

TWWP

THE WOLVERINE PASSPORT

ATHLETICS CAREER CENTER // 2020-2021 // VOL. 4



**NATIONAL
CHAMPIONS**



**ATHLETICS
CAREER
CENTER**



Wolverine

Human Services

Helping Children to be Victors



WHS MISSION STATEMENT

In everything we do, our mission remains the same: "Helping Children to be Victors."

Our purpose is to offer the most appropriate settings and most effective service providers to children, their families and their communities. We take part in a mutual effort assisting those in need to overcome social and economic barriers, to capitalize on their personal strengths, and to contribute to their own healing. Our approach is eclectic and is founded on the premise of "unconditional" care. Wolverine's continuum of services and effective network of referral sources provide a responsive and cost-effective system accessible at the community level.

We continue to use new treatment approaches, to reach out and collaborate with other services providers, and to utilize input from our many clients, constituents, funders, and supporters.

WHS STRATEGIC GOALS



FUNDRAISING

Establish, develop, and implement a fundraising strategy for WHS.



HUMAN RESOURCES

Improve the processes governing recruitment, hiring, and retention of quality WHS employees.



MARKETING

Define the needs of the agency and market to effectively promote WHS programs, create a strategy for effective fund development.



PROGRAM

To evaluate, refine and assess areas for new program development within WHS residential and community based treatment services.



IT

Maintain and upgrade our Salesforce instance to make data-informed decisions.



FINANCIAL

Deliver budgeted profit for the fiscal year.

Welcome Student-Athletes.

Dear Student-Athletes,

We truly understand the passion and commitment it took to be a student-athlete at the University of Michigan. It does not matter if you are in your first year or a recent graduate, the Michigan Athletics Career Center (MACC) is prepared to help you achieve all of your career goals and interest beyond graduation. In fact, MACC continually strives to provide all the top-level resources and support you may need.

While it may be difficult to imagine the end of your college career, we are committed to preparing you for the world as a Michigan alumnus or alumna. Rest assured, you will be a Michigan Man or Woman forever, not just for the next 4-5 years. Our main goal is to create transformative experiences through shadowing opportunities, internships, research, and jobs.

Again, you are now and forever a part of the greatest brotherhood and sisterhood in the world—a bond that can never be taken away. We are ready to stand by your side as you shift to the navigation of life after sports. Everything you learned and did at Michigan will further your personal, intellectual, and professional capital and growth. Our MACC team is committed to helping you transition to a job, professional athletics, or further education wherever or whenever you are ready to go and start your seamless transition to life after sports.

You are more than part of the Michigan Difference; you are an example of the Michigan EDGE!

Best Wishes,

MAURICE WASHINGTON
DIRECTOR



Mission Statement.

The Michigan Athletics Career Center (MACC) is committed to the career development of University of Michigan Student-Athletes through comprehensive and transformative experiences that empower the leaders and best. We provide opportunities to engage the GLOBAL NETWORK and create relationships that foster a lifetime of success after sports.

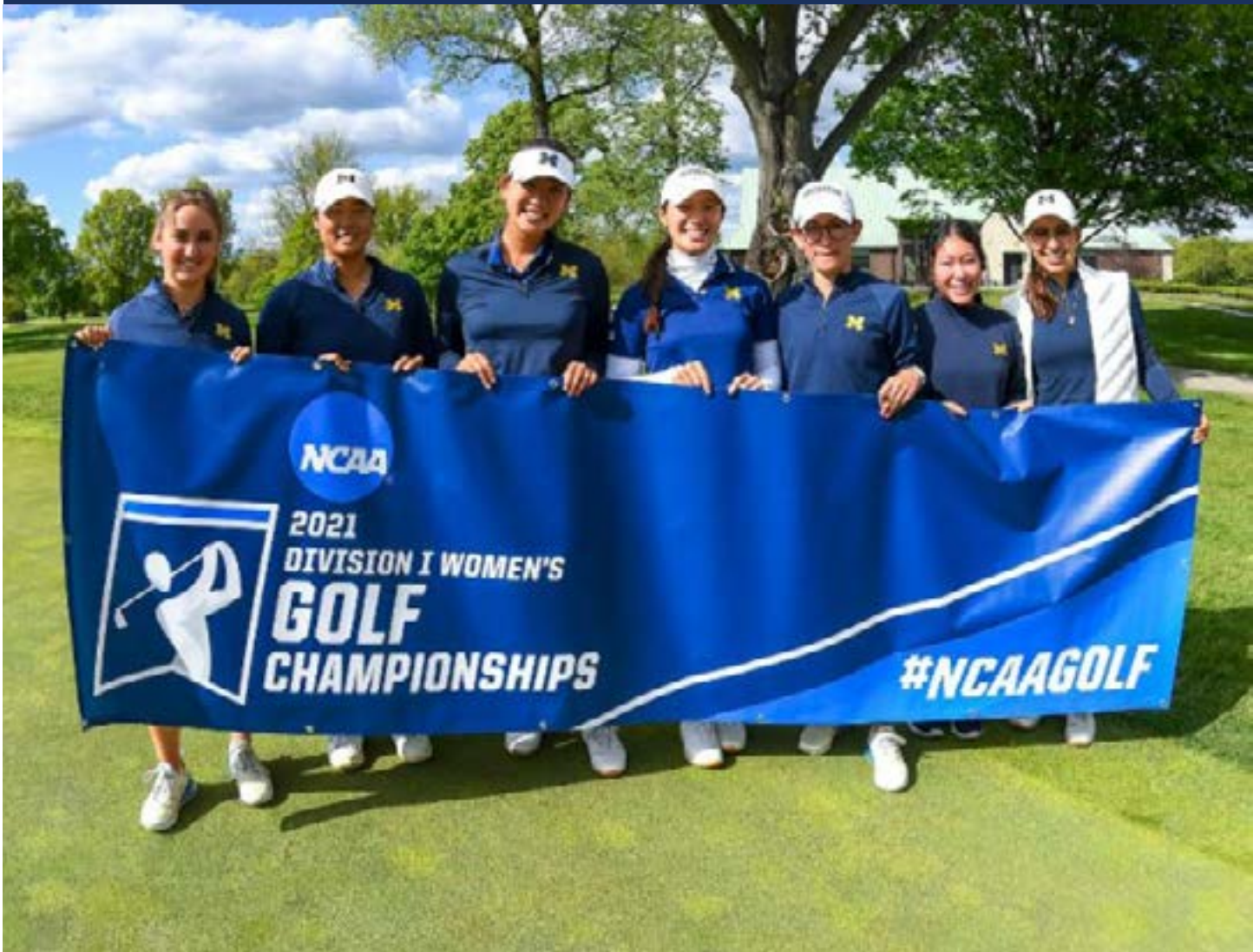


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UNIVERSITY OF MICHIGAN ATHLETICS CAREER CENTER

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PHOTOGRAPHY

MICHIGAN PHOTOGRAPHY | FREEPIX

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Resumes & Cover Letters.



The Resume vs. The CV.

What is the difference between a resume and a CV? What do they typically include? Let's start with a quick overview of resumes, since they are more familiar to most American writers than CVs. A typical resume is a general and concise introduction of your experiences and skills as they relate to a particular career or position that you are aiming to acquire. As such, a resume may have to be altered for each position that you are applying for so as to emphasize those skills and experiences most relevant to the work. Resumes are usually no more than one page in length. They are often accompanied by a cover letter, which provides a permanent written record of the transmittal of the resume (what is being sent, to whom it is being sent, and who sent it).

A typical RESUME will include the following information:

- **NAME AND CONTACT INFORMATION:**
Your residential address might be most appropriate, especially if you do not want your current employer to know that you are looking for another job!
- **EDUCATION:**
A listing of your degrees or certifications and educational institutions or programs
- **WORK EXPERIENCE:**
Names of the companies or organizations that you have worked for, the location of each company, the dates worked, your job title, and duties performed

In contrast, a **CURRICULUM VITAE (CV)** is an outline of a person's educational and professional history. Usually prepared for job applications, it is a fairly detailed overview of your life's accomplishments, especially those most relevant to the realm of academia. As such, these documents have their greatest utility in the pursuit of a job in academia or research. Because academic researchers are often working on and completing many projects and teaching responsibilities simultaneously, it is wise to think of a CV as a living document that will need to be updated frequently.

A typical CV for someone in the beginning stages of his or her graduate school career might only be two or three pages in length, while the number of pages of a more seasoned researcher's CV may run into the double digits. In both CVs and resumes, information within sections is usually organized chronologically. **Another name for a CV is a résumé.**

A CV is a marketing document in which you are marketing something: yourself! You need to "sell" your skills, abilities, qualifications and experience to employers. It can be used to make multiple applications to employers in a specific career area.

