



# JOB SEEKING HANDBOOK

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**BUSINESS, GOVERNMENT,  
AND NON-PROFIT**

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CAREER SERVICES // DECKER HALL 202  
(218) 755-2038 // [career@bemidjistate.edu](mailto:career@bemidjistate.edu)



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# WHAT CAREER SERVICES OFFERS

Career Services is open to individuals completing any degree program at Bemidji State University. Graduate students may utilize the services as well, after all requirements for additional degrees have been met.

Career Services events are offered each semester, including career events, Major and Grad School Expo and various job fairs. Stop by Decker 202 for a schedule of times and dates or check out the schedule on the Career Services website.

In addition to events, Career Services offers assistance in resume preparation through individual appointments for resume critique, registration with Handshake (our on-line resume referral system).

We recommend students view a workshop on resume writing and/or use the resume resources in this handbook or on our website prior to having your resume critiqued and uploading it into Handshake.



## National Association of Colleges and Employers Resources

As a member of the National Association of Colleges and Employers, Career Services receives access to electronic resources for resume and cover letter writing, interviewing, networking and social media (to name a few). To access these resources, go to Career Services website and click on Job Search Resources link on left hand side of page.

The National Association of Colleges and Employers researches the occupational needs anticipated by 1,600 corporate and governmental employers who normally recruit college graduates and that information is available to each registered graduate.

Through NACE's research into employers they have compiled a list of eight competencies that employers are seeking in new college graduates. Work with Career Services to help develop these competencies.



## The Eight Competencies



Career & Self-Development



Leadership



Communication



Professionalism



Critical Thinking



Teamwork



Equity & Inclusion



Technology

# CAREER READINESS

## CAREER READINESS

### Competencies for a Career-Ready Workforce



#### Career & Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



#### Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



#### Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



#### Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



#### Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



#### Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



#### Teamwork

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



#### Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



#### What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

[naceweb.org/career-readiness-competencies](https://naceweb.org/career-readiness-competencies)



# HANDSHAKE

*Career Services strongly recommends that all students, new graduates, and alumni register with the Handshake system. This system is an online resume referral and job listing system exclusively available to BSU students, new graduates, and alumni.*

Current students may access Handshake from your MyBSU account.

- To access Handshake, click on the Handshake icon in your MyBSU or MyNTC account, select the student access button and enter your StarID and password
- Complete your profile and change your password
- Upload your resume under “My Documents”
- Be sure to VIEW your resume once it is in the system
- Resumes can be updated after you upload them (make sure to keep your resume current in our system and that you view your resume after each upload)
- Alumni are eligible to use this FREE service. Contact us to create an account for you

## *Handshake*

### Benefits of Being Registered With Handshake

- Access to over 5,000 jobs, including part and full time, on-campus employment and internships
- Resumes may be referred to potential employers
- Register for on-campus interviewing (when appropriate)
- Register for job fairs and career events
- Download the Handshake app to receive job postings via your cell phone



# APPLYING FOR A POSITION

Access to job listings are available through the Career Services homepage. Go to the Career Services website and click on “The Job Search”, in the menu on the left side of the screen. There are many links to full-time and internship opportunities here. Our main links, Handshake and our state-wide vacancy bulletins have many openings posted to them daily. For those students seeking internships, check out Internships.com, and the internship resources which are listed under “Internships” on the Career Services website. In many instances candidates initiate the search process by sending a cover letter and resume to employing officials.

Once you have your resume prepared and reviewed by Career Services staff, you will also be eligible to upload your resume into Handshake. Once in the system, you will be able to connect with employers for internships and full-time employment and sign up for interviews. Employers will list their openings directly into Handshake. For more information on Handshake, stop by our office.



Employment opportunities may also be found through on-campus interviews, which are scheduled directly by the company. Students need to be registered in Handshake in order to participate with this process. Check our homepage about upcoming on-campus recruiters. Information is also posted on TV monitors across campus. When you see positions which you are interested in and meet the qualifications for, you should use Handshake to place your name on the interview schedule. If selected for an interview and if candidates make a favorable impression, the next steps in the job-search process may include; interviewing at the home office, completing the company application form, and taking the required aptitude and physical exams.

