

# STUDENT CAREER GUIDE



## **SEIZE YOUR POTENTIAL**

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

**LSU** | Olinde Career Center

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# YOUR CAREER JOURNEY STARTS WITH US.

From exploration to getting hired, your career journey makes up who you are and where you're going. Embrace the process and become career-ready.

## Major and Career Exploration

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

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

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

Identifying and communicating your unique **career proficiencies** is an important part of the job search process. We offer:

- Personalized reviews of **resumes, cover letters, and personal statements**
- **Mock interviews** for practicing how to best communicate your skills and experiences to employers and graduate programs
- **Handshake**: your free, online career management system for browsing thousands of jobs and career resources
- Help building your **personal brand**, including your Handshake and LinkedIn profiles
- **Quinncia**: Get expert resume reviews and ace interviews with immersive mock interview practice

## Developing a Personalized Plan for Career Success

Once you have identified a potential career goal, our staff is equipped to help you create actionable steps in your plan.

- Our **career coaches** can help you determine what experiences (internships, informational interviews, leadership roles, volunteering) will help you be successful in your chosen field
- **Interstride** can help you find the right career opportunities, build a global network, and provide all the support you need to succeed in the U.S. or in your international endeavors

## Connecting with Employment Opportunities or Graduate Programs

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

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

## CONNECT WITH US

Schedule a 1:1 appointment or join one of our daily group appointments. Give us a call at 225-578-2162, or schedule [through your Handshake account](#) under the Career Center tab. Our regular office hours are Monday–Friday, 8 a.m.–4:30 p.m. and ten-minute drop-in appointments are also offered Monday – Friday.

Learn more at [lsu.edu/career](https://lsu.edu/career).

# ALL THINGS CAREER. RIGHT HERE.

## STUDENT FINANCIAL MANAGEMENT CENTER

Financial literacy education starts here. The Cale P. & Katherine Smith Student Financial Management Center serves as a resource hub for students, alumni, faculty & staff to provide support & financial literacy education to increase your financial understanding and improve your overall wellbeing.

[Browse our website](#) or join a financial management [group appointment](#) for information on topics including budgeting, salary negotiations, financial literacy and more!



## ON-CAMPUS STUDENT EMPLOYMENT

Develop career skills, build community, and make money to meet educational expenses while working on campus. LSU offers a variety of student employment experiences across many academic and administrative departments, allowing students to seek out work experiences that fit their interests and skill set. Visit the [Student Employment page](#) to learn how to make a great first impression and land the job with our job search resources. Getting hired on campus is as easy as **1-2-3!**

- 1. PREPARE YOUR RESUME & UPLOAD IT TO HANDSHAKE**
  - Use one of our [online templates](#) to help build the perfect resume.
- 2. APPLY FOR JOBS IN HANDSHAKE**
  - Make Handshake work for you! Use filters to narrow your search.
- 3. ACCEPT THE JOB!**
  - Review expectations & requirements and plan for professional development

## Handshake

[Handshake](#) is LSU's modern, online career platform, connecting students and alumni to employers, job opportunities, career events, and career resources. Discover new career paths and find amazing opportunities. Connect with potential employers, volunteer organizations, and graduate programs to boost your career readiness.



# Handshake

Handshake is a modern, online career resource for LSU students and alumni to explore jobs, connect with employers, register for events, and boost career readiness.

## Potential, Meet Opportunity

Discover new career paths. Find amazing jobs and internships. Connect with potential employers, volunteer organizations, and graduate programs—all in Handshake.

Handshake is free to students and alumni online in the palm of your hand through the Handshake Jobs & Careers app. The Jobs and Careers app is available in the [Apple Store](#) or on [Google Play](#). Current students have accounts automatically created for them, and can log in using their myLSU credentials at [lsu.joinhandshake.com](https://lsu.joinhandshake.com). Alumni can request access at [lsu.edu/career/handshake/alumni](https://lsu.edu/career/handshake/alumni).

## Find the Job

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

## Explore Your Options

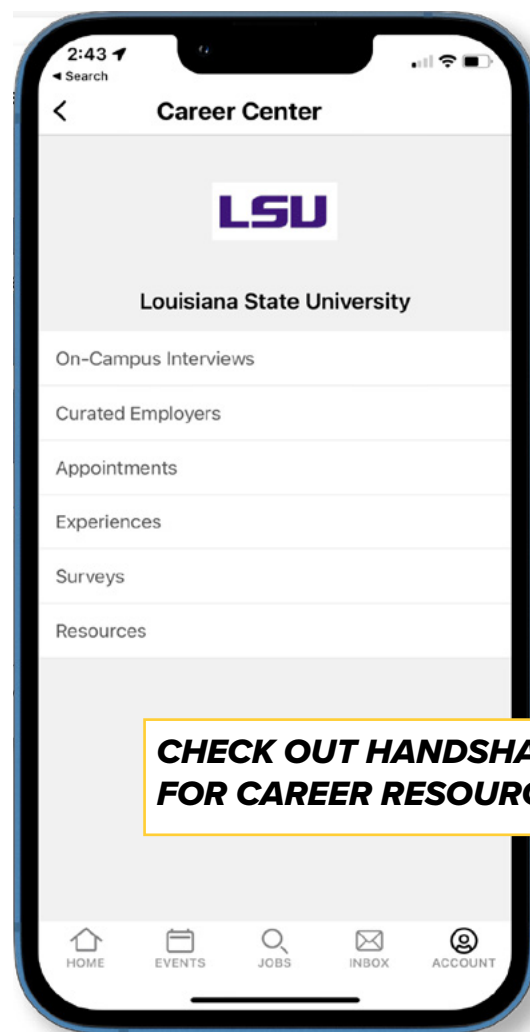
Discover new career paths and find amazing opportunities. Explore upcoming events and fairs hosted by the LSU Olinde Career Center and potential employers under the Events tab in Handshake. With a variety of recruiting events, networking opportunities, and career workshops, there is always something to help keep you inspired.

## One-on-One Support

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

## On Your Time

Some of us do our best work at night. That's why Handshake offers plenty of resources on demand. Just click the Career Center tab and select Resources to view resume examples, career assessments, and more digital career support.



## Show Off Your Talent

Employers are constantly looking for their next hire on Handshake. Interested in being seen by employers? Just set your profile as 'public to employers.'

## Your Profile

A detailed and well thought-out Handshake profile can help you stand out to potential employers. Use the tips and examples below and be one step closer to your next opportunity.

## Job Search Documents

It's not just about your Handshake profile—you'll also need a well-organized resume to accompany you during the job search. Upload your resume under the Documents tab to be reviewed by one of our staff. Remember, all resumes used in applications through Handshake must first be approved. Plan to allow three business days to have your resume or other job search documents reviewed.

**Courtney Frost**

Louisiana State University  
Junior  
Graduates May 2022

Construction Management, BS in  
College of Engineering

**Education**

**Louisiana State University** Primary Education  
Bachelors, College of Engineering  
Aug 2015 - May 2022  
Major in Construction Management, BS in  
Cumulative GPA: 3.82

[Add School](#)

**Work Experience**

**Ambassador**  
Office of Orientation, LSU  
Aug 2020 - Present (9 months)  

- Represent the LSU student body at recruiting trips and events.
- Tour potential LSU students around campus and inform them about student life.
- Collaborate with 100+ ambassadors about campus programming.
- Plan orientation events to involve new students in various activities.
- Mentor new Ambassadors and incorporate them into organization.

**Engineer Technician**  
Tiger Town Construction Inc  
May 2019 - Aug 2019 (4 months)  

- Test fresh concrete for porous and viscous properties.
- Perform proctor densities and index limit experiments in the lab.
- Conduct field surveys to locate new sites and analyze details of project sites.
- Calculate dimensions, square footage, component specifications, and material quantities using computers.

**Skills**

Autocad X Blueprints X Civil engineering X  
 Communication X Concrete X Engineer X  
 Excel X Intergraph X Liaison X Lightroom X  
 Lotus notes X Microsoft excel X  
 Microsoft Office X Microsoft powerpoint X  
 Microsoft word X Proposals X Recruiting X  
 Word X

[Add](#)

## A TIP FOR YOUR HANDSHAKE PROFILE


The more you build out your profile and explore Handshake, the better it gets at recommending options for you. Check out Handshake's article, "[The 3 Must-Haves on Your Handshake Profile](#)" to help build your profile to get the job you want!

# EXPLORE MAJORS & CAREERS



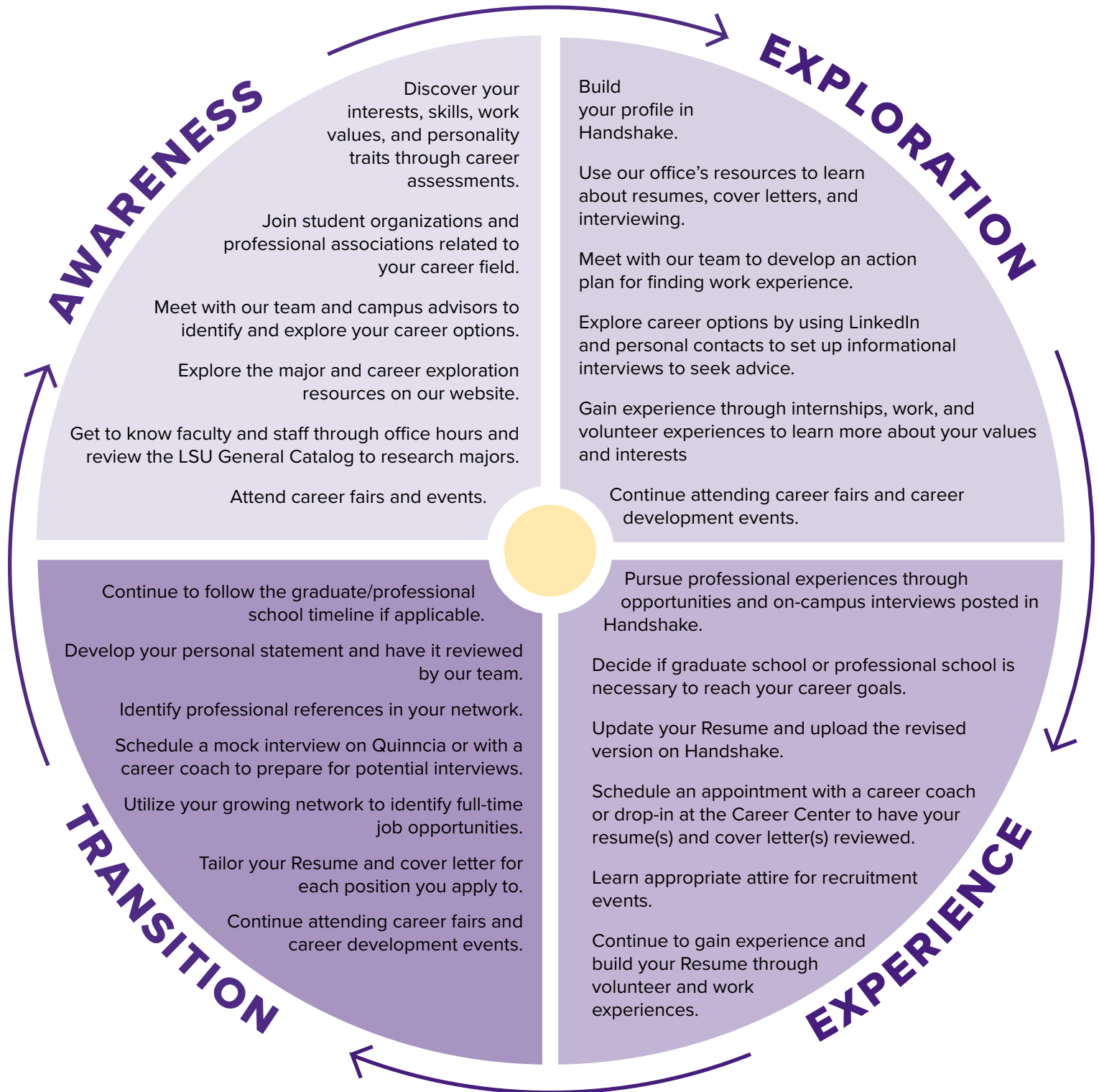
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# FOUR-STAGE CAREER CYCLE

Your career journey is unique, just like you. Major and career exploration is a non-linear process. There is no “one-size fits all” approach. Exploration involves a lot of little steps in seeking clarity around how your interests, personality, skills, and values connect to major and career options.





# DISCOVER WHO YOU ARE

An important part of the career decision-making process is identifying your interests, abilities, work values, and personality. Increasing self-awareness in these key areas can help you make a more informed career choice.