CVs are primarily used when applying for **international, academic, education, scientific, medical or research positions** or when applying for fellowships or grants. Within the United States, people in academia and medicine tend to use CVs rather than resumes.

There is no "one best way" to construct a CV; it is your document and can be structured as you wish within the basic framework below. It can be on paper or on-line or even on a T-shirt (a gimmicky approach that might work for "creative" jobs but not generally advised!).

A typical CV will include the following information:

- **NAME AND CONTACT INFORMATION:**
Contact information for your current institution or place of employment may work best, unless you do not want your colleagues to know that you are job-hunting
- **AREAS OF INTERESTS:**
A listing of your varied academic interests
- **EDUCATION:**
A list of your degrees earned or in progress, institutions, and years of graduation. You may also include the titles of your dissertation or thesis here
- **GRANTS, HONORS, AND AWARDS:**
A list of grants received, honors bestowed upon you for your work, and awards you may have received for teaching or service
- **PUBLICATIONS AND PRESENTATIONS:**
A list of your published articles and books, as well as presentations given at conferences. If there are many of both, you might consider having one section for publications and another for presentations
- **EMPLOYMENT AND EXPERIENCE:**
This section may include separate lists of teaching experiences, laboratory experiences, field experiences, volunteer work, leadership, or other relevant experiences.
- **SCHOLARLY/PROFESSIONAL MEMBERSHIPS:**
A listing of the professional organizations of which you are a member. If you have held an office or position in a particular organization, you can either say so here or leave this information for the experience section
- **REFERENCES:**
A list of persons who write letters of recommendation for you, which includes their contact information

Resume Tips.

A RESUME IS YOUR OPPORTUNITY TO EXPLAIN TO AN ORGANIZATION WHY YOU ARE THE IDEAL CANDIDATE FOR A POSITION.

GRAMMAR

- Be consistent with your punctuation
- Use appropriate margins (0.5-1 inch)
- Do not switch verb tenses within a job
- Write in the present tense for duties you are currently performing
- Spellout numbers between one and nine
- Use numerals for numbers 10 and above unless it appears at the beginning of a sentence
- Capitalize all proper nouns
- Perform spell check on your finished document to avoid misspellings

DESIGN

- Use appropriate margins (0.5-1 inch)
- Place name, address, phone, and email at the top of your document
- Apply highlight techniques (bold, italics, underline) consistently throughout
- Don't over use capitalization, italics or other features
- Use one bullet style throughout your resume
- List experiences in reverse chronological order within each section
- Save a PDF for consistency across applications

WORD CHOICE

- Use a variety of action verbs to start descriptions of jobs and/or tasks—such as designed, increased, and developed

What to include:

- » Educational information including degree, graduation date, and GPA—if over a 3.0
- » Technical skills
- » Previous work experience(s)
- » Athletic experience
- » Course work and projects, if applicable
- » Extracurricular activities—such as clubs and organizations

OMIT

- Personal information—such as photo, gender, age, race, sexual orientation, religion, political affiliation, and marital status
- "References Available Upon Request"
 - » The employer will assume that you have them available

For the class of 2021 –

Now that you have stepped off the field of play for the final time wearing the maize and blue, always remember that your Michigan Family still stands proudly at your side as you take the next steps in your journey. We stood by you as a student athlete, and we will continue to support you as a Michigan Alum.

"For today Goodbye, for tomorrow Good luck, and Forever, Go Blue."

- JON AND LISA ZIRIN

Frequently Asked Questions ABOUT CVs.

WHAT ARE THE ESSENTIAL ELEMENTS OF A STRONG CV?

An effective CV will place you ahead of the competition when looking for your next big career move, and hugely increase your chances of landing interviews. So, CV experts have advised on these 6 essential elements you need to include when writing your CV.

1. Personal statement
2. Skills section
3. Experience
4. Education & qualifications

WHAT MISTAKES DO CANDIDATES MAKE ON THEIR CV?

According to By Robert Walters- Global Specialist Professional Recruitment Consultant

Seven most common CV mistakes:

1. Spelling mistakes and bad grammar
2. Focusing on duties rather than achievements
3. Using clichés
4. Incorrect information
5. Poor format
6. Job-hopping and employment gaps
7. Too long

HOW LONG SHOULD A CV BE?

Most recruiters agree that the average golden length for a CV is two or three pages. However, depending on your years of experience, accomplishments, training, and education, it can go up to eight pages.

Powerful Verbs

For Your Resume.

MANAGEMENT & LEADERSHIP SKILLS:

administered	emphasized	motivated
analyzed	enforced	organized
appointed	enhanced	originated
approved	established	overhauled
assigned	executed	oversaw
attained	generated	planned
authorized	handled	prioritized
chaired	headed	produced
considered	hired	replaced
consolidated	hosted	restored
contracted	improved	scheduled
controlled	implemented	secured
converted	increased	selected
coordinated	initiated	streamlined
decided	inspected	strengthened
delegated	instituted	supervised
developed	led	terminated
directed	managed	transformed
eliminated	merged	

COMMUNICATION & INTERPERSONAL SKILLS:

addressed	discussed	negotiated
advertised	drafted	observed
arbitrated	edited	outlined
arranged	elicited	participated
articulated	enlisted	persuaded
authored	explained	presented
clarified	expressed	proposed
collaborated	formulated	publicized
communicated	incorporated	reconciled
composed	influenced	recruited
conferred	interacted	referred
consulted	interpreted	reinforced
contacted	interviewed	reported
conveyed	involved	resolved
convinced	joined	responded
corresponded	judged	solicited
debated	lectured	suggested
defined	listened	summarized
described	marketed	synthesized
developed	mediated	translated
directed	moderated	wrote

RESEARCH SKILLS:

analyzed	experimented	located
clarified	explored	measured
collected	extracted	organized
compared	formulated	researched
conducted	gathered	reviewed
critiqued	identified	searched
detected	inspected	solved
determined	interpreted	summarized
diagnosed	interviewed	surveyed
evaluated	invented	systematized
examined	investigated	tested

TECHNICAL SKILLS:

adapted	determined	repaired
applied	developed	replaced
assembled	engineered	restored
built	maintained	solved
calculated	operated	specialized
computed	overhauled	standardized
conserved	printed	studied
constructed	programmed	upgraded
converted	regulated	utilized
designed	remodeled	

TEACHING SKILLS:

adapted	encouraged	persuaded
advised	evaluated	simulated
clarified	explained	stimulated
coached	facilitated	taught
conducted	guided	tested
coordinated	individualized	trained
critiqued	informed	transmitted
developed	instructed	tutored
enabled	motivated	

FINANCIAL & DATA SKILLS:

administered	budgeted	measured
adjusted	calculated	planned
allocated	computed	prepared
analyzed	conserved	programmed
appraised	corrected	projected
assessed	determined	reconciled
audited	developed	reduced
balanced	estimated	researched

Powerful Verbs

For Your Resume. (cont.)

ORGANIZATION SKILLS:

approved
arranged
acatalogued
categorized
charted
classified
coded
collected
compiled
corrected
corresponded
distributed
executed
generated
implemented

incorporated
inspected
logged
maintained
monitored
obtained
operated
ordered
organized
prepared
processed
provided
purchased
recorded
registered

reserved
responded
reviewed
routed
scheduled
screened
served
set up
submitted
supplied
standardized
systematized
updated
validated
verified

ASSISTING SKILLS:

adapted
advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
demonstrated

diagnosed
educated
encouraged
ensured
expedited
facilitated
familiarized
furthered
guided
helped
insured
intervened
motivated
prevented
provided

rehabilitated
represented
resolved
simplified
supplied
supported
volunteered

PERSONAL QUALITIES:

accurate
analytical
articulate
autonomous
cautious
competitive
competitive
confident
consistent
decisive
deliberate
dependable
detailed
diplomatic

efficient
energetic
enterprising
enthusiastic
fast-paced
flexible
friendly
goal-oriented
have initiative
independent
innovative
listen
organized
outgoing

passionate
patient
persuasive
precise
quick
reliable
results-driven
risk-taker
specialist
structured
supportive
systematic
team-oriented

CREATIVE SKILLS:

acted
adapted
began
combined
composed
conceptualize
condensed
created
customized
designed
developed
directed
displayed
drew

entertained
established
fashioned
formulated
illustrated
initiated
instituted
integrated
introduced
invented
modeled
modified
originated
performed

photographed
planned
revised
revitalized
shaped

“MICHIGAN HAS PREPARED YOU FOR ANY SITUATION YOU WILL FACE. YOUR NETWORK IS AS WIDE AS ANY NET. EMBRACE ALL THE SKILLS YOU HAVE FROM BEING A STUDENT ATHLETE AT THE HIGHEST LEVEL. THE DOORS WILL OPEN...BE PREPARED. AND MOST OF ALL HAVE FUN THROUGH THE JOURNEY.”