**Handshake**

Find your next job, internship or on-campus employment!  
Handshake will connect you with the best internships and jobs from over 200K employers.

1. Log in to your MyBSU Account
2. Select the Handshake icon in the Student Resources section
3. Select Student Access Button (don't enter your email) and enter your Star ID + password
4. Complete your profile
5. Upload your resume (optional for job search)
6. Discover:
  - Full & Part-Time Jobs & Internships
  - Career Fairs & Events
  - On-Campus Jobs

Exclusively for Bemidji State University  
Career Services | career@bemidjistate.edu | 218.755.2038

# HOW TO WRITE A TARGETED RESUME

Instead of having one master resume that you send out with job applications, it is recommended by some employers to provide a targeted resume. These resumes are targeted toward each specific job that you apply for, using key words and phrases applicable to the job and the field you are in. Often these keywords will come from the description from the job posting, as well as any research you have done about the industry you are in. Some tips when choosing the correct keywords include:

- 1.) **Education.** Any relevant degrees/training relevant to your field.
- 2.) **Skills.** Any hardware, software, and tools/apps applicable to your job application.
- 3.) **Awards/Recognition.** List any awards that you have achieved in your field.
- 4.) **Industry/Professional Organizations.** List any organizations, including school related, that you belong to in your field.
- 5.) **Certifications/Licenses.** Any job/professional knowledge of specific tools/techniques should be listed.
- 6.) **Publications.** Any written articles, stories, theses, blogs, etc. related to your field that have been published in print or on-line.
- 7.) **Tradeshows/Conferences.** List any tradeshows or conferences that you have attended in your field, especially if you have presented.
- 8.) **Current/Previous Job Titles.** List any job titles and duties using professional acronyms/jargon related to your field.

For sample resumes go to [our website](#).

## The Attributes Employers Seek

When examining resumes, employers say they look for evidence of:

- 1.) Ability to Work in Teams | 81%
- 2.) Problem-solving Skills | 79%
- 3.) Analytical/Quantitative Skills | 76.1%
- 4.) Verbal Communication Skills | 73.2%
- 5.) Written Communication Skills | 72.7%
- 6.) Initiative | 67.8%
- 7.) Leadership Skills/Experience | 67.8%
- 8.) Technical Skills | 67.8%
- 9.) Flexibility/Adaptability | 65.9%
- 10.) Strong Work Ethic | 65.4%
- 11.) Computer Skills | 59%
- 12.) Interpersonal Skills | 57.6%
- 13.) Detail-oriented | 56.1%
- 14.) Organizational Abilities | 39%
- 15.) Creativity | 29.8%

\*National Association of Colleges and Employers (NACE)

# HOW TO WRITE A TARGETED RESUME

## Showcase Relevant Work Experience

Relevant work experience - often gained through an internship or co-op experience - gives you a big advantage over candidates who lack such experience. In fact, nearly three-quarters of employers taking part in a recent survey said they prefer to hire a candidate with relevant work experience - experience that relates to the job at hand - over other candidates. However, relevant experience does not need to only be work experience. When you do not necessarily have relevant work experience, you can also highlight any coursework, projects, thesis topics, volunteer experience, etc. that is relevant to the job that you are applying for.

*(According to the National Association of Colleges and Employers, 2013)*

## Effective Recruiting Methods

Employers were asked to identify their most effective recruiting methods and these are the top picks. The percentages reflect the number of employers who selected each item:

- |   |       |
|---|-------|
| 1. Job Fairs  | 79.3% |
| 2. Employee Referrals                                   | 46.7% |
| 3. Job Posting on Company Website                       | 42.4% |
| 4. Job Posting on Campus Website (Like Handshake)       | 41.3% |
| 5. Hire From Intern Program                             | 40.2% |
| 6. Job Posting on Internet Job Board                    | 32.6% |
| 7. On Campus Interviewing (Practice or Mock Interviews) | 32.6% |

*(Reference: MN College Job Outlook 2011)*





# HOW TO PREPARE A RESUME

The purpose of a well-written resume and letter of application is to open the door for an interview. The resume contains identification (name, address, phone, etc.), implies career goals, and outlines general qualifications, including education and work experience. It will be more successful if the work experience can be related to qualifications specified in the job description for which you are applying. Resumes may be duplicated to take to a fair or a conference, but every copy presented to prospective employers should be neat in appearance, printed on quality bond paper, and professional looking.

A well-structured resume supplements the information that is contained in the application letter; however, some employers prefer a targeted resume instead of the cover letter (see page 6 for targeted resume tips). Most candidates can reduce the needed data to one page. If you use a two page format, do not break-up a section and remember to put your name and page number on the second page. Try to keep the most pertinent information on the first page. It is suggested to include a list of references on a separate page that you may send with your resume.

Students are encouraged to make an appointment with Career Services staff for additional help in letter writing and resumes. A well written letter and resume has proven to be one of the main deciding factors in obtaining an interview. Once your resume has been critiqued you are eligible to register with Handshake, our on-line recruiting system.

## Preparing a Resume That Will Upload into Handshake

When creating your resume, keep in mind that you will want to upload it into Handshake and/or other resume referral sites, and there are some basic things that you need to be aware of to insure a successful upload.

First, create your resume in Microsoft Word, since this program is universal and will be able to be opened by almost any computer. Second, be sure to set tabs for dates, etc., on your resume as this will help to insure the upload will be successful, without any “shifting” of information on your resume.

We encourage you to view the online a Resume workshop offered each semester by Career Services or by stopping by Resumes on the Run. Hours of resumes on the run change each semester. For current hours visit our website.

***Make sure the employer has your phone number where messages can be left for you during the day. An answering machine or voicemail can make the difference in obtaining an additional interviews or job offers!***



# CORRESPONDENCE CHECKLIST

*“Each application letter and resume should be unique and individualistic.”*

## Cover Letter

### Letter of Application:

1. **Identify** the position for which you are applying and how you learned of it.
2. **Indicate** why you are applying for this particular position.
3. **Describe** your main qualifications. Sell yourself.
4. **Emphasize** something positive you can contribute to the enterprise.
5. **Refer** the reader to the enclosed resume.
6. **Request** the next step in the employment process, personal interview, and answer to your letter.

### Letter of Inquiry:

1. **Inquire** into available positions.
2. Same as 3 through 6 above.

## The Resume

1. **Identification:** name, address, and phone and a LinkedIn url if you have a completed profile.
2. **Employment goals:** type of employment sought.
3. **Education:** degree received, GPA, major, minor, vocational certificate, etc.
4. **Experience:** work experience, military experience, summer jobs, part-time work in college, internships, etc.
5. **Activities:** student organizations, campus activities, scholastic honors, professional societies, etc.
6. **References:** be sure to get permission before submitting a person as a reference. If names are not on the resume, list agency that has them on file.

## Letter of Acknowledgement (Acceptance Letter)

### When offer is received:

1. **Acknowledge** receipt of offer in writing.
2. **Express** your appreciation for the offer.
3. **Notify** the employer of the date you expect to make your decision.

### When rejection is received:

1. **Acknowledge** receipt of letter.
2. **Thank** the employer for considering your application.
3. **Remember** you might be considered for employment at a later date.

# CORRESPONDENCE CHECKLIST

## Letter of Inquiry of Application Status

1. **Request status** of application.
2. **State why** you need clarification of status of application.
3. **Briefly recap** history of your application.
4. **Include thanks** for cooperation.

## Letter Declining Offers

1. **Decline** offer in a positive manner.
2. **Express** your appreciation for the offer and the employer's interest in you.
3. **State why** you are declining offer.
4. **Indicate** if you might want to be considered for employment at a later date.

## Letter Seeking Additional Information or Stall Letter

1. **Indicate** sincere interest in the offer and be specific about any delay.
2. **Ask** for the information you need. Be specific.
3. **Express** your appreciation for the cooperation you receive.

## Letter of Acceptance

1. **Accept** the offer in writing.
2. **Refer** to your letter or document (contract).
3. **Be specific** about the date you are to report to work.
4. **Express** your appreciation and your pleasure at joining the company.

## Miscellaneous

1. Keep a copy of all correspondence.
2. Correspondence should follow an orderly time sequence.
3. Reference names should be sent with the mailing of the application letter and resume.
4. All correspondence should project a professional image.
5. Use the telephone or e-mail with discretion for positive exchange of information.

*Please notify Career Services when you have accepted a position by emailing [career@bemidjistate.edu](mailto:career@bemidjistate.edu) or completing the online graduate followup survey on our website.*

# SUGGESTED HEADINGS FOR RESUMES

## OBJECTIVE

PROFESSIONAL SUMMARY  
PERSONAL PROFILE  
SKILLS SUMMARY

1

## EDUCATION

EDUCATIONAL BACKGROUND  
EDUCATIONAL PREPARATION  
ACADEMIC BACKGROUND  
ACADEMIC TRAINING

2

## SPECIAL TRAINING

CERTIFICATIONS  
ENDORSEMENTS

3

## AREAS OF KNOWLEDGE

AREAS OF EXPERTISE  
EDUCATIONAL HIGHLIGHTS  
COURSE HIGHLIGHTS  
RELATED COURSEWORK  
BACKGROUND HIGHLIGHTS  
CAREER HIGHLIGHTS  
PROFESSIONAL SKILLS

4

## STUDENT TEACHING

EXPERIENCE  
PRACTICUM EXPERIENCE  
TEACHING EXPERIENCE  
COACHING EXPERIENCE  
RELATED EXPERIENCE  
EXPERIENCE SUMMARY  
EXPERIENCE HIGHLIGHTS  
PROFESSIONAL BACKGROUND

5

## ACHIEVEMENTS

CAREER ACHIEVEMENTS  
EMPLOYMENT  
OTHER WORK

6

## OTHER EXPERIENCE

ADDITIONAL EXPERIENCE  
PART TIME & SUMMER WORK  
EXPERIENCE  
VOLUNTEER ACTIVITIES  
RELATED ACTIVITIES  
PROFESSIONAL ACTIVITIES  
COMMUNITY & OTHER ACTIVITIES  
COLLEGE ACTIVITIES

7

## ACTIVITIES & DISTINCTIONS

SPECIAL HONORS  
COLLEGE DISTINCTIONS  
HONORS & DISTINCTIONS  
HONORS/AWARDS

8

## MEMBERSHIPS

PROFESSIONAL MEMBERSHIPS  
PROFESSIONAL AFFILIATIONS

9

## SPECIAL TALENTS

LEISURE ACTIVITIES  
SPECIAL SKILLS  
INTERESTS  
TRAVEL ABROAD  
TRAVEL  
LANGUAGE COMPETENCIES  
MILITARY SERVICE

10

## EXHIBITS

PUBLICATIONS  
CURRENT RESEARCH INTERESTS  
PRESENTATIONS  
CONFERENCES ATTENDED

11

## CREDENTIALS

REFERENCES

12

# ACTION WORDS DESCRIBING SKILLS

ACCOMMODATE  
ACCOMPLISH  
ACHIEVE  
ACT  
ADAPT  
ADMINISTER  
ADVERTISE  
ADVISE  
ADVOCATE  
AFFECT  
ANALYZE  
ANTICIPATE  
APPLY  
APPRAISE  
APPROACH  
APPROVE  
ARRANGE  
ASSEMBLE  
ASSESS  
ASSIGN  
ASSIST  
ASSUME  
ATTAIN  
AUTHOR  
BUDGET  
BUILD  
CALCULATE  
CATALOGUE  
CHAIR  
CLARIFY  
COLLABORATE  
COMMUNICATE  
COMPARE  
CONCEIVE  
CONCEPTUALIZE  
CONDUCT  
CONSULT  
CONTRACT  
CONTROL  
COOPERATE  
COORDINATE  
COUNSEL

CREATE  
DECIDE  
DEFINE  
DELEGATE  
DEMONSTRATE  
DESIGN  
DESIGNATE  
DETAIL  
DETERMINE  
DEVELOP  
DEVISE  
DIRECT  
DISTRIBUTE  
DRAFT  
EDIT  
EDUCATE  
ENCOURAGE  
ENLARGE  
ENLIST  
ESTABLISH  
ESTIMATE  
EVALUATE  
EXAMINE  
EXCHANGE  
EXECUTE  
EXPAND  
EXPEDITE  
FACILITATE  
FAMILIARIZE  
FORECAST  
FORMULATE  
FUND-RAISE  
GENERATE  
GOVERN  
GUIDE  
HANDLE  
HIRE  
IDENTIFY  
ILLUSTRATE  
IMPLEMENT  
IMPROVE  
INCREASE

