Mississippi Medical Center; Jackson, MS; July 20xx; 200 hours total
- Observed a variety of Registered Dietitians in area hospitals- renal, diabetic, pediatric, and geriatric
 - Assisted Registered Dietitian in menu planning and instructed patients on menu selection
 - Worked with a team of professionals in Eupora, MS to gather research on childhood obesity

WORK EXPERIENCE

Receptionist/Office Assistant, Mississippi State University Library, Starkville, MS, August 20xx-May 20xx

- Managed and directed multiple phone lines utilizing effective communication skills
- Greeted patrons and students in a cheerful manner
- Maintained and organized office by filing and sorting documents

Student Intern, University of Mississippi Health Careers Program, Jackson, MS, summer 20xx

- Observed professionals in various medical careers
- Catering Assistant,** Three Sisters and a Mixer Catering Service, Jackson, MS, summer 20xx
- Processed food orders, managed cash transactions, and organized general administrative duties

LEADERSHIP/ MEMBERSHIP

- ~Mississippi's Outstanding Dietetic Intern 20xx
- ~American Dietetic Association Member
- ~California Dietetic Association Member
- ~ServSafe Certified
- ~SDA Public Relations Chairman
- ~Alpha Lambda Delta Honor Society
- ~Gamma Sigma Delta Honor Society
- ~National Society of Collegiate Scholars
- ~Phi Kappa Phi Honor Society
- ~Presidential Scholar

COMPUTER SKILLS

Proficient in Microsoft Word, PowerPoint, Publisher, Access and CompNutrition

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