- DERRICK WALKER | DIRECTOR OF DEVELOPMENT

Leaders & Best

FIND THEIR WAY HERE!



Sample Student-Athlete Resume.

STUDENT-ATHLETE

Street Address, Ann Arbor, MI 48104
uniquename@umich.edu | 734-764-1212
LinkedIn URL

PROFESSIONAL SKILLS

- Proficient with Mac & PC, Adobe Creative Suite, and Microsoft Office Suite
- Fluent in English and French
- Strong work ethic and able to manage multiple projects on various deadlines
- Goal oriented and results-driven
- Excellent interpersonal and professional communication skills
- Ability to work independently as well as effectively within a team environment

EDUCATION

UNIVERSITY OF MICHIGAN
School of Kinesiology
Bachelor of Science, Major: Sports Management

- Emphasis in Marketing and Strategy
- GPA 3.64/4.00
- Member of the University of Michigan football team

ANN ARBOR, MI

LEADERSHIP EXPERIENCE

Aug 2017

UNIVERSITY OF MICHIGAN
Defensive Back

- Developed excellent skills in time management and prioritizing tasks to completion
- Contributed to the team winning the 2016 Citrus Bowl Championship in Orlando, FL

ANN ARBOR, MI

WORK EXPERIENCE

July 2017

YOUTH IMPACT PROGRAM
Youth Counselor (Seasonal)

- Lead approximately 200 at-risk middle schoolers from Detroit communities through a three-week summer camp; taught academics, teamwork, and self-discipline
- Coached ambitious youth football players on proper football techniques; scheduled, conducted and evaluated players during individual position drills and provided feedback

ANN ARBOR, MI

Sep 2015

MAIN STREET DELI
Cashier

- Cleaned and organized eating, service, and kitchen areas; increased prepping stations for products

NEW YORK, NY

VOLUNTEER EXPERIENCE

Jan 2017

BE EXCITED ABOUT READING (BEAR)
Volunteer

- Helped 26 students develop critical reading skills essential for an academically successful future

ANN ARBOR, MI

Aug 2016

HABITAT FOR HUMANITY
Construction Volunteer

- Worked with local construction company to build six houses for struggling families with four or more children to prepare them for Fall and Winter seasons; selected families received their first home

ANN ARBOR, MI

PROFESSIONAL ORGANIZATIONS

Jan 2016

National Honor Society, Member

AWARDS & HONORS

Aug 2017

Matthews Endowed Scholarship (Academic)

Sample Business Resume.

BBA STUDENT-ATHLETE

Street Address, Ann Arbor, MI 48104
uniquename@umich.edu | 734-764-1212
LinkedIn URL

EDUCATION	UNIVERSITY OF MICHIGAN Stephen M. Ross School of Business Bachelor of Business Administration, May 2020 <ul style="list-style-type: none">Emphases in Marketing and StrategyGPA 3.64/4.00 College of Literature, Science, and the Arts <ul style="list-style-type: none">GPA 3.75/4.0Awarded William J. Barnstorm Freshman Prize for ranking in 5% of class, 2013-14	ANN ARBOR, MI
EXPERIENCE Jun 2017	ONLINEJOBS.COM Consumer Marketing Intern <ul style="list-style-type: none">Wrote 40 articles using internet research and search engine optimization techniques to drive traffic to website, receiving 27,000 page views in four monthsPositioned articles toward targeted audiences by utilizing psychographic segmentation techniques, generating 50% increase in average time spent on-siteAnalyzed Facebook advertising effort and content by assessing effectiveness of media mix and generating consumer interest report, leading to accurate consumer preference model	CHICAGO, IL
Jun 2016 - Aug 2017	AIESEC MICHIGAN Vice President, Talent Management (Part-time) <ul style="list-style-type: none">Created local team focused on member development for world's largest student international internship exchange organization; team strategy was adopted nationwide as model for member developmentImplemented mentor program and standardized training for new members, resulting in 10% increase in retention and error-free transition of materials and best practices to new leaders	ANN ARBOR, MI
May 2016 - Aug 2017	MICHIGAN COMMUNITY SCHOLARS PROGRAM Peer Advisor for Community Service (Part-time) <ul style="list-style-type: none">Collaborated with team of 11 peers to create and deliver 15 community service events to strengthen local ties and encourage social responsibility, solidifying five new partnershipsSummarized and distributed meeting minutes through social media venues to increase student involvement, growing participation by 20% and obtaining feedback on programming	ANN ARBOR, MI
Jul 2016 - Aug 2017	EDDIE BAUER Sales Associate (Summer) <ul style="list-style-type: none">Interacted with up to 25 customers daily, sharing product knowledge and personal advice to maintain top sales figures, selling \$5,000 of merchandise in one day; broke day-sale recordManaged complaints and customer discrepancies and conferred with sales managers to resolve problems, leading to increased customer satisfactionPrepared seasonal displays, designing store layout and item placement, driving sales for fall and winter seasons and receiving recognition from Regional Manager	CHICAGO, IL
ADDITIONAL	<ul style="list-style-type: none">Conversant in SpanishMath tutor for Ann Arbor middle school student, 2014-presentEnjoy cross-country skiing, music festivals, and giving impromptu salsa lessons	

Sample Engineering Resume.

JUSTIN TIME

2121 Bonisteel Blvd., Ann Arbor, MI 48109
email@umich.edu • (xxx) xxx-xxxx

EDUCATION

University of Michigan, Ann Arbor, MI

Bachelor of Science in Engineering in Industrial & Operations Engineering *May 2019*

Minor in Entrepreneurship, Engineering Honors Program *GPA: 3.89/4.00*

Coursework: Economic Decision Making & Operations Modeling, Entrepreneurial Business Basics,
Intro to Optimization Methods, Sustainable Engineering Principles, Linear Statistical Models

EXPERIENCE

Engineering Advising Center & Career Resource Center, Ann Arbor, MI

Peer Advisor *May 2017 – Present*

- Lead 1,300+ first year engineering students through summer orientation to ensure smooth transition to college
- Facilitate both large group discussions and individual advising sessions, leading students through a variety of activities to expand their knowledge of college resources
- Advise undergraduate engineering students on academic and career topics including class-planning, registration, and resume writing to support individual student success

PROJECT EXPERIENCE

University of Michigan, Ross School of Business, Ann Arbor, MI

Entrepreneurial Studies: Start-up Simulation *Sept 2016 – Dec 2016*

- Brainstormed and finalized the idea of introducing Tetherbit, a location tracking bracelet for child safety monitoring and a software bundle for supervisors
- Conducted research utilizing online and personal resources on the design of our product solution, costs, market for wearable technology, as well as competitors to determine optimal pricing and launching strategy
- Created a five-year financial projection in MS Excel, formulated a business plan to pitch in the final presentation to potential investors

University of Michigan, College of Engineering, Ann Arbor, MI

Bio-logging: Persistent Monitoring of Daily Life *Jan 2016 – May 2016*

- Assessed the effects of various training tools on horse's gait height using self-developed housing and sensors aiming to improve horses' performance in competitions
- Performed a series of on-site tests and executed data analysis using software including Matlab, MS Excel, and Kinovea to deduce final conclusion

LEADERSHIP

Michigan Chapter of Triangle Fraternity, Ann Arbor, MI

Leadership Development Chair *Dec 2015 – Dec 2016*

- Organized a series of personal development events, including the Strength Finder Workshop and the Culture Presentation to develop and foster leadership qualities within each of the 50 members
- Informed and encouraged members to become involved with leadership opportunities within the Michigan community and national organization to maximize the overall impact of the fraternity

SKILLS

Computer: C++, Matlab, MS Excel, Minitab, AMPL, SolidWorks, Kinovea

Languages: German and French

ACTIVITIES

Global Scholars Residence Program *Sept 2016 – Present*

Acoustic Guitar Club *Sept 2015 – Present*

Michigan Hybrid Racing Team *Sept 2015 – Dec 2015*

Hail, Hail to MICHIGAN!



Sample Curriculum Vitae.