INDEX  
INFLUENCE  
INFORM  
INITIATE  
INNOVATE  
INSPECT  
INSTALL  
INSTITUTE  
INSTRUCT  
INTEGRATE  
INTERPRET  
INTERVIEW  
INVESTIGATE  
INVENT  
LEAD  
LISTEN  
MAINTAIN  
MANAGE  
MANIPULATE  
MARKET  
MEDIATE  
MERCHANDISE  
MODERATE  
MODIFY  
MONITOR  
MOTIVATE  
NEGOTIATE  
OBTAIN  
OPERATE  
ORDER  
ORGANIZE  
ORIGINATE  
PARTICIPATE  
PERCEIVE  
PERFORM  
PERSUADE  
PLAN  
PRESENT  
PRESIDE  
PROBLEM-SOLVE  
PROCESS  
PRODUCE

PROMOTE  
PROPOSE  
PROVIDE  
PUBLICIZE  
PUBLISH  
REACT  
RECOMMEND  
RECONCILE  
RECORD  
RECRUIT  
RECTIFY  
REDESIGN  
RELATE  
RENEW  
REPORT  
REPRESENT  
RESEARCH  
RESOLVE  
REVIEW  
REVISE  
SCAN  
SCHEDULE  
SCREEN  
SELECT  
SERVE  
SOLVE  
SPEAK  
STANDARDIZE  
STIMULATE  
SUMMARIZE  
SUPERVISE  
SURVEY  
SYSTEMIZE  
TEACH  
TEAM-BUILD  
TRAIN  
TRANSFORM  
TRANSMIT  
UNIFY  
UPDATE  
UTILIZE  
WRITE

# IMPORTANT SKILLS

## ADMINISTRATION

IMPLEMENTER  
DIPLOMATIC  
DELEGATOR  
COORDINATOR  
POLITICAL  
TALENT SCOUT  
ORGANIZED  
MOTIVATOR  
DETAILED  
POWER-ORIENTED  
BEHIND-THE-SCENES



## PLANNING

LONG-TERM  
VISIONARY  
DETACHED  
SYNTHESIZER  
STRATEGIST  
THINKER  
CONCEPTUALIZER  
INTANGIBLE  
GLOBALLY-ORIENTED  
CREATIVE



## FINANCE

ANALYTICAL  
CONCEPTUAL  
DEAL-MAKER  
QUANTITATIVE  
DECISIVE  
PROJECT-ORIENTED  
OPPORTUNITY-SEEKER  
SYSTEMATIC  
RESOURCE-ALLOCATOR  
RISK-ADJUSTER



## RESEARCH & DEVELOPMENT

CREATIVE  
PERSISTENT  
ANALYTICAL  
TOLERANCE FOR AMBIGUITY  
TECHNICAL  
PATIENT  
FOCUSED  
CONTEMPLATIVE  
SCIENTIFIC  
TOLERANT  
FLEXIBLE



## MARKETING

CREATIVE  
ANALYTICAL  
DEAL WITH AMBIGUITY  
CONCEPTUALIZER  
COORDINATOR/COOPERATOR  
PROGRAM ORIENTED  
ADVERTISER  
RESEARCHER  
PLANNER  
PROMOTER  
LEADERSHIP



## MISCELLANEOUS

SYSTEMATIC  
DETAIL-ORIENTATED  
TEAM LEADER  
FUTURE-ORIENTED  
TECHNICAL  
ORGANIZED  
ANALYTICAL  
CONCEPTUALIZER  
PROBLEM-SOLVER  
INTEGRATOR  
IMPLEMENTER  
PATIENT



# SAMPLE RESUME

Sample resumes are provided in the National Association of College Employers links, and the Career Services website, under "The Job Search". Career Services (202 Decker Hall) also has computers for your use if you don't have Microsoft Word, or want to print resumes.

## JOHN R. ANDERSON

752 Summit Hill Road  
Bemidji, MN 56601  
(218) 766-1441 (cell)  
john.anderson@live.bemidjistate.edu

Analytical-Communication-Ideation-Input-Competition

### OBJECTIVE

To obtain an entry level marketing or sales position with an aggressive firm.

### EDUCATION

Bemidji State University, Bemidji, MN  
Bachelor of Science Degree  
Major: **Business Administration**  
Minor: **Management Information Systems**  
Emphasis: **Marketing**

May 20XX

### INTERNSHIP

**Management Trainee**, Sherwin Williams Company, Edina, MN  
• Evaluated commercial credit applications  
• Verified accounts payable  
• Monitored accounts receivable  
• Ordered and maintained appropriate stock levels

Summer 20XX

### WORK EXPERIENCE

**Salesman**, Patterson's Menswear, Inc., Bemidji, MN  
• Assisted customers with merchandise selection  
• Resolved customer complaints  
• Performed daily book work

September 20XX-20XX

**Process Support, Northwoods Panelwood**, Northville, MN  
• Operated diverse industry-related equipment  
• On-the-spot problem solving and equipment repair  
• Adapted quickly to varied work-station assignments

Summers 20XX-20XX

### COMPUTER EXPERIENCE

MS Office: Word, Excel, Access, PowerPoint  
C # .Net  
FrontPage

### COLLEGE ACTIVITIES

Business Club - President  
- Member  
Co-Chairperson for Career Connections  
Residence Hall Representative  
Intramural wrestling and volleyball

20XX-20XX

20XX-20XX

20XX

20XX-20XX

20XX-20XX

### INTERESTS

Racquetball, weight lifting, cross-country and downhill skiing, music, and travel

### REFERENCES

See attached page

# SAMPLE RESUME

## Amy Johnson

555 Bemidji Road SE | Bemidji, MN 55904 | amy.johnson@live.bemidjistate.edu | 555-321-1234

### Profile

- Dedicated to providing outstanding customer service and exceeding organizational goals.
- Excellent problem-solving, decision-making and teamwork skills.
- Proven adaptability and ability to learn quickly in fast-paced environment.
- History of positive interactions with co-workers at all levels of an organization.
- Able to multi-task, prioritize, meet deadlines and consistently produce high-quality work.

### Education

**Bemidji State University, Bemidji, MN**  
**Bachelor of Science**  
**Major: Psychology**  
**GPA: 3.41**

December 20XX

### Professional Development

- *The Effects of Microaggressions on American Indians*
  - Presented at Bemidji State Student Achievement Day and MUPC (Minnesota Undergraduate Psychology Conference) April 20XX
- *The Effect Facebook has on Self-Esteem*
  - Presented at Bemidji State Student Achievement Day April 20XX

### Professional Experience

#### **Student Worker**

Bemidji State University Records Office, Bemidji, MN

October 20XX–Present

- Develop and utilize strong interpersonal and customer service skills through effectively researching and responding to inquiries regarding student records issues
- Learn and utilize database management skills through work in ISRS (Integrated Statewide Records System), DARS (Degree Audit Report System) and Image Now to accurately create and update student graduation plans, transcripts and similar forms
- Familiarity with Microsoft Office products such as Word, Access, and Excel
- Provide excellent customer service skills by phone and in person with students daily
- Work with scanning, printing, copying, and filing papers

### Volunteer Experience

#### **Internship- Libertas Inc.**

Rochester, MN

June 20XX-August 20XX

- Gained knowledge about the start-up of a small business
- Worked in marketing and integrating social media into the company; developed a social media outline for the company and became familiar with the program XMind
- Helped in event planning and trouble-shooting problems as they came up

#### **Food Response Team Member**

Rochester Community Food Response

20XX-20XX

- Volunteer work that involved collecting food from local businesses and distributing it to those in need
- Gained interpersonal and organizational skills working with the Community

#### **Bemidji State Teaching Associate**

Bemidji State University

Spring Semester 20XX, Fall Semester 20XX

- Organized, coordinated, and taught a small group of ten to sixteen people; developed organization and leadership skills in the classroom

### References

See attached reference page



# SAMPLE RESUME

## J.P. Valleshka

405 Ridgeway Dr. NE  
56601

(218) 766-3174 Bemidji, MN  
jp.valleshka@live.bemidjistate.edu

### Education

**Bemidji State University** (BSU), Bemidji, MN May 20xx

Bachelor of Science Degree

Majors: Aquatic Biology, Biology

Emphases: Aquatic Systems, Wildlife Management

Minor: Spanish

*Thesis*: Modeling of Aquatic Vegetation Dynamics in Lake Bemidji, Beltrami County, MN

*Related Coursework*: Entomology, Limnology I & II, Aquatic Plants, Mammalogy, Ornithology, Ichthyology, Advanced GIS, Ecosystem Ecology, Principles in Wildlife Management, Applied Statistics, Organic Chemistry I & II

### Related Experience

**Thesis Research**, BSU, Bemidji, MN 20xx-Current

- Research aquatic vegetation distributions in Lake Bemidji, Beltrami Co., MN
- Use GIS to model aquatic vegetation, nutrient, and sediment distributions across the lake
- \*Water samples will be analyzed for nitrate and phosphate levels early 20xx

**Volunteer**, Headwaters Science Center, Bemidji, MN August 20xx - 20xx

- Assisted with demonstrations, animal handling, identification of animal/plant collections

**Intern**, Minnesota Department of Natural Resources Summer 20xx

Itasca State Park, Park Rapids, MN

- Identified common aquatic plant species, including documentation of Aquatic Invasive Species
- Conducted point-intercept surveys of area lakes, navigated boat to vegetation beds, loaded and unloaded boat into area lakes

### Other Experience

**Logistics Coordinator**, NLFX Professional, Bemidji, MN August 20xx-Current

- Supervise equipment rental program
- Process outgoing shipments
- Organize and arrange incoming shipments
- Sell demo/open box sound and light equipment online

### Skills

**Computer**: Microsoft Office, SPSS, ArcGIS, Google Earth, GPS software

**Field**: Water sampling, aquatic plant sampling, GPS use, field taxonomy, light meter readings, fish seining, small mammal trapping, soils classification

**Lab**: Identification of: aquatic plants, freshwater invertebrates, insects, birds, and mammals

**Languages**: Spanish, English

# SAMPLE TWO PAGE RESUME

## RITA A. THOMAS

7769 Show Boat Road  
Mystic Grove, MN 56925  
(363) 555-4187  
(363) 556-8219 (Cell Phone)  
Rita.thomas@live.bemidjistate.edu

### OBJECTIVE

To secure a position which involves rehabilitation program management that provides support services for the elderly.

### EDUCATION

**Bemidji State University**, Bemidji, MN May 20XX  
Bachelor of Science Degree  
Major: **Psychology**  
Minor: **Spanish**  
Cumulative GPA: 3.5

**Mayville State University**, Mayville, ND May 20XX  
Associate of Arts Degree

### SPECIALIZED SKILLS AND SEMINARS

CPR Certification and First Aid, American Heart Association 20XX-20XX  
Health Faith Wholeness by Dr. Robert Rost May 20XX  
Adult Development & Faith Development by Mary Pauluk February 20XX  
Using Poetry, Fiction & Music to Help People Face Loss September 20XX  
by Ted Bowman

### INTERNSHIP

**Gerontology Intern**, Martin Luther Manor/Meadow January-May 20XX  
Woods, Community Services, Bloomington, MN

- Observe and review the regulatory process of the types of care provided
- Develop support groups for residents
- Create and facilitate therapeutic programs for persons at all cognitive levels
- Complete intake assessments, orienting new residents
- Motivate clients to participate in activities
- Co-development and coordination of an Adult Daycare Center open house to market services provided
- Observe resident council meetings
- Develop and implement an assessment of the effectiveness of Alzheimer's Education
- Gain a working knowledge and observe support groups of The Alzheimer's Association

Responsibility~Communication~Discipline~Positivity~Empathy

# SAMPLE TWO PAGE RESUME

Rose A. Thomas

Page 2

- WORK EXