

Before everything else, getting ready is the secret of success. - Henry Ford

Begin marketing yourself NOW!

Marketing Tools

Selling yourself to employers is like selling a product. You have to market yourself. How do you do this? You need to identify selling points, decide on a method by which to communicate them to your target market and compose that communication effectively.

As a job seeker, there are certain tools you will use to communicate your selling points. The two most common ways to do this are through a resume and a cover letter. Your resume is the tool that gives the employer an overview of your education, experience, skills and accomplishments. The purpose of the resume is to secure an interview, NOT a job! The cover letter is an introduction to the resume. It allows you to highlight one or two important talents or achievements that qualify you for the position you are applying for. The purpose of the cover letter is to generate interest on the part of the employer, which then leads to him/her wanting to read your resume to learn more about you. Remember, both your resume and your cover letter also demonstrate your written communication skills to employers.

The following section will present information on marketing tools including:

- ✓ Resumes
- ✓ Cover Letters
- ✓ Recommendation Letters/References
- ✓ mavjobs.com

As you begin to develop these tools, remember who your audience is – the employer. What benefits do you have to offer an employer? Develop a marketing campaign that targets the needs of your audience. Also remember that these tools are works in progress – you will want to continually re-evaluate your approach, and be prepared to make changes.

RESUME PREPARATION

A resume is a one or two page summary that relates your education, experience and skills to your career goal or job objective. The primary purpose of a resume is to obtain interviews with potential employers. Therefore, a resume should:

- Present a positive image
- Describe qualifications
- Detail what you have done
- Provide framework for an interview

A resume should outline your educational background, extracurricular activities, and paid or volunteer work experiences. Your resume should also summarize your skills. Before you begin your resume, do some brainstorming. Brainstorming is a very important step in preparing your resume. As you brainstorm, focus on tasks performed, skills and abilities used, and accomplishments. Use the following outline to assist you in gathering the necessary information to start your resume.

1. Contact Information

How can the employer contact you? Include name, address(es), phone number(s), e-mail, URL address, etc.

Contact Information:

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address (should be professional such as dbj@hotmail.com, NOT hotstuff@msn.com):

URL Internet Address (think about the image your web site portrays to an employer before you include it.): _____

2. Objective

This should be a separate section on your resume. It is a brief, specific explanation of your job search goal. Once you have defined your objective, the information you provide on your resume should support this goal.

Good examples:

English teaching position at the secondary level utilizing skills in speech and drama

Seeking a Human Resource Generalist position in a corporate setting

Position in bank management training program leading to position of lending officer

Seeking position utilizing strong research and writing skills. Particular interest in public relations or publishing.

Entry-level natural resources position for a government agency

Full-time Nursing position in a hospital setting. Special interest in Obstetrics.

To obtain an Accounting internship with a public accounting firm in the Twin Cities area

To obtain an entry-level position in the social service field. Special interest in working with children and families.

Poor example:

A challenging position in a growth-oriented organization.

Objective: _____

3. Education:

For many new graduates, the bulk of their experience comes from their educational background. When completing your education section, **list your most current institution first**, followed by other schools you have attended. If you did not complete at least 2 semesters at a different school prior to Minnesota State Mankato, you can choose if you would like to include information about your former institution. The following information should be included regarding your educational experiences:

Example 1: _____

Bachelor of Science Degree, Accounting	May 2008
Business Administration Minor	GPA: 3.5
Minnesota State University, Mankato – Mankato, MN	
Dean’s List, Graduated Magna Cum Laude	

Associate of Applied Sciences Degree, Accountant	May 2005
South Central Technical College – North Mankato, MN	GPA: 3.8

Example 2: _____

Minnesota State University, Mankato – Mankato, MN
Bachelor of Arts Degree, Spanish, December 2007

- Completed coursework in Spanish and Spanish history at Universidad de Guadalajara, Guadalajara, Mexico, Fall 2006

Bachelor of Science Degree, International Business, May 2007

- College of Business is accredited by AACSB (Association to Advance Collegiate Schools of Business)

Education:

Degree-granting institution: _____

Location (city, state): _____

Degree earned or in progress: _____

Graduation Date: _____ Major(s): _____

Minor(s): _____ Concentration(s): _____

Optional: Honors/GPA: _____

4. Related Coursework (optional)

As mentioned earlier, education is a major source of experience for most new graduates. More specifically, the particular classes you completed throughout your education are very important. This may be especially true for jobseekers who are entering occupations that have strict requirements regarding employees' skill sets and experiences. For example, graduates with a technical background may want to detail the courses they completed. An applicant may also want to do this when the classes taken were of a specialty nature. For example, if the coursework was ground-breaking, exclusive, innovative, or the first of its kind, it may be worth mentioning to generate interest on the part of the employer. This may also be very effective for candidates who are applying for jobs that are not an exact fit with their majors (i.e., an English major who is seeking a career in sales may have taken a number of communication courses to prepare for this field, but an employer reviewing this candidate's resume would not know this based on the education section). Be selective and choose to include only those courses which are related to your career goals.

Example 1:

Related

Coursework

Principles of Accounting I, II

Business Writing

Introduction to Business Computing

Calculus for Business Applications

Microeconomics

Macroeconomics

Introduction to Management

Linear Mathematics

Example 2:

Related Coursework

Promotional Strategies

Editorial Process

Mass Communication Law

Media Writing II

Consumer Behavior

Product and Pricing Strategy

5. Experience:

This can be paid OR volunteer. (List most recent experience first and work in reverse chronological order). **This section may include volunteering, internships, field experience, part-time or summer jobs, etc.** You may also use a variety of section headings, depending on the experience you have.

General:

Work Experience

Work History

Experience

Employment History

Specific:

Related Experience

Volunteer Experience

Education-related Experience

Professional Experience

Example 1:

RELATED EXPERIENCE:

Marketing and Promotions Intern

Infinity Broadcasting Inc.

February 2007-present

Minneapolis, MN

- Write promotional copy for radio contests and station events for WCCO, WLTE, KCCO, and MIX-104
- Plan and execute promotional events at trade shows, concerts, and other sponsored events
- Organize remote station appearances
- Construct promotional materials

Radio Show Host: KMSU-FM

KMSU-FM

August 2005-January 2007

Mankato, MN

- Scheduled guests on a weekly basis
- Prepared and wrote script
- Researched guests for interviews
- Oversaw all aspects of production of weekly radio show

Example 2:

RELATED EXPERIENCE:

Child Protection Intern

Carver County Community Social Services

2007

Chaska, MN

- Conducted child protection assessment with the traditional response method
- Completed alternative response assessment training
- Screened and assigned maltreatment reports
- Answered social service intake calls and referred clients to appropriate services
- Trained community members in mandated reporting laws

OTHER EXPERIENCE:

Store Supervisor

Target

2003-2006

Burnsville, MN

- Supervised 20+ employees per shift
- Effectively handled guest complaints
- Developed weekly employee schedules
- Promoted from cashier to supervisor

Example 3:

Professional Experience

Marketing Assistant, Mediacom, Waseca, MN (8/05- Present)

- Plan, create, order, and implement new Kiosks
- Create monthly cross channel advertising schedule
- Monitor monthly disconnect data
- Manage sales incentive programs

Lead Service Associate, Mediacom, Waseca, MN (3/04-7/05)

- Assumed responsibilities of supervisor in supervisor's absence
- Assisted in training new hires
- Trained and evaluated employees to help improve performance and productivity in sales and customer service

Volunteer Experience

Volunteer Manager, Volunteer Workforce Program, Mankato, MN (5/05-5/07)

- Assessed staff needs and coordinated necessary volunteer workforce to complete required citywide community services

Volunteer, YMCA, Minneapolis, MN (Summers 05-07)

- Taught children ages 8-12 basic rules and skills in volleyball, basketball and softball
- Encouraged sportsmanship and fair play

Experience:

1. Position title: _____

Employer: _____

Location (city, state): _____ Dates: from _____ to _____

Accomplishments/Responsibilities (USE ACTION WORDS!): _____

2. Position title: _____

Employer: _____

Location (city, state): _____ Dates: from _____ to _____

Accomplishments/Responsibilities (USE ACTION WORDS!): _____

3. Position title: _____

Employer: _____

Location (city, state): _____ Dates: from _____ to _____

Accomplishments/Responsibilities (USE ACTION WORDS!): _____

4. Position title: _____

Employer: _____

Location (city, state): _____ Dates: from _____ to _____

Accomplishments/Responsibilities (USE ACTION WORDS!): _____

5. Position title: _____

Employer: _____

Location (city, state): _____ Dates: from _____ to _____

Accomplishments/Responsibilities (USE ACTION WORDS!): _____

**Do not limit your experiences! Add others as necessary and appropriate.
Attach additional pages using the same format.**

6. Skills (optional)

This section allows you to emphasize skills you feel will contribute to attaining your career goal. For example, you may have a number of technology, communication, language or management skills you want to list. Refer to the exercise on page 7 for ideas. If you choose to include a skills section, there is no specific order in which this section should be placed. The resume examples at the back of this handbook show a variety of options.

Example 1:

COMPUTER SKILLS	Microsoft Office XP, 98, 95	Word Perfect	Internet/World Wide Web
	Claris Works	SPSS	SABRE travel network
	Adobe Pagemaker	Type Styler	Microsoft Mail
	Photo Shop	Lotus 1-2-3	Apollo travel network

Example 2:

SKILLS

- Sales: Retail, household appliance, and Internet sales experience
- Customer Service: Provided effective customer service to a range of ages and needs
- Leadership: Coaching, motivating, and training
- Computer: Strong experience with all components of Microsoft Office, some web design
- Communication: Public speaking, interpersonal, excellent writing skills
- Management: Supervised, evaluated and trained personnel

Example 3:

Highlights of Qualifications:

- Experience working with diverse populations.
- Basic knowledge of Spanish, both verbal and written.
- Proficient with computers including both Mac and PC.
- Excellent communication skills, both interpersonal and presentation.
- Active team player with proven leadership skills.

7. Additional Information:

Membership or leadership experience, athletic participation, or scholarships, awards and honor societies are impressive “additional” items to add to your resume. Quickly read through the following checklist and circle as many ‘yes’ responses as you can. Then come back and fill in specifics. If your experiences appear to need an additional section, see the examples at the bottom of this section for ideas on how to build this section. If you feel some of your skills/experiences/abilities fit into another section on your resume, be sure to go back and add them! (Hint: if you don’t really have much in the way of additional information, find ways to gain some of these great resume builders!)

Yes No Language Abilities _____

Yes No Technology Skills _____

Yes No Study or travel abroad _____

Yes No Professional memberships _____

Yes No Leadership positions (campus/community) _____

Yes No Conference attendance _____

Yes No Volunteer activities _____

Yes No Professional recognition _____

Yes No Honors, awards _____

Yes No College Activities _____

Yes No Interests _____

Yes No Community service/service learning _____

Example 1:

Activities and Honors

- Women’s Varsity Basketball Team, Co-Captain, Minnesota State Mankato 2003-2005
- President’s Academic Scholarship (3.75+ GPA) 2002-2005
- Finance Club - President: 2002-2003, Member: 2002-2005
- Maverick Achievement Award 2004

Example 2:

ACHIEVEMENTS

- ◆ John Smith Academic Achievement Scholarship 2004
- ◆ Achievement in Natural Sciences Award 2004
- ◆ Outstanding Biology Student 2003
- ◆ YMCA Big Brother volunteer 2002-2004
- ◆ Dean’s List

RESUME STYLE

The most commonly used format for new graduates is the **REVERSE CHRONOLOGICAL** resume format. **Information is listed in reverse chronological order (most recent first and then work backwards by date within each section).** Each position should include the name of the organization, city and state, your job title, dates of employment, the tasks performed and the skills used. For examples of this type of resume, see pages 56-80 of this handbook.

Starting the Resume Process

Choose a resume style that best fits your goals and experience. After choosing your style, complete a first draft. Schedule an appointment and have your resume critiqued by a member of the CDC staff or for quick feedback, stop by the CDC's "Quick Stop" (call or check our web site for specific hours).

Your resume needs to be concise and catchy as the average time spent on a resume by a future employer is less than 1 minute! The typical resume is 1 or 2 pages long.

Be prepared to write more than one draft and to tailor your resume to the specific job you are applying for. It takes a lot of effort, but this is effort well-spent as your resume is **your most important job hunting tool.**

Should you use a resume template?

Many students choose to use a resume template for their first resumes. Resume templates come standard in many word processing programs and can also be purchased separately. There are several drawbacks to resume templates. First, recruiters have seen these templates many times and they do not stand out from other resumes. Also, resume templates can be very difficult to work with. If your experiences are unique or if you want to highlight something in a particular way, you might not be able to do so. Many templates have settings for font size, spacing, margins, and categories which cannot be changed. You want your resume to reflect your experiences, not something that is preset.

The staff in the Minnesota State Mankato Career Development Center recommend that you start your resume on your own in a basic word processing document. We do not encourage the use of templates

Basic Hints

- Be positive. Be honest. Stick to the facts.
- Avoid abbreviations.
- Appearance is important. Do not clutter your page. Generally, 1" margins are used. You can decrease your margins slightly if you need more room. Use bold print and capital letters to emphasize important items.
- Don't forget your name, address, phone and email address. Be sure your e-mail address is professional sounding (i.e. george.costanza@mnsu.edu vs. cutiepie@hotmail.com!)
- Personal information such as age, marital status, height, weight should NOT be included on your resume.

- Include hobbies, travel experience or awards in a separate section or under experience or education only if they are related to your goal.
- Do not include reference names, addresses, or phone numbers on your resume. List these on a separate sheet. See page 25 for formatting a reference list.
- Beware of printing your final copy resume on an ink jet printer! Your resume should be either laser printed or copied from a laser printed copy at a professional copier.

Prepare Your “Final” Resume

Ask your friends and family, or faculty and professionals in your field of interest to review your resume. Then check, check and check again for grammatical, typographical and spelling errors. Your resume **has to be perfect, with no mistakes!** ***Remember, a resume is a work in progress. Every day you are adding to your experience, so be sure to update as needed!***

Duplication of your resume can be done inexpensively by **quality photocopying on quality bond paper**, in a neutral shade. It is a good idea to buy matching stationery and envelopes for mailing resumes and cover letters.

FORMATTING TIPS ON MICROSOFT WORD

The CDC staff members get a lot of questions on how to use Microsoft Word to format resumes. Use these quick tips can help you to make your resume more effective and attractive. These instructions are based on Microsoft Word from Office 2003. If you are using a different program or version and these instructions don't work, use your program's HELP function to learn how to make the changes.

Fitting your resume to one page

Employers do prefer one-page resumes in many cases. Some students and graduates in certain fields (higher education, social work) with a lot of relevant work and volunteer experience may end up with a two-page resume. What if your resume is more than one page but less than two? Along with ensuring that your language is concise and only relevant information is included, you may also do some formatting tricks to fit your resume onto one page. Save your resume, and then try some of these tips to fit it to one page. Remember, having a resume that is readable and inviting is very important. Some of the tips may not work for you.

Changing your margins

- Go up to the File menu, and select “Page Setup” then click on the margins tab.
- You can then change the margins on the page including top, bottom, left and right.
- Make sure you still have white space after you adjust your margins. Print out your resume to see if it is attractive.

Shrinking space between lines

When you hit return twice and have a full line between sections or between section headings and information, you end up with a lot of space. You have a smaller space between sections by changing the font size of that blank line.

- Double click on the white space in that line
- Go to “Format” then “Font”.
- You can then change the font size either by selecting a number or typing one in. Some people try “8” or even “3” for the size.

Other space saving tips

- List your address in one line across instead of stacked on separate lines.
- Select a smaller yet readable font size. Most of the time, you will not want to choose a size smaller than 10. Some size 10 fonts appear too small. Print your resume and judge for yourself if the font size is readable and attractive.
- Some fonts take up less space than others because each letter is more narrow. For example, Arial Narrow takes up less space than Arial. Make sure you choose a simple, common, and readable font.

Underlining your contact information

Using a line to set off your contact information from the rest of your resume looks nice and professional. Using the borders and shading function is one way to do this easily and effectively.

- Highlight your contact information with your mouse.
- Click on “Format” then “Borders and shading”.
- Make sure the “Apply to” is designated as “paragraph”.
- Click your cursor below the sample text in the preview pane.
- Choose your line format (keep it simple) under “style”.
- Click “ok”. If you don’t like the appearance of your line, you can try other styles.

ELECTRONIC AND SCANNABLE RESUMES

Using electronic formats for transmission of resumes is becoming more common every day. If you have ever opened up an e-mail of attachment and found a strange and illegible document, you probably realize that sending an electronic resume is not as simple as it sounds. A jobseeker who expects to communicate with employers over the Internet should have at least 3 resumes.

Your first resume should be in the traditional, printed format on nice paper. These are the resumes you will mail or give to people.

Your next resume should be in a scannable format. Many larger companies scan resumes into databases. These companies use optical character recognition (OCR) software to save time in the hiring process. Computers can’t read all of the fancy formatting, such a underlining or bullets. Use the following steps to make sure that computers can read your resume.

- First, change the font to one size throughout, generally 10 or 11 point. Then, change the typeface to a sans serif font such as Arial, Helvetica, Tahoma or Verdana.
- Next, find all of the bolding, underlining, bullets, and italics and remove them or change to plain text.

- Finally, create a targeted keyword section. The computer will be searching your resume for nouns that are related to the job opening. The more of these keywords you have on your resume, the more likely the computer will determine that you are a match for the job.

Experts suggest that you send your scannable resume with your traditional resume so that you know that your job search materials will appeal to both humans and computers.

Your last resume should be in ASCII format. This means your resume is in plain text and can be read by any computer. This is the type of resume you can use to send to employers over e-mail or to post on web sites. This isn't the most attractive format, but it certainly is easy to do. Just open your resume in a word processing program. Choose Save As under the file menu. Change the Save As Type to Plain Text. You can also save a copy of your resume in a PDF format, such as Adobe Acrobat. Word processing documents sometimes lose formatting when opened on different computers. A PDF format will keep your formatting consistent.

Information compiled from ISEEK www.iseek.org , The Creative Job Search <http://www.deed.state.mn.us/cjs/cjsbook/internet3.htm> , and The Riley Guide <http://www.rileyguide.com/eresume.html>

Action Verbs

Action verbs convey accomplishments.

adapt	decide	interview	provide
administer	delegate	investigative	question
advise	demonstrate	launch	recommend
analyze	design	lead	record
anticipate	develop	lecture	recruit
appoint	diagnose	locate	refer
approve	direct	maintain	regulate
appraise	display	manage	reinforce
arrange	draft	match	reorganize
assemble	edit	measure	represent
audit	eliminate	mediate	research
calculate	establish	monitor	revamp
circulate	estimate	motivate	review
classify	evaluate	negotiate	schedule
coach	examine	observe	sell
compile	exhibit	operate	serve
complete	expand	organize	sketch
compose	expedite	originate	solve
conceive	facilitate	participate	speak
conduct	formulate	perform	structure
confront	generate	persuade	supervise
construct	hire	plan	support
contract	implement	predict	talk

control
coordinate
correspond
counsel
create

improve
increase
influence
initiate
inspire

prepare
print
process
promote
propose

train
translate
update
write

Adjectives

Adjectives enhance descriptions.

accurate
adaptable
analytical
capable
clear-thinking
competent
resourceful
responsible

conscientious
cooperative
determined
discrete
efficient
energetic
competitive
confident

industrious
intelligent
logical
methodical
meticulous
motivated
open-minded
organized

patient
precise
quick
rational
reliable
firm
flexible
strategic

Skill Areas

Use action words to describe your transferable skills.

administering programs
advising people
analyzing data
budgeting expenses
collaborating ideas
communication
comparing results
compiling statistics
conducting meetings
confronting other people
constructing buildings
coordinating
coping with deadlines
creating
defining a problem
delegating responsibilities
designing
displaying artistic ideas
distributing products

editing work
encouraging others
enduring long hours
enforcing rules
entertaining people
evaluating programs
expressing feelings
handling complaints
handling detail work
interpreting languages
investigating problems
listening to others
maintaining accurate records
making decisions
managing people
managing use of money
motivating others
negotiating/arbitrating

organizing tasks
overseeing operations
persuading others
planning
prioritizing work
programming
promoting events
proposing ideas
public relations
public speaking
raising funds
rehabilitating people
relating to the public
reporting information
selling products
speaking to the public
supervising employees
teaching
writing reports

RECOMMENDATION LETTERS/REFERENCES

Many employers request letters of recommendation or a list of references from candidates. Letters of recommendation are just that, letters written by people you have asked to recommend you for a job or internship. These letters should explain how the writer knows you, what skills or experience he/she believes you have, and why you would be a good fit for the position you are applying for. A reference list, however, is a list of people you have asked to recommend you when directly contacted by a potential employer. It is becoming more common for employers to call a candidate's references rather than asking for letters. No matter which way an employer chooses to contact the people you have selected, you should keep your references informed about what positions you are applying for and give them a copy of your resume to refer to. Use the reference sheet example on the next page to help you get started.

COVER LETTERS

A cover letter, or letter of application, should **always** accompany your resume-whether it is mailed, e-mailed, or faxed. For specific positions, your cover letter should be tailored to each individual employer and reflect your interest in the organization or position advertised. You may also want to generate a list of relevant employers and do a general, targeted mailing to all employers in a certain field and geographic location. A professional cover letter should be typed, with no errors, on paper matching your resume in a business format. As with your resume, visit the CDC and schedule an appointment for a staff member to review/critique your cover letter(s).

Use the sample cover letter format on the following page to help you get started. This is one acceptable format. Remember, the format of your letter will depend on the amount of information you include, as well as your writing style. Additional samples can be found starting on page 81 of this handbook.

TIPS FOR WRITING EFFECTIVE COVER LETTERS

- Research the organization and use what you learn to address why you want to work with this employer.
- If you have a job opening with required or preferred qualifications or a job description, use your cover letter to show how you meet the requirements for a job.
- Use concrete skills and examples. Instead of "I'm a people person and I like technology" say "During my internship in the Career Development Center, I developed and used strong counseling and customer service skills. At the Mankato Used Record Store, I utilized my strong technology skills to revamp the inventory system and I also redesigned their website."
- Don't start every sentence with "I". Use some variety in your sentence structure
- Employers use cover letters as evidence of your written communication skills. Errors in spelling and grammar are not acceptable.
- Keep your letter short and simple. Your letter should not be more than one page.
- Be sure to sign your letter!

CREATING A REFERENCE PAGE

Contact Information
(should look like your resume
contact information)



References for:
Your name
Your Address
Your Phone Number(s)
Your E-mail

Mr./Ms./Dr. Blank
Title
Organization
Address
Phone
E-mail

Example: Dr. John Doe
Professof of Psychology
Minnesota State University, Mankato
999 Any Building
Mankato, MN 56001
(507) 555-5555
john.doe@mnsu.edu



Mr./Ms./Dr. Blank
Title
Organization
Address
Phone
E-mail

Mr./Ms./Dr. Blank
Title
Organization
Address
Phone
E-mail

Your references can be listed in many ways.
The example is flush left, but they can be cen-
tered down the page, put in columns. There
can be 3, 4, 5, or more listed.



Mr./Ms./Dr. Blank
Title
Organization
Address
Phone
E-mail

SAMPLE COVER LETTER/LETTER OF APPLICATION

Your Address
City, State Zip
Your Phone
Date of Writing

Name of person you are writing to
Title
Organization name
Street Address
City, State Zip

Dear Mr./Ms. Blank: (Address your letter to a specific person, whenever possible)

Opening Paragraph - Tell why you are writing. Name the position, field, or general area about which you are inquiring. Tell how you learned of the opening or organization.

Middle Paragraph(s) - Refer to your major, Minnesota State University and graduation date. Using the job posting as a guide, mention one or two of your qualifications that you think would be of interest to the employer, slanting your remarks to his/her point of view. Tell why you are interested in the organization, location, or type of work. If you have had related experience, or specialized training, be sure to point it out. If possible, show the employer how your skills match those in the job announcement or advertisement. This is the place to 'sell' your skills and abilities to the potential employer. Document your claims with statements that show evidence of your skills. Describe how your skills/experience fit the position description.

Closing Paragraph - Refer the reader to the enclosed application or resume. Indicate that references and/or credentials are available upon request. Request an application form or an interview. List a phone number or e-mail address where you can be reached. Make sure your closing ends on a positive note. Let the employer know that you look forward to hearing from him/her soon.

Sincerely,

Your handwritten signature - blue or black ink

Type your name

Enclosure

MAVJOBS.COM

Mavjobs.com is the CDC's innovative online system for connecting Minnesota State Mankato students and alumni with part-time/seasonal jobs, internships, and employment.

What can students or alumni do?

- Access job listings (entry-level/degree required, part-time/seasonal, internships)
- Upload your resume for registered employers to search for and view
- Review dates of employer on-campus recruitment visits and special events (job fairs, employer information sessions, etc.)
- Review employers who will be interviewing on campus; find links to their web sites
- Sign up for on-campus interviews online
- Apply for selected jobs/internships online
- Receive emails when new jobs/internships in your field of interest are posted
- Develop your professional network by connecting with alumni working in your field of interest

What if you have specific questions about using mavjobs.com?

- Help Desk phone: 507-389-6061
- Help Desk email: mavjobs@mnsu.edu (e-mails answered daily)
- Online help through the **mavjobs.com** system