MARY BIOMAJOR

4200 Massachusetts Ave. NW, Apt 321
202-555-3456 | marybiomajor@umich.edu
linkedin.com/in/marybiomajor | marybiomajor.com

EDUCATION

AMERICAN UNIVERSITY, COLLEGE OF ARTS AND SCIENCES, WASHINGTON DC
Bachelor of Science in Biology, Magna Cum Laude
GPA: 3.8
May 2018

HONORS AND AWARDS

University Honors Program
Dean's Scholarship, \$10,000 awarded per year
Robyn Mathias Research Conference, Best Presentation in the Sciences
March 2017

PRESENTATIONS

ROBYN MATHIAS RESEARCH CONFERENCE, AMERICAN UNIVERSITY, COLLEGE OF ARTS AND SCIENCES, WASHINGTON, DC
"Biologic Study on Arachnid Retinal Activity"
March 2017

PAPERS

"STUDY ON ARACHNID RETINAL ACTIVITY"
Capstone Paper for Honors in Biology
April 2017
"VACCINES AND AUTISM: MYTH VS. REALITY; A SURVEY OF THE AUTISM/VACCINE LITERATURE"
Final Paper for Microbiology, Submitted for review to the Undergraduate Research Journal
December 2017

RESEARCH

AMERICAN UNIVERSITY, DEPARTMENT OF BIOLOGY, WASHINGTON, DC
Research Assistant
May 2016 - May 2017

- Assisted Professor J., a biologist in original research on retinas of arachnids
- Conducted spectrophotometry and entered all data in SPSS
- Set up all laboratory equipment and maintained safe laboratory environment

NATIONAL INSTITUTES OF HEALTH, NATIONAL CANCER INSTITUTE, BETHESDA, MD
Research Intern, Laboratory of Dr. Gov, Scientist
June 2015 - August 2015

- Assisted post-doctoral researchers in dissecting specimens
- Conducted resections and analyzed enzyme absorption in tissue
- Catalogued all data utilizing proprietary statistical software

EMPLOYMENT HISTORY

AMERICAN UNIVERSITY, OFFICE OF CAMPUS LIFE, WASHINGTON, DC
Resident Assistant
May 2015 - May 2016

- Conducted social programming, arranging monthly activities for hall of 26 students
- Enforce university regulations to ensure safe living environment
- Managed physical and emotional crises, referring students to appropriate resources

Cover Letter Template.

Cover letters should not be more than one page in length and should be written for a specific position. Insert your cover letter as page one of your resume and identify this in a brief email that states your interest in a position, your appreciation of their consideration, and indicate that your resume and cover letter are attached.

STUDENT-ATHLETE

110 S. State St., Ann Arbor, MI 48104
734-123-4567 | studentath@umich.edu
linkedin.com/in/studentath | studentath.com

Month Day, Year

Name of Contact
Contact Person's Role/Title
Company Name
Street Address of Company
City, State Zipcode

Dear Contact Name,

FIRST SECTION

Establish the purpose of your letter, explain why you are interested in the position, and why the employer should be interested in you for the position (interests, previous experience)

- What are you applying for and how did you find out about the position?
- Why you are interested and qualified for the position?
- How your degree or skills apply to the job?

SECOND SECTION (1-2 Paragraphs)

Generate interest with content that demonstrates that you have researched the company, and that you are able to align your skills and interests with the company and the offered position

- Indicate how you can help the employer achieve their organizational goals—what can you do for them?
- Highlight some of your significant accomplishments and skills that are specific to the employer and the job requirements
- Elaborate and explain important experiences and personal qualities that can't be stated on a resume

FINAL SECTION

State your commitment into action

- Take the initiative to make clear what happens next; for example, indicate that you'll be following up to ensure that they've received your resume and to clarify any additional questions
- Thank them for their time and consideration and state that you look forward to hearing back from them

Sincerely,
Student-Athlete

Cover Letter Sample.

JACKSON BARBER

2121 Bonisteel Blvd., Ann Arbor, MI 48105
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April 10, 2018

Annabelle Smith
University Recruiter
New Computer World
77 College Blvd.
San Francisco, CA 94132

Dear Ms. Smith,

I am writing to apply for the Systems Engineer position available at New Computer World (NCW). As a student at the University of Michigan College of Engineering, I recently had the opportunity to hear recruiter Jose Cabrere describe NCW's exciting developments during a corporate information session on campus. I am very interested in working with you to deliver innovative computing platforms to your global clients. Currently, I am pursuing a Bachelor of Science in Engineering in electrical engineering and I plan to graduate in April 2018. I am confident that my background in electrical engineering, including three relevant internships, makes me particularly well suited for this opportunity.

My thorough electrical engineering coursework and previous industry experience will provide a solid foundation for the work of a Systems Engineer. I have experience developing, implementing, and testing code in both assembly languages and C/C++ during my internships at Hewlett-Packard and Advanced Micro Devices. In each case, I was recognized by the project leads for my ability to quickly troubleshoot and resolve issues without impacting the implementation timeline. I also successfully led a reliability verification process on a McKinley microprocessor, and designed a 32 adder on a K8 microprocessor.

In addition to my strong technical skills, I possess excellent communication skills, as evidenced by my leadership roles in the National Society of Black Engineers (NSBE). I supervised the activities of four teammates, completed projects on time and compiled comprehensive, accurate technical reports. As the New Programs Chair for NSBE, I tasked each of four committee chairs with the goal of finding and implementing a meaningful service opportunity for our members. This involved creating a timeline, reviewing proposals and budgets, and scheduling meetings to check each group's progress. During my tenure, I was able to effectively launch three new programs aimed at connecting our members to over 200 high school students.

I believe my unique combination of skills and experience makes me a great fit for NCW. I appreciate your time and consideration, and I look forward to discussing my qualifications with you further during an upcoming on-campus interview.

Sincerely,
Jackson Barber

The Michigan EDGE



Job Search Strategies & **Networking.**



LinkedIn Profile Checklist

PHOTO: It doesn't have to be fancy - just use your cellphone camera in front of a plain background. Wear a nice shirt and don't forget to smile!

HEADLINE: Tell people what you're excited about now and the cool things you want to do in the future.

SUMMARY: Describe what motivates you, what you're skilled at, and what's next.

EXPERIENCE: List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.

ORGANIZATIONS: Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

in Search for people, jobs, companies, and more... Advanced

Mack Lasker
Digital Media and Marketing Intern at University of Michigan
Ann Arbor MI | Former Student-Athlete

153 connections

www.linkedin.com/in/macklasker Contact Info

Background

Summary
I am a graduate from the University of Michigan where I earned a BS in Economics and a Minor in Computer Science. During my computer science courses I was able to learn multiple languages and technologies that helped me understand how to learn technologies quickly and effectively.

During my time at Michigan I was also a member of the Men's Varsity Gymnastics team where I had the honor of being a captain my senior year. In athletics I have earned multiple awards including Best Work Ethic, CGA All-America Scholar Athlete, and CGA Regular Season All-American.

Experience

Digital Media and Marketing Intern
University of Michigan | Ann Arbor MI
September 2019 - Present

As a Digital Media and Marketing Intern I create marketing materials using the Adobe Creative Suite. I have experience creating various mediums of materials including social media graphics, posters, boards, coins, booklets, and pamphlets.

Organizations

University of Michigan Varsity Men's Gymnastics
Captain
September 2016 - June 2020

Student-athlete with multiple academic and athletic awards from the NCAA. Balanced 20+ hour athletic schedule as a full time student.

Continued >>

EDUCATION: Starting with college, list all the educational experiences you've had - including summer programs.

VOLUNTEER EXPERIENCE & CAUSES: Even if you weren't paid for a job, be sure to list it. Admissions officers and employers often see volunteer experience as just as valuable as paid work.

SKILLS & EXPERTISE: Add at least 5 key skills - and then your connections can endorse you for the things you're best at.

HONORS & AWARDS: If you earned a prize in or out of school, don't be shy. Let the world know about it!

COURSES: List the classes that show off the skills and interests you're most excited about.

PROJECTS: Whether you led a team assignment in school or built an app on your own, talk about what you did and how you did it.

RECOMMENDATIONS: Ask managers, professors, or classmates who've worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

Education
University of Michigan
Economics B.S., Computer Science Minor
September 2016 - May 2020

Volunteer Experience & Causes
Motts Children's Hospital
September 2016 - June 2020
Visited young children with severe illnesses to boost morale and keep high spirits

Skills & Expertise
Most endorsed for...
Economics (12)
Start-ups (11)
Due Diligence (10)
Venture Capital (10)
Management (10)

Honors & Awards
BIG Ten Sportsmanship Award
2020
CGA All-American Scholar Athlete
2019

Courses
University of Michigan
-Web Systems (EECS 485)
-Econometrics (ECON 251)
-Ethics in Economic Behavior (ECON 490)

Projects
Athletic Department MLK Event
January 2019
With a group of student-athletes, we created and organized the Athletic Department's 2019 MLK event. For this event, we invited Ibtihaj Muhammad to our athletic's campus to speak about unraveling athletic identities. We had an amazing turn out with numerous student-athletes, coaches and staff members attending the event.

Recommendations Ask for a recommendation

Received (1) Given (0)

Maurice J. Washington, MSA
Mentor | Motivator | Leader | Visionary | Director of Student-Athlete Career Development
July 7, 2020, Maurice J. managed Mack directly
When I think of the next generation of young professionals, I can see Mack as a leader in the industry. Not only did he perform at a high level while competing on the Men's Gymnastics team, but Mack also elevated our Michigan Athletic Career Center to new heights. His strong leadership, communication, and S... See more
Future leader on the rise! See less

Want more LinkedIn tips for students? Check out students.linkedin.com



Email Correspondence With Employers.

Correspondence with employers can be intimidating, but it's an integral part of the job search process. Whether you are following up after career fair or thanking an employer after an interview, it is important to be courteous and professional in all of your interactions. This section contains some samples of professional correspondence emails.

FOLLOWING UP AFTER A CAREER FAIR

Dear Mr. Grant,

I enjoyed meeting you at the Michigan Engineering Career Fair last week. I appreciate you taking the time to speak with me about potential career opportunities with Cyberdyne Systems. I was very interested to hear about your work involving the rehabilitation of natural streams and have applied to the available environmental engineering internship position online as you suggested.

I wanted to reaffirm my interest in working for your company. As we discussed, I am confident that my experience in teamwork and creative problem solving gained while working on the Living Building project with BLUELab at the University of Michigan would allow me to contribute significantly to your team.

Thank you again for your time and consideration. I look forward to hearing from Cyberdyne Systems.

Sincerely,
Jane Student

THANKING THE EMPLOYER AFTER THE INTERVIEW

Hello Ms. Patel,

Thank you for taking the time to speak with me yesterday about the production engineer position with Cyberdyne Systems. I enjoyed meeting you and learning more about the role and the company.

After speaking with you, I am confident that my skills and past experiences would make me a good match for this opportunity. As we discussed, I believe my ability to quickly learn how to operate unfamiliar software as well as my past design experience would be great assets in estimating costs and monitoring production.

I am very enthusiastic about this exciting opportunity to join your company. Please do not hesitate to contact me at 555-555-5555 or student@umich.edu if you have any questions or concerns or need any further information.

Again, thank you for your consideration. I look forward to hearing from you.

Sincerely,
John Matter

Network Your Way To A Job.

Many people use the classified ads as their sole job search technique. Unfortunately, statistics show that only 10% to 20% of jobs are ever published—which means that 80% to 90% of jobs remain hidden in the job market. For this reason, networking remains the number one job search strategy.

A network is an interconnected group of supporters who serve as resources for your job search and ultimately

for your career. Some great network contacts might include people you meet at business and social meetings who provide you with career information and advice. Students often hesitate to network because they feel awkward asking for help, but it should be an integral part of any job search. Most people love to talk about themselves and their jobs and are willing to give realistic free advice.

EIGHT KEYS TO NETWORKING

1. Be Prepared First

Define what information you need and what you are trying to accomplish by networking. Remember, your purpose in networking is to get to know people who can provide information regarding careers and leads. Some of the many benefits of networking include increased visibility within your field, propelling your professional development, finding suitable mentors, increasing your chances of promotion and perhaps finding your next job.

Second, know yourself—your education, experience and skills. Practice a concise, one-minute presentation of yourself so that people will know the kinds of areas in which you are interested. Your networking meeting should include the following elements: introduction, self-overview, Q&A, obtaining referrals and closing. The name tag is worn on the right side to provide an easy sight-line to your name when shaking hands. Have an effective handshake, firm and direct. Be confident in your approach.

2. Be Targeted, Identify your network

For some, “I don’t have a professional network. I don’t know anyone,” may be your first reaction. You can start by listing everyone you know who are potential prospects: family members, friends, faculty, neighbors, classmates, alumni, bosses, co-workers and community associates. Attend meetings of organizations in your field of interest and get involved. You never know where you are going to meet someone who could lead you to your next job.

3. Be Professional

Ask your networking prospects for advice—not for a job. Your networking meetings should be a source of career information, advice and contacts. Start off the encounter with a firm handshake, eye contact and a warm smile. Focus on asking for one thing at a time. Your contacts expect you to represent yourself with your best foot forward.

4. Be Patient

Be prepared for a slowdown after you get started. Stay politely persistent with your leads and build momentum. Networking is like gardening: You do not plant the seed, then quickly harvest. Networking requires cultivation that takes time and effort for the process to pay off.

5. Be Focused on Quality—Not Quantity

In a large group setting, circulate and meet people, but don’t try to talk to everyone. It’s better to have a few meaningful conversations than 50 hasty introductions. Don’t cling to people you already know; you’re unlikely to build new contacts that way. If you are at a reception, be sure to wear a nametag and collect or exchange business cards so you can later contact the people you meet.

6. Be Referral-Centered

The person you are networking with may not have a job opening, but he or she may know someone who is hiring. The key is to exchange information and then expand your network by obtaining additional referrals each time you meet someone new. Be sure to mention the person who referred you.

7. Be Proactive

Stay organized and track your networking meetings. Keep a list of your contacts and update it frequently with the names of any leads given to you. Send a thank-you note or email if appropriate. Ask if you can follow up the conversation with a phone call, or even better, with a more in-depth meeting in the near future.

8. Be Dedicated to Networking

Networking should be ongoing. You will want to stay in touch with contacts over the long haul, not just when you need something. Make networking part of your long-term career plan.

Lilly



It begins with a promise to **make life better** for individuals, communities, and our world.

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Lilly

“AT LILLY, WE’RE MOTIVATED BY THE PURPOSE OF MAKING LIFE BETTER FOR PEOPLE AROUND THE WORLD THROUGH MEDICINE. AS YOU GO THROUGH YOUR CAREER, FIND COMPANIES AND INITIATIVES THAT FUEL YOUR PURPOSE AND USE IT TO MAKE AN IMPACT THAT MAKES LIFE BETTER FOR PEOPLE AROUND THE WORLD. GOOD LUCK CLASS OF 2021!”

- NADINE HASHEM | CORPORATE RECRUITER

ELI LILLY

Interview Tips.

Types Of Interviews.

THE TECHNICAL INTERVIEW

What is it?

The technical interview enables employers to assess your technical skills through a demonstration of how you solve problems, reach conclusions and whether you incorporate novel thinking into your approach. Some technical interviews are general, meaning you may be asked to solve math problems or brain teasers. Others may be specific based on the type of work you will be doing with the company.

Technically Speaking

1. When answering questions, make sure to think out loud.
2. Pay attention to the information that the interviewer provides to you throughout the process. In many instances, the interviewer will provide clues and direction to help you find the answer.
3. Do not be afraid to ask questions. If you are stuck or need more information to determine the answer, ask!
4. If they provide tools like a whiteboard, use them.
5. Show them visually how you are conceptualizing your answer.

THE CASE INTERVIEW

What is it?

You are asked to analyze a business question or case. However, unlike most other interview formats, the case interview is an interactive process. Case interviews are most often used by consulting companies. The interviewer is assessing your thought process—both analytical and creative—in answering the question(s) posed. Typically, the more specific and quantitative your process is, the better!

THE BEHAVIORAL INTERVIEW

What is it?

The behavioral interview is a common interview format used by many employers because it assesses how past behavior predicts future behavior. It is assumed that you will address a situation in the future similarly to how you dealt with it in the past. Remember, you have to give specific examples from your past.

Strategies for Success

- Responses in behavioral interviews must be specific and detailed. In fact, employers often indicate students are not specific enough in describing their answers. Be sure to address all aspects of the STAR formula in your response (p. 26).
- Make sure you identify a variety of examples from past experiences—the more recent, the better. Be sure you use a diverse selection of examples and do not forget to have positive and negative situations to share.

Sample Questions

- Give me a specific example of when you used good judgment and logic to solve a problem
- Describe a situation where you used persuasion to successfully convince someone to see things your way
- Tell me about a time when you needed to be resourceful to finish a project on time.

Tips

- Try to connect with alumni who may be employed with the company where you are interviewing.
- Be sure to listen carefully and ask for clarification.
- Make sure you let the interviewer know how you are conceptualizing the problem, what evidence you are weighing (or missing) when formulating recommendations, and the recommendations themselves.

The Interview Gets You the Job.

This saying in career services is popular, and more importantly, largely true. If you have reached the interview stage, congratulations! It means your resume is working. Still, much of the hard work is just beginning as you start interview preparation.

Sometimes it is More than What You Say

Nonverbal communication has the ability to convey a stronger message than verbal communication. Remember to: stand tall, sit up straight, use a firm handshake, keep eye contact, and smile.

Top 5 Tips

1. Schedule a mock interview at the MACC and have one of our Career Counselors evaluate your performance through practice and feedback.
2. Avoid the use of verbal filler words when you answer questions. Words such as “um,” “ah,” “like,” “you know” and “I think” should be avoided.
3. Spend time reviewing your experiences, formulating responses to typical interview questions, and highlighting your unique educational and professional background.
4. It is necessary for you to come prepared with several questions to ask the employer. The absence of questions demonstrates a lack of preparedness and interest.
5. After your interview, remember to send a thank-you email within 24 hours. Use the email to reiterate your enthusiasm for the position, skills you neglected to mention and your strong fit for the position.

Arrive Early

Being on time to your interview means arriving 15 minutes early. This gives you time to relax, and also shows the employer you are serious about the position.

What the Employers are Saying

Students should:

- Research the company that they are interviewing with by visiting their website, connecting with alumni who work at the organization and reading about recent industry developments.
- Provide compelling reasons why they want to work for the company.
- Be able to prove fit, and reflect on how their desires and skills match the needs of the company.
- Be prepared to answer interview questions with specific examples that highlight your skills and accomplishments.
- Include examples demonstrating leadership, initiative, innovation and problem-solving skills
- Bring all requested materials such as transcripts, resumes and necessary job forms/applications.

Questions to Ask Employers

During the interview process, be sure to ask the employer specific questions about the job and organization. This allows the employer to see the research you have conducted on their company, as well as your enthusiasm for the position. Below are some examples you can use during the interview process. However, in addition to these, it is very important that you formulate your own questions based on your research of the company!

- What are the daily responsibilities of this position?
- What type of employees fit well within the organization?
- What type of work could I expect to do within my first year?
- Who is your ideal candidate?
- What is the organizational structure of this company?
- What is your role within the company?
- What are the next steps in your hiring process?

TELL ME ABOUT YOURSELF

Your goal is to share your compelling professional story by summarizing your experiences, qualifications and interests related to the specific position you're discussing. In other words, present yourself as a strong candidate for their job.

“My name is Chris Nichols. I’m pursuing a bachelor’s in Industrial and Operations Engineering at the University of Michigan. I have a knack for making things more efficient in the world around me and I’m driven by a desire to reduce the amount of time and steps required to complete a process. This natural strength led me to IOE where I’m learning more about process optimization.

As a supervisor in a campus café, I have been recognized for redesigning two distinct work streams which led to a reduced wait time for guests and a more efficient closing procedure. These improvements have directly led to increased customer satisfaction surveys and lower overtime costs [...].”

A Compelling STAR Response.

DESCRIBE A TIME YOU HAD A CONFLICT WITH A TEAMMATE ON A PROJECT? WHAT DID YOU DO? WHAT WAS THE OUTCOME?

SITUATION WHAT HAPPENED	TASK WHAT HAPPENED	ACTION WHAT I DID	RESULT THE OUTCOME
<p>Last semester in my Intro Java class (CS), we had a partner project that would serve as our final exam.</p> <p>The assignment was open-ended. Basically, we had to take what we learned in class and create something cool.</p> <p>The basic requirement was to incorporate networking (2 computers talking) and a database (place to store data).</p> <p>We had 4 weeks to complete the project and present to our peers and professor during the final presentation.</p>	<p>We decided to design a multiplayer fantasy football game simulator. Players would determine the plays and interact with opponents remotely.</p> <p>The code was very complex and there were a lot of features we wanted to include. Mid-way through, we realized we were running out of time and had to prioritize our features.</p> <p>My partner wanted to focus on the graphic elements to make the game visually appealing for the peer evaluation.</p> <p>I wanted to incorporate more complex coding to get a higher evaluation from the professor.</p>	<p>After losing some time debating our positions, I suggested that we go through each feature one by one, and assign a point value to estimate its impact on our final grade, and then devote time to the features with the greatest impact, working through as many as we could until time ran out.</p> <p>My partner agreed.</p> <p>We assumed that the more visually appealing features were likely to have higher value. So we focused first on the team logos and player pictures.</p> <p>Then we incorporated more advanced coding to give players more play options.</p> <p>Ultimately, we were both satisfied with our end product.</p>	<p>We presented a 10-minute demonstration to our class.</p> <p>The final game included a player information window with multiple images (photo, logo, etc.) and gave players more play types.</p> <p>The game was evaluated by our professor and approximately 100 students.</p> <p>We received high marks for both the visual appeal and the coding complexity, earning an A on the project.</p>

Sample Interview Questions.

Tell us about yourself (30 seconds maximum)

How does your education prepare you for this position?

Why are you interested in our organization?

What do you think is the most important aspect of this position?

What are your short term and long terms goals?

What is your leadership style, and how did you apply it?

Name a management skill that you use the most, and why?

How do you handle stress and share an example of this?

Tell us about a difficult work or project decision you made, and how you overcame it?

What accomplishment are you most proud of, and why?

What is your greatest strength?

What is your greatest weakness?

How can your strengths better our organization?

What can you do better for us than the other applicants?

What is more important to you, time management or delegation? Why?

Do you like working on a team or by yourself? Why?

What type of work environment appeals to you?

Describe your best boss and your worst boss. Why?

Why should we consider hiring you?





Graduate School Prep.

Graduate School Application Timetable.

SPRING OF JUNIOR YEAR OR SUMMER MONTHS

- Meet with faculty advisors and career counselors
- Review programs from university websites
- Request catalogs or download pertinent information from university websites
- Find out about required tests—GRE, GMAT, LSAT, MCAT, TOEFL, etc.
- Take time to prepare & consider taking tests early
- Plan ahead for costs such as application and test fees
- Write Statement of Purpose

SEPTEMBER

- Request application forms
- Register for standardized tests
- Start asking professors for letters of recommendation

OCTOBER

- Take the standardized tests
- Continue gathering information on schools/programs

NOVEMBER

- Order official transcripts
- Prepare Financial Aid forms

DECEMBER

- Last chance to take standardized tests
- Submit completed applications
- Check on transcripts and letters of recommendation
- Visit schools

JANUARY

- Check with schools to ensure that they have received all required materials

FEBRUARY

- File IRS forms, if necessary, for financial aid
- Decision letters usually are sent in April

NOTE: DEADLINES WILL VARY FOR EACH SCHOOL AND PROGRAM FROM YEAR TO YEAR. BE SURE TO VERIFY ALL DEADLINES IN ADVANCE.

The Graduate School Template.

Your graduate school personal statement may initially get only five minutes of an admissions officer's attention. In those five minutes you have to show that you are a good pick for the school.

Writing an amazing graduate school essay is probably far more straightforward than you might think. Graduate school admissions officers aren't looking for gimmicks. They're looking for passionate, motivated, and prepared applicants who are ready to hit the ground running in their program. Read on for more details in creating your best graduate school essay.

Know What The Admissions Officers Are Seeking:

Don't make assumptions about your graduate school personal statements. Many programs simply ask you to submit a personal statement without any further guidance. Other programs will tell you exactly how they want the essay structured along with word count limits and formatting requirements. Review the prompt thoroughly and plan your essay before you begin writing to ensure that you create an essay that will be an effective and persuasive addition to your application package.

What should you do if the program doesn't give you any specifics? With greater numbers of applicants to graduate programs, the trend is toward shorter essays. This is especially true of graduate programs in the STEM fields. Unfortunately, longer essays tend to be skimmed rather than read thoroughly, and most any admissions officer will tell you that the best essays that they've read are always shorter essays. Think about what is absolutely essential, and write about those aspects of your experience with passion.

Personal, Personal, Personal:

Did we mention personal? Some graduate programs will ask you to write an additional essay about an issue within your chosen field. However, your personal statement should be about you as an individual. Write about issues only if they relate specifically to your personal experiences. For example, 'In Africa, a child dies every minute. This stark statistic prompted me to join an NGO aimed at providing nutrition and healthcare for children in Namibia.'

Keep Your Anecdotes Focused On Your Life After You Began College:

It is common for graduate school applicants to start their personal statements with an anecdote about something that happened during childhood or high school. On the surface, this makes sense because that event was what started the journey that has culminated in an application to the program. However, graduate

programs are for professionals, and writing about your childhood is more appropriate for an undergraduate essay than one for graduate school. If you feel that you absolutely must include something from your childhood, use it as the starting sentence of your concluding paragraph.

Know Your Program And Make Connections:

Securing acceptance into a graduate program is more about being the best match than about being the most highly qualified. Among applicants who meet the program's minimum requirements, they'll choose an enthusiastic and informed applicant over one with higher test scores and a better GPA who doesn't seem to know much about their program.

During your graduate studies, you'll likely do research, and graduate programs want to know that you can both participate in ongoing research as well as find a mentor for your own project. In your essay, write about professors in the programs whose work interests you and why. Also, there is life outside of the classroom. Does the school have a close-knit traditional college campus? Is it located in the heart of the city? Especially if you will be moving with your family, show the admissions officers that you will thrive in their environment.

Finish With A Strong Statement About Why The School Is Your Top Pick:

This doesn't necessarily mean that the school is your only pick. However, generic essays have no place in the graduate school application process. Form letters aren't persuasive, and generic essays won't help your application package. If you can't sincerely write that the school is a top pick, then why are you applying there? Instead, focus on creating stellar essays for the ones that actually interest you. Help the admissions officers understand your overarching vision for your future career and how your time at the school will prepare you to realize these goals.

"Congratulations on your upcoming graduation! As you enter the next stage of your journey, do not think about your first professional position as being part of a set path, and don't stop learning and networking with authenticity. Utilize whatever time you can to learn from others, volunteering within your industry and volunteering for additional tasks within your organization."

- KURT SVOBODA | ASSOCIATE ATHLETIC DIRECTOR



“BELIEVE IN YOURSELF ABOVE ALL ELSE. YOU ARE ONLY WRONG WHEN YOU DOUBT YOURSELF” - AUTHOR UNKNOWN
- PRESENTED BY LISA AND CLAY MILLER

Pre-Professional Advisors

Interested in a career in the field of Medicine / Healthcare or Law? Contact a Pre-Professional advisor.

DOCTOR IS IN MEDICAL ADVISORY TEAM

LEAD



JAMES WASCO, MD
FORMER VICE-CHAIR
EMERGENCY MEDICINE LAHEY
CLINIC



CO-LEAD



JAMES WOOLLISCROFT, MD
DEAN EMERITUS
UM MEDICAL SCHOOL

PA ADVISORS



MARC MOOTE, PA-C
CHIEF PHYSICIAN
ASSISTANT



SARAH KETELHUT, PA-C
PHYSICIAN ASSISTANT



DANA TSCHANNEN, RN, PHD
ASSOC. DEAN, UNDERGRADUATE
STUDIES
UM COLLEGE OF NURSING

NURSING ADVISORS



SUSAN HOLMES, RN, PHD
NURSING ADVISOR



SABIHA BUNEK, DDS
DENTISTRY



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INTERIM DEAN, ADMISSIONS
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ESTATE PLANNING AND
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MARLA LINDERMAN
FOUNDER OF
LINDERMAN LAW
SBM REPRESENTATIVE
MEMBER FOR THE
22ND CIRCUIT

WE'RE HIRING!

"Gold medals aren't really made of gold. They're made of sweat, determination, and a hard-to-find alloy called guts."

- Dan Gable



Financial Literacy.

Defend Your Future With Insurance Knowledge.

Dave Huntzicker | Senior Vice President at Kapnick Insurance Group

CREDIT COUNSELING

As student athletes, you understand the importance of both preparation and proper defense. While insurance can seem overly complicated (or overly dull), understanding the basics can help you prepare and defend against the worst-case scenarios that life sometimes throws your way. Knowing where to start can be a tough call, so we've put together some key points on the top five insurance coverages everyone should have.

MEDICAL

- While many recent grads can remain on their parents' medical insurance plan until they're 26, it's important to ask about what sort of medical insurance an employer provides before accepting a new job offer. Benefits are a huge part of compensation—it's not just about the numbers on a paycheck.
- Most medical plans cover in network preventive services such as annual physicals, vaccines, and screening tests at no cost.
- Electing the most expensive plan is not always the best option for everyone. Many people over-insure themselves. Evaluate your personal health situation before making plan decisions.
- If you're offered a plan with a Health Savings Account and you don't have any major medical concerns, this can be a great option. These plans often allow you to pay a lower monthly fee while also contributing to a pre-tax savings account that's yours to keep. Bonus if your new employer contributes too!

LIFE & DISABILITY

- Life and disability could potentially be the most important insurance after medical, and yet many people ignore them—especially young people.
- Life insurance provides financial security for loved ones in the event of a person's death.
- Disability insurance provides income to people that are not able to work due to an accident or illness and can be offered for short-term or long-term situations.
- Employers often provide both life insurance and disability policies, with an option to increase the benefit amount. Be sure to seriously consider how much money it would take to cover student loan payments, rent, car payments, and other expenses

before dismissing an excess policy.

AUTO

- When choosing an auto policy it's about more than just what you need to repair your vehicle. Personal liability / bodily injury coverage is the first line of defense for your current assets and future earnings if you're sued because of your role in an accident. We recommend \$500,000 as a minimum limit.
- To offset the cost you might want to increase the comprehensive and/or collision deductibles.
- If you have an older car, research what the 'Blue Book' value is for your vehicle. Removing physical damage coverage may be a good choice. The insurance could be costing you more than the car is worth.

HOME OR RENTER'S INSURANCE

- Most auto insurance carriers offer renter's/home insurance. In most cases, renters insurance is almost free, since you'll receive a credit for bundling the policy with your car insurance.
- Renter's policies are often ignored, but protect your belongings and are very inexpensive. You have options on how much property is covered and can add on valuable articles such as electronics.
- Even if you're living with friends or family, you may want to consider a renter's policy since your belongings may not be fully covered by their homeowner or renter's policy.

PERSONAL UMBRELLA

- Potentially the most overlooked insurance program, umbrella policies are important to fill in the gaps that personal insurance policies miss.
- Personal umbrella policies cover your personal liability above the liability coverage on your home, auto, boat, etc. policies in case you get sued and are held responsible for the incident.
- \$1 million policies start at approximately \$200 annually. Higher limits are available and should be added as you begin to build more wealth.

A successful offense starts with solid defense. Insurance can be complicated, but it's essential to defend everything you've worked so hard to achieve and will set you up for future success. Don't let the unfamiliar terms or expansive options intimidate you into inaction.

With Our Integrated Corporate Alliances.



**"DON'T BE AFRAID TO TAKE RISKS AND GET OUT OF YOUR COMFORT ZONE."
- DR. JEFF PORTER | DIRECTOR OF STUDENT-ATHLETE ALUMNI RELATIONS**



KEEP YOUR MOMENTUM GOING!
NOW'S THE TIME TO START
INVESTING FOR YOUR FUTURE!
CONTACT US TO LEARN MORE!

YOUR CONTACT:

PHILIP FERRARO III, FSCP®
America's Retirement Headquarters
209 E Washington Ave, Ste 304
Jackson, MI 49201
Cell: (517)395-1541
Email: pferraro@pbsrep.com

ADDITIONAL OFFICES:

Ann Arbor, MI & Toledo, OH



Securities offered through Peak Brokerage Services, LLC, Member FINRA/SIPC. Advisory services offered through Blackridge Asset Management an SEC Registered Investment Advisory firm. America's Retirement Headquarters and Blackridge Asset Management are separate entities from Peak Brokerage Services.

"IF YOU ARE NOT WILLING TO LEARN, NO ONE CAN HELP YOU. IF YOU ARE DETERMINED TO LEARN, NO ONE CAN STOP YOU." -ZIG ZIGLAR
- **PRESENTED BY PHILIP FERRARO, AMERICA'S RETIREMENT**

Proper Fitness and Health.

Your Health Is Your Wealth.

WHILE YOU WERE HERE: FUELING STATIONS

Pre-Practice Fuel
Hydration
Recovery Nutrition

WHILE YOU WERE HERE: TEAM MEALS

AM Fueling
Training Table
Pre- & Post-game Meals

WHILE YOU WERE HERE:

Team Nutrition Sessions
Individual Nutrition Consults
Dining Hall Tours
Cooking Demos
Dining Out Tips
Menu Planning & Grocery Store Tours
Try New Foods

EAT LESS MORE OFTEN = ELMO

Most of us run out of energy every 3-4 hours
Spread meals & snacks evenly throughout the day:
-Boost energy levels, brain function & mood
-Stabilize blood sugar levels
-Control cravings
-Maintain muscle
-Improve digestion
Start every day with breakfast
- Whole grain Starch
- Lean Protein
- Colorful Fruit

CAROLINE MANDEL | DIRECTOR OF PERFORMANCE NUTRITION



Practice Mindful Eating.





UMCU'S STARTING LINEUP

Start strong with these key financial tips that you need to know before you graduate.



CREATE A SMART SPENDING PLAN

A spending plan begins with your monthly take-home pay. Next, allocate dollars to your various expenses such as rent (fixed), groceries (variable), and insurance (periodic). Track your spending and avoid impulse buys that will result in a budget deficit. **Being thoughtful of where, when, and why you are spending money will help you establish a healthy spending plan.**



KNOW YOUR STUDENT LOANS

With federal student loans, you have a variety of options to consider.

Most borrowers have a six-month grace period after graduation before repayment begins. A 10-year repayment plan is standard, but you always have the option to lower the monthly payment with an income-based plan or by extending the term. Check with your loan servicer to review your options.




ESTABLISH SAVINGS

Getting into a habit of saving money each month is a financial golden rule. Use a savings account for money that is needed for both expected (vacation, season tickets) and unexpected (illness, car repairs) expenses. Need a tip? Make your savings automatic! Set up a once-a-month transfer from checking to savings, and you'll quickly and conveniently see your savings balance grow.




BUILD AND MAINTAIN CREDIT

Credit scores play a factor in loan applications, rental applications, and even employment opportunities. Payment history will have the most impact – recent late payments will lower the score dramatically. Never borrow more than you can afford to repay. **Establishing and maintaining good credit as a young adult is an important step towards financial independence.**



Build out your starting lineup with UMCU's low-rate credit cards, loans, and financial education workshops. For more financial tips and the products and services that support your financial success, visit [UMCU.org](https://www.umcu.org).



Life After Your Athletic Trainer.

STOCK YOUR OWN MEDICINE CABINET

The athletic training room has provided:

- Band-Aids
- Antibiotic ointment
- Anti-inflammatories (Advil or Aleve)
- Antacids
- Gauze
- Ace wraps, etc.

PHYSICIAN ACCESS

Currently, there is daily access to primary care and orthopedic physicians.

Wait times are minimal and your athletic trainer has facilitated many of these appointments. This will be much different post student-athlete status.

REALISTIC TIMELINES

Physician appointments and diagnostic testing may take days or weeks to schedule.

Based on insurance coverage certain steps must be followed to maximize insurance payment.

INSURANCE AND BILLING

You will have an opportunity to select insurance coverage offered by your employer.

Before you have any appointments scheduled or tests done, **ASK QUESTIONS** to understand the billing process and what your financial responsibility is.

ATHLETIC MEDICINE STAFF | [TINYURL.COM/ATHMEDSTAFF](https://tinyurl.com/athmedstaff)



Understand Your Medical History Before You Leave.

MEDICAL INFORMATION IS ACCESSIBLE ONLINE

.....

MiChart is your medical portal.

Any test results and exam notes that have been performed at the University of Michigan are available at:

myuofmhealth.org/MyChart-PRD/

ATHLETIC MEDICINE STAFF IS STILL AVAILABLE

.....

You will have an Exit Physical with your athletic trainer before you leave campus.

ASK QUESTIONS

and understand your medical history.

If you need help in the future and you don't see your athletic trainer or he/she has left the department, any staff member is able to assist.

IDENTIFY A NEW PRIMARY CARE PHYSICIAN

IDENTIFY APPROVED SPECIALISTS IF NEEDED

.....

Based on your previous medical history or new recommendations, you will need to begin scheduling with new (local) specialists which can sometimes take longer than expected.

ATHLETIC MEDICINE STAFF | [TINYURL.COM/ATHMEDSTAFF](https://tinyurl.com/athmedstaff)

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MENTORSHIP
STARTS HERE



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We're here to inspire the next generation of thinkers...we're a company where everyone belongs. We connect with students who have yet to discover they have what it takes to be part of our Ford Family and shape the future of mobility.

Cori Cooper
University Relations Manager



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**Staying
Connected.**





ALUMNI ASSOCIATION OF THE UNIVERSITY OF MICHIGAN

WELCOME, WOLVERINES. YOU ARE AMONG 590,000 FRIENDS.

Congrats, grad!!! As someone who walked our hallowed halls, and holds one of the most coveted diplomas in the nation, you are part of one of the largest alumni networks; covering every profession, in every corner of the world. Making it a better place.

As your Alumni Association, we know the Maize and Blue that runs through your veins. Here you'll find everything there is to connect you back to that place you once called home. To the people who are forever known as the Leaders and Best. And to everything we offer to help you be your most successful.

So, where do you go from here? Well, wherever you go, you'll always be connected to all things Michigan through the Alumni Association. With your free year of membership upon graduation, you can take advantage of all we have to offer.

One of the first things you'll want to do is connect with Michigan grads in your area. We have a nationwide network of clubs that offer exciting athletic, social and community events that bring you all together, especially on those fun-filled game days. Sound fun? We've made it easy for you to find a club on our website:

umalumni.com/clubs

As a member, you will get access to everything that puts you on the path to success—from a powerful and prestigious alumni network, career guidance and special discounts through our Go Blue Rewards program. Visit our website at umalumni.com to explore all your membership offers.

WELCOME TO THE WOLVERINE ALUMNI FAMILY AND GO BLUE!

For those who leave Michigan, but for whom Michigan never leaves.





MICHIGAN FOOTBALL ALUMNI NETWORK.

The Michigan Football Alumni Network (MFAN) was created by Michigan football players for Michigan football players.

Our mission is to provide career and personal opportunities and assistance for Michigan football players once their time as student-athletes is over.

MFAN will fully leverage the talents, expertise, connections, and business acumen of our entire network to support all of our members' personal, professional, and financial growth. In addition, MFAN will greatly enhance the game-day experience for not only the players, but for its entire network and the community. MFAN will act as a vehicle for direct communication with the program and with each other.

LOST SOULS:

We understand that playing and being an athlete at U-M doesn't guarantee success after our playing days are over and it doesn't mean we're no longer part of the program.

We understand life doesn't always work out like we planned or hoped it would be.

We also understand the tremendous pride we possess as athletes and know it can be difficult to bare our souls and ask for help. And it's during these times when we must swallow our pride and ask for help.

There are plenty of resources available to us but knowing where to go and how to access them can sometimes be daunting.

We are here to help; you just have to ask.

michiganfootballalumni.org

Ways To Give Back To The MACC.

INFORMATIONAL INTERVIEWS

A 20-30 minute in-person meeting, email, phone, or Skype conversation initiated and orchestrated by the student-athlete.

The purpose of this interview is strictly informational. The goal is for the student-athlete to gain insights into a field and/or industry of interest as well as to make a connection with alumni or U-M supporter.

JOB SHADOWING

These opportunities allow a student-athlete to shadow you or your colleagues for a half or full day.

The intention is to allow the student-athlete to gain insights about a field and/or industry of interest and to discover what you or your colleagues do on a daily basis.

SUMMER CAREER VENTURES

These company immersions occur during the summer term—late June to early August—and are aimed at exposing student-athletes to various companies nationally.

Student-athletes visit the company's office(s) and speak with employees about daily tasks and about working in a particular field/industry.

CAREER MENTORSHIP: JOIN THE WOLVERINE NETWORK

Mentors maintain a relationship with a student-athlete and offer career advice via phone calls, email, and in-person meetings.

Mentors are required to register in our online mentoring database to connect with student-athletes.



PeopleGrove®



TIME + TALENT = TREASURE.

TRADITIONAL INTERNSHIPS

Approximately 40% of U-M student-athletes can commit to a traditional internship based on their spring/summer athletic responsibilities.

TIME COMMITMENT REQUIREMENTS:

Between May and August
15-40 hours per week
Commitment of 10-14 weeks
Local/Regional/National opportunities
Paid internships preferred

MICRO INTERNSHIPS

Approximately 60% of U-M student-athletes CANNOT commit to a traditional internship based on their spring/summer athletic responsibilities.

TIME COMMITMENT REQUIREMENTS:

Between May and August
15-25 hours
Commitment of 6-8 weeks
On-site, remote, or project-based
Local/Regional/National opportunities
Paid internships preferred

FULL-TIME EMPLOYMENT

MACC utilizes the Handshake online recruiting system to manage employer registrations, job postings, and on-campus interviews.

You may use this system to connect with other student-athlete alumni for full-time internship or part-time positions.

Get started at:
[UMICH.JOINHANDSHAKE.COM](https://umich.joinhandshake.com)

HOW TO CONTACT US



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For other University of Michigan information call 734-764-1817.

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**UNIVERSITY OF MICHIGAN
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