## REFLECT

Think about your values, interests, and personality. Where do you see connections? Brainstorm how these connections can affect your career path. Here are some ideas to consider:

### Values

- Things you are proud of
- Family or cultural traditions that are important to you
- What motivates you in life

### Interests

- Favorite classes
- Hobbies or extracurriculars
- People/things/topics that you follow on social media

### Personality

- 1-2 words to describe you
- Lessons you've learned
- Favorite quotes

## ASSESS

Understanding your interests, skills, values, and personality will help you make a more informed career choice. Career assessments can help you explore your interests and personality preferences.

### Strong Interest Inventory (SII)

The Strong Interest Inventory measures your interests in a broad range of occupations, work activities, leisure activities, and school subjects. Completing this assessment can help identify careers that may relate to your work interests.



### Focus-2

Focus 2 combines self-assessment, career exploration, and decision making into one comprehensive program. It will help you map out a career path and select the right major area of study to support your career goals.



# VALUES EXERCISE

Rate the degree of importance that you would assign to each of the following values for yourself, using the scale below:

**1.** Very important to me   **2.** Reasonably important   **3.** Not very important   **4.** Not important at all

VALUES	RATING
<b>Help Society:</b> Do something to contribute to the betterment of the world in which I live.	① ② ③ ④
<b>Help Others:</b> Be involved in helping other people in a direct way, either individually or in small groups.	① ② ③ ④
<b>Public Contact:</b> Have a lot of day-to-day contact with people.	① ② ③ ④
<b>Work with Others:</b> Have close working relationships; work as a team toward common goals.	① ② ③ ④
<b>Affiliation:</b> Be recognized as a member of a particular organization	① ② ③ ④
<b>Friendships:</b> Develop close personal relationships with people as a result of my work activities.	① ② ③ ④
<b>Make Decisions:</b> Have the power to decide courses of action, policies, etc.	① ② ③ ④
<b>Work Under Pressure:</b> Work in situations where time pressure is prevalent and/or the quality of my work is judged critically by supervisors.	① ② ③ ④
<b>Power of Authority:</b> Control the work activities or professional destinies of others.	① ② ③ ④
<b>Influence People:</b> Be in a position to change attitudes or opinions of other people.	① ② ③ ④
<b>Work Alone:</b> Do projects by myself, without any significant amount of contact with others.	① ② ③ ④
<b>Knowledge:</b> Engage myself in the pursuit of knowledge, truth, and understanding.	① ② ③ ④

# VALUES EXERCISE

<b>Intellectual Status:</b> Be regarded as a person of high intellectual powers or as one who is an acknowledged “expert” in a given field.	①	②	③	④
<b>Artistic Creativity:</b> Engage in creative work in any of several art forms.	①	②	③	④
<b>Creativity (general):</b> Create new ideas, programs, organizational structures, or anything else—not following a format previously developed by others.	①	②	③	④
<b>Aesthetics:</b> Be involved in an environment which allows studying or appreciating the beauty of things, ideas, etc.	①	②	③	④
<b>Supervision:</b> Have a career in which I am directly responsible for the work done by others.	①	②	③	④
<b>Change and Variety:</b> Have work responsibilities which frequently change in their content and setting.	①	②	③	④
<b>Precision Work:</b> Work in situations where there is very little tolerance for error.	①	②	③	④
<b>Stability:</b> Have a work routine and job duties that are largely predictable and not likely to change over a long period of time.	①	②	③	④
<b>Security:</b> Be assured of keeping my job and a reasonable financial reward.	①	②	③	④
<b>Fast Pace:</b> Work in circumstances where there is a high pace of activity and work must be done rapidly.	①	②	③	④
<b>Recognition:</b> Be recognized for the quality of my work in some visible or public way.	①	②	③	④
<b>Excitement:</b> Experience a high degree of (or frequent) excitement in the course of my work.	①	②	③	④
<b>Adventure:</b> Have work duties which involve frequent risk-taking.	①	②	③	④
<b>Profit/Gain:</b> Have a strong likelihood of accumulating large amounts of money or other material gain.	①	②	③	④
<b>Independence:</b> Be able to determine the nature of my work without significant direction from others; not have to do what others tell me to.	①	②	③	④

# VALUES EXERCISE

**Moral Fulfillment:** Feel that my work is contributing significantly to a set of moral standards which I feel are very important.

① ② ③ ④

**Location:** Find a place to live (town, geographical area) which is conducive to my lifestyle and affords me the opportunity to do the things I enjoy most.

① ② ③ ④

**Community:** Live in a town or city where I can get involved in community affairs.

① ② ③ ④

**Physical Challenge:** Have a job that makes physical demands which I would find rewarding.

① ② ③ ④

**Time Freedom:** Have work responsibilities which I can work at according to my own time schedule, with no specific working hours required.

① ② ③ ④

Now choose the **top ten** values which are most important to you (#1s) and list them below:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Now reorder them from **most to least** important:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |



# WANDERING MAP

A wandering map allows you to identify and organize ideas that could be valuable in your major exploration process. Exploration is unique to you; a first step is to list out what is important to you. Those could be experiences, values, people, places, hobbies, skills - the list is endless. Start to look for ways that the areas possibly relate to each other, maybe draw lines between the connections.

Who are important people in your life?



What are your favorite pastimes?



What are some good memories of yours?



How would you describe yourself?



What events have impacted your life?



Do you have important traditions?



What are some items you can't live without?



# YOUR PRIORITIES AND THE WORKPLACE

While exploring potential majors and careers, you will want to compare how those career options match with your personal values to confirm that they are a good fit.

**Consider what you value for each of the categories below, then reflect on how those values are or are not supported in the career field you are considering.** Be aware that it is highly unlikely that you will be able to find a job that fits your ideal situation for each category, so it is also essential to determine your non-negotiables. Based on your non-negotiables, ask tailored questions; informational interviews, etc. Keep in mind that your values can and will change over time.

## WORKPLACE PRIORITIES

- Type of work facility (lab, office, outdoors)
- Dress code
- Geographic preference (location and region)
- Home or apartment options in the area
- Available leisure options
- Length of commute
- Available commute options (car, bus, train, walking)
- Workspace (cubicle or office)
- Ideal work team
- Types of skills you will use
- How you'll be assessed
- Opportunities of professional development and/or leadership
- Supervisor's personality and style
- Salary, other compensation and cost of living

# CHOOSE YOUR MAJOR

With hundreds of majors to choose from, it's not surprising that you might feel overwhelmed in the process. In fact, about 70% of college students change their major before graduation. Our team is here to help you find confidence through this process.

**Here are some questions you should ask yourself about majors you are considering:**

- What am I interested in?
- What majors are available at LSU?
- What classes do I enjoy?
- Am I familiar with the courses I will have to take for your major?  
Some students schedule classes for their major without really knowing enough about what the coursework is like.



## How to Select a Major:

### Choose a major that interests you.

- Explore majors organized by interest areas at [lsu.edu/majors/interests](https://lsu.edu/majors/interests).
- Research majors of interest by reading through the LSU General Catalog and visiting related departmental websites.
- Having a genuine interest in your major can help you stay motivated and may improve your GPA, making you an even stronger candidate for your career field or graduate school.

### Speak with your academic or faculty advisor.

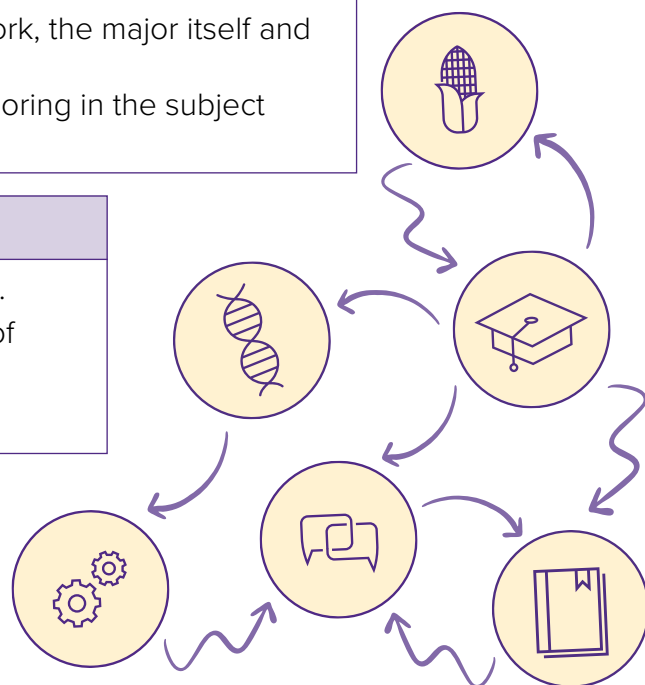
- Meet with an academic advisor to discuss coursework.
- Faculty advisors can provide information about coursework, the major itself and specific requirements associated with the major.
- They can also discuss the benefits students get from majoring in the subject area.

### Speak with students in the major.

- Students in the major can tell you about their experience.
- They can share their career goals and give you an idea of what the course of study has been like.
- Go to a student organization meeting.

### Utilize "What Can I Do With This Major?"

- This resource provides information about career fields related to your major. Access this resource at [whatcanidowiththismajor.com](https://whatcanidowiththismajor.com).



# RESEARCH CAREERS

There are a lot of career options out there. How do you decide which one is the best fit? Research what is available to you now, connect with others to grow your career community, and find what suits you in a workplace by gaining experience.

## O\*NET

The [O\\*NET](#) is a free online database, created by the U.S. Department of Labor, that provides definitions and information on a variety of career opportunities. The O\*NET includes information like sample job titles, a description of tasks a person in the job would perform, required skills and knowledge, congruent workplace values, related jobs, pay information, and employment trends.

Use this resource to get in-depth information about a variety of career options to help you narrow down your choices. Access at [onetonline.org](https://onetonline.org).

## Occupational Outlook Handbook (OOH)

The [OOH](#) can help you find career information on job duties, education, training, pay, and outlook for hundreds of occupations. Access this resource at [bls.gov/ooh](https://bls.gov/ooh).

## What Can I Do With This Major

"[What Can I Do With This Major](#)" is a database of LSU majors and related career options. You can learn about careers connected to each major, types of employers that hire each major, and strategies for becoming a more competitive candidate. Access this resource at [whatcanidowiththismajor.com](https://whatcanidowiththismajor.com).

## Candid Careers

Gain access to career advice from industry professionals, and see it all on video! [Candid Careers](#) features informational interviews to help you discover and explore your many career options. In addition, "how-to" videos on important job search topics such as resume writing, and interviewing can help you prepare to land your next job.

## Professional Associations

You can find professional associations related to your intended career field by searching online for "professional association for (insert your career field)." Professional association websites often include information about the profession, articles, and research on topics important to the field, job boards, and opportunities to network with others in the association. Most professional associations will provide students with a membership discount to encourage participation while still in school.

## EMOTIONAL WELLNESS IN YOUR JOURNEY TO CAREER

More than half (63%) of college students report having difficulty making decisions for their future when it seems there are so many different options. As you navigate these decisions and develop new interests and skills along the way, improving your emotional wellness can help you stay focused, flexible, and reduce stress in your journey to a career. [View resources for strengthening emotional wellness.](#)



# RESEARCH CAREERS

## Informational Interviews

Informational interviewing is a great way to learn more about an industry or organization from someone working in your career of interest. You can request to have an informational interview with family members, your friends or other personal networks, professional organizations, or through a LinkedIn search. Use our [informational interview resource](#) to learn more!

## Job Postings

Job postings are a great way to research what a job in your intended career field would look like. A job description will describe what a person in that role does, the required skills to be considered for the role and more. There are many resources available to you for finding job postings, including Handshake, Indeed.com, and Google.

## LinkedIn

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

- Go to [the LSU alumni LinkedIn page](#) to see where LSU alumni have gone on to work after college. You can filter by geographic location, company, and major!
- Use the search box to search for different companies and see what they post on their company LinkedIn page. From the company page, you'll also be able to see which alumni from LSU work for that organization.
- Join groups on LinkedIn to be connected to professionals within your field and the current conversations. The more groups you join, the more access you have to information.
- See someone with your dream job? Check out their profile to see their work history, educational credentials, and more. This helps you to make informed choices about how to pursue a similar career.



## Handshake

[Handshake](#) is a great first step for exploring careers. With a database of more than 800,000 employers and growing, Handshake connects you with employers who are specifically interested in recruiting LSU students. Search the employer database by logging into Handshake, clicking the Jobs tab, and clicking Employers. Here, you can search by industry, location, and keywords. Another option is to discover employers through current job postings. To do this, click the Jobs tab and search by keyword, location, or select filters to narrow down your search.

