

JOB SEARCH HANDBOOK

A message from the CDC Director

Welcome to Career Development Center's Job Search Handbook! This Handbook will come in handy for all things job search related—preparing your resume and cover letter, putting together your job search strategy, brushing up on your interviewing skills, and negotiating a satisfactory salary. We hear countless stories from students about how this Handbook has truly been a lifesaver as they have navigated through the job search. We hope that you too find this Handbook to be valuable! Lastly, don't forget to check out the wealth of additional career and job search information on our website at www.mnsu.edu/cdc. Best of luck!



TABLE OF CONTENTS

Resume Preparation.....	2
References	34
Cover Letters	35
Creating an Effective Application.....	44
Thank You Letter	47
Interviewing for Success.....	49
<i>Your Visual Effect, Interview Techniques, Questions to Anticipate, Behavior-Based Interviewing</i>	
Job Search Strategies	50
<i>MavJobs, Internships, Networking, Negotiating Salary</i>	

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RESUME PREPARATION

A resume is a summary of your education, experience and skills that relates 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.

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" (<http://www.mnsu.edu/cdc/students/quickstop.html>).

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?

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.

The staff in the 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 Tips

- Be positive. Be honest. Stick to the facts.
- Avoid abbreviations.
- Appearance is important. Do not clutter your page. Generally, 0.5" - 1" margins are used. Use bold print and capital letters to emphasize important items.
- Don't forget your name, address, phone and e-mail address. Be sure your e-mail address is professional sounding (i.e. melissa.adams@gmail.com vs. cutiepie@hotmail.com!)
- Personal information such as age, marital status, height, weight should NOT be included on your resume.
- Do not include reference names, addresses, or phone numbers on your resume. List these on a separate sheet. See page 34 for formatting a reference list.
- Read the job description thoroughly and talk with people in the field to understand what the employer is looking for. Create a resume that highlights how you meet these qualifications.
- Create a master resume that includes everything you have ever done for record purposes. Then create a tailored resume simply by cutting and pasting information back in that is relevant to the specific position you are applying to.

WHAT SHOULD YOU INCLUDE IN YOUR RESUME?

There are “typical” sections that a resume contains. Since every resume is as different as the person who wrote it, no two resumes will be alike. You will need to consider your own education, experience, and skills when deciding what to include. The information below includes examples for each section so you can better identify how you want to build your resume.

Contact Information

How can the employer contact you? Include name, address, phone number(s), email address, LinkedIn URL, etc.

Stephanie Morris

5290 17th Street • Mankato, MN 56001 • 507.555.555 • stephmorris@gmail.com • www.linkedin.com/in/stephmorris/

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 include on your resume should support this goal. Objectives are often changed for each resume you submit.

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. Willing to relocate.

To obtain a position where strong research and writing skills can be utilized. 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.

Poor example:

A challenging position in a growth-oriented organization.

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 receive a degree from a prior institution, you do not have to include it. Exceptions would include if you spent a significant amount of time at that institution and feel it is important to note. The following information should be included regarding your educational experiences:

Bachelor of Science Degree, Accounting

Business Administration Minor
Minnesota State University, Mankato – Mankato, MN
Dean’s List, Magna Cum Laude Honors

May 2015
GPA: 3.5

Associate of Applied Sciences Degree, Accountant

South Central College – North Mankato, MN

May 2013
GPA: 3.8

Related/Relevant Coursework (optional):

Education is a major source of experience for most new graduates. For example, graduates with a technical background may want to detail the courses they completed. 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). Be selective and choose to include only those courses which are related to your career goals.

Relevant Coursework:

Statistics for Psychology
Social Work in the School Setting
Applied Behavior Analysis
Research Methods & Design

Abnormal Psychology
Adolescent Psychology
Community Social Service Projects
Intro to Clinical Psychology

Experience:

This can be paid OR volunteer. (List your most recent experience first and work in reverse chronological order). This section may include volunteering, internships, field experience, research, co-ops, 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
Professional Experience

Specific:

Related Experience
Volunteer Experience
Internship Experience
Education-related Experience
Clinical Experience

Example 1:

RELATED EXPERIENCE:

Marketing and Promotions Intern

Infinity Broadcasting Inc.

February 2014-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 2011-January 2012

Mankato, MN

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

Example 2:

Other Experience:

Team Leader

Target

2009-2012

Burnsville, MN

- Supervised 20+ employees per shift.
- Effectively and efficiently handled guest complaints
- Developed weekly employee schedules
- Promoted from Cashier to Team Leader based on outstanding job performance

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. 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:

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 MS Office, Mac and PC, and some web design
Communication:	Public speaking, interpersonal, excellent writing skills
Management:	Supervised, evaluated, and trained personnel

Example 2:

Highlights of Qualifications:

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

Additional Information (optional)

Membership or leadership experience, athletic participation, or scholarships, awards and honor societies are impressive "additional" items to add to your resume. Read through the following list to see if any of these items apply to you. If yes, how can you add them to your resume? See the examples below for ideas on how to build a new section that fits your experience. *(Hint: If you don't 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	Athletics _____
Yes	No	Community service/service learning _____

Example 1:

Vice President, Alpha Chi Omega, Minnesota State University, Mankato 2013-2014

- Coordinated and implemented service projects through the Theresa House Shelter, Salvation Army, and Feed My Starving Children
- Ensured that all standing rules and bylaws, as well as national rules, were adhered to consistently
- Actively cultivate positive relationship with university administration and other Greek organizations

Example 2:

Team Captain/Member – Division I Men’s Hockey Team 2012-present

Minnesota State University, Mankato - Mankato, MN

- Devoted 20+ hours per week to athletics while carrying a full course load and maintaining a 3.6 GPA
- Served as a leader and role model for Minnesota State Mankato students with high visibility in the Mankato community
- Gave multiple interviews to the press utilizing professional communication skills
- Named NCAA Academic All-American 2012, 2013
- Organized and implemented team building initiatives for 20+ student athletes
- Mentored first year student athletes; provided support regarding academics and time management
- Assisted in the implementation and enforcement of the NCAA policies and procedures

Example 3:

Volunteerism

Eagle Glen Charter School – Assistant Art Teacher

- Assist team leader with creating and facilitating educational art projects while interacting on a one-to-one basis with children (ages 7 to 14) with behavioral disorders.

Sunset Village – Volunteer

- Assist elderly residents with activities to encourage physical, mental, social and spiritual activity.
- Provided enriching activities that promote a high quality of life.

Sherman Elementary School - Maverick READ Program Volunteer

- Assist children (Pre-K to 3rd grade) with advancing in language, literacy, social and motivational skills.

Example 4:

International Experience

Independent Research Project

Fall 2014

- Used primary and secondary research methods to study Paris from the student’s perspective
- Combined research into a comprehensive report and presented findings in English and French to the Foreign Language department

Semester Abroad in Paris, France

Spring 2014

- Adapted to an unfamiliar environment and embraced cultural and language differences
- Used communication and organization skills to navigate through new cities
- Managed finances in varying currencies

International Student House Resident Assistant

Spring 2014

- Built interpersonal relationships with students from all over the world
- Planned and supervised community events that appealed to students of all cultures

RESUME PREPARATION FORM

Let's get started! Use the form below to record the content for your resume. Refer back to pages 3 - 6 for examples of each section. Once you have your content identified, you can start typing up your first draft. Use the sample resumes on the following pages for ideas on format, spacing, font, section order, etc. ALL resumes are a work in process! Every day you are adding to your experiences, so be sure to update as needed. **Remember: NO typos or grammatical errors will be acceptable, so check, check, and check again before submitting your resume!**

Contact Information

Name: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
E-mail Address: _____

Objective: _____

Education:

School name: _____
Location (city, state): _____
Degree earned or in progress: _____ Graduation Date: _____
Major(s): _____
Minor(s): _____ Concentration/Emphasis: _____
Honors/GPA: _____

Related Coursework (optional):

Experience:

Position title: _____
Organization Name: _____
Location (city, state): _____ Dates: _____
Accomplishments/Responsibilities (USE ACTION WORDS!):

- _____
- _____
- _____

Position title: _____
Organization Name: _____
Location (city, state): _____ Dates: _____
Accomplishments/Responsibilities (USE ACTION WORDS!):

- _____
- _____
- _____

(add as many examples as are appropriate to showcase your qualifications for the position you are applying for)

Skills (optional):

- _____
- _____
- _____

Additional Information (optional)

- _____
- _____
- _____
- _____
- _____
- _____

Action Verbs

Action verbs convey accomplishments.

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

Adjectives

Adjectives enhance descriptions.

accurate	competitive	efficient	methodical	quick
adaptable	confident	energetic	meticulous	rational
ambitious	conscientious	firm	motivated	reliable
analytical	cooperative	flexible	open-minded	resourceful
capable	determined	industrious	organized	responsible
clear-thinking	discrete	intelligent	patient	strategic
competent	effective	logical	precise	successful

Skill Areas

Use action words to describe your transferable skills.

administering programs	editing work	overseeing operations
advising people	encouraging others	persuading others
analyzing data	enduring long hours	planning
budgeting expenses	enforcing rules	prioritizing work
collaborating ideas	entertaining people	programming
communication	evaluating programs	promoting events
comparing results	executing tasks	proposing ideas
compiling statistics	expressing feelings	public relations
conducting meetings	handling complaints	public speaking
confronting other people	handling detail work	raising funds
constructing buildings	interpreting languages	rehabilitating people
coordinating	investigating problems	relating to the public
coping with deadlines	listening to others	reporting information
creating	maintaining accurate records	selling products
defining a problem	making decisions	speaking to the public
delegating responsibilities	managing people	supervising employees
designing	managing use of money	synthesizing information
displaying artistic ideas	motivating others	teaching
distributing products	negotiating/arbitrating	working in a team
developing rapport	organizing tasks	writing reports

CDC RESOURCES & OPPORTUNITIES



Grab Your Future By The Horns!

MAVJOBS.COM

Minnesota State University, Mankato's exclusive job searching website! This is a one-stop shop for searching and applying for all levels of employment including part-time, internships & degree-required positions. All MSU students have accounts and should maintain updated profiles and regular logins.



FAIRS & EVENTS

The Career Development Center partners with departments across campus, as well as the state, to offer a variety of career-related events to students across all majors. We host career events, etiquette dinners, networking opportunities and more! Attending these events offers students the chance to connect with employers and enhance job-searching & networking skills. Stop in WA 209 for a copy of our fairs & events list or visit www.mnsu.edu/cdc.



FOCUS ASSESSMENT

FOCUS is an online, self-guided, interactive program designed to help you select the right college major and plan your career based on your personal interests, values, skills, personality and aspirations. It is free and provides great career insight!



CAREERSPOTS

These 3-minute videos offer quick advice on an array of job searching topics such as resume & cover letter writing, interviewing, attending career fairs, networking and much more! Watch them now at www.mnsu.edu/cdc.





GOING GLOBAL

Going Global allows students to explore job postings from around the world. It offers expert advice to domestic & international students looking to work in the United States as well as abroad. Log into your MavJobs account to access the system.

 /cdc.mnsu

 @msucdc

 blog.mnsu.edu/cdc

 /user/Mavjobs

SOCIAL MEDIA

Keep up with upcoming event postings, career-related news & advice and general information about our services. Check out our Facebook, Twitter, blog & Youtube accounts for more!

SAMPLE RESUME – TECHNOLOGY

Jesse L. Cooper

1234 Anyname St.
Mankato, MN 56001
(507) 555-1234
jesse.cooper@mnsu.edu

OBJECTIVE

Seeking a full-time position where web development and customer service experience can be utilized.

EDUCATION

Bachelor of Science in Information Technology

Marketing Minor

Minnesota State University, Mankato

May 2015

GPA 3.5

Mankato, MN

SKILLS

Web Development/Programming Languages: XHTML, HTML, CSS, Flash/Actionscript, JavaScript, PHP, Python, Java

Web Design/Graphics Design Tools: Photoshop CS5, Dreamweaver CS5, Flash CS5

Software Technologies/Operating Systems: Windows XP/Vista/7, Windows Server 2008, VMware Player, Rhozet Carbon Coder, Microsoft PlayReady

Database Servers and Tools: Oracle, MySQL, Firebird, SWL Server, Microsoft Access, Microsoft Visio, DB Designer Fork

Communications: Excellent oral, written, and visual communication skills; Project management

WORK EXPERIENCE

Web Developer Assistant

Minnesota State University, Mankato

2013 - 2015

Mankato, MN

- Designed, developed and maintained various university related websites
- Built and hand coded websites from the ground up using standards based XHTML, CSS, and Javascript
- Created graphics to be used throughout the university website and keep content updated
- Developed various web applications using AJAX and Flash/Actionscript

Computer Technician

Minnesota State University, Mankato

2012 - 2013

Mankato, MN

- Supported faculty, staff, and student issues with software and hardware related computer issues
- Preserved confidentiality
- Maintained friendly environment while developing relationships with faculty and staff

Grounds/Maintenance Keeper

United South Central Middle School

Summers 2010 - 2012

Kiester, MN

- Provided maintenance of school grounds
- Managed two school properties plus athletic fields
- Cleaned inside the school; self-managed work assignments

ACTIVITIES/ACHIEVEMENTS

- Federated Insurance IT Scholarship recipient
- Minnesota State Mankato Web Developers Group member
- Minnesota State Mankato Information Systems Club: Secretary; Vice President
- Intramural sports participant: basketball, softball, football

SAMPLE RESUME – COMMUNICATIONS

Isabella Espinosa

101 Plum Street • St. Peter, MN 56082 • 507-555-0712 • isabella.espinosa@mnsu.edu • www.linkedin.com/in/isabellaespinosa

OBJECTIVE	Event planning position with a non-profit organization	
EDUCATION	Bachelor of Science, Mass Media Minors in Creative Writing and Marketing Minnesota State University, Mankato, MN	May 2015 GPA 3.0
	International Study Center for European Studies, Madrid, Spain Studied Spanish language, history, and art Traveled to Italy, Germany, Austria, France, and England	January-April 2012
EVENT PLANNING EXPERIENCE	Event Planner Minnesota State, Mankato Career Development Center, Mankato, MN <ul style="list-style-type: none">Plan 3 major events with up to 100 employer participants and 1000 student attendeesPromote events through designing and developing print ads, emails, posters, and flyersSupervise 3 student workers on promotional projectsDevelop an innovative marketing plan to attract students to eventsSolicited prizes and support from local businesses	January 2014-Present
	Intern Mankato Chamber of Commerce, Mankato, MN <ul style="list-style-type: none">Assisted with planning 2012 Careers event for local sophomoresDeveloped and sent registration materials to local businesses, non-profit organizations, and educational institutionsSent out meeting reminders and minutes to planning groupSolicited support from local businesses	September-December 2013
MANAGEMENT/ LEADERSHIP EXPERIENCE	Shift Manager Perkins, Mankato, MN <ul style="list-style-type: none">Supervise up to 10 staff members per shift and display solid leadership capabilitiesTrain new wait staff in on how to provide excellent customer service as well as opening and closing dutiesDemonstrate strong organizational skills by managing schedules of 28 wait staff membersEffectively handle customer complaints by listening carefully and offering pragmatic solutionsServe customers efficiently and effectively	September 2012-Present
VOLUNTEER EXPERIENCE	<ul style="list-style-type: none">Event Coordinator, Communication Day Minnesota State MankatoBig Sister, Mankato YMCAOff-Campus Student Senate Representative, Minnesota State MankatoMcElroy Hall Representative, Minnesota State University, Mankato	2014 2012-2014 2012-2013 2012
SKILLS	<ul style="list-style-type: none">Microsoft Office (Word, Excel, PowerPoint, Access)Adobe InDesignMicrosoft PublisherWeb design including FrontPage and DreamweaverFluent in Spanish	

SAMPLE RESUME – TEACHING

Sadeem Temecula

163 Juniper Drive SW – Lonsdale, MN 55046 – (507) 349-1234 – Sadeemtemecula@yahoo.com

Summary of Qualifications

- Four years of experience establishing effective classroom management strategies in diverse student environments.
- Experience in the establishment, organization, and teaching of social studies curriculum with the ability to teach beyond endorsement areas.
- Ability to utilize technology to enhance the classroom experience for students at all levels of learning.
- Experience working with special education and behaviorally disordered students helping them cope with the daily requirements of the school environment.
- Exceptional organization, problem solving and leadership skills with the ability to work efficiently under extreme time constraints with little or no supervision.
- E licensed soccer coach with thirteen years of coaching experience in highly competitive leagues.

Education

Bachelor of Science Degree, Social Studies and Education

December 2014

Emphasis: History

Minnesota State University, Mankato – Mankato, MN

GPA 3.93, Summa Cum Laude, Dean's List

Related Experience

Student Teacher

September 2014 – Present

Montgomery-Lonsdale High/Middle School – Lonsdale, MN

- Taught Geography to 7th grade students and U.S. History to 11th grade students.
- Developed innovative and interactive lesson plans including a debate, mock election, and inquiry based learning that engaged students of all learning levels.
- Collaborated with the English department to establish an interdisciplinary unit for writing in historical context.
- Consulted with team members to identify students that deserved school-wide recognition and identify students that require special attention and additional remediation.
- Effectively implemented classroom management skills in a progressively challenging classroom with a high percentage of at-risk students.
- Utilized computer labs to integrate technology into the learning environment.

Instructional Technician

August 2010 – October 2012

Lincoln Public Schools, Transition and Expulsion Program – Lincoln, NE – Grades 9-12

- Assigned, scheduled, and taught all curriculum to high school students.
- Established class schedules and curriculum to be taught to new students by working directly with the school responsible for expulsion.
- Coordinated and maintained online learning components through the use of the Apex platform.
- Created and wrote video curriculum for students based on specific curriculum requirements through the use of various online platforms.
- Provided in-class technical support to both students and other teaching staff.
- Coordinated, scheduled and performed weekly in-take meetings with parents and new students.
- Monitored all student activities before and after school.
- Coordinated, recorded, reported, and administered disciplinary actions with students.
- Mentored, counseled, and supported students as needed.
- Administered standardized tests (CRT's) to students as prescribed by Lincoln Public Schools.
- Served on district's online learning panel evaluating online learning vendors and providing the recommendation for the district's new online platform.

Sadeem Temecula

– Page 2–

Related Experience (Continued)

Para-educator

August 2009 – August 2010

Lincoln Public Schools, Dawes Middle School – Lincoln, NE

- Developed and scheduled daily instruction, supervision and support to special education students.
- Created and maintained a goal system for special education students.
- Provided teacher assistance in social studies, math, health and physical education involving extensive conflict resolution support with special education students.
- Directed and supervised all lunchtime recreation activities.
- Provided technical support to students and other teaching staff.
- Created, maintained and instructed weekly guitar instruction in CLC after school program.
- Administered standardized tests (CRT's) as prescribed by Lincoln Public Schools' programming.

Soccer Coach (E License)

1997 – 2010

Nike Rush, Capital Soccer Association, YMCA – Lincoln, NE

- Competitive Leagues, ages 13-18
- Recreational Level, ages 7-12

Work History

Supervisor, Management Trainee, Group Lead

June 1989 – August 2009

St. Elizabeth Regional Medical Center – Lincoln, NE

- Supervised 25-30 employees and provided regular evaluations based on performance measures
- Effectively trained in new employees by providing a balance of challenge, support, and follow-up
- Assisted employees with questions from dealers regarding: reprints, credits, how to schedule orders, etc.
- Calmly resolved escalated customer calls resulting in a fair and reasonable resolution
- Executed solid decision making abilities by determining promotions and terminations of employees

Activities and Volunteer Experience

- Mentor – Connected Kids, Northfield Public Schools
- Service Learning – Northfield Public Schools, 6th Grade ESL

December 2012 – Present

December – March 2010

Academic Honors

- Who's Who Among Students in American Universities and Colleges 2014
- Golden Key International Honor Society Invitation 2014
- Kappa Delta Pi Honor Fraternity for Educators Invitation 2014

Technical Skills

- Mac and Microsoft Operating Systems
- Microsoft Office (Word, Excel, & PowerPoint)
- Website creation and maintenance
- JMC Grade Book System
- Infinite Campus
- SmartBoard
- iPad
- Prezi - a cloud-based presentation software
- Social Media - Facebook, LinkedIn, Twitter, Pinterest

Suzette Holland

1465 Holiday Avenue, Mankato, MN 56001 ~ (507) 345-8888 ~ sholland@yahoo.com

OBJECTIVE

Seeking a position in special education utilizing various teaching strategies to support students with disabilities in discovering and achieving their full potential.

EDUCATION

Bachelor of Science Special Education

May 2015

Emphasis: Developmental Cognitive Disabilities (DCD), K-12

Minnesota State University, Mankato - Mankato, MN

GPA 3.3, Dean's list, Graduated Summa Cum Laude

RELATED EXPERIENCE

Student Teacher – Grades 9-12

Owatonna High School - Owatonna, MN

January – May 2015

- Developed and implemented lesson plans in math, reading, writing, and transition skills
- Differentiated instruction to meet the needs of all students in the classroom, to include students with mild to severe DCD, autism, and learning disabilities
- Engaged students in learning through authentic and interactive reading and writing lessons
- Reflected upon teaching using direct and indirect assessment of student learning
- Created a diversity unit to discuss and learn how to mitigate bullying, promote tolerance among students and expose students to cultures within their community
- Exercised effective classroom management and the ability to deal with spontaneous situations
- Participated in a co-teaching model for several weeks with cooperating teacher
- Collaborated with general education teachers as a member of a professional learning community for Family and Consumer Sciences

Clinical Experiences

Rosa Parks Elementary School - Mankato, MN

November 2014

Roosevelt Elementary School - Faribault, MN

March 2014

Jefferson Elementary School - Faribault, MN

November 2013

Special Education Paraprofessional

Jefferson Elementary School - Faribault MN

August 2011 – June 2012

- Reinforced general education content and assisted students with learning disabilities in skill development for math, reading, writing, and spelling in a resource room setting
- Communicated consistently with licensed LD teacher on academic progress and student behavior
- Maintained an updated schedule and lesson plans of provided curriculum
- Fostered positive behavior through the use of a daily point system with incentives
- Supported students with learning disabilities in inclusive general education classrooms
- Collaborated consistently with educators to determine how best to meet student needs
- Monitored grades K-5 in the school cafeteria, encouraging respect for self, others and property in order to provide students with a clean, safe lunchroom environment

ADDITIONAL EXPERIENCE

Motor Transport Operator (MOS 88M)

United States Army Reserve

April 2008 – Present

- Current rank and pay grade: Sergeant, E-5
- Current duty position: Commander's Driver, 644th Regional Support Group - Fort Snelling, MN
- Follow appropriate safety procedures for transporting dangerous goods
- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order
- Maintain logs of hours and vehicle service and repair status, following state and federal regulations
- Drive trucks with capacities greater than 3 tons, including tractor-trailer combinations, to transport and deliver products, livestock, or other materials
- Possesses the ability to lead, motivate and instill pride in subordinate Soldiers
- Deployed in support of Operation Iraqi Freedom from July 2005 to October 2006

MILITARY HONORS

- Army Commendation Medal – 2
- Army Achievement Medal – 3
- Candidate for the Officer Direct Commission Program

ACADEMIC HONORS

- Graduating Speaker, Class of 2011 - Pinning Ceremony May 2015
Minnesota State University, Mankato - Mankato, MN
- TEACH Grant recipient – Department of Education, MN 2013 – 2015
- Scholarship Winner – College of Education 2013 – 2015
Minnesota State University, Mankato - Mankato, MN
- Member – Golden Key International Honour Society 2012 – 2015

ACTIVITIES/VOLUNTEER EXPERIENCE

- National Conference - Council for Exceptional Children - National Harbor, MD April 2015
- 6th Grade Confirmation Leader – Christ Lutheran Church - Faribault, MN 2014 – 2015
- Vice President – Church Council, Christ Lutheran Church - Faribault, MN 2014
- State Conference – Council for Exceptional Children - Breezy Point, MN February 2014
- State Conference – Education Minnesota - St. Paul, MN October 2014
- Chapter President – Student Council for Exceptional Children Spring/Fall 2014
Minnesota State University, Mankato - Mankato, MN
- Chapter Vice President – Student Council for Exceptional Children Spring/Fall 2013
Minnesota State University, Mankato - Mankato, MN

TECHNICAL SKILLS

- Apple and Microsoft operating systems
- Microsoft Office Suite: Word, PowerPoint, Excel, Publisher
- Familiar with the following assistive technology: Dynavox, iPad, AlphaSmart 3000, SMART Board

SAMPLE RESUME – DENTAL HYGIENE

Kathryn Davis

1234 South 5th Street • Mankato, MN 56001 • KMDavis@gmail.com • 507-388-1122

OBJECTIVE: To obtain a position as a Dental Hygienist. Open to full or part-time.

EDUCATION:

Bachelor of Science, Dental Hygiene 5/2015
Minnesota State University, Mankato - Mankato, MN GPA 3.64
Accredited by Commission on Accreditation, American Dental Association

DENTAL HYGIENE CLINICAL EXPERIENCE:

Minnesota State Mankato Dental Hygiene Clinic - Mankato, MN 2/2014-5/2015

- Demonstrated proficiency in the removal of calculus, plaque and extrinsic stain with the use of hand and mechanical instruments
- Took and developed diagnostic dental radiographs (FMS, BWS, & PAN)
- Administered local anesthetic and nitrous oxide
- Accurately collected, recorded, and analyzed patient assessment data both on written form and on dental computer software - Dentrix
- Placed composite, amalgam, and glass ionomer restorations on Class I, II and V preparations
- Counseled patients in oral health instruction appropriate to patient needs
- Constructed bleaching trays and monitored progress of bleaching process

Open Door Clinic - Mankato, MN 9/2014-5/2015

- Gained insight into care available for the patient population encountering difficulty accessing care due to financial constraints

Madelia Community Hospital - Madelia MN 9/2014-5/2015

- Increased appreciation for the cultural diversity of MN by performing Dental Hygiene services for a predominantly Latino population

Prairie Dental Arts - Waseca MN 9/2014-5/2015

- Provided Dental Hygiene services for a patient population who would otherwise encounter difficulty accessing dental care

Federal Correctional Institute - Waseca MN 9/2014-5/2015

- Performed removal of tenacious supragingival and subgingival calculus on patients with use of hand instruments and ultrasonics

Hillcrest Health Care Center - Mankato MN 9/2014-5/2015

- Provided oral health screening for patients

CERTIFICATIONS:

Restorative Functions Certification 5/2015
Nitrous Oxide and Local Anesthetic Certification 5/2015
CPR Certification Current

COMMUNITY TEACHING:

LeCenter Head start - oral hygiene education
South Elementary, St. Peter 1st grade - oral hygiene and nutrition education
North Intermediate, St. Peter 6th grade - tobacco education
Hill Crest Health Care Center Special needs patient - oral hygiene instruction
Hill Crest Health Care Center - in-services on oral hygiene care for the elderly

WORK EXPERIENCE:

Registered Nursing Asst./Rehab. Aide, HC Care Clinic - Mankato, MN 2014-present

PROFESSIONAL AFFILIATION/ACHIEVEMENTS:

American Dental Hygiene Association - Student member 2014-present
Mary Jane Young Scholarship recipient 2012
Southern District Dental Society Scholarship recipient 2011

SAMPLE RESUME – SCIENCE

Amy Sanchez

123 Main Street Mankato, MN 56001
(507) 555-1235 • asanchez@gmail.com

Objective

A challenging and rewarding position as a Laboratory Technician.

Education

Minnesota State University, Mankato - Mankato, MN
Bachelor of Science, Biology
Bachelor of Art, Chemistry

December 2015
Overall GPA 3.37
Dean's List

Laboratory Skills

Aseptic Technique • Gas Chromatography • Atomic Absorption Spectrometer • Titration
Infrared Spectroscopy • Spectrophotometer • Refractometer • Plasma Pheresis • Analysis
UV Spectroscopy • Microscope knowledge (electron, light, dissecting) • Staining procedures
Chromatography (gas, thin layer, column) • Prepare microscope slides and blood samples

Research Experience

Presence of Clostridium botulinum type C/Avian Causative Agent 2014-2015

Minnesota State University, Mankato - Mankato, MN

- Used PCR to detect the presence of C. botulinum type C toxin genes in Swan Lake Wildlife Area sediment samples.
- Discussed and presented the procedure and data at the 2015 Undergraduate Research Conference (URC), Minnesota State Mankato.

Internship Experience

Research Assistant-Chemistry Internship May-July 2014

Larson Chemical, Indianapolis, Indiana

- Worked in collaboration with pharmaceutical scientists.
- Prepared multiple compounds for use in laboratory situations.
- Developed improved method for chemical preparation and storage.
- Implemented logging database for chemical interactions, allowing scientists to verify compound volatility at any stage of research cycle.

Work Experience

Laboratory Student Assistant 2013- 2015

Chemistry Department, Minnesota State University, Mankato - Mankato, MN

- Assisted professors in preparation of lab materials and chemical storage.
- Developed semester tests and final exams for Organic Chemistry.
- Graded lab experiments, term papers, tests and exams on an as-needed basis.

Server 2011-2015

Applebee's-Mankato, MN

- Efficiently served food and beverages to customers in a fast-paced environment.
- Demonstrated abilities to multi-task while ensuring customer satisfaction.

Activities

Honors Club • Biology Club (VP '13 and '14, President '15) • Pre-Med Club • Chemistry Club
The Great River Valley Clean-Up Volunteer • MN Regional Elementary Science Fair Judge

SAMPLE RESUME – SOCIAL WORK (2 PAGES)

Joshua Foss

2525 Southhaven Road • Mankato, MN 56001 • 555-555-5555 • tavaris.turner@hotmail.com

OBJECTIVE

Seeking employment in the field of social work, focusing on work with children and families

EDUCATION

Bachelor of Science Degree, Social Work

Anticipated May 2015

Minnesota State University, Mankato

Mankato, MN

- Accredited by the Council on Social Work Education
- Senior Research Paper: “The Impact of Childhood Anxiety Disorders on Family Functioning”
- Dean’s list Major GPA: 3.45 Overall GPA: 3.23

Bristol International Credit Earning Programme

2013

Bristol University/Minnesota State University, Mankato

Bristol, England

- Studied international social policy in an analytical and open minded manner
- Professionally conducted site visits and interviews with social service agency staff

PRACTICUM/INTERNSHIP EXPERIENCE

Carver County Community Social Services - (440 hours)

2015

Child Protection Practicum

Chaska, MN

- Conducted child protection assessment with the traditional response method
- Completed CornerHouse Child Sexual Abuse Forensic Interviewing Training
- Underwent 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

Children’s Home Society Anoka County Crisis Nursery - (150 hours)

2014

Family Advocate Internship

Fridley, MN

- Performed intake interviews in a professional manner
- Answered crisis calls of a sensitive nature
- Responsibly transported children to shelter homes

RELATED EXPERIENCE

Community Social Service Project, SOWK 214 Boys Group Volunteer

2013

TEAM Academy

Waseca, MN

- Worked with a team of four to create and implement a group designed for adolescent boys at TEAM Academy
- Researched, developed, and implemented curriculum to educate the adolescents on issues of bullying, self-esteem, and depression
- Facilitated group and individual discussions with the adolescents to address behavioral concerns in the classroom

WORK EXPERIENCE

Server

2009-Present

Champps, Inc.

Maple Grove, MN

- Energetically serve clients in a fast-paced environment
- Responsibly maintain large sums of money

PROFESSIONAL MEMBERSHIPS

Minnesota Social Service Association (MSSA)

- Attended MSSA 2010 and 2011

National Association of Social Workers (NASW)

VOLUNTEER EXPERIENCE

American Red Cross Bloodmobile Volunteer: Mankato, MN

- Organized bloodmobile volunteer duties with the Red Cross

Habitat for Humanity Volunteer: Mankato, MN

- Contributed in the building of a home

English as a Second Language Volunteer: Mankato, MN

- Assisted immigrant citizens learning English

EXTRACURRICULAR ACTIVITIES (Minnesota State University, Mankato)

Alpha Chi Omega Fraternity

2011-Present

Offices held include VP Fraternity Relations, VP Education, and Fundraising Chair

- Effectively delegate responsibilities to committee members
- Meticulously maintain records for all offices held
- Present reports orally on a regular basis

Social Work Club

2011-2015

- Participated in various community service projects

Minnesota State Student Association

2011-2012

- Student Senator
- Orally presented reports to the Student Senate

Junior Panhellenic Council

2010-2011

- President
- Coordinated philanthropy and fundraising efforts

AWARDS & HONORS

- Department of Social Work Scholarship
- Minnesota State University, Mankato Vice President's Award for Leadership
- Panhellenic President's Award of Excellence

2014-2015

2013

2013

SKILLS & CERTIFICATIONS

- Microsoft Power Point, Word, Excel, Outlook
- Social Service Information System (SSIS)
- Conversational Spanish
- CPR and First Aid Certified

Maria Smith

452 S. 2nd Street

New Ulm, MN 56073

(507) 789-1234

mariasmith@email.com

STRATEGIC MARKETING EXECUTIVE

Creative marketing executive with a proven track record in consumer products & IT industries.
Ability to devise business plans, marketing strategies and acquire new clientele.

AREAS OF EXPERTISE INCLUDE:

Business Development
Financial Modeling

Competitor Research
Product Branding

Product Launch
Client Acquisition

PROFESSIONAL EXPERIENCE:

Senior Marketing Manager
ABC Healthcare Inc.

9/2010–8/2014
Denver, CO

- Oversaw brand positioning, designed marketing campaigns and created marketing kits
- Created and successfully implemented marketing plans to achieve financial objectives
- Assisted in developing strategy for regional trade shows for the company
- Managed key marketing activities that included advertising, promotional campaigns and direct marketing initiatives
- Achieved 25% year on year growth in ad sales
- Conducted competitor research to identify competitors' product offerings, features and pricing points

Marketing Manager
LMN Worldwide Medicines Inc.

4/2007–8/2010
Lincoln, IL

- Designed brand marketing and led the launch of www.lmnmedicines.com
- Negotiated pricing contracts for vendors and managed timely delivery to vendors
- Developed a strategy to calculate the ROI for self-service websites
- Created guidelines document for E-commerce negotiations on the company's site

Marketing Branding Assistant
Glenco Industrial Electronics

5/2005–5/2007
Madison Heights, IL

- Managed marketing and advertising for accounts and reported marketing data and advertising feedback to the client
- Demonstrated knowledge of market branding skills through creation of corporate awareness communications via press releases and media presence
- Provided sales and marketing presentations to retain current client relationships and to acquire new customers

Branding Intern
Design Marketing

9/2004–5/2005
Boulder, CO

- Built and updated marketing calendars and visual/written materials
- Created visual assets used across internal and external communications
- Wrote and edited promotional copy including webpage content
- Designed and presented creative client pitches

EDUCATION:

Master of Business Administration
Minnesota State University, Mankato

5/2016
Mankato, MN

Bachelor of Science in Marketing
University of Colorado

5/2005
Boulder, CO

AFFILIATIONS:

Member of American Marketing Association
Illinois Association of Direct Marketing
Business Marketing Association – Colorado

2005–Present
2005–2010
2003–2005

SAMPLE RESUME – FUNCTIONAL FORMAT

Damon McGowan

400 4th Ave SW ~ Sleepy Eye, MN 56085 ~ 651-556-4293 ~ d_mcgow@gmail.com

Summary of Qualifications

Professional experience in a fast-paced demanding environment; strong organizational, technical, and interpersonal skills. Trustworthy, ethical and committed to internal and external teams. Confident and poised in interactions with individuals of all levels including children, adults, elderly, and diverse populations. Detail-orientated and resourceful in completing projects; able to multi-task effectively.

Education

Bachelor of Science in Recreation, Parks and Leisure Services

May 2015

Minor: Business Administration

Graduated Magna Cum Laude

Leisure Planning Management emphasis; Resource Management emphasis

Minnesota State University, Mankato – Mankato, MN

Related Coursework

- Principles of Marketing
- Business Finance
- Managerial Accounting
- Principles of Management
- Principles of Macro/Microeconomics
- Financial Accounting

Highlighted Skills

- Adaptable
- Computer Conversant
- Team Orientated
- Process Improvement
- Self-Motivated
- Goal Minded
- Creative Thinker/Problem Solver
- Detailed Focused/Organized
- Polished Communicator

Management and Leadership

- Managed 10+ staff and volunteers – hiring, training, scheduling, discipline and evaluation
- Developed and conducted multiple volunteer trainings including: policies, procedures, sexual harassment, working with people with disabilities, etc.
- Assisted in the creation, implementation and enforcement of the policies and procedures for formal disciplinary actions and dismissals

Communication and Interpersonal Relations

- Articulate, organized communicator, comfortable and confident in a variety of situations
- Able to build and maintain effective, positive and productive working relationships; comfortable interacting with superiors, peers, employees and volunteers both professionally and personally
- Generates outstanding written communication – program manuals, brochure articles, job descriptions, flyers, newsletters and reports

Customer Service and Satisfaction

- Highly focused on providing excellent customer service
- Interacts with customers in a helpful, calm and courteous manner, regardless of circumstances
- Acts and serves with integrity and trust, essential ingredients for successful, long-lasting customer relations
- Assisted with survey implementation and analysis to ensure programs meet or exceed customer expectations

Program Development

- Development and facilitation of city programs, events and wellness programs that promote intra-department cooperation
- Responsible for the planning, organization, and supervision of programs and services. Examples include: special events, sports leagues and lessons, enrichment programs and swimming lessons for youth.

Computer Technology

- Microsoft Windows, Word, Excel, Power Point, and Outlook, AppliTrack & Skyward System, Adobe PageMaker & Publisher

Professional Experience

City of Plymouth, Parks & Recreation Department, Recreation Coordinator Intern – Plymouth, MN	2014 – Present
Community Ed and Rec ACCESS Program Adults with Disabilities Class Instructor – Mankato, MN	Fall 2014
YMCA, Membership/Customer Service Receptionist – Mankato, MN	2012 – 2013
Upward Bound Summer Live-in Tutor/Counselor – Mankato, MN	Summers 2013, 2014
Waseca Community Education Aquatics Life Guard and Water Safety Instructor – Waseca, MN	Summer 2013, 2014
Dacotah Ridge Golf Course, Food and Beverage Lead – Morton, MN	Summers 2010 – 2013

SAMPLE RESUME –ENGINEERING

890 West Grant Street
(507) 555-1010
www.linkedin.com/karishma-manandhar3cv90

Mankato, MN 56001
manandharkar@gmail.com

Karishma Manandhar

OBJECTIVE: To obtain a Mechanical Engineering position

EDUCATION:

Bachelor of Science in Mechanical Engineering

Minnesota State University, Mankato
Cum Laude Honors, Dean's List

May 2015
Mankato, MN
3.6 GPA

RELATED EXPERIENCE:

Manufacturing Engineering Intern

Jansen Network Power

May 2014-Present
Mankato, MN

- Worked alongside Engineers to examine, analyze and solve problems related to assembly processes, testing, and efficiency.
- Designed tools, created documentation, and completed various projects to improve the manufacturing processes and ensure product quality.
- Utilized Pro/E to model parts, tools, and create technical drawings.
- Designed automated systems for connector assembly processes.

Senior Design Project – Thermal Chamber

Minnesota State University, Mankato

September 2014-May 2015
Mankato, MN

- Worked in team of three to successfully develop thermal testing chamber capable of cooling to -5°C and heating to 70°C with heat recovery.

ASME Student Design Competition

Minnesota State University, Mankato

April 2014
Mankato, MN

- Competed in the national design competition which consisted of working with a team to design a mechanism that utilized the potential energy of water to propel a small car.

ADDITIONAL WORK EXPERIENCE:

Front Desk Assistant

Career Development Center, MN State University, Mankato

August 2012-May 2015
Mankato, MN

- Provided exceptional customer service to clients and visitors.
- Assisted clients by answering questions in person, by phone, and by email; scheduled appointments; offered information on services and resources of the office.
- Completed word processing and database entry projects efficiently.
- Professionally interacted with students, staff, faculty, alumni and employers while working at Career Development Center events.

SKILLS:

Computer

CAD: Pro/E, Creo, Solid Edge, AutoCAD

Environments: MATLAB, Eclipse, MS Visual Studios, Dreamweaver

Languages: Java, C#, Objective C, xml

Other: LabVIEW; MS Word, Excel, Access, PowerPoint, Outlook; MS Visio

Languages

Nepali, Newari, English

CURRENT PROFESSIONAL ORGANIZATION MEMBERSHIP:

Society of Women Engineers (SWE)

American Society of Mechanical Engineers (ASME)

SAMPLE RESUME – MARKETING

Sally A. Garrett

872 98th Street N
Shakopee, MN 56379

952-212-0809
sgarrett@email.com

Objective

To obtain an entry-level position in the Marketing field.

Education

Bachelor of Science, Marketing
May 2015

Minnesota State University, Mankato
Mankato, MN

- Minors in International Business and Business Administration
 - 3.36 GPA, Dean's list
-

Related Experience

Resource Coordinator
Mankato

IMPACT Team Executive Board, Minnesota State

January 2014 - Present

Mankato, MN

- Motivated students to become involved with planning major events on campus.
- Brought students and the community together through organized charitable events.
- Designed creative promotions to increase student attendance at a major event by 27%.
- Generated an attention-grabbing newsletter informing students of upcoming campus events.

E-Mentoring Program
October 2013 - April 2014

College of Business, Minnesota State Mankato
Mankato, MN

- Gained an inside look at what personal future career focus will be.
 - Expressed initiative to mentor as to what new ideas could improve business practices.
-

Work Experience

Retail Coworker/Food Specialist
September 2013 - present

Kwik Trip
Shakopee, MN

- Provide superior customer service to each individual customer.
- Process transactions in a timely, accurate, and trustworthy manner.
- Maintain a quality store image through cleanliness, merchandising, and product availability.

Library Page
June 2013 - present

Minnesota Regional Library
Eagan, MN

- Demonstrated dedication to same employer for over three years.
- Exhibited ability to find accurate information at a fast pace utilizing the Internet and library catalog.
- Assist library patrons in familiarizing themselves with computers and the Internet.

Group Sales Assistant
May - September 2013

Valleyfair Amusement Park
Shakopee, MN

- Assisted Group Sales Account Executives with preparation of company picnics, event details, and meal tickets.
 - Processed payments and maintained payment information on internal forms and databases for various consignment ticket programs.
 - Computed and distributed daily pre-sold attendance figures.
 - Worked as a liaison between the client and Valleyfair's Food Operations Division.
-

Awards

- All American Scholar Collegiate Award, 2015
- Marketing Club member, 2013-2015
- Marketing Faculty Scholarship recipient, 2014
- American Red Cross Volunteer - Marketing Assistant, 2013-2015

SAMPLE RESUME – NURSING

Michelle Anders

6101 Nickerson Ave. Apt. #101

Mankato, MN 56001

(507) 914-1107

mkthanders@hotmail.com

OBJECTIVE:

To obtain a position as a Registered Nurse

EDUCATION:

Bachelor of Science Degree in Nursing

May 2015

Minnesota State University, Mankato - Mankato, MN

GPA 3.82

INTERNSHIP EXPERIENCE:

Summer III Nurse Intern-Neurology Department

Mayo Clinic, St. Mary's Hospital - Rochester, MN

Summer 2014

Along with preceptor:

- Educated patients on medications
- Completed patient intake assessments
- Performed NG tube feedings, trach site care & suctioning, and dressing changes
- Performed PEG, chest tube, and PICC site care

HEALTH CARE WORK EXPERIENCE:

Patient Care Associate-Orthopedics & Cardiac Departments

Mayo Clinic, Immanuel St. Joseph's Hospital - Mankato, MN

May 2013-Present

- Measure and record vital signs, intake and output
- Instruct patients on how to obtain specimens for laboratory testing

Certified Nursing Assistant

Pathstone Living - North Mankato, MN

September 2011-June 2012

Bethesda Nursing Home - Willmar, MN

March-August 2011

- Assisted Senior Residents in activities of daily living

CLINICAL EXPERIENCE:

Synthesis Immanuel St. Joseph's Hospital - Mankato, MN

Fall 2014

Medical Surgical St. Francis Hospital - Shakopee, MN

Fall 2014

Mental Health Immanuel St. Joseph's Hospital - Mankato, MN

Spring 2014

Community Health Le Sueur County - Le Center, MN

Spring 2014

Obstetrics Waconia Medical Center - Waconia, MN

Fall 2013

Pediatrics Fairview Ridges Hospital - Burnsville, MN

Fall 2013

Medical Surgical Abbott Northwestern Hospital - Minneapolis, MN

Spring 2013

Geriatrics Oak Hills Living Center - New Ulm, MN

Spring 2013

Geriatrics Janesville Nursing Home - Janesville, MN

Fall 2012

VOLUNTEER EXPERIENCE:

Student Nurses Association Treasurer

Minnesota State University, Mankato - Mankato, MN

May 2013-May 2014

- Balanced Student Nurses Association account for all credits and debits
- Participated in volunteer activities: Diabetes Walk, "Rake the Town"
- Attended National Student Nurses Association Convention in Nashville, TN

Volunteer

Committees Against Domestic Abuse (CADA) of Mankato, MN

January-December 2014

- Participated in fundraising and awareness events in the local community

Pao Yang

2425 Catherine Road · Mankato, MN 56001 · 507-555-8987 · pao.yang@mnsu.edu

OBJECTIVE

To obtain a position in city planning or housing administration

EDUCATION

Master of Arts, Urban and Regional Studies/Public Administration

Minnesota State University, Mankato – Mankato, MN May 2015

GPA 3.8

Bachelor of Science, Urban and Regional Studies & Speech Communications

Minor: Management

Certificate: Nonprofit Leadership

Minnesota State University, Mankato – Mankato, MN May 2013

GPA: 3.2, Dean's List

RELATED EXPERIENCE

City Planning Intern, City of Janesville, Janesville, MN (January to June 2015)

- Designed and developed informational packets and marketing materials
- Handled citizen questions and complaints effectively
- Coordinated fundraising for Teen Recreation Center

Graduate Assistant, Minnesota State University, Mankato, MN (September 2013-May 2015)

- Updated Urban and Regional Studies department website
- Assisted with classroom responsibilities including grading, office hours, and assisting with projects
- Assisted Urban and Regional Studies undergraduate students with advising and internships

Volunteer, Salvation Army, Mankato, MN (October 2010-May 2014)

- Coordinated \$15,000 fundraiser and 155 volunteers
- Arranged permanent funding mechanism for the homeless shelter
- Fostered community and campus involvement

Office Assistant, Centerpoint Energy, Mankato, MN (January 2010-September 2013)

- Answered incoming calls for customer assistance
- Handled emergency calls calmly and effectively
- Assisted other city utility workers with questions

Volunteer, Partners for Affordable Housing (April 2010-May 2013)

- Planned homeless awareness events and fundraisers
- Recruited and coordinated student volunteers

SKILLS

Microsoft Word, Publisher, Excel, Outlook, PowerPoint, FrontPage, Access

ACTIVITIES

Students of Urban and Regional Studies Institute Club (2012-Present)

YWCA Mentor (2012-2013)

CONFERENCES

APA (American Planning Association) national conference (2014, 2015)

SAMPLE RESUME – GEOGRAPHY

JULIANE GREGORY

555 Kitten Lane, Mankato, MN 56001 ~ (511) 555-1111 ~ juliane.gregory@mnsu.edu

OBJECTIVE

To obtain employment in the field of GIS, GPS and/or cartography

EDUCATION

Bachelor of Science, Geography

May 2015

Minor in Geology

Minnesota State University, Mankato – Mankato, MN

3.3 GPA, Cum Laude, Dean's List

RELATED PROJECTS

Hydrogeology Independent Study, Minnesota State University, Mankato – Mankato, MN

Fall 2014

- Efficiently collected geologic data such as depth and core samples of numerous well-water sites
- Created detailed maps and computer models of the area using MODFLOW and GFLOW
- Solved problem of how mining would affect water resources of San Juan County, Utah
- Determined that any contaminants that would enter the water system in San Juan County by mining would eventually end up affecting the people who depend on the water

Geology Field Study, Minnesota State University, Mankato – Northeastern Minnesota

August 2014

- Collected physical data such as rocks and photographed the area to help create detailed maps
- Utilized critical thinking and analytical skills to decipher what types of rocks and minerals were present
- Identified minerals by utilizing criteria such as luster, hardness, cleavage, and streak
- Correlated the data utilizing the map and determined if there was a connection between location and minerals present as well as provided an explanation as to why or why not
- Created geologic timeline report of Northeastern Minnesota

RELATED SKILLS

ArcGIS 9.1

GPS Pathfinder Office 3.0

Adobe Illustrator

ArcView 3.3

Trimble GPS hardware & software

GRASS GIS

ArcPad 6.0

Garmin GPS hardware & software

MS Office

RELATED EXPERIENCE

GIS Technician Intern, City of Wells – Wells, MN

Summers 2013 - 2014

- Collected data, mapped, maintained and updated the GIS inventory and documentation of the City's storm water system and city utilities using GPS, photography, and ArcGIS software
- Created street annotation for entire department use
- Conducted city utility research and database maintenance
- Gained experience in the GIS field

WORK EXPERIENCE

Food Service Team Member, Cub Foods – Shoreview, MN

Summers 2009 - 2010

ACTIVITIES

Association of American Geographers, Minnesota State Mankato Geography Club

SAMPLE RESUME – CONSTRUCTION MANAGEMENT

John Hammond

507-384-7799
johnghammond@gmail.com

355 Larson Ave.
Mankato, MN 56001

OBJECTIVE

To obtain employment in the area of Construction Management

EDUCATION

May 2015

Bachelor of Science, Minnesota State University, Mankato – Mankato, MN
Major: Construction Management
Minor: Management

RELATED EXPERIENCE

May – October 2013

POET Design and Construction – Sioux Falls, SD

Site Engineer Intern at North Manchester, IN - 65MGPY Ethanol Plant

- Assisted the Site Superintendent
- Helped track Change Requests and Change Orders
- Assisted in helping answer sub-contractor questions
- Organized and tracked 1,500 punchlist items
- Helped with the plant start-up

Summer 2010

Laue Remodeling and Roofing – Marshall, MN

Carpenter

- Handled many different hand tools
- Worked on decks, roofing and siding
- Completed interior demolition

Summers 2008 – 2009

Rogers & Sons Builders – Marshall, MN

Laborer

- Performed general labor on residential construction sites
- Assisted construction crew with pick-up and delivery of materials to multiple sites

ADDITIONAL EXPERIENCE

1995 – Present (seasonal)

Hammond Farms – Marshall, MN

Farmer

- Drive tractor, semi-tractor, skid-steer, tandem trucks
- Work with dairy cattle and hogs
- Shovel corn and soybeans

2009 – 2011

McGowan Water Condition Inc. – Mankato, Minnesota

Salt Deliverer

- Delivered salt and checked softener timers
- Built and maintained strong relationships with multiple customers
- Trained five new employees on job duties

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Access, Outlook; AutoCAD; MS Project, Primavera (P3) and Microsoft Project Scheduling Software; Timberline Precision Estimating Software

ACTIVITIES

Construction Management Student Association Member
Intramural hockey, golf, and football participant
Habitat for Humanity Volunteer

HONORS & CERTIFICATES

Minnesota State University, Mankato Dean's List
OSHA 10-Hour Safety Card

Jennifer C. Campbell

1234 James St. • St. Paul, MN 56789 • (651) 555-8907 • JCC@gmail.com

SUMMARY OF QUALIFICATIONS

- Three years of experience providing therapeutic services to clinical populations
- Graduate education in mental health and therapy
- Extensive research experience in an academic and hospital setting
- Strong oral and written communication skills honed through years of working with individuals in counseling, teaching children with special needs, and volunteering in a crisis nursery
- Solid presentation skills developed through the delivery of over 100 training sessions as an HIV/AIDS educator
- Confident in independent and team-oriented tasks

EDUCATION

Master of Arts Degree, Clinical Psychology May 2015
Minnesota State University, Mankato – Mankato, MN GPA 3.8
Thesis – Cue Exposure in Smokers: Evidence with Self-Report and Physiology

Bachelor of Arts Degree, Psychology June 2003
University of St. Thomas – St. Paul, MN GPA 3.3

COUNSELING EXPERIENCE

HIV/AIDS Educator October 2013-Present
University of North Dakota, Counseling Center – Grand Forks, ND

- Developed a psychosocial training module for undergraduate peer educators regarding HIV prevention as part of a Center for Disease Control grant project
- Delivering the training module in coordination with a consultant specializing in the medical aspects of HIV/AIDS
- Participating in the marketing and development of related Center for Disease Control projects

Graduate Assistant September 2013-Present
Minnesota State University, Mankato, Counseling Center – Mankato, MN

- Conducted behavioral stress management sessions under the supervision of a psychologist in the topics of deep breathing, muscle relaxation, visualization, and time management
- Developed rapport quickly with clients by presenting as open, accepting and nonjudgemental
- Provided individual counseling to students addressing mental health issues such as depression, anxiety, and eating disorders
- Designed and gave presentations on various academic and career topics requested by instructors for individual classes
- Assisted with event planning and marketing; developed newspaper ads, posters, and online marketing to promote on and off-campus events

Behavior Therapist/Personal Care Attendant July 2003-September 2004
REM Health Incorporated & Private Family – Edina, MN

- Implemented behavior therapy program in individual therapy sessions with a child diagnosed with autism
- Routinely trained by psychologists, Lovaas therapists, and consultants in behavior therapy for children with autism
- Attended and participated in bimonthly meetings with a clinical psychologist and therapy team client regarding the development an individualized therapy program

Jennifer C. Campbell

(page 2)

CRISIS INTERVENTION & EXPERIENCE WITH SPECIAL POPULATIONS

Teaching Assistant for Children with Special Needs Summers 2000 & 2001

Early Childhood Learning Center, Apple Valley School District – Apple Valley, MN

- Monitored behavior of an autistic child; implemented behavior management program
- Facilitated therapeutic social interactions including role-play and sharing

Volunteer Team Leader/Volunteer September 2000 - May 2002

Minneapolis Crisis Nursery – Minneapolis, MN

- Assisted in child care responsibilities with children aged newborn to 7 years
- Trained in crisis intervention and child abuse documentation
- Supervised five volunteer undergraduate students and served as a facilitator for debriefing discussions during the academic year

RESEARCH ACTIVITIES

Research Team Member September 2013-Present

Minnesota State University, Mankato, Department of Psychology – Mankato, MN

- Participated in discussion regarding research development and implementation
- Independently developed an original research idea and methodology
- Served as a mentor for undergraduate and graduate students in the pursuit of research

Research Assistant/Intern Summer 2014

Mayo Clinic, Nicotine Research Center & Health Psychology – Rochester, MN

- Contributed to the development of nicotine research protocols as member of a research team of clinical psychologists, physicians, and biostatisticians
- Independently contributed to the closure of a research project and successfully produced a manuscript for journal submission
- Actively participated in health psychology evaluations and formulated diagnostic impressions and treatment plans

Research Assistant February 2002 - March 2003

University of St. Thomas, Department of Psychiatry – St. Paul, MN

- Trained to administer a screen of medical and psychological assessments to potential participants in a study of alcoholism and anxiety disorders
- Participated in research meetings with doctoral candidates

ADDITIONAL WORK EXPERIENCE

Stay at Home Parent September 2003-August 2013

Campbell Family – St. Paul, MN

- Took care of three children while handling all scheduling, finances, and logistics
- Maintained involvement in the community by volunteering in classrooms, overseeing field trips, and sitting on the Jean Lyle Children's Center board

Assistant Manager/Server/Server Assistant June 1999 - July 2002

Ristorante Luci Incorporated – St. Paul, MN

- Maintained superior restaurant functioning; managed finances
- Provided quality service and hospitality to restaurant clientele

SAMPLE RESUME – LAW ENFORCEMENT (Before)

Tom Haggerd
71 Arrowhead Road
North Mankato, MN 56003
507-555-1234
Tom.haggerd@hotmail.com

Focus: To earn a position that will utilize my leadership and communication skills.

Skills:

- Able to Respond in high pressure situations; effective working with upset or uncooperative clients.
- Articulate; able to communicate effectively in written and spoken word.
- Ambitious; highly motivated and goal oriented.
- Trustworthy with sensitive or confidential information.
- Strong leadership; able to motivate and lead people to achieve goals and objectives; enjoys working with people

Experience: Furniture Etcetera Mankato, MN
Salesperson 08/2015 to Present

- Sell furniture to customers during closeout.

Minnesota State University, Mankato Mankato, MN
Lead Security Officer 02/2011 to 08/2015

- Began as Work Study Officer in 2009 and was progressively promoted to Lead Officer in July 2012.
- Ran day-to-day operations of department while the Director was on sabbatical.
- Responsibilities included: scheduling, payroll, writing policies, training new officers, ticket appeals, equipment issue and organization, and other duties as assigned.
- Certified Use of Force Instructor and Minnesota First Responder.

Education: Minnesota State University, Mankato Mankato, MN
Bachelor of Science 2015

- Major in Law Enforcement, Minor in Political Science
- Member of National Criminal Justice and Political Science Honor Societies.

Hibbing Community College Hibbing, MN
Skills 2015

- Liberal Arts with an emphasis in Communication

Volunteer: First Lieutenant, Civil Air Patrol: March 2012 - Present
Reserve Officer, Bemidji Police Reserves: July 2008 - May 2009

SAMPLE RESUME – LAW ENFORCEMENT (After)

TOM HAGGERD

71 Arrowhead Road • North Mankato, MN 56003 • 07-555-1234 • tom.haggerd@hotmail.com

OBJECTIVE: To earn a peace officer position that will utilize my leadership and communication skills.

EDUCATION:

Bachelor of Science in Law Enforcement
Minor in Political Science

May 2015
Mankato, MN

Minnesota State University, Mankato

- Member of National Criminal Justice and Political Science Honor Societies.

Law Clinical Component – Skills Certificate

Anticipated December 2015

Hibbing Community College

Hibbing, MN

PPCT, Radar, E.V.O.C and SFST

PROFESSIONAL CERTIFICATIONS/TRAINING:

- **Red Cross** – Emergency Response Certificate Exp. April 2017
 - **Red Cross** – CPR/AED/O2 for the Professional Rescuer Exp. April 2017
 - **ROTA** – E.D.P./Officer Survival Course October 2015
 - **ROTA** – Traffic Direction and Control School April 2015
 - **South Metro Public Safety Training Facility** – Use of Force Instructor Certificate October 2014
 - **Hennepin County Sheriff's Office** – Police Reserve School April 2006
-

RELATED EXPERIENCE:

Lead Security Officer

02/2011 to 08/2015

Minnesota State University, Mankato Mankato, MN

- Began as Work Study Officer in 2009 and was progressively promoted to Lead Officer in July 2012.
- Ran day-to-day operations of department while the Director was on sabbatical.
- Effectively communicated to staff and necessary authorities through detailed written reports.
- Responded to high pressure situations and effectively worked with upset or uncooperative patrons.
- Responsibilities included: scheduling, payroll, writing policies, training new officers, ticket appeals, equipment issue and organization, and other duties as assigned.

Reserve Officer

07/2008 to 05/2009

Bemidji Police Reserves

Bemidji, MN

- Transported prisoners and performed uniform and plain-clothes patrol assignments.
- Assisted with criminal investigations and traffic enforcement.
- Worked closely with diverse cultural and ethnic populations.
- Entrusted with confidential and sensitive information.
- Enhanced leadership skills and displayed the ability to remain calm in emotionally charged situations.

Ride-a-longs: Participated in 250+ hours of ride-a-long time with officers from the cities of Eagle Lake, St. Clair, Mankato, Roseville, Blue Earth County and the MN State Patrol

ADDITIONAL WORK EXPERIENCE:

Salesperson (Temporary)

08/2015 to Present

Furniture Etcetera

Mankato, MN

- Provided excellent customer service by listening to customer's needs and providing the product
 - Communicated effectively to a team of 6 ensuring customer needs were met
-

VOLUNTEER EXPERIENCE:

First Lieutenant, Civil Air Patrol

March 2012 - Present

SAMPLE RESUME – AVIATION

Richard Grant

5825 Winding Road
North Mankato, MN 56003
507-388-5555
richardgrant@yahoo.com

OBJECTIVE Employment as a pilot with Flying Airlines

CERTIFICATES AND RATINGS Commercial Pilot: Airplane Single/Multiengine Land, Instrument
Instructor Ratings: Airplane Single Engine
FCC Radiotelephone Operator Permit: Restricted
First Class Medical, No Restrictions

FLIGHT TIMES	Total 679		
Pilot-in-Command	609	Simulator	152
Instructor	246	Night	22
Multi-engine	56	Cross Country	91
Instrument	63		

EDUCATION Bachelor of Science in Aviation May 2015
Minor in Aviation Safety GPA 3.0
Minnesota State University, Mankato Mankato, MN

Related Coursework

Aviation Safety	Advanced Flight Operations
Flight Engineers Ground School	Aviation Management
Regional Airlines Operations	Multi-Engine Flight Lab

EXPERIENCE **Flight Instructor** June 2012-Present
Smith's Mill Aviation, Smith's Mill, MN

- Conducted primary and commercial training for single engine aviation students under FAR Part 61
- Scheduled and refueled aircraft

Intern January-May 2015
Alma City Crop Dusting, Alma City, MN

- Scheduled crop dusting flights in Southern Minnesota
- Marketed services in local media
- Ordered supplies

Management Trainee April 2011-June 2012
Beauford Flights, Beauford, MN

- Managed and scheduled air crew
- Completed full motion flight simulator training

ACTIVITIES Minnesota State Mankato Aviation Club Secretary
IMPACT Team
YMCA Big Brother

SAMPLE RESUME – SPORT MANAGEMENT

Jane W. Peterson

1234 90th St., Mankato, MN 56001 (507) 555-0000 jwpete@hotmail.com

OBJECTIVE: Seeking a Sport Management Internship with an emphasis on marketing.

EDUCATION:

Minnesota State University, Mankato
Bachelor of Science in Sport Management
Marketing Minor

Mankato, MN
May 2015
GPA 3.7/4.0

Iowa State University
General Education courses

Ames, IA
August 2010-May 2012

RELATED COURSEWORK:

Sports Administration
Sport Promotion and Marketing
Event Management in Sport
Leadership and Management in Sport
Organizations

Public Relations
Principles of Marketing
Marketing Research & Analysis
Distribution Strategy
Professional Selling

RELATED WORK EXPERIENCE:

Assistant Fitness Manager, YMCA, Mankato, MN

January 2013-Present

- Work with Director to create and implement fitness programs
- Assist Fitness Coordinator in developing and maintaining youth programs
- Help staff with facility management tasks

Marketing Intern, Minnesota State Mankato, Athletic Department, Mankato, MN

August-December 2013

- Demonstrated excellent sales and communication skills while selling tickets for various athletic events
- Developed social networking site advertising for athletic events

Student Assistant, Iowa State University Recreation Center, Ames, IA

June 2010-May 2012

- Managed the weight room and equipment use
- Prepared facilities for athletic events, such as basketball, tennis, lacrosse, and football

Membership Assistant, YMCA, Blakely, IA

May 2008-August 2009

- Enrolled new members and assisted members with questions
- Ensured facilities were in safe and orderly condition
- Trained new staff members on rules, policies, procedures, and equipment

ADDITIONAL WORK EXPERIENCE:

Assistant Manager, Kwik Trip, Mankato, MN

November 2013-Present

Sales Assistant, Herberger's, Mankato, MN

June 2012-August 2013

Shift Leader, Subway, Ames, IA

June 2010-May 2012

ACTIVITIES AND HONORS:

Human Performance Award, Minnesota State University, Mankato, 2014
Minnesota State University, Mankato Intramural participant: Soccer, Basketball, Volleyball, 2013-2014
Leaders in Action Scholarship, YMCA, Mankato, 2013
Habitat for Humanity Volunteer, Mankato, 2012-2013

SAMPLE REFERENCE PAGE

Antonio Moore

1111 Market Road #178 • Shakopee, MN 55379 • 952.567.8900 • dave.smith@msus.edu

Mr. John Doe

Student Relations Coordinator
College of Arts and Humanities
Minnesota State University, Mankato
226 Armstrong Hall
Mankato, MN 56001
(507) 555-1234
john.doe@mnsu.edu

Ms. Jane Johnson

Assistant Director
Student Activities
Minnesota State University, Mankato
173 Centennial Student Union
Mankato, MN 56001
(507) 555-9876
jane.johnson2@mnsu.edu

Dr. Michael Peterson

Professor
Mass Media Department
Minnesota State University, Mankato
136 Nelson Hall
Mankato, MN 56001
(507) 555-6565
michael.peterson@mnsu.edu

Ms. Diane Larson

Manager
Perkins Restaurant
1001 Mason Street
James, MN 56908
(507) 555-4260
dianel@hotmail.com

TIPS:

A reference list 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 reference 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.

SAMPLE COVER LETTER/LETTER OF APPLICATION

Your Name

Address

City, State, Zip

Phone

Email

Date of Writing

Name of person you are writing to

His/Her Title

Organization name

Street Address

City, State Zip

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

Opening Paragraph – Your goal here is to spark interest in the reader. 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. Also, share why you are interested in the specific position and organization. Be specific.

Middle Paragraph – Your goal here is to promote your value. 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 would be of interest to the employer and **be sure to illustrate the relationship between your skills/experience and the position for which you are applying.** Sell yourself!

Additional Paragraph – If you need to add additional supporting paragraphs, note specific experiences such as: clinicals, internships, job shadowing, achievements, and projects that are related to the positions for which you are applying. Be sure to quantify if possible.

Closing Paragraph – Your goal here is to provide information about what will happen next and show appreciation. Refer the reader to the enclosed application or resume. Request an application form or an interview. Indicate references are available upon request. List a phone number or e-mail address where you can be reached. Make sure your closing ends on a positive note by thanking the reader for consideration of your application. 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

SAMPLE COVER LETTER – TARGETED MAILING

Minnesota State Mankato Student

555 State Street

Mankato, MN 56001

(507) 371-1234

January 21, 2016

Name, Title
Company Name
Street Address
City, State Zip

Dear Mr./Ms. (Last Name):

I read about Company X's Retail Management Training Program in College Graduate Magazine. A career in retail management is what I am interested in, and I am planning to relocate to New York City in the near future. I would be interested in learning more about the company and about available opportunities.

In December 2015 I received my Bachelor of Science degree in Management and Marketing from Minnesota State University, Mankato. I have over four years of retail experience as a Sales Associate and a Sales Floor Supervisor. In addition, I completed two internships focusing on retail management.

My resume, which is enclosed, contains additional information on my experience and skills. I would appreciate the opportunity to discuss the training program with you and to provide further information on my candidacy. I can be reached anytime via my cell phone, 507-371-1234.

Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity to work with Company X.

Sincerely,

Your Signature

Your Typed Name

SAMPLE COVER LETTER – HEALTHCARE

Ryan Smith

Current Address:
555 State Street
Mankato, MN 56001
(507) 371-1234

Permanent Address:
320 Marshall Street
Austin, MN 55912
(507) 372-5555

ryan.smith@mnsu.edu

August 12, 2015

Human Resources Department
The Children's Mercy Hospital
2401 Gillham Road
Minneapolis, MN 55400

Dear Human Resources Director:

I am interested in exploring opportunities for employment with The Children's Mercy Hospital upon graduation. In December 2015 I will receive my Bachelor of Science degree in Chemistry and Biology. Using my knowledge of chemistry and biology as a scientist in the medical field is what I desire. I am particularly interested in the Research Assistant position in your Cancer Pharmacology Lab, which was recently advertised in the Minneapolis Star Tribune, on August 11, 2015.

My enclosed resume defines the qualifications and skills I will bring to your hospital. In addition to my strong academic background, I have three years of research experience, including pharmacology research at the University of Minnesota. Please note that I have experience with cell culture techniques and have had classes in Cell Biology and Molecular Biology. I have the ability to organize and direct activities effectively, and am willing to accept all the responsibilities associated with a research position.

Next week, I will contact you to verify receipt of this letter and resume. I look forward to the possibility of my association with your hospital.

Sincerely,

Ryan Smith

SAMPLE COVER LETTER – MBA

Laura Haley

300 Broadway, Apt. 15
507-663-8965

Mankato, MN 56001
lbethhaley@hotmail.com

February 1, 2015

Kimberly Sharpe, Recruiting Manager
Hexagonal Consulting
111 Avenue of the Americas
New York, NY

Dear Ms. Sharpe:

Currently, I am a first year MBA student at Minnesota State University, Mankato. I was extremely impressed with Hexagonal Consulting's approach to management consulting after attending the presentation given by your firm earlier this semester. I also learned more about your firm by talking with William Field and several other summer interns. My discussions with them confirmed my interest in Hexagonal Consulting, and I am now writing to request an invitation to interview for a Summer Associate Consulting position.

After graduating from Northern College with a degree in accounting, I worked as an associate in the Finance department of AutoCo, a well-known automotive manufacturer. I gained solid analytical and problem solving skills there where I was responsible for identifying and resolving financial reporting issues, as well as generating innovative methods to improve our processes. I also fine-tuned my communication and consensus building skills, as I often needed to present and market my work to middle and upper management. Finally, during my last year of employment, I took on a team leadership role, managing the daily work of five junior members of our team and taking an active role in our training for new hires.

The strong potential fit I see with Hexagonal Consulting excites me. I feel that the analytical, leadership and teamwork abilities gained through my employment and academic experience have provided me with the tools and skills necessary to perform well in a consulting career, and will allow me to make a significant contribution at your firm. I am particularly intrigued by the shareholder value focus of Hexagonal Consulting's methodology, since it fits well with my experience in finance.

My resume is enclosed for your review. I welcome the opportunity to meet with you when you recruit at Minnesota State University, Mankato for summer interns later this spring, and I would greatly appreciate being included on your invitation list.

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

Sincerely,

Laura Haley

SAMPLE COVER LETTER – TEACHING

Sadeem Temecula

163 Juniper Drive SW – Lonsdale, MN 55046 – (507) 349-1234 – Sadeemtemecula@yahoo.com

January 15, 2015

Dr. Ryan Laager - Principal
Stillwater Area High School
5701 Stillwater Blvd N.
Stillwater, MN 55082

Dear Dr. Laager:

With the completion of my degree and receipt of my license only weeks away, I am prepared to use my content knowledge, life experiences, and enthusiasm to help Stillwater Area High School students achieve things they did not think possible. I am prepared to bring excitement, security, relevance, and rigor to your school and provide a learning environment that puts students into a position where they cannot fail themselves. The substitute Social Studies position available beginning in March is especially interesting to me because of the outstanding reputation that Stillwater Area High School has in Minnesota. I would be both honored and excited to become part of your staff and I feel that my abilities and experiences would complement what is already an outstanding group of instructors.

Before relocating to Minnesota in the fall of 2012, I made a career change from business and accounting to education. After returning to college, I had the unique opportunity to teach in the T.E.A. Expulsion Program for high school in Lincoln, Nebraska for five semesters while pursuing my Social Studies Teaching degree. This experience was invaluable to understanding the diverse nature of the adolescent mind, the social struggles that adolescence presents, and the importance of a safe and nurturing classroom environment. In addition, it provided me the opportunity to teach a multitude of disciplines, while working toward my teaching degree. Teaching in the T.E.A. Program had a profound effect on my approach to students. It further fueled my desire to build character in young men and women by helping them believe in themselves and their abilities, make a connection with their educational environment, and become leaders in their community.

Throughout my teaching experiences, I have been able to develop and support the intellectual, social, and emotional growth of my students. My diverse background, abilities, caring nature, organization, and attention to detail have enabled me to make connections with students that have often been difficult to reach. During my student teaching this past fall, one of my cooperating teachers shared with me that I had made a significant connection with a student that had been otherwise unreachable prior to my arrival. This experience outlines the success that I often have with my students. It also defines my ability to gain the trust of my students, which equates to greater confidence and achievement levels in my classrooms.

My unique classroom background has provided me the opportunity to refine my knowledge, skills, and experiences to create a responsive learning environment. In addition, it has helped me to successfully enhance my classroom management skills, excel at adapting the curriculum to diverse learning styles, and increase my ability to create an engaging lesson plan that is state standard aligned and encourages my students to participate in higher-level thinking processes.

I believe that my knowledge, skills, experiences, and enthusiasm align nicely with Stillwater Area High School. I am confident I can bring the type of relevant and rigorous instruction that you seek for your current opening. Thank you for reviewing my application and considering me as a candidate. I look forward to meeting you in person and further discussing my qualifications.

Sincerely,

Sadeem Temecula

SAMPLE COVER LETTER – SOCIAL SERVICES

Tavaris Turner

2525 Southhaven Road • Mankato, MN 56001 • 555-555-5555 (Cell) • tavaris.turner@hotmail.com

July 10, 2015

Ms. Delores Director
Ramsey County Social Services
555 South Second Street
Minneapolis, MN 55337

Dear Ms. Director:

Please review my qualifications, summarized in the enclosed resume, for the position of Social Services Worker II with Ramsey County. As a native of Ramsey County, I know about the innovative services provided by your organization and I'm excited to apply for this position.

My psychology degree from Minnesota State University, Mankato gives me an excellent background for this position. This includes coursework in social and community psychology, personality theory, cultural psychology and human development. Specifically in the cultural psychology class, I enhanced my understanding of divergent mentalities and the capacity for humans to create psychological diversity. Working with diverse clients is a large portion of this position as a Social Services Worker and I am certain that I have the skills necessary to excel.

Beyond my coursework, I have had some great hands-on experiences. In particular, my two internships provided opportunities for both group and one-to-one interaction and gave me insight into the organization of social service agencies. Each of these experiences allowed me to develop rapport with staff and clients and to work effectively in a team environment.

In addition, during my volunteer activities at the Echo Food Shelf, I utilized my technical skills to implement a new inventory system. Also, while volunteering at the Mankato House, I redesigned a website for the organization. In both of these instances, I found that my organizational skills and attention to detail helped me to successfully manage the large amounts of data I was working with and create effective and efficient tools.

As you can see, my experiences have adequately prepared me for this position with Ramsey County. Thank you for considering me for this position and I will be contacting you within two weeks to follow up on my application.

Sincerely,

Tavaris Turner

SAMPLE COVER LETTER – COMMUNICATIONS

Aisha Hadad

555 20th Street
Mankato, MN 56001
(507) 555.1212
aisha.hadad@mnsu.edu

March 21, 2015

Mr. Mark Rogers, Marketing Manager
Creativity Plus Publishing Inc.
555 South Avenue
Burnsville, MN 55337

Dear Mr. Rogers:

This May, I am graduating with a Bachelor of Arts Degree in English and am very enthusiastic about entering the communications field. Creativity Plus Publishing attracted my attention through the article on your company's expansion in the South American and Asian markets in a recent edition of Publishing Forum. When I found out about your Public Relations and Marketing Associate position through Mavjobs.com, I was very excited to find that I meet or exceed all of your qualifications and would bring a number of additional valuable skills to your organization. Please allow me to outline how my qualifications meet your requirements:

Strong analytical and presentation skills

- Through my educational background and coursework in Technical Communication, Research and Writing Technical Reports, Public Speaking, and Communication in Theory and Research, I've developed strong analytical and presentation skills.

Excellent communication skills (both written and verbal)

- During my community and campus involvement experiences in the YMCA and the Impact Team as well as my internship at Twilight Publishing, I demonstrated my writing skills by developing solid and effective marketing materials and press releases.

Ability to multitask

- I completed full-time courses, maintained a 3.5 GPA, worked 20+ hours/week at my internship, and volunteered monthly with the YMCA exemplifying my excellent multitasking abilities.

Very organized and detail-oriented

- My work experience in the Minnesota State Mankato Registrar's Office required me to be detail-oriented as I was charged with accurately updating over 500 student records. In addition, I enhanced my organizational skills as I worked independently on a project to transform all of the paper records to an online format.

In conclusion, I am confident that I could both contribute and learn a great deal about the public relations and marketing fields working with Creativity Plus Publishing. Thank you for your consideration and I look forward to meeting you to discuss my qualifications further.

Sincerely,

Aisha Hadad

SAMPLE COVER LETTER – MARKETING INTERNSHIP

JANE SMITH

1701 Westy Lane

Mankato, MN 56001

(507) 373-5555

janesmith@gmail.com

November 3, 2015

Ms. Lilly Hernandez, Marketing Manager
Arrow Corporation
365 Lincoln Court
Minneapolis, MN 55401

Dear Ms. Hernandez:

I am interested in applying for the Marketing Internship your company posted with Mavjobs.com. I have enjoyed Arrow Corporation's cutting edge marketing efforts and am impressed with your reputation as a leading retailer. An internship at Arrow Corporation is an ideal opportunity for me to apply and enhance the skills I am developing as a third year marketing student at Minnesota State University, Mankato.

As a full-time student, I have worked an average of 20 hours per week as an Assistant Manager at Herberger's Department Store in Mankato while maintaining a 3.75 GPA. My strong work ethic, my experience in retail, and my excellent academic background make me a strong candidate for the internship at Arrow Corporation. As president of the Minnesota State Mankato Marketing Club, I have also had the opportunity to develop important leadership and communication skills through leading meetings, planning events, approving and implementing organizational goals, and presenting to students and faculty at various events.

I am looking forward to discussing the Marketing Internship with you. I will call you early next week to see when we can schedule a time for us to discuss this opportunity in person.

Sincerely,

Jane Smith

CREATING AN EFFECTIVE APPLICATION

It is YOUR job to show an employer how you fit the qualifications they are looking for. Hiring managers write specific job descriptions so they can make an effective hire. For each resume and cover letter you send out, follow these examples to create tailored materials that will get results.

Sample Job Description

Manager, Public Affairs - Web/Content Job

Mayo Clinic

Location: Mankato, MN, US

Job Posting Number: 22916BR

Job Posting Category: Administration/Management, Business Professional

Department: Public Affairs

Job Description:

Communicates effectively in written, verbal and visual form. Stays current with developments and changes in web publishing techniques and with emerging technologies in web based applications. Looks for ways to make web tools as "user friendly" as possible. Strong understanding and practical experience in internet and social media strategy. Works with cross-functional teams to produce high-quality print, online and video deliverables. Supervises staff and develops each member to be competent, marketing astute, dedicated and efficient. Effectively holds productive conversations with customers to help manage expectations of departmental deliverables. Demonstrated ability to see "big picture" and provide useful insight and information to drive decision making on marketing or public relations initiatives using data. Proactively and systematically review web content, ensuring accuracy and timeliness of information presented. Ensures file security. Edits material being generated by the department to ensure Mayo Clinic brand and all professional style standards are met. Works effectively with the Public Affairs and Marketing team to successfully complete work on time and on budget.

Basic Qualifications:

Experience: Strong understanding of marketing principles in service delivery. Must be results oriented, innovative, and willing to explore and invent new marketing solutions. Marketing experience required, including content creation and implementation strategy using multiple communication channels and media (print, digital, video, & social media) and public relations. Experience in workflow analysis tracking and prioritizing multiple deliverables across functional and time lines required. Prior experience adapting marketing communications in digital channels is required. **Education:** Bachelor's degree in English, marketing, communications, web development, or public relations required. Master's degree preferred.

Benefit Eligible: Yes

Hours/Pay Period: 80

Schedule Details: Day shift

Staffing Specialist: Susan Guesser

Company Statement:

Mayo Clinic offers a wealth of job opportunities, but most essentially, it offers the chance to make a difference by helping others. Employees are mentored in Mayo's culture and our model of care, which values mutual respect, integrity, personal responsibility, innovation and communications. Mayo Clinic is an affirmative action / equal opportunity educator and employer.

Job Segments: Public Policy, Communications, Marketing Communications, Manager, Marketing Manager, Government, Marketing, Management

SAMPLE COVER LETTER

XAVIER CARTER

5824 Wilson Lane | Brooklyn Park, MN 55445 | 598-884-1548 | x.carter@gmail.com

June 14, 2015

Susan Guesser
Human Resources Specialist
Mayo Clinic Health System
1025 Marsh Street
Mankato, MN 56001

Dear Ms. Guesser:

The position of Manager, Public Affairs - Web/Content, featured on Mayo Clinic Health System's website, is of extreme interest to me. Mayo Clinic's philosophy of working together to provide an unparalleled experience as the most trusted partner for health care where the needs of patients come first is inspiring. Growing up in a low-income household from an underrepresented background, I did not have access to adequate health care. As a first generation college student, my goal was to become a doctor so I could help people, like my family, gain access to health care. When chemistry and anatomy became barriers, I did some careful reflection and discovered that my gifts aligned more with working with others, thinking creatively, understanding communication through various mediums, and possessing the ability to see the big picture. As my undergraduate experience is culminating, I am confident that I found the perfect position where I can help others and apply my skills and talents in marketing, web design, and supervision.

I recently graduated with my Bachelor of Fine Arts Degree in Graphic Design with a minor in Marketing. This degree selection has equipped me to develop creative content using multiple communication channels such as print, digital, and social media. In addition, I have a strong understanding of marketing principles and service delivery from the Internet Marketing and Promotional Strategies courses that I have taken.

In terms of my web design experience, I took a course that helped me understand the fundamentals and taught me how to use Adobe Dreamweaver for content creation, editing, and updating of websites. During my internship at the Mankato Clinic, I was charged with updating the website regularly and staying current on the new developments in technology. Less formally, I have also created my own website. Please see www.carterxavier.com for an example of how I integrated social media and other digital strategies. I am confident that these skills will benefit the Mayo Clinic and will allow me to hit the ground running in this position.

This position also requires the ability to supervise staff and work effectively across cross-functional teams. As a Merchandise Manager at Barnes & Noble for two years, I supervised 10-15 staff during shifts and worked with a managerial team as well as corporate headquarters to ensure quality and complete work. I was able to build a cohesive team quickly by effectively communicating expectations, understanding individual strengths, and providing feedback routinely. In June 2013, I earned the Rising Manager Award which is only given to a select group of managers each year.

I am passionate about helping people through media and this position is a perfect match for my skills and abilities. I would welcome an opportunity to talk with you in person to discuss my qualifications in depth. Please contact me at 598-884-1548 or x.carter@gmail.com to set up an interview or if you would like additional information.

Sincerely,

Xavier Carter

SAMPLE RESUME

XAVIER CARTER

5824 Wilson Lane | Brooklyn Park, MN 55445 | 598-884-1548 | x.carter@gmail.com

PROFESSIONAL QUALIFICATIONS

- Strong understanding of marketing principles in service delivery.
- Results oriented, innovative, and willing to explore and invent new marketing solutions.
- Completed an extensive internship in marketing with focus on content creation and implementation strategy using multiple communication channels.
- Excellent at prioritizing multiple deliverables across functional and time lines.
- Experience adapting marketing communications in digital channels.

EDUCATION

Bachelor of Fine Arts Degree in Graphic Design

May 2015

Minor in Marketing

GPA 3.44

Minnesota State University, Mankato

- Studied Abroad – International Marketing Study Tour, Belize (Fall 2011)
 - Gained an understanding of Fair Trade, sustainability, and entrepreneurship while visiting local businesses in Punta Gorda and San Pedro, Belize.

RELATED COURSEWORK

Internet Marketing

Consumer Behavior

Web Design

Promotional Strategy

International Marketing

Motion Graphics

Digital Imaging

Introduction to Digital Media

Marketing Research & Analysis

MARKETING EXPERIENCE

Marketing Intern, Mankato Clinic, Mankato, MN (440 hours)

August 2014-May 2015

- Researched emerging trends and technologies to identify key marketing, media, and digital strategies.
- Systematically reviewed and updated the website to increase “user friendliness.”
- Designed a variety of print and electronic materials including service brochures, a new patient welcome email, and the long-term care monthly e-newsletter.
- Oversaw the content on the Clinic’s Facebook page creating an innovative way to meet patient’s needs.
- Created two videos highlighting patient success stories and uploaded them to YouTube.
- Carefully edited materials generated by the marketing department to ensure field standards were met.

MANAGEMENT/SUPERVISION EXPERIENCE

Merchandise Manager, Barnes & Noble Bookstore, Mankato, MN

September 2012-August 2014

- Worked in a cross-functional team setting and effectively communicated verbally and in written form to customers, staff, and corporate headquarters.
- Supervised 10-15 staff and developed each member to be competent, dedicated and efficient.
- Created merchandise displays adherent to national guidelines.
- Monitored cultural and social trends and placed displays accordingly.
- Worked effectively with the management team to ensure work was completed on time and on budget.
- Held productive conversations with customers to help manage expectations of departmental deliverables.

SKILLS

Proficient in Java, Python, HTML & Visual Basic | Microsoft Word & Excel | Adobe Photoshop, Dreamweaver & Illustrator | Social Media: Facebook, LinkedIn, Twitter, YouTube, WordPress

THE THANK-YOU LETTER

The thank-you letter is key to effective interview follow-up! This is an essential piece of the job search and can play a significant role in the hiring process. Typically a thank you is sent within 24 hours of the interview, and is used to express your appreciation as well as to strengthen your candidacy for the position. Try to send a thank you to each individual participating in the hiring process. If this is not feasible, then send a thank you to your interview 'host' or to the highest ranking manager you met with, and include a request to extend your thanks to the entire group.

Thank-you letters can be hand-written (neatly and on professional appearing stationery), typed up and sent in the mail, or emailed. Hand-written letters may be more fitting for an organization in which you made a very close connection; while a typed or emailed thank you tends to work better for a conservative organization or if you have poor handwriting. If you are going to email a thank you, be sure it is as professional as if it were typed and sent through the mail. Emailing a thank you may also be necessary when hiring decisions are going to be made faster than when a thank you will reach them via mail. Also, don't forget to send a thank you to those with whom you have had informational interviews as well as those individuals who serve as your references. Following is a suggested format for thank-you/follow-up letters, and a sample letter can be found on page 48.

THANK-YOU LETTER FORMAT/FOLLOW-UP LETTER

Your Street Address
City, State Zip Code
Date

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

Dear Mr./Ms. Blank:

First Paragraph – Express appreciation for being granted the interview and for the courtesies extended to you by the interviewer. Indicate the job for which you were interviewed, where the interview was conducted, and the date. Perhaps you will want to recall some pleasant incident that took place during the interview.

Second Paragraph – Reaffirm your interest in the job or position for which you were interviewed. Briefly cover your reasons for wanting this type of work. Indicate that you are available for further interviewing at their convenience.

Sincerely,

Your handwritten signature – blue or black ink

Type your name

SAMPLE THANK-YOU LETTER

Michael Sellars

555 20th Street
Mankato, MN 56001
(507) 555.1212
michael.sellars@hotmail.com

October 19, 2015

Dr. Joan Nagle
Technical Design Group Director
Engineering Systems Inc.
81796 Gulick Road
Charlotte, NC 28235

Dear Dr. Nagle:

I want to thank you for interviewing me on October 18, 2015 for the Associate Electrical Engineer position. I enjoyed meeting you and learning more about your role in research and design.

The interview strengthened my enthusiasm for the position and my interest in working for Engineering Systems, Inc. I believe my education and cooperative education experiences fit nicely with the job requirements. I specifically feel that my experience designing test boards and circuit modifications to test design improvement, as well as circuit testing and result documentation, will allow me to immediately contribute to your organization.

I would like to reiterate my strong interest in the Associate Engineer position and in working with you and your staff. You provide the kind of opportunity I seek. Please call me at the telephone number listed above if I can provide you with any additional information.

Again, thank you for the interview and for your consideration.

Sincerely,

(signature)

Michael Sellars

INTERVIEWING FOR SUCCESS - YOUR VISUAL EFFECT

A large part of the hiring decision is based on the non-verbal portion of an interview – handshake, eye contact, posture, listening skills, clothing and accessories. If you come to an interview dressed professionally, you will feel a sense of confidence and others will sense your self-assurance. Many employers interpret your appearance in terms of what you know about the world around you and what attention you give to detail.

Overview for Women and Men

1. Wear a solid color conservative suit with a coordinated shirt or blouse. Navy, gray, taupe, black (pinstripe or solid)
2. Apparel should be clean and ironed.
3. Wear clean, polished shoes. (Socks or hosiery are required.)
4. Make sure your hair is clean, well groomed and neat.
5. Don't overdo the perfume, makeup, or aftershave.
6. Visible tattoos should be covered.
7. Limit your jewelry. Keep it simple!
8. If you have belt loops, wear a belt.
9. Make sure to try on your outfit BEFORE the day of the interview.
10. Your clothes are your image, check the mirror and see what others see.
11. Your briefcase is part of your visual effect; consider a simple portfolio as an effective substitute.
12. It is better to be overdressed than under dressed.
13. If it's too tight or too loose, too long or too short – don't wear it!

When purchasing professional clothing, remember that alterations are often necessary. Alterations may be an additional cost and often take 1-2 weeks to complete.

Make sure to wear your interview attire before the interview to make sure everything is ready. Check that collars are not too tight, no threads are hanging, all items are pressed well, etc. When in doubt, make a conservative clothing choice for your interview.

INTERVIEW TECHNIQUES

Basic Interview Etiquette

DO:

1. Be fully prepared. Research the organization thoroughly. Practice interview questions verbally and in writing.
2. Dress appropriately.
3. Be on time or slightly early.
4. Bring extra copies of your resume and references.
5. Be ready to fill out application forms. Prepare a list with names, addresses, positions and dates of former employment.
6. Greet the interviewer with a warm smile. Take the cues from the interviewer. Wait until you are invited to sit down.
7. Be ready for "Tell me about yourself." Prepare your self-presentation in an orderly, organized manner starting with your educational/experiential background and ending with your goals. Keep it professional! No personal information.
8. Be prepared for behavior-based interviews with specific examples of your skills.
9. Let the interviewer lead the interview. Think before you speak and answer the questions specifically.
10. Ask appropriate questions which reflect that you have prepared for the interview.
11. Remember to TURN OFF cell phones before going in to an interview.
12. Sell yourself. Convey maturity, poise, and a positive attitude. Express a defined interest in the position.
13. Send a thank you.

DON'T:

1. Don't talk too much or prolong the interview.
 2. Don't tell "hard luck" stories.
 3. Don't inquire about salary/benefits/vacations until an offer has been made.
 4. Don't accept an offer on the spot, unless you are very certain. A response in 24 to 48 hours is appropriate. NACE expects employers to provide students with a reasonable amount of time to make a decision about accepting an employment offer.
- *See the "Finding and Interviewing for Jobs & Internships" section of the CDC website for the most common questions to anticipate and sample question lists including questions you can ask the interviewer(s).

After the Interview

First, breathe deeply! You may want to take some time to 'debrief' yourself regarding the interview process. Write down some of the highlights of conversation from the interview that you can refer to in your thank-you letter. Consider what you might do differently the next time around.

BEHAVIOR-BASED INTERVIEWING

The basic premise behind behavioral-based interviewing is this: The most accurate predictor of future performance is past performance in a similar situation.

Employers predetermine the skills that are necessary for the job for which they are hiring and then ask very pointed questions to determine if the candidate possesses those skills (see the job description or announcement).

In the interview, your responses need to be specific and detailed. Tell the interviewer about a particular situation that relates to the question, not a general one. Utilize the STARR Technique to outline your answers. This will help you tell a succinct, example-based story.

Situation:	Set up your story—what was the situation?
Task:	What did you need to accomplish?
Action:	How did you contribute to the outcome? What role did you play?
Result:	What was the outcome? What happened?
Relate:	Show how what you learned in this example relates to the position you are applying to.

Always listen carefully to each question, ask for clarification if necessary, and make sure you answer the question completely. Your resume will serve as a guide when answering questions. Refresh your memory regarding your achievements in the past couple of years.

Sample Behavior-Based Interview Questions:

1. Give me a specific example of a time when you used good judgment and logic in solving a problem.
2. By providing examples, convince me that you can adapt to a diverse variety of people, situations and environments.
3. Describe a time on any job that you held in which you were faced with problems or stresses that tested your coping skills.
4. Give me an example of an important goal, which you had set in the past, and tell me about your success in reaching it.
5. Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

JOB SEARCH STRATEGIES

MAVJOBS

MavJobs is the Minnesota State University, Mankato Career Development Center's exclusive online system for connecting students and alumni with part-time and seasonal jobs, internships, and professional employment after graduation.

Benefits for students and alumni

- View all types of positions in a wide variety of fields, including parttime/seasonal, post-graduation (entry-level and experienced), and internships.
- Upload and store up to 10 resumes and 10 documents of any other type (cover letter, unofficial transcript, writing sample, etc.) and apply for jobs directly online. Make your resume available for employer searches.
- Review schedule of on-campus interviews and employer information sessions—sign up or apply online through MavJobs.
- Track your job search activities for jobs you've applied to through the system.
- Receive automated notification of new openings that match your job-search criteria (job search agent).
- Search our database of 3,500+ employer contacts by industry and/or location. Store your "favorites" for organizations and jobs that you'd like to keep tabs on.
- Stay informed on career and job search events both on and offcampus.

How to get started

The CDC automatically creates a MavJobs account for all new Minnesota State Mankato students based on academic course registration records provided by the Minnesota State Mankato Registrar. To log-in or if you are an alumni and would like to register, please go to www.mavjobs.com. There is no charge to alumni for system access.

Resources for your search

Update your MavJobs account, set up a job agent, and check back frequently! On the CDC website, under Students & Alumni, go to the "Jobs, Internships, Co-ops" section for a list of Internship Coordinators by College, additional internship listing sites, and a list of prior sites Minnesota State Mankato students have interned at.

NETWORKING

What is Networking?

Networking isn't about schmoozing or trying to win someone over. It's not about getting something either. It is simply about building relationships—connecting with someone else. Your goal is not to get a job, your goal is to find out how you can benefit that other person. What do you have to offer? Is it your skills, personality, connections for them perhaps?

What networking is NOT:

- Stalking your neighbor who works at the agency of your dreams
- Constantly calling your friend in human resources
- Speaking about your plight in improper situations (funerals, hospital waiting rooms, etc.)
- Begging strangers for a job

What networking IS:

- Establishing mutually beneficial relationships with others
- Locating and meeting new people every day, everywhere
- Going the extra mile by reaching out to those who can help you in your field
- Understanding what you have to offer and how you can help someone
- Being open and receptive to any opportunities that may be available to you

Why should you network?

Networking is the most effective way to find a job or internship. The more people you know, the more resources you have for information or opportunities that might interest you.

How can I prepare myself?

Clarify your goals. Write a brief summary of your abilities, interests, and values. Be able to talk intelligently about yourself. Know why you are networking and be prepared to be honest about that with the people with whom you network. Are you just exploring majors and careers, or are you interested in their company specifically for possible future employment? Research the contact's organization as much as you can prior to meeting them.

How Do I Establish My Network?

Generate a list of companies you are interested in learning more about and types of positions you think you would enjoy. Brainstorm, categorize and prioritize the names of people you think can put you in touch with someone in those companies or positions.

People in your networks:

- Your Parents/Your Parents' Friends
- Your Friends/Your Friends' Parents
- Classmates (High School and College)
- Neighbors
- Relatives
- Group and Club Members
- Professional Organization Contacts
- Speakers of Meetings You've Attended
- People You've Met at Conferences
- Faculty/Academic Advisor
- Past Supervisors (Work/Internship)
- Past Colleagues/Clients
- Local Chamber of Commerce
- Career Counselors
- Alumni
- Clergy/Church or Temple Leaders and Members

How do I establish my online network?

Join LinkedIn.com and completely fill out your profile. From here on out, connect with your classmates, professors, people you meet at conferences, and folks at organizations you would one day like to work with. Use LinkedIn as your online rolodex—once you collect a business card, go online and request a connection. For more information on how to effectively use LinkedIn, go to http://www.mnsu.edu/cdc/students/jobs_and_internships/networking.html.

Making the Initial Contact

1. Commit to a schedule (Calling just 2 people a day is over 500 contacts a year).
2. Send an email or call the contact:
 - Properly introduce yourself; mention the name of the person who referred you if applicable.
 - Explain the reason for your contact
 - Do NOT ask for a job – ask for more information on a topic or even better, a 20 - 45 minute informational interview.

*See the "Jobs, Internships, Co-ops" section of CDC website for more on Informational Interviews.
3. Send a resume and cover letter to the contact to provide context. Explain in the letter that you have enclosed the resume only so that he/she might review it and give you suggestions as to your qualifications for the industry.
4. Send a thank-you email or mailed letter following the response or informational interview.

NEGOTIATING SALARY

Always, always try to negotiate your salary or compensation. It does not hurt to ask if the salary is negotiable. Sometimes, employers are obligated not to negotiate with you unless you ask.

It is appropriate to discuss salary when the job offer is on the table or the employer brings it up first. However, you have the most negotiating power if there is an offer on the table. In this situation, they have chosen you for this position and now you have the upper hand. Sometimes salary will come up earlier in conversations and in this case, just be prepared to talk in an educated manner about the subject.

Tips for negotiation:

- Do not be the first person to mention a number. If they say a number first, that gives you more leverage. If asked how much you are looking to make, respond back by asking the salary range for the position. This way, they mention the numbers first and you better understand what the parameters are for negotiating.
- Do research ahead of time! Look at resources such as www.salary.com, www.indeed.com or www.wageproject.org/. Also ask people in the field what an entry-level ____ can expect to make. If you understand what the fair market value is for a position, you can talk in a respectful way about what you deserve to get paid.
- Factor in location when researching salaries. Salaries tend to be higher in large metro areas in comparison to small rural communities.
- Have a range in mind based upon your research of the market value of your assets, your education, and experience. Your range should start with the minimum figure acceptable to you and go somewhat higher than your desired figure.
- Always start with a figure higher than your ideal. This gives you room to negotiate down and still result in the number you were hoping for.
- Know your bottom line! At what point are you willing to walk away?
- Be creative in your negotiations. Sometimes you cannot negotiate your gross pay, but you can negotiate when you might receive your first review and a raise, what percentage of a bonus you will receive, additional vacation time, or professional development funds. Think outside of the box.

Salary Requirements or Salary History

Experts on salary negotiation suggest that you not be the first to name a salary figure. Leave this field blank on an application, or if asked during an interview, reply "I will consider any reasonable offer."

Other suggestions for dealing with applications or want ads that request a salary requirement are to state that the salary is negotiable, or that you expect to earn market value for someone in your field. If an employer insists that your salary requirements be stated in your cover letter, we suggest you give a range with low end 10% higher than your target salary.

For example, a sentence such as "As a new graduate, I do not have a professional salary history at this time. However, based on the research I have done, I would be willing to start salary negotiations between \$____ to \$____" Or, "As for my salary requirements, I feel a salary in the range of \$____ , ____ to \$____ , ____ would be acceptable for this position."

Salary

When negotiating your salary, remember that it is not just about the dollar amount they offer you. Also consider items like retirement and healthcare benefits, vacation time, childcare coverage, company vehicles and cell phones, reimbursement programs for professional development, moving expenses, gym memberships, parking permits, etc. These all add up and contribute to your total compensation package. To better illustrate this:

	<u>Company A</u>	<u>Company B</u>
Base Salary	\$30,000	\$35,000
Medical	\$0	\$840
Parking	\$0	\$912
401K Match	\$1,500	\$0
	10% contribution	10% contribution
	Match 1st 5%	No Match
Perks	\$2,000	\$0
Taxes	\$7,290	\$8,505
27% taxable income		
Actual Compensation	\$26,210	\$24,743

Source: University of Wisconsin-River Falls (http://www.uwrf.edu/career/assets/documents/handouts/negotiating_joboffer.pdf)

Discover Your Passion
Develop Your Skills & Experience
Launch Your Career



MINNESOTA STATE
UNIVERSITY
MANKATO

CAREER DEVELOPMENT CENTER

209 Wigley Administration Center • Mankato, MN 56001 • 507-389-6061 • www.mnsu.edu/cdc • www.mavjobs.com