## Interstride

Your career journey doesn't need to be challenging. [Interstride](#) is here to help you find the right career opportunities, build a global network, and provide all the support you need to succeed in the U.S. or in your international endeavors. And, if you're an international alumni, you can find employers that sponsored the H-1B last year and access a library of curated career development and immigration resources on Interstride.

# INFORMATIONAL INTERVIEWS

## What is Informational Interviewing?

Informational interviewing allows you to seek advice from people who are a few steps ahead of you. It is an opportunity to learn more about an industry you are interested in, speak with professionals in the field, and gain better insight into a company or organization from someone with firsthand experience. Informational interviewing can take place through various mediums, too!

### Setting up Informational interviews can take place via email.

Hi **"name of contact"**,  
I hope you're doing well! My name is Mike Tiger and I'm in the process of wrapping up my last semester in my **"major"** at LSU. After graduation in **"add month,"** I'm moving to **xyz** and am interested in doing **xyz**. Through my **xyz (experiences, classes, etc.)** this year/at LSU, I've developed an interest and passion in doing **xyz**. I'd love to set up some type of meeting with you or an **"position you're interested in"** that you might know to learn more about their experience, if they have any advice in this area, and talk to them about their work. I appreciate your time and look forward to hearing from you soon.

Best,  
Mike Tiger



### It can take place via LinkedIn.



*Here's an example of what can be sent to someone you are not connected with and there's a character limit for sending a message:*

Hi **"name of contact"**! Hope you're doing well! I'm Mike and I'm graduating from my **"program"** at LSU in **"add month"**. I'm interested in **xyz** and working with **xyz** at **"insert company/organization"** and would love to hear about your experience. Would you be interested in chatting for 30 minutes sometime soon? Thanks!

*If you are connected with someone, there is no character limit and the message can reflect what you might send in an email or text.*



**Remember to include how you found the person's contact information when introducing yourself (if you have the space!)**

### And via text messaging and phone call.



Hi **"name of contact"**,  
I hope you are doing well! My name is Mike Tiger and I'm finishing up my **"major"** at LSU. Through my **xyz (experiences, classes, etc.)**, I have grown an interest in **xyz**. If you have time, I'd like to hear more about the work you do at **"name of company/organization"** and if you have any advice/suggestions for working in this area. I also have some questions that I'd love to ask you if you have the availability to meet. Do you have time to meet for a quick 30 minute chat sometime soon?

Thanks!



# INFORMATIONAL INTERVIEWS EXERCISE

## Think:

- LSU Faculty, Staff, Professors, Advisors
- Family
- Friends
- Family friends
- Mentors and coaches
- Peers and colleagues



### Who's in my network?

### Who's in my network in an industry that I am interested in?

### Who can I add to my network?

## HOW TO PREPARE:

### What are my own career values?

Some of your career values might include: helping others, change and variety, fast pace, location, professional development opportunities, leadership opportunities, giving back to the community.

Refer to our Values Worksheet to find out more about career values and those you align with the most.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### What information am I seeking from this informational interview in order to gain clarity and take my next steps?

Reflect on your values and what's important to you as it relates to your career goals.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# INFORMATIONAL INTERVIEWS EXERCISE

## NEXT STEPS: What to do after your informational interview

After your informational interview, ask yourself the following:

- Do I need to continue to network to gain more information about the industry I'm interested in?
- Should I be seeking opportunities for more experience?
- Are there industry related recruiting events that I can/should be attending?

And consider the following:

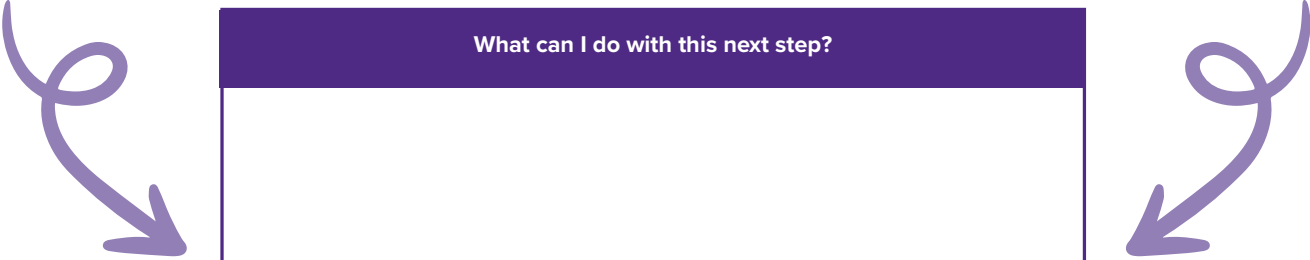
- Establish SMART Goals related to your next step(s)
- Is my next step:
  - Specific?
  - Measurable?
  - Achievable?
  - Relevant?
  - Time-bound?

Stay connected to the industry through continued networking and attending recruiting events.

### Create your own questions from these examples here:

- What are workplace conditions like?
- Are there special interest groups?
- Are there professional growth opportunities?
- What are the company values (i.e., mission statement, vision)?
- What does the recruitment process look like?

What do I already know?	What do I need to know?	What have I learned?



What can I do with this next step?

# PREPARE FOR YOUR CAREER



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# READY to ROAR

## CAREER PROFICIENCIES

- LSU produces highly capable students that are ready to enter the workplace of any discipline. The combination of professional experiences, academic pursuits, and involvement opportunities on and off campus produce graduates that are **Ready to Roar**.
- Developed by the **National Association of Colleges and Employers (NACE)**, the Career Readiness Competencies are the foundation that employers identify when evaluating whether students will be successful in the workplace.
- LSU's general education program, **Integrative Learning Core (ILC)**, adopted a set of proficiencies for students to develop, across the undergraduate curriculum, that will help students succeed after college in pursuing additional educational opportunities as well as beginning a career.
- In the 153 hours outside of the classroom, our students are participating in experiences that intentionally develop vital skills. These **Co-Curricular Competencies** ensure that our students are prepared to be well-rounded human beings upon graduation.

## 10 CAREER PROFICIENCIES

### Self Awareness:

**NACE:** Professionalism | Career & Self-Development

**Co-Curricular:** Emotional Intelligence | Time Management | Humility

Identify, articulate, and develop one's values, interests, skills, strengths, knowledge, and experiences relevant to personal growth and professional success. Foundational to career readiness, as it allows individuals to make informed decisions about their career path and to develop the skills and knowledge they need to be successful.



### Communication:

**NACE:** Communication

**Co-Curricular:** Written Communication | Oral Communication

Effectively convey information, concepts, opinions, and thoughts in a professional or educational setting.



### Digital Literacy:

**NACE:** Technology

Understand how to utilize and leverage technology to solve problems efficiently and ethically.





## Critical Thinking:

**NACE:** Critical Thinking

**ILC:** Inquiry and Analysis | Quantitative & Formal Reasoning

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information. Ability to think clearly and rationally to make decisions.



## Leadership:

**NACE:** Leadership

**Co-Curricular:** Initiative | Work Ethic

Recognize and capitalize on personal and team strengths to achieve organizational goals. The ability to influence and motivate others to achieve a common goal.



## Teamwork:

**NACE:** Teamwork

**Co-Curricular:** Collaboration

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating various viewpoints and shared responsibilities.



## Problem Solving:

**ILC:** Problem Solving | Ethical Reasoning

**Co-Curricular:** Conflict Management | Creativity

Design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal, requiring a combination of critical thinking, creativity, and analytical skills.



## Global Learning:

**ILC:** Global Learning

Examine and think deeply about complicated, connected worldwide systems and their effects on people's lives and the sustainability of the Earth.



## Civic Engagement:

**ILC:** Civic Engagement

Working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values, and motivation to make that difference.



## Intercultural Knowledge:

**ILC:** Intercultural Knowledge and Competence

**Co-Curricular:** Openness to Understanding Others | Advocacy

Demonstrate the awareness, attitude, knowledge and behavioral skills required to interact with and work alongside people from different local and global cultures.



# CAREER PROFICIENCIES WORKSHEET

Use this self-assessment as a tool to identify the skills you need for workplace success. Reflect on your experiences in each area and set goals for how you'll develop or enhance these proficiencies during your academic or professional experiences.

## SELF AWARENESS



### Sample behaviors:

- Act with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Be present and prepared.

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## COMMUNICATION



### Sample behaviors:

- Ask appropriate questions for specific information from faculty, supervisors, and others.
- Translate content to multiple audiences.
- Employ active listening, persuasion, and influencing skills.

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## DIGITAL LITERACY



### Sample behaviors:

- Navigate change and be open to learning new technologies.
- Use technology to improve efficiency and productivity.
- Quickly adapt to new or unfamiliar technologies.
- Identify appropriate technology for completing specific tasks.

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## CRITICAL THINKING



### Sample behaviors:

- Make decisions and solve problems using sound reasoning and judgment.
- Gather and analyze information from a varied set of sources and individuals to fully understand a problem.

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## LEADERSHIP



### Sample behaviors:

- Inspire, persuade, and motivate self and others under a shared vision.
- Seek out and leverage resources and feedback from others to inform direction.
- Use innovative thinking to go beyond traditional methods.

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# CAREER PROFICIENCIES WORKSHEET

Use this self-assessment as a tool to identify the skills you need for workplace success. Reflect on your experiences in each area and set goals for how you'll develop or enhance these proficiencies during your academic or professional experiences.

## TEAMWORK



Sample behaviors:

- Be accountable for individual and team responsibilities and deliverable.
- Employ personal strengths, knowledge, and talents to complement those of others.

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## PROBLEM SOLVING



Sample behaviors:

- Develop an action plan to address a problem in an ethical and reasonable manner.
- Listen to multiple parties, evaluate their complaints, and identify possible solutions.
- Suggest multiple creative options on a team project.

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## GLOBAL LEARNING



Sample behaviors:

- Ability to connect one's actions to the wider societal or company impact.
- Take informed and responsible action to address challenges.
- Analyze ways that human actions influence the natural and human world.

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## CIVIC ENGAGEMENT



Sample behaviors:

- Understand the importance of being an active member of one's community.
- Volunteer one's time to non-profit or community organizations.
- Stay informed about issues facing their community.

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## INTERCULTURAL KNOWLEDGE



Sample behaviors:

- Actively contribute to ethical practices that influence individual and systematic change.
- Solicit and use feedback from multiple cultural perspectives to make fair decisions.

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# TYPES OF EXPERIENCES

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

## PART-TIME JOBS

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

## VOLUNTEER SERVICE

- Give back to the community while developing career competencies through volunteering.
- Build key career competencies such as leadership, teamwork, and communications skills.
- Participate in an alternative break, nonprofit agency, or campus event such as LSU's [Geaux Big](#).

## JOB SHADOWING

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

## INTERNSHIPS

- Internships can be paid or unpaid work experiences and typically include more robust experience than a part-time job.
- Check with your major department about obtaining credit for your internships or co-op.
- Internships are typically structured; lasting a specified amount of time and may include opportunities for professional development or exposure to various parts of an organization.
- Internships can be on or off-campus.

## COOPERATIVE EDUCATION

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

## LEADERSHIP OPPORTUNITIES

- Get involved in student professional organizations and clubs on campus.
- Explore interests and build skills such as leadership, communication, and teamwork.
- Discover potential career interests.
- Gain valuable experience in an executive and/or management role.

Handshake has thousands of opportunities to explore. Log in at [lsu.joinhandshake.com](https://lsu.joinhandshake.com) and click the Jobs tab.

### NOTE:

Some on-campus jobs require that a student qualifies for Federal College Work Study Program (CWSP) or the President's Student Aid Program. Search myLSU or contact the LSU Office of Financial Aid and Scholarship for questions about these financial aid programs.

# YOUR ELEVATOR PITCH

Forbes Magazine describes an elevator pitch as “the 30-second speech that summarizes who you are, what you do, and why you’d be a perfect candidate.” You can use this pitch in virtual or in-person settings at career fairs, networking events, or other professional settings to introduce yourself.

**Build your elevator pitch using the grid and template below:**

Introduction	Goals and Aspirations	Describe Your Experiences	Closing
Follow up an appropriate professional greeting with the basics: your name, major, and graduation date.	What position or job focus do you see yourself in? Target the company of the employer you are speaking to. These goals should be realistic.	Choose experiences that relate to the company or job description. Remain brief, but informative.	This includes next steps such as exchanging contact info or asking a strong question of interest about company opportunities.
<b>Example:</b> Nice to meet you, I’m Mike Tiger. I’m currently a junior and am studying Finance at LSU	<b>Example:</b> I hope to begin my career as a financial analyst and continue into hedge fund management.	<b>Example:</b> This summer I did an internship with the Groundhog Hedge Fund Group where I had the opportunity to gain experience outside of the classroom.	<b>Example:</b> I’m interested in other areas of finance and hope to continue my experience with a rotational program. What rotational program opportunities does [company] offer for young professionals?

## Elevator Pitch Template:

“ Hello, my name is \_\_\_\_\_. I am a \_\_\_\_\_(fr/soph/jr/sr)\_\_\_\_\_ studying \_\_\_\_\_(major/minor)\_\_\_\_\_ and am looking for a(n) \_\_\_\_\_(internship/full-time/part-time job)\_\_\_\_\_ in \_\_\_\_\_(industry)\_\_\_\_\_. Over the past few years, I have \_\_\_\_\_(worked/volunteered/interned)\_\_\_\_\_ with \_\_\_\_\_(company/student group/etc.)\_\_\_\_\_ as a(n)/the \_\_\_\_\_(position/role)\_\_\_\_\_. Through this experience I developed a better understanding of \_\_\_\_\_(industry)\_\_\_\_\_ as well as useful \_\_\_\_\_(skills/knowledge)\_\_\_\_\_ that I hope to use in my next position. I know that \_\_\_\_\_(company name)\_\_\_\_\_ is currently hiring for \_\_\_\_\_(name of position)\_\_\_\_\_. I am very interested in applying. Could you tell me more about \_\_\_\_\_(specific question(s) about the company/application process/training/etc.)\_\_\_\_\_? ”

# LINKEDIN

**LinkedIn** is a positive way to shape your own personal brand. Make sure that when people research you, the results are what you want them to see!

## Navigating Connections

Connections are the formal way to track and navigate your network. LinkedIn allows users to see secondary connections, streamlining the process of finding individuals you know. Connections can include family, friends, co-workers, advisors, classmates, supervisors, professors, and acquaintances. Start by adding people you see regularly and continue to add as you meet new peers in classes or at events. Make sure to add new teammates when you obtain an internship or part-time job to keep connections updated and growing. Recruiters can be valuable to connect with and could serve as a resource during the job search and application process, since many companies conduct job searches through LinkedIn.

## Posting Content

People who post content at least once a week on LinkedIn are 10 times more likely to be noticed by recruiters. Find content by pulling from other forms of social media (blogs, wikis, videos, articles, etc.). Be relevant. Be positive. Be active. Make sure your content is appropriate and aligns with the professional image you are trying to cultivate.

## Reach Out

Use LinkedIn to find and reach out to contacts within companies or industries that you are interested in. This can be an opportunity to find out more information about your field and identify potential opportunities. LinkedIn is just one way to connect; you can also connect with people in your network through email, in-person or virtual meetings, events, and other avenues.

## Research

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

- What groups are they a part of?
- What do they value?
- What is important to them?
- What skills do they have?
- How long have they been working there?

Researching the company, employees, and culture can help you answer many questions.

Use your research to see if you are a good fit for them, as well as if they are a good fit for you.



## CAREER-FOCUSED ONLINE PROFILES

Career-focused social platforms like Handshake and LinkedIn are often the first place a recruiter looks after viewing your resume. These broad-reaching profiles also create opportunities for global engagement, professional networking and are tools for researching career options.



# WHAT TO INCLUDE IN YOUR LINKEDIN PROFILE

## PHOTO

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



## HEADLINE

- Academic or professional title under your name

## ABOUT SECTION (optional)

- Summarize your accomplishments
- 1-2 paragraphs
- Tell your story!

### About

I am a freshman history major with a minor in art history with hopes in eventually becoming a curator for a museum. My dream job would be to become the senior curator for the Smithsonian American Art Museum in Washington, D.C. My favorite exhibit is the "Experience America" which was created during the 1930s of what it was like to live like during that time period. I had visited the museum once back in middle school and fell in love with not only the art but also the stories behind which led to me wanting to be a history major.

## PROFILE RECOMMENDATIONS (OPTIONAL):

### Honors and Awards

- Add them to specific experiences to show excellence

### Groups

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

### Professional Recommendations

- Request recommendations from previous employers to validate your experience

### Skill Endorsements

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

## EDUCATION & EXPERIENCE

### Education



**Louisiana State University**  
History, Art History  
2020 – 2024



**Mandeville High School**  
2016 – 2020

### Volunteer experience



**Volunteer Manager**  
St. Tammany Animal Shelter  
Jun 2018 – May 2020 • 2 yrs

- Organized 15-18 volunteer schedules ensuring animal care and clerical duties were completed
- Coordinated with other staff to plan and organize events to encourage adoption of animals

- Include all past education and work experience
- Consider this a living resume and keep it up to date as jobs and experiences change.

### Experience



**Host/Server**  
Parrains Seafood  
Jul 2020 – Present • 10 mos  
Baton Rouge, Louisiana, United States

- Promoted to server in 4 months due to exceeding expectations serving guests in role as host
- Managed a section of three to five tables with the potential for 25 guests at one time
- Communicated with guests courteously to resolve complaints and ensure quality service
- Collaborated with 10-15 servers and kitchen staff to effectively seat and expedite food to guests
- Coordinated phone calls, seating patrons, and to-go orders in a fast-paced environment



**Treasurer for Student Council**  
Mandeville High School  
Aug 2019 – May 2020 • 10 mos  
Mandeville, Louisiana, United States

- Created and presented annual budget of \$8,500 to the council for review and
- Ensured that all new expenditures fit into the previously approved budget
- Partnered with staff advisor through monthly meetings to discuss budget con



**Childcare Provider**  
Private Families  
Dec 2017 – May 2020 • 2 yrs 6 mos  
Mandeville, Louisiana, United States

- Oversaw 10-15 children ages 5-10 to assist with children's safety and growth
- Created daily schedules to challenge and engage children with age-appropri
- Consulted with and reported to parents about children's behavior and develop

### TIP FROM A RECRUITER:

Edit your privacy settings and change your URL to be simple and direct  
(*ex: [www.linkedin.com/miketiger](http://www.linkedin.com/miketiger)*). It makes it easy for the right people to find you.

You should also add this URL to your resume and cover letter!

# RESUME & APPLICATION MATERIALS

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# BUILDING YOUR RESUME

**Your resume is a reflection of your personal brand.**

Application documents are your opportunity to showcase your qualifications and experience, highlight your personal brand, and showcase your ability to be career ready.

Consider your documents as the first “interview”—you want to make a good first impression with employers and recruiters. Download our [Resume Examples](#) and follow along to get a headstart on your resume!

- Avoid copying resume templates you find online, as it is often obvious to the reader that the words are not your own.
- Keep your resume to one page in length, using 12pt font with margins as small as ½ inch on the sides.

## Header

Your resume begins with a header that includes your full name, contact information, location, and any online profiles or portfolios you wish to direct potential employers to. For example, you may include your LinkedIn profile. Make sure you have selected a simple, professional-looking email address. Your student email address is a great choice.

## Education

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

### EXAMPLE

**Michelle T. Tiger**

(225) 578-3202  
mtiger5@lsu.edu

#### EDUCATION

**Louisiana State University (LSU), Baton Rouge, Louisiana**

Bachelor of Arts, Political Science

Minors: Sociology, Business, and Communication Studies

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

**May 2020**

GPA: 3.5

# BUILDING YOUR RESUME

## Experience

Experiences can be anything where you gained or showcased the skills you will need to be successful in the role you are applying to obtain: class projects, leadership roles, part time jobs, internships, and volunteering opportunities.

Here are a few tips to get you started:

- List in reverse chronological order, remembering that you do not need to list out everything you have ever done. Just experiences you want to showcase.
- As you describe your experiences, utilize action verb statements to focus on a strong transferable skill or related task. No need for personal pronouns in your bullet statements.

## Transfer your skills into experience.

Transferable skills are critical strengths, talents, qualities, and personal attributes that go beyond the job-specific skills you are gaining in your classes or internships. Employers identify transferable skills in the bullet statements you provide under each experience listed on your resume. If you are unsure about which skills to highlight, start with the [Ready to Roar Proficiencies](#).

- Describe your positions using the Bullet Point Formula: strong verb + specifics about what you did + outcome/reason.
- Experience can include full-time or part-time jobs, internships, volunteer positions, campus leadership positions, and others.
- Omit all personal pronouns (I, we, my, etc.).
- Every job posting will give you an idea of what skills that company is looking for in new employees. Treat a job description as a road map as you tailor your resume to match the skills needed for that particular position.



## Optional Resume Sections



Awards/Honors



Leadership/Activities



Technical Skills



Languages



Projects/Research/Publications

# BUILDING YOUR RESUME

## Writing Strong Resume Bullets

- Write a resume bullet point for each skill you have.
- Each bullet point should include a specific Action, Context, and Result.

### EXAMPLES:

- Communicated with kitchen staff to effectively expedite food to customers.

**ACTION****CONTEXT****RESULT**

- Increased sales 20% by implementing a focused marketing strategy based on sales analytics.

**RESULT****ACTION****CONTEXT**

Weak Writing

Waitress, Olive Garden, Baton Rouge, LA

May 20XX – Present

- I take orders from customers and bring food to their tables
- Being a waitress requires that I have strong communication and customer service skills
- I developed leadership skills
- Teamwork skills

Social Chair, Alpha Delta Pi Sorority, LSU

Fall 20XX – Fall 20XX

- As Social Chair, I set up fun events with fraternities for our chapter.
- Management skills
- Teamwork skills

Strong Writing

Waitress, Olive Garden, Baton Rouge, LA

May 20XX – Present

- Ensure every customer is satisfied with their experience by providing high level of customer service
- Communicate with kitchen staff to effectively expedite food to customers
- Manage a section of five tables with the potential for 25 guests at a time
- Train new wait staff on proper technique and Olive Garden protocol

Social Chair, Alpha Delta Pi Sorority, LSU

Fall 20XX – Fall 20XX

- Managed a budget of \$20,000 to plan events such as recruitment, exchanges, tailgates, and alumni events
- Communicated with seven Executive Board Members to determine organizational needs and goals
- Planned, organized, and budgeted for approximately 20 events over two semesters
- Contacted vendors, reserved locations, coordinated catering and transportation, and marketed events for over 250 members

## First time writing a resume?

You may be surprised to know that many of your non-professional experiences have helped you develop transferable career skills. Our [Resume page](#) has examples of a first-time resume, designed to prepare a first-time applicant who may not have much paid work experience to include on a formal resume.



# TAILORING YOUR RESUME

Tailor your resume for each job for which you apply. The key to creating a tailored resume is to gain an understanding of the position and company for which you are applying and then adjust your resume content to highlight the items that match. Identify the core competencies of the job for which you are applying and ensure your resume reflects those competencies.

Three steps for tailoring your resume to a job description:

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

Job description notes a preference for:

- Experience in public speaking
- Ability to learn new technology and software
- Experience designing advertisements

You might choose to include:

- Coursework: CMST 2060 Public Speaking
- Microsoft Excel Certified, 2021
- Proficient in Adobe InDesign software

## 2. Connect your experience with the position in the description.

Job description mentions that the employee will:

- ...conduct **cold-calls** to reach new **customers**.
- ...communicate **project** timelines to client and **track deadlines**.
- ...serve on a **team** for **planning** a volunteer **event**.

You might choose to include:

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

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

Job description mentions that the employee will:

- ...conduct cold-calls to reach new customers.
- ...communicate project timelines to client and track deadlines.
- ...serve on a team for planning a volunteer event.

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

### ONE-ON-ONE RESUME SUPPORT

Review your resume with us by coming into our office for a drop-in appointment any weekday. Don't have time? Use [QuinnCIA.io](https://QuinnCIA.io) for instant resume review and feedback.

# ACTION VERBS

## Need a Verb?

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

### Accomplishments

attained	exceeded	succeeded
awarded	outperformed	surpassed
earned	reached	

### Communication

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

### Problem Solving and Initiative

assessed	identified	refined
conserved	lessened	reduced
consolidated	modified	reorganized
decreased	navigated	revamped
diagnosed	overhauled	simplified
evaluated	redesigned	

### Research, Technical, and Computer Skills

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

### Leadership/Management

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

### Customer Service

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

### Teamwork

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

# Michelle T. Tiger

(225) 578-3202  
mtiger5@lsu.edu

## EXAMPLE RESUME

### EDUCATION

**Louisiana State University (LSU), Baton Rouge, Louisiana** **May 2020**  
Bachelor of Arts, Political Science GPA: 3.5  
Minors: Sociology, Business, and Communication Studies  
**Related Coursework:** Human Resource Management, Human Behavior in Organizations, Interpersonal Communication

### EXPERIENCE

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

- Explain personnel policies, benefits, and procedures to more than 50 employees at new staff orientation.
- Review employment applications to evaluate qualifications or eligibility of applicants based on position criteria.
- Answer questions regarding eligibility, salaries, and benefits for potential applicants.
- Request information from previous employers and other references to determine applicants' employment status.

**Vice President of Recruitment** **August 2019 – Present**  
*Panhellenic Council, LSU, Baton Rouge, Louisiana*

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

**Assistant Manager** **May 2017 – January 2019**  
*Elle's Boutique, Baton Rouge, Louisiana*

- Interviewed, hired, and trained 3 employees.
- Supervised activities of approximately 12 active employees.
- Completed employee evaluations and held performance-review meetings.
- Motivated employees to improve store productivity and sales.

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

- Informed residents of facility rules and regulations; monitored and enforced those policies.
- Assisted residents in resolving interpersonal conflicts.
- Planned and implemented residential programs for social and academic purposes.

### SKILLS / HONORS / ACTIVITIES

**Language:** Spanish, fluent

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

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

**Activities:** Society for Human Resource Management (SHRM) LSU Intramural Soccer, Delta Kappa Sorority

**EXAMPLE RESUME****Mike Tiger**

(225) 578-2162

www.linkedin.com/in/miketiger

miketiger1@lsu.edu

**EDUCATION****Louisiana State University (LSU), Baton Rouge, LA****May 2022**

Bachelor of Arts, Psychology

Minor: Philosophy

**WORK EXPERIENCE****Student Worker****August 2018 – Present****LSU International Programs, Baton Rouge, LA**

- Assist Orientation and Employment Coordinator with applications for internships for the international community at LSU
- Serve as a referral to the LSU students and community when asked about departmental information
- Utilized Microsoft Excel to create a report for the office that analyzes data from national database
- Create insurance reports using Microsoft Access

**Lifeguard****May 2016 – August 2018, Seasonal****Bocage Racquet Club, Baton Rouge, LA**

- Responsible for safety of 100+ swimmers at a given time
- Assisted managers with training during onboarding process throughout the summer
- Maintained a clean environment and adhered to safety protocol to ensure the safety of all swimmers

**LEADERSHIP & INVOLVEMENT****Freshmen Leadership Council****August 2018 – May 2019****LSU Student Government, Baton Rouge, LA**

- Gained understanding of the organization and discovered ways to create positive impact on campus
- Collaborated with 15 freshmen council members to actively prepare for future leadership positions
- Participated in semester project that addressed student parking concerns

**Cub Pride Band Member****August 2014 – May 2018****University Laboratory School, Baton Rouge, LA**

- Successfully balanced school coursework with weekly band practices for football games and concerts
- Practiced and collaborated with band members to ensure successful delivery during performances
- Selected by band director to compete as trumpet soloist in local and state competitions

**VOLUNTEER WORK**

- Geaux Big Baton Rouge
- Habitat for Humanity
- Friends of the Animals Dog Adoption House

**April 2019**  
**March 2017, March 2018**  
**August 2016**

**HONORS & AWARDS**

- Taylor Opportunity Program for Students (TOPS) Recipient
- LSU Dean's List
- University Laboratory School National Honor Society

**August 2018 – Present**  
**August 2018 – May 2019**  
**January 2015 – May 2018**

**EXAMPLE RESUME**

# Michelle Tiger

158 Student Union, Baton Rouge, LA 70803 | 225-578-2162 | career@lsu.edu

## EDUCATION

**Louisiana State University, Baton Rouge, LA**

Graduated May 2019

**Roger Hadfield Ogden Honors College**

GPA: 4.158 / 4.300

Bachelor of Science, Finance

Minor: Painting and Drawing

Louisiana Service and Leadership Program (LASAL)

Distinguished Communicator Candidate

**Thesis:** The Economic Impact of E-Commerce Sales on Book and Mortar Stores in Southeast Louisiana; Dr. Troy Autin

## EMPLOYMENT HISTORY

**Student Managed Investment Fund****Louisiana State University, Baton Rouge, LA**

August 2017 – December 2017

- Managed a \$3 million "Tiger Fund", along with a group of my colleagues, that is used by LSU as an investment tool for their athletic foundation.
- Provided extensive equity research of companies in the Russell 200, which we used as our benchmark, to provide a portfolio of diversified equity investments for the "Tiger Fund".
- Collaborated with colleagues to come up with the adjustments that should be made to the "Tiger Fund", with the goal of keeping a diversified portfolio and outperforming the benchmark, which was consistently accomplished.

**Financial Representative Intern****Northwestern Mutual, Baton Rouge, LA**

May 2017 – September 2017

- Created a client base using personal contacts and gaining references from current clients.
- Made calls daily to potential clients to set up meetings, the goal to introduce potential clients to Northwestern Mutual and present ways in which the company could aid them in making educated financial decisions.
- Analyzed the client's situation and if needed, created a financial plan that best fit their needs and would help reach their financial goals.
- Reviewed financial plan with the client and adjusted to best fit the needs of the customer.

**Financial Planning Intern****Kropog Financial Group, LLC, Mandeville, LA**

May 2016 – August 2016

- Conducted prep work in advance of financial review meetings with current clients, usually including an assessment of the client's current financial standings and their financial goals for the future.
- Participated in financial review meetings with current clients; utilizing research and prep work to assist with wealth management and portfolio diversification recommendations.
- Summarized the details and recommendations covered in each financial review meeting and forwarded the information to the client for future reference.

## COMMUNITY SERVICE

**Project 225**

May 2016 - Present

Louisiana State University

- Participated in a variety of service projects over four years including tutoring and elementary school student every week for a semester, building homes in New Orleans, and community beautification projects

## PRESENTATIONS AND CONFERENCES

**Re-Envisioning Louisiana: The State We Want to Be In - LSU**

May 16, 2018

Speaker at TED X LSU

March 28, 2018

## HONORS, ACTIVITIES & SKILLS

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

# REFERENCES

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

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

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

## REFERENCES

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

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

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

### IMPORTANT!

You must ask individuals if they will serve as your reference before actually listing them.



# COVER LETTERS

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

## Why write a cover letter?

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

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

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

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

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

**"Who Am I and Why Should You Hire Me?"** Identify your skills, experiences, and qualities that relate to the position (or interest area.) Highlight one or two of your strongest qualifications and explain how they relate to the needs of the employer. Do not simply state the facts that are on your resume. ("Through my public relations internship at WWOW, I have developed sales and communication skills that are essential to the position of X," sounds for informative than, "I have worked in public relations as an intern.") Explain why you are specifically interested in the employer and the type of work or location, etc.

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

Sincerely,

Handwritten Signature

Typed Name

## TIPS AND TRICKS:

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

# COVER LETTERS

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

## Formal Cover Letter

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

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

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

Dear Dr. Emma Smith:

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


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

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

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

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

Sincerely,

 Michelle T. Tiger (signed)

Michelle T. Tiger

## Informal Cover Letter

Format used for email.

Dear Ms. LeBlanc:

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

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

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

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

Sincerely,

Mike Tiger

Attached: Resume

## APPLYING VIA EMAIL?

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

# GRADUATE STUDENTS

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

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

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

<p>555 LSU Avenue Baton Rouge, LA 70808 225-555-5555 mtiger@lsu.edu</p>		<p><b>Michelle L. Tiger</b></p> <p>Department of Biology Louisiana State University Baton Rouge, LA 70803 225-222-2222</p>
<p><b>EDUCATION</b></p> <p><b>Louisiana State University</b>, Baton Rouge, LA May 2013 Ph.D. in Biological Sciences <b>Dissertation:</b> "The Influence of Environmental Disasters on the Ecological System of Louisiana Swamps"</p> <p><b>Louisiana State University</b>, Baton Rouge, LA May 2009 Master of Science in Biological Sciences <b>Thesis:</b> "Species Interactions in the Atchafalaya Basin"</p> <p><b>Louisiana State University</b>, Baton Rouge, LA May 2007 Bachelor of Science, Biochemistry</p>		
<p><b>AWARDS and HONORS</b></p> <p>TPC Foundation Fellowship 2012-2013 Johnson Foundation Graduate Research Fellowship 2011-2012 Phi Beta Kappa 2009</p>		
<p><b>RESEARCH EXPERIENCE</b></p> <p><i>Doctoral research:</i> Department of Biology, LSU 2012-present (Research Advisor: Dr. Mike Tigre) -Development of quantitative theory of environmental structure on swamp ecological systems. -Comparison of how ecological communities respond to natural environmental disasters. -Field study of the impact of wildlife and the stabilization of prey populations.</p>		
<p><b>RESEARCH INTERESTS</b></p> <p>-Influences of natural disasters on ecological communities. -Louisiana ecosystems. -Effect of oil spills on Louisiana wildlife.</p>		
<p><b>TEACHING EXPERIENCE</b></p> <p><b>Instructor</b>, Biology 1001, Louisiana State University, Baton Rouge, LA May 2009-present -Lecture and instruct classes, create assignments, and evaluate student performance for 3 sections. -Create supplemental instruction material to increase student comprehension and integrate lab assignments to coursework.</p>		
		<p><b>Tiger, Michelle-page 2</b></p> <p><b>Teaching Assistant</b>, Biology 1001, Louisiana State University, Baton Rouge, LA May 2008-2009 -Monitored lab in microbiology and facilitated discussion sections. -Held regular office hours and graded papers for Instructor.</p> <p><b>PROFESSIONAL EXPERIENCE</b></p> <p><b>Wildlife Agent</b>, Department of Wildlife and Fisheries, Baton Rouge, LA May 2007-May 2009 -Worked with a team of 6 to track and document the population of various animals in the Atchafalaya Basin. -Attended numerous safety trainings on animal tracking and wilderness skills. -Collaborated closely with a team of scientists and made recommendations to the United States Office of Homeland Security regarding emergency preparedness in the event of hurricanes.</p> <p><b>UNIVERSITY SERVICE</b></p> <p><i>Graduate Admissions Committee</i>, Department of Biology, Louisiana State University 2011-present <i>Tour Guide</i>, Phillips Biology Center, Louisiana State University 2010-present <i>Leadership Academy Advisor</i>, Louisiana State University 2009-2010 <i>Career Services Faculty Liaison</i>, Louisiana State University 2009-present</p> <p><b>PRESENTATIONS</b></p> <p>-<b>Louisiana Wetlands</b>, American Academy of Scientists Conference, San Francisco, CA, April 4-6, 2012 -<b>Renewable Resources</b>, The Biological Society Conference, Richmond, VA, May 25, 2011 -<b>Where the Wild Things Are: Wildlife and Fauna</b>, Life Sciences Organization Professional Development Institute, Seattle Washington, February 6, 2011</p> <p><b>PUBLICATIONS</b></p> <p>Tiger, M. L. and Downs, J. G. 2012. Saving the Louisiana wetlands, <i>National Biology Registry</i> 50:205-206. Tiger, M. L. and Winchell, B.B. 2011. Species interactions in the Atchafalaya basin, <i>Conservation Scientists Today</i> 35: 107-110.</p> <p><b>PROFESSIONAL AFFILIATIONS</b></p> <p>American Academy of Scientists National Biological Society Biotechnology Industry Association Life Sciences Academy Conservation Scientists</p> <p><b>LANGUAGES</b></p> <p>French, <i>fluent</i> Spanish, <i>fluent</i></p>

**Curriculum Vitae**  
Format used for a CV.

**NOTE:** Sometimes CV and resume are used interchangeably. The important thing to consider is providing information to the reader that effectively markets you as a candidate!

# INTERNATIONAL STUDENTS

We know that searching for a job can feel overwhelming and frustrating for our international student population, and the LSU OCC is here to help alleviate your stress. To be competitive in the US job market, it is important to gain experience related to your specific career field. As an international student, you have a few different opportunities to do so.

As a reminder, all work experience must be pre-approved by the International Services Office and potentially the LSU Olinde Career Center.

## International Services Office (ISO)

- LSU International Services Office (ISO) provides advisory services to international students regarding their education, finances, immigration status, and personal/social concerns in the U.S.
- F1 and J1 students must receive work authorization through ISO office to work off-campus in a position related to your major.
- Familiarize yourself with what is available and ISO employment authorization services by calling 225-578-3191 or visiting: <http://www.lsu.edu/intlpro/is/index.php>

## On-campus Employment

On-campus jobs and assistantships are excellent opportunities for students to develop professional and interpersonal skills before entering the full-time job market. Since it is directly related to your academic career, there are few restrictions on working on campus.

## Internships, Externships, and Co-ops

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

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

## Professional Job

International students looking for a professional job in the US either before or after graduation should complete the Optional Practical Training (OPT) paperwork. OPT authorizes qualifying F-1 international students to work anywhere in the US in fields relating directly to their major for a specified period of time. Employers who wish to retain international employees beyond the specified time period may apply for an H-1B work visa.

## Interstride

Your career journey doesn't need to be challenging. [Interstride](#) is here to help you find the right career opportunities, build a global network, and provide all the support you need to succeed in the U.S. or in your international endeavors. And, if you're an international alumni, you can find employers that sponsored the H-1B last year and access a library of curated career development and immigration resources on Interstride.

# VETERAN STUDENTS

Research has shown that many employers want to hire military-affiliated students! Whether you are Active Duty, National Guard/Reserve, or a Veteran, your military background provides unique, transferable career skills that employers are looking for. It is best to include your military background in the job search and explain why it is of value. Schedule an appointment with our office to gain more tips on marketing your skills for the job search.

## Mike Tiger

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

### EDUCATION

**Louisiana State University (LSU), Baton Rouge, LA**  
*Bachelor of Science, Petroleum Engineering*  
**Minor:** Business Administration

**May 20XX**  
*GPA: 3.15*

### EXPERIENCE

#### XYZ Oil Company, Houston, TX

*Business Planning Intern – Deepwater*

May 20XX – Present

- Compile a comprehensive database of nearly 20,000 wells spanning the shores of seven continents to include over 100 critical attributes of each well.
- Assist in training dozens of end-users to better integrate software into daily operations.
- Implement a cost-benchmarking tool for drilling operations utilizing Tibco Spotfire software for deepwater business planning.

#### Wells Engineering Intern – Permian Asset

May 20XX – August 20XX

- Evaluated nearly 15 alternatives for drilling cuttings operations, storage, and disposal working with over 30 companies to save approximately \$40,000 per well and \$4,000,000 per year.
- Benchmarked performance of approximately 700 wells to determine the best in class bottom hole assembly.
- Calculated total cost per foot of methods of drilling using Landmark software to include back build and step out operations to recommend a standard practice.

#### Student Veterans of LSU, Baton Rouge, LA

*Vice-President*

May 20XX – Present

- Collaborate with Faculty Advisor, president, and three other officers to manage all aspects of club leadership.
- Attend executive meetings and General Membership meetings of up to 30 people.
- Communicate with executive board to ensure high level of understanding of upcoming club events and programs.
- Promote use of on-campus Military & Veterans Student Center to connect student veterans to resources.

#### United States Navy – USS Springfield SSN-761, Groton, CT

April 20XX – May 20XX

*Nuclear Maintenance Technician/Leading Engineering Laboratory Technician*

Key member of the reactor department accountable for ensuring the proper operation and maintenance of all chemistry and radiological controls, in support of nuclear maintenance onboard-tended units and in controlled industrial facilities.

- Supervised all aspects of chemical and radiological controls, directly affecting submarine propulsion to allow for 100% mission readiness to include 0 incidents in over 1000 instances of radiological maintenance.
- Directly supervised the operation of all mechanical and electrical systems directly related to reactor safety on a multi-million dollar warship while transiting over 100,000 miles in support of global security.
- Received the highest markings continuously during four Operational Reactor Safeguards Examinations allowing the ship to remain capable of fulfilling mission requirements non-stop for over four years.

### SKILLS

Technical: AutoCAD, Microsoft Word, Excel, PowerPoint, Intergraph, RISA, Lotus Notes  
 Language: Spanish, *proficient*

### ACTIVITIES

American Association of Drilling Engineers (AADE), Student Veterans of LSU, National Society of Collegiate Scholars, Volunteers for America, Tiger Athletic Foundation

## NOTE:

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

# FIND OPPORTUNITIES

## IN THIS SECTION:

- 48** The Job Search
- 50** Building Your Career Community & Networking
- 53** Professional Correspondence
- 54** How Companies Find Employees
- 55** Career Events



# THE JOB SEARCH

## How to Find the Right Job

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

### Handshake

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

### Online Job Boards

Check out other job search sites that compile postings from other specific company websites, classifieds, and industry publications (Indeed.com, LinkedIn.com, etc.). A simple Google search can also direct you to new opportunities. For example, you can simply search *jobs near me* or *entry-level jobs in [your desired field]*.

### Career Events

The LSU Olinde Career Center hosts a handful of recruitment events each semester. Visit the [Career Center Events page](#) to learn about event dates for the upcoming school year. Be sure to mark your calendar! These are great ways to build connections and increase your understanding of companies and industries.

### LinkedIn.com

Only 20% of jobs are actually posted online. That is why networking is so important. Networking sites like LinkedIn can help you connect with valuable professional opportunities. Get connected with alumni or professionals in your field.

### Professional Associations/Organizations

Often, companies will turn to their professional organizations to advertise open positions. Hint: Google “*professional association for [insert your career field]*.”

### Company Websites

Some large companies have no need to post job openings outside of their own website. Try developing a list of your top 10 or 15 companies within your career field and then go straight to the source for opportunities.

# THE JOB SEARCH

## Government Jobs

The following websites can help you find job postings in the various levels of government:

- City Level - [www.brgov.com/dept/HR](http://www.brgov.com/dept/HR)
- State Level - [www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov)
- Federal Level - [www.USAJobs.gov](http://www.USAJobs.gov)

## International Jobs

[Interstride](#) provides a great resource to assist with potential jobs across the globe.

## Volunteer Opportunities

Looking to give back to your community and serve those in need?

Volunteering is a good start to building experience and career readiness skills.

Try joining on-campus student organizations with a service focus (find organizations via [TigerLink](#)) or search [Volunteer LSU](#).

### FRAUDULENT JOBS NOTICE

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

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



# BUILDING YOUR CAREER COMMUNITY

We all have a community, but how do we build upon the relationships we already have and the ones we're forming in college?

Developing a networking strategy will help you lean on those around you to create meaningful career connections.

## NETWORKING EXPLAINED

### What is networking?

Networking is the act of building, reinforcing, and maintaining relationships to share information and develop professional or social contacts.

### Why should I network?

Networking allows you to widen your reach, stay up to date with industry trends and find connections that may lead to business opportunities.

Networking can help you find job and internship opportunities, professional references, and more insight into your desired industry.

### Who is in my network?

Your network includes relationships you have already formed and those you have yet to discover.

#### The network you already have:

- Friends
- Neighbors
- Previous teachers
- Guidance counselors
- Coaches

#### The network you are building at LSU:

- Professors and Advisors
- Classmates
- Social Organization members
- Employers you meet at Career Events
- Bosses, managers or supervisors from Part-Time jobs



# HOW DO I NETWORK?

Put yourself out there. Use these helpful steps to start building your web of connections!

## STEP 01

### Develop Your Strategy

Strong networking skills come from having a strong strategy. You can network passively or directly depending on the situation and environment you are connecting in.

#### **PASSIVE NETWORKING STRATEGIES:**

- Following an industry professional on LinkedIn
- Studying career profiles of individuals in your field to gauge career trajectory
- Joining a student organization to connect with your peers

#### **DIRECT NETWORKING STRATEGIES:**

- Taking on a leadership role in your organization
- Seeking opportunity for informational interviews
- Reaching out to professionals about job shadowing

## STEP 02

### Develop Your Personal Brand

We've all heard it before but it's important enough to repeat: first impressions matter, and you only get one! Make sure that the brand you are presenting to employers represents what you want them to see.

This is a great time to spruce up your LinkedIn page with a new professional headshot and update all relevant information.

Pro tip: If there is something you don't want employers to see, remove it. Recruiters use social media to learn about potential hires, and your social media is an extension of your personal brand. When linking social media handles, remember to keep it professional and up to date.



## STEP 03

### Put Yourself Out There

This is your time to shine! You have done the work to create a beautiful resume, spruce up your profiles and create a solid network. Now you need to lean on this network to boost your success.

#### ATTEND RECRUITING EVENTS

Attending events can create and strengthen organic relationships with recruiters. If there is a connection that you know is going to be an event, go say hi. They might be able to introduce you to other colleagues in the field, thus growing your network.

#### REACH OUT DIRECTLY TO PROFESSIONALS IN YOUR FIELD

Do your research and reach out to individuals in the field you know you want to connect with. If it is not possible to connect in person, you could always reach out with a professional email introducing yourself and why you want to connect. This can also be applied to messaging on LinkedIn. Just remember to keep your messages appropriate and professional.

#### CULTIVATE YOUR ON-CAMPUS COMMUNITY

Develop a relationship with faculty, staff and alumni. LSU has a vast community all over the globe. Check out the LSU Alumni database on LinkedIn to find Tigers in your field. Open yourself up to having conversations and finding common threads with people you meet!



## STEP 04

### Follow Up

Don't let them forget you! If you had a great conversation with an employer, recruiter, or other professional reach out to them through a thank you email or card. This extra step shows that you are serious and passionate about the connection you made and that you want to keep in touch about upcoming opportunities.

# HOW COMPANIES FIND EMPLOYEES

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



## EXISTING RELATIONSHIPS

Strategies for the job seeker:

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

## RECOMMENDATIONS FROM FRIENDS OR COLLEAGUES

Strategies for the job seeker:

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

## ONLINE JOB POSTINGS

Strategies for the job seeker:

- Stay up to date with job postings
- Tailor your resume to incorporate specific field information, skills needed for a specific job and company values
- Write a specific cover letter showcasing your interests as to not be a generic candidate.

## UNSOLICITED RESUMES

Strategies for the job seeker:

- Redirect effort into asking for informational interviews or job shadowing opportunities, thus creating a better relationship with the company
- Include a strong cover letter if you feel strongly about the opportunity

MORE EFFECTIVE STRATEGIES

LESS EFFECTIVE STRATEGIES



# CAREER EVENTS

## HOW DO YOU BENEFIT FROM ATTENDING A CAREER EVENT?

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

FRESHMAN	SOPHOMORE	JUNIOR	SENIORS/GRAD STUDENTS/ALUMNI
Exploring majors and careers? Use career events to learn about career opportunities, companies, and how to prepare for future internships or opportunities.	Use career events to explore internship and part-time opportunities that will give you valuable work experience. This is a great time to start building your network and career community.	Kick up your internship search! Field-related experience is the number one thing employers look for in full-time hires. Spend time making contacts. You'll want to have well-developed relationships before jumping into a full-time job search.	Congrats, you're ready to enter the full-time job market! You should be selling yourself as a potential full-time hire during career events. Research registered companies on Handshake prior to attending, and be prepared to communicate what makes you a great candidate!

## EXPLORE CAREERS AND FIND OPPORTUNITIES

- **Mark your calendar for Career Expo.** Career Expo is our largest recruiting event for LSU students and alumni. It is open to all majors and is held every fall and spring semester.
- **Dress for success.** First impressions matter and what you wear is important. Always dress a level above the day-to-day operations.
- **Practice your elevator pitch** ahead of time with your friends or mentors. What will you say about yourself? What questions will you ask? Learn more about elevator pitches with our [online elevator pitch resource](#).
- **Review registered employers** and any of their job openings on Handshake before the event. This will help you form talking points and questions for genuine discussion.
- **Save any business cards and make notes** right after the event so you can be sure to follow up.

### CAREER EVENTS

Our team offers a variety of workshops and career events each semester. Learn more about these events on our [Career Center Event Page](#) and register in Handshake.



# PROFESSIONAL CORRESPONDENCE

Professional correspondence is like a digital handshake — it's the formal exchange of communication in a work setting, conducted through mediums like email or letters, following established etiquette and standards. Done right, this correspondence can showcase your professionalism and attention to detail.

Here are a few examples to get you started:

## INFORMATIONAL INTERVIEW

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

My name is Mike Tiger and I am a freshman at Louisiana State University. I am a history major with a minor in art history and was exploring careers that fit in my major. I am interested in your role as a curator and would love the opportunity to discuss your work.

I found your information through Handshake for LSU and wanted to reach out. After doing some research about the exhibits at the Smithsonian American Art Museum, I would love to have your insight on what your job entails day to day. If you are available anytime over the next two weeks please let me know and I would love to meet for around thirty minutes.

Thank you for considering my request.

Sincerely,

Mike T. Tiger

## JOB/INTERNSHIP INQUIRY

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

I am interested in any curator internships that may be available at the Smithsonian American Art Museum. I am a freshman history major with a minor in art history.

I have done research on my own about the exhibits housed at the museum and would love to assist in choosing themes and displaying the art work. I have developed over time strong leadership, communication, and collaboration skills, but it would be a pleasure to develop my skills even more while also working for a company I admire.

The Smithsonian American Art Museum has a dedicated curator team I would be thrilled to have the opportunity to assist any of them. I have attached my resume to this email for your review. Should any positions at the Smithsonian American Art Museum become available, I would greatly appreciate your consideration.

Sincerely,

Mike T. Tiger

## LINKEDIN NETWORKING MESSAGE

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

I found your profile on the Smithsonian American Art Museum page and wanted to reach out and connect with you. I am a history major with a minor in art history and have followed the exhibits at the museum for quite some time and would eventually love to be a curator. I'd love to chat about your position at the museum and ask you a few questions about your role. Do you have 30 minutes you could set aside for an informational interview?

Looking forward to hearing from you,

Mike T. Tiger

## CAREER EXPO FOLLOW UP

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

Thanks again for the opportunity to meet you at the Louisiana State University Career Expo today. It was great learning more about the new exhibit you all plan to open soon at the Smithsonian American Art Museum and it would be a pleasure to contribute to the preparation of an exhibit in the near future. I would love to connect regarding a potential career with the Smithsonian American Art Museum and I look forward to hearing from you in the future. I have attached a copy of my resume. Feel free to reach out to me if there are any questions. Thanks again for your time!

Sincerely,

Mike T. Tiger

## APPLICATION FOLLOW UP

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

My name is Mike Tiger and I am writing to let you know of the interest I have in the internship at the Smithsonian American Art Museum. I recently applied to the position on Handshake and feel as though my attention to detail, organization, and communication skills would make me an excellent fit for the internship.

I have attached a copy of my resume for your consideration. If you need any additional information from me feel free to reach out. You can contact me either by cell at (225) 578-2162 or through email at mtiger1@lsu.edu.

I look forward to hearing from you!

Sincerely,

Mike T. Tiger

## THANK YOU AFTER AN INTERVIEW

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

Thank you for interviewing with me today for the curator internship. It was a pleasure meeting with you and discussing opportunities available at the Smithsonian American Art Museum. I am ecstatic about the curator internship program and I will continue to pursue the company.

I enjoyed talking with other professionals in the office and seeing how each role works together to successfully contribute to the team. My education and personal research as well as my experience have fully prepared me to be prosperous in a curator internship position. I believe my leadership skills and strong work ethic will allow me to contribute to the teamwork environment at the Smithsonian American Art Museum.

Thank you again for the consideration for this position and I look forward to hearing from you soon. If you need any additional information, do not hesitate to reach out.

Sincerely,

Mike T. Tiger

## ACCEPTING AN OFFER

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

Thank you for the offer for the curator internship with the Smithsonian American Art Museum. I am ecstatic to accept the offer and I look forward to joining a company that I have admired for years.

If you need any additional information from me feel free to reach out. You can contact me either by cell at (225) 578-2162 or through email at [mtiger1@lsu.edu](mailto:mtiger1@lsu.edu).

Thank you again for the opportunity and I look forward to seeing you all soon.

Sincerely,

Mike T. Tiger

## DECLINING AN OFFER

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

Thank you for the offer for the curator internship with the Smithsonian American Art Museum. I thoroughly enjoyed our conversations about this position and I still believe in the core values and beliefs of the museum. However, I have decided to decline the offer as I have already accepted a position that I feel better aligns with my future endeavors.

I am so thankful for all the time you took to interview me and discuss all aspects around this role. Thank you again for this offer and I wish you the best in the museum's continued success.

Sincerely,

Mike T. Tiger

## REQUESTING AN EXTENSION FOR OFFER

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

Thank you for the offer for the curator internship with the Smithsonian American Art Museum. I am ecstatic for the potential opportunity of joining a company that I have admired for years.

In the offer letter it states that you would like to be notified of a decision by March 1st.

I am still very interested in this internship opportunity but this is an important decision for me and want to have enough time to fully consider the offer. Would I be able to get back to you with a response by March 7th? I would be very grateful for the extension and I feel as though I can give you a firm answer on that date.

Thank you again for your consideration of my request and I look forward to hearing from you.

Sincerely,

Mike T. Tiger

# INTERVIEWING

## IN THIS SECTION:

- 58** Research Employers
- 61** Interview Questions
- 62** STAR Interviewing Method
- 64** Dress for Success
- 65** Dining Etiquette
- 66** Video/Phone Interviews
- 67** The Job Offer
- 68** Salary Negotiation/Benefits



# RESEARCH EMPLOYERS & JOB POSTINGS

Recruiters tell us the number one thing students can do to improve their chances during the hiring process is to research potential employers before reaching out. This way, you can discuss specific questions and observations during the interview. You will be a more appealing candidate if you can demonstrate an understanding of the potential employer and identify how you are uniquely qualified for the position and company.

## Researching potential employers before career fairs/events:

Before you interview, make sure you've done your homework. Researching the company ahead of time will help you see if it's a good fit for you. It'll also help you think through your own questions for them during the interview!

### GET TO KNOW THE COMPANY

Look into the company ahead of time and get to know it. Consider what is important to you and how this company fits into your values.

### SEE HOW YOUR SKILLS RELATE

You've got the interview—now is the chance to verbalize your skills and experience and link it to the work at hand.



### PREPARE YOUR OWN QUESTIONS

During the interview, ask questions that are important to you; goals of the company, onboarding process, etc. Ask questions you haven't answered during your own research.

### REACH OUT TO YOUR NETWORK

See if anyone in your community is connected with the company or industry you're looking into. Ask about their experience and get their insight on potential questions.

## Consider jotting down the following questions:

- 
- What characteristics do you look for in an ideal candidate?
  - What do you like best about working for this company?
  - What professional development opportunities are available?
- 

# COMPANY RESEARCH WORKSHEET

Use this worksheet as a resource when researching potential employers:

1. The mission statement of the organization:
2. Where is the company's headquarters located? Do they have additional locations? Where?
3. What can you determine about the corporate or organizational culture?
4. Is the company privately owned or publicly traded?
5. What are some of the company's most notable accomplishments?
6. What projects/divisions of the company interest you? Why?
7. What is the primary product or service of the company? Who are their clients? Chief competitors?
8. Is the company large or small? How many employees?
9. If interviewed by this company, what questions would you ask?

**NOTE:** This document should help you intentionally research a company in preparation for an interview. As you research, think about ways you would fit or be an asset to the organizations, questions you might have and how you'll integrate what you learned through your research with your interview answers.

# SAMPLE INTERVIEW QUESTIONS

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



## Personal

---

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

## Professional

---

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

## Behavioral

---

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

## Academic

---

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

## Company-specific

---

- Why did you decide to seek a position with our company?
- What do you know about our company?
- What is your geographical preference?
- What qualifications and personal characteristics do you have to match our needs?
- Would you be willing to relocate/travel?

# STAR INTERVIEWING METHOD

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

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

Be prepared to give STAR answers for:

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

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

**IDEA:**

**S:**

**T:**

**A:**

**R:**

**Sample Interview Question:**  
Describe a time you demonstrated leadership skills.

**S****SITUATION**

Describe the situation that you were in. You must describe a specific event or situation, not a generalized description of what you have done in the past. Be sure to give enough detail for the interviewer to understand. This situation can be from a previous job, from a volunteer experience, or any relevant event.

**SAMPLE  
RESPONSE**

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

**T****TASK**

What goal were you working toward?

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

**ACTION**

Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what was your particular contribution? Be careful that you don’t describe what the team or group did when talking about a project, but what you actually did. Use the word “I,” not “we” when describing actions.

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

**A****RESULT**

Describe the outcome of your actions and don’t be shy about taking credit for your behavior. What happened? What did you accomplish? What did you learn? Make sure your answer contains multiple positive results.

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

**R**

# INTERVIEW FOLLOW-UP QUESTIONS

1

Can you tell me more about the day-to-day responsibilities of this job?

2

What do you think are the most important qualities for someone to excel in this role?

3

What are your expectations for this role during the first 30 days, 60 days, year?

4

As an employee, how could I exceed your expectations?

5

Describe the culture of the company.

6

Where do you think the company is headed in the next 5 years?

7

How do I compare with the other candidates you've interviewed for this role?

8

Who do you consider your top competitor, and why?

9

What do you like best about working for this company?

10

What are the biggest challenges facing the company/department right now?

11

What is the typical career path for someone in this role?

12

What excites you about coming into work?

13

What are the next steps in the interview process?

14

What are the biggest opportunities facing the company/department right now?

**REMEMBER:**

Don't ask about salary or benefits just yet. Wait until you are in the final steps of the interview process to negotiate with the hiring manager or an HR representative.



# DRESS FOR SUCCESS

## BUSINESS PROFESSIONAL

### *Job Interviewing Attire*

#### Suits should be:

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

#### Shoes should be:

- ☒ Closed-toe heel or dress shoes



## BUSINESS CASUAL

### *Daily Work Attire*

#### Clothes should be:

- ☒ Nice pants/slacks
- ☒ Dresses
- ☒ **NO** jeans, shorts, sundresses, or athletic wear
- ☒ Ties are optional

#### Shoes should be:

- ☒ Flats, boots, closed-toe shoes and comfortable for walking in



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

## General Recommendations

It's all about the first impression!


### Clothes should be:

- In good condition
- Wrinkle and lint-free

### Shoes should be:

- Neat and clean

### Other:

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

# DINING ETIQUETTE

When food is involved with an employer or job search, it is more than just a free meal. Regardless of how tasty the food is, dinner with a potential employer is all about making a good impression and having a great conversation. Follow our suggestions for a successful dining experience.

## Plan Ahead

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

## At Dinner

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

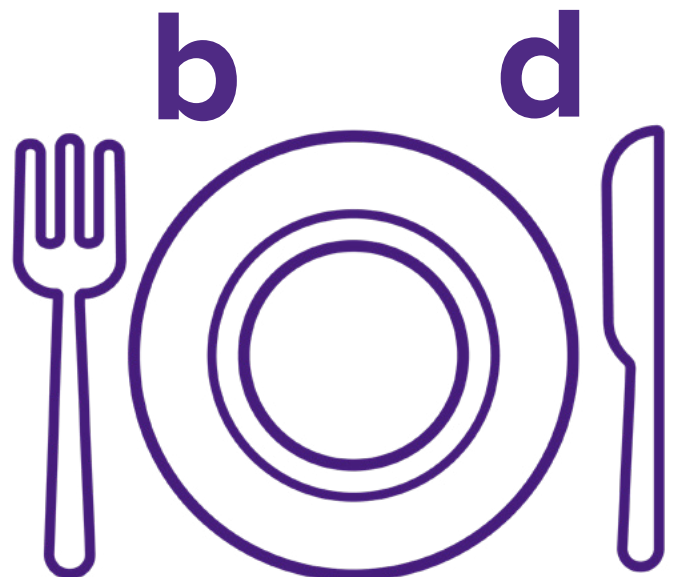
### DO THIS:

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

### Tip:

Dining out often means tabletops laden with so much flatware, stemware, and dinnerware that trying to figure out whose glass is whose and which side your bread is buttered on is a feat unto itself. Here's our favorite memory trick for dining out:

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

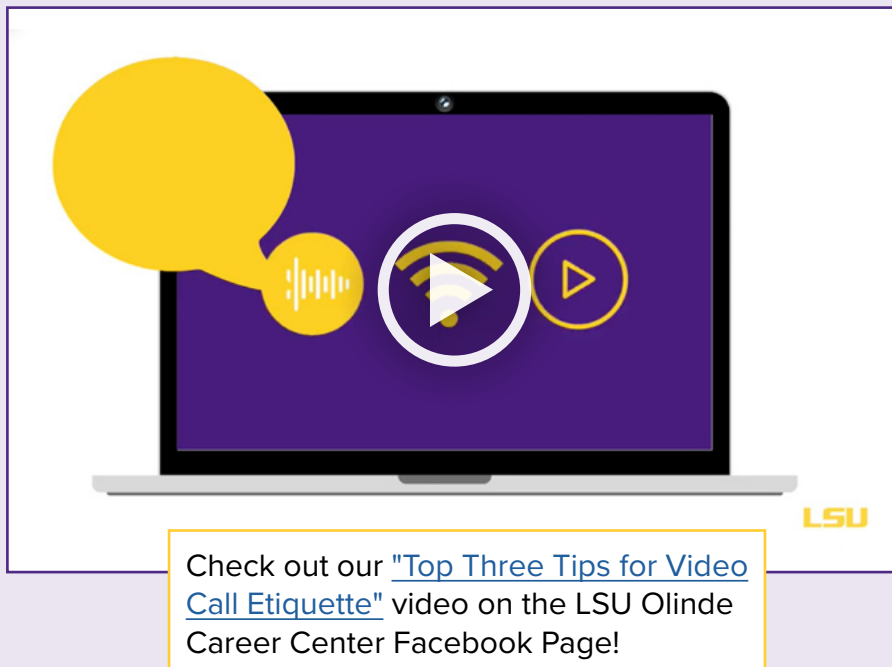


# VIDEO & PHONE INTERVIEWS

You will likely encounter various types of interviews when speaking to potential employers. Video and phone interviews often serve as the first round of the interviewing process, so making a good impression and demonstrating your value to the employer is key! **Students can reserve rooms in our recruitment center for their interviewing needs.**

## VIDEO INTERVIEW TIPS:

- Practice your interview beforehand with a friend, mentor, one of our trained coaches or online using [Quinnia](#).
- Choose a professional space with a blank background.
- Make sure your username is professional.
- Maintain eye contact and look directly into camera the lens.
- Check your internet connection beforehand. Feel free to use one of our virtual interview rooms in the Student Union!
- Wear full business attire to put yourself in the professional mindset.
- Test the video software ahead of time to make sure your camera and microphone work well.



## PHONE INTERVIEW TIPS:

### Preparation

- Be sure to disable other features/sounds.
- Keep your resume nearby as a reference.
- Be prepared at least five minutes before your call time and answer using your full name.
- Make sure your phone is charged before the interview begins.

### Presence

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

### Location

- Make sure your chosen space has good reception to avoid technical difficulties.
- Conduct the interview in a quiet location.

# EVALUATING THE JOB OFFER

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

## **Salary**

Make sure it is enough money to pay your bills. Research the going rate for similar jobs in the area.

## **Benefits**

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

## **Office Environment**

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

## **Corporate/Company Culture**

Consider how you align with the shared attitudes, values, goals, and practices of the company you're considering.

## **Co-Workers/Boss**

The people you work around and report to will have a great impact on your experience in a particular job. If during your interview you realize you wouldn't be happy working for the boss, take that into consideration.

## **Commute Time**

How much time are you willing to spend getting to and from work?

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

# SALARY AND BENEFITS

What are you taking home on payday? Better question, what do all those lines mean? Don't tell anyone, but when we got our first paychecks, we were not exactly sure what all the abbreviations and line items really meant either. We cracked the code for you...check it out!

**1 Regular Pay:** Total month's pay – multiply by 12 to find your annual salary.

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

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

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

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

**6 Taxable Income:** The government is able to draw taxes out of this amount of Mike's paycheck.

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

**8 D-Life-SG:** Mike opts out of some of the insurance options open to him, like Disability and Accidental Death.

**9 Leave Balance:** Mike accrues eight hours each of annual and sick leave per month. He can take sick leave only when sick, not for vacation.

Employee Information	
Name:	Mike T. Tiger
Address:	2009 National Champ Baton Rouge, LA 70803
Pay	Current
Regular Pay	3,020.17
Overtime	
<b>TOTAL GROSS PAY</b>	<b>3,020.17</b>
Dental Ins	16.72
ORP-TIAA	241.61
Parking Tax Shel	35.83
LSU System Health	115.08
Non-Shelt Ins Deds	-131.80
<b>TOTAL TAX SHELTER</b>	<b>277.44</b>
<b>Taxable Income</b>	<b>2,742.73</b>
Federal Income Tax	308.26
State Income Tax	81.58
Medicare	43.28
Non-Shelt Ins Deds	131.80
<b>TOTAL NON-SHELTER</b>	<b>564.92</b>
<b>NET PAY2</b>	<b>2,177.81</b>
Insurance Coverage	
Health	Single
Life-SG	None
D-Life-SG	None
AD & D	None
Disabil	None
Leave Balance	
As of	07/31/16
Annual	172.0000
Sick	223.5000

## NEGOTIATIONS

For entry-level employees, salary may not be negotiable. Benefits, on the other hand, may be an area for negotiation. Maybe you can work four, 10-hour days each week or get \$3,000 for moving expenses. It's worth asking!

# SALARY NEGOTIATION WORKSHEET

Only about **20%** of employees negotiate their salary offers or benefit packages.

**BE ONE OF THE 20%**

## COMPENSATION VALUES ACTIVITY

Rank the following in order of importance to you: **1** = Most Important **10** = Least Important

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| _____ Salary                      | _____ Stable/Well-Known Company |
| _____ Vacation/Holiday Benefits   | _____ Nice Boss/Co-Workers      |
| _____ Medical Benefits            | _____ Flexible Work Schedule    |
| _____ Commute Time                | _____ Retirement Benefits       |
| _____ Career Growth/Opportunities | _____ Company Perks             |

## Determine Your Salary Pay Range

EXPENSES	AMOUNT YOU NEED
Home (mortgage/rent)	\$
Food	\$
Clothing	\$
Telephone/Internet	\$
Utilities	\$
Household Items (e.g. light bulbs, paper towels)	\$
Home maintenance/repairs	\$
Pet (e.g. vet, food)	\$
Car (e.g. gas, maintenance, registration)	\$
Entertainment (e.g. movies, cable, TV, eating out)	\$
Debt (e.g. student loans and credit card payments)	\$
Insurance premiums (e.g. home ,car, disability)	\$
Retirement contributions	\$
Charitable donations	\$
Vacation	\$
Other	\$
<b>TOTAL</b>	<b>\$</b>
<b>SALARY RANGE (Total x12)*</b>	<b>\$</b>

# NEGOTIATION PLANNING WORKSHEET

## Research salary ranges

Based on the role, industry, and geographic region, research salary ranges so you will be in a better negotiating position. Consider the typical salary progression of people in your career path and industry. For example, entry-level positions will have different salary expectations than executive positions.

### Resources:

- Desired company's website
- Professional associations
- Alumni in your field
- [Bureau of Labor Statistics](#)
- [O\\*Net](#)

## Evaluate your worth

Explain why you deserve the salary you want by giving good reasons and proof. Consider different awards, accolades, extra-curriculars or certifications. Elaborate on specific examples from your resume.

List any unique experiences you have had that will help you negotiate for a higher pay:

## Decide on the minimum salary that you are willing to accept

When asked about your desired salary range, increase that figure slightly – this will be the low end of your range. Consider additional benefits and other aspects of a job that are important to you. If the salary is not negotiable or lower than you would like, you can negotiate for other perks.

My minimum salary is \$\_\_\_\_\_.

## Evaluate the offer

Once you receive an offer, take time to think it over before negotiating. Thank the employer and ask when they would like to hear back from you. Don't be afraid to ask for more time to consider their offer. Be sure to get everything in writing.

### For example:

New Message

To

Subject

“Thank you for the generous offer, I look forward to reviewing the full compensation package over the next few days. Could you please send it to me via email?”

Send

# BEGIN THE CONVERSATION

Now that you've done the work, keep these tips in mind when you're ready to have the negotiation discussion.

- Always speak in a courteous and professional manner
- Unprofessional behavior may damage your image with the employer and even cause them to rescind their offer
- Emphasize negotiations as a mutual benefit to you and the employer
- Negotiate on the basis of your qualifications, experience, education and skills
- Do not discuss your personal financial concerns with the employer

## NEGOTIATE MORE THAN JUST SALARY

If an employer is unable to negotiate salary, consider discussing the following:

- vacation time
- stock options
- benefits
- work schedule
- relocation package

Use the Competencies Values Activity to see what other things may be important.



# GRADUATE & PROFESSIONAL SCHOOL



## IN THIS SECTION:

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- 72** [Making The Decision](#)
- 73** [Grad School Application Timeline](#)
- 74** [Personal Statements](#)
- 75** [Financing Graduate School](#)

# MAKING THE DECISION

## Interested in graduate or professional school?

Preparing to obtain an advanced degree takes time and commitment. As you decide if attending graduate school is the right choice, it is helpful to explore your own reasons for attending. Be clear on what field you intend to pursue, and determine if continuing your education will provide you with a significant advantage in your career field.

### Before deciding on graduate or professional school, consider these three things:

#### **1 GOALS**

Will grad school help you meet your career goals? If so, do you know what type of degree you need to pursue? Our office can help with these questions. Schedule a one-on-one appointment through Handshake today, or by calling us at 225-578-2162.

#### **2 TIME**

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

#### **3 MONEY**

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

## NEED MORE DECISION-MAKING SUPPORT?

In addition to the resources on the following pages, our team also offers a series of related workshops each semester. These workshops may include Get Into Grad School, Get Into Law School, Financing Graduate or Law School, and Personal Statement Writing.

# GRAD SCHOOL APPLICATION TIMELINE

The decision to enroll in graduate school is not for everyone, but it can be rewarding and helpful for those who choose to pursue it. When it comes to grad school, you must be clear about what field you want to pursue and should evaluate whether grad school is likely to provide you a significant advantage or if your career path even requires an advanced degree. Are you willing to commit time and money to complete a program? Know that selection and application processes do take time if you want to secure a seat in the program you want.

## FOUR SEMESTERS BEFORE GRADUATION

- Begin researching programs and learn program requirements.
- Prepare for, register for, and take admissions tests.
- Develop a list of individuals who can write letters of recommendation.
- Begin exploring grad school funding/resources.
- Make an appointment with the LSU Olinde Career Center to ensure you have all the resources you need.

## TWO SEMESTERS BEFORE GRADUATION

- Write your personal statement/statement of purpose or letter of intent (depending on the program.)
- Prepare your resume to highlight your related experience or preparation for this field.
- Ask faculty to write your letters of recommendation **four to six weeks** before the deadline.
- Submit your applications.
- Request official transcripts from the [Office of the University Registrar](#).
- Apply for funding available through the programs and universities to which you are applying.

## ONE SEMESTER BEFORE GRADUATION

- Complete and mail the [FAFSA](#) if you are applying for federal student aid.
- Verify that your application materials were received.
- Write thank you notes to all who assisted you, especially those who wrote letters of recommendation.

### Grad School Prep Resources

- **Deciding to Go:**  
LSU Olinde Career Center  
<https://www.lsu.edu/career/students/grad-school.php>
- **Grad Schools and Careers:**  
[www.princetonreview.com/grad-school](http://www.princetonreview.com/grad-school)

- **Is an MBA Right for You**  
[www.princetonreview.com/business-school-advice/is-an-mba-right-for-you-quiz](http://www.princetonreview.com/business-school-advice/is-an-mba-right-for-you-quiz)
- **Law Schools and Careers:**  
[www.princetonreview.com/law-school](http://www.princetonreview.com/law-school)
- **Internet Legal Research Group:**  
[www.ilrg.com](http://www.ilrg.com)

- **Locating Programs:**  
[www.gradschools.com](http://www.gradschools.com)  
[www.petersons.com/graduate-schools.aspx](http://www.petersons.com/graduate-schools.aspx)
- **Graduate School Rankings:**  
[www.usnews.com/best-graduate-schools](http://www.usnews.com/best-graduate-schools)

# PERSONAL STATEMENTS

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

## Content

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

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

## Organization

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

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

## Edit

Poor grammar, spelling, and typographical errors can ruin your statement. Before turning in your essay, review it for these things:

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

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

# FINANCING GRADUATE SCHOOL

When considering the plan to finance a graduate education, it is best to consider the following:

- Is a graduate degree 100% necessary for my field?
- What is my ideal style of living?
- What is the total cost of tuition, fees, and books for the program?

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

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

## ***Planned Expenses***

<b>Tuition &amp; Fees</b>	
<b>Books &amp; Supplies</b>	
<b>Rent &amp; Utilities</b>	
<b>Food &amp; Groceries</b>	
<b>Travel</b>	
<b>Personal &amp; Misc.</b>	
<b><i>Total</i></b>	

## ***Financial Assistance***

\*List all financial assistance you plan to receive: loans, fellowships, assistantships, employment, savings, family assistance, etc.

### **Food for Thought:**

Have a plan and a budget for graduate/professional school and know the road to paying it back if you need to borrow.

# DISCOVERING **PASSION** EMPOWERING **SUCCESS**

STUDENT  
CAREER GUIDE

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158 LSU Student Union | 225-578-2162 | [career@lsu.edu](mailto:career@lsu.edu) | [lsu.edu/career](http://lsu.edu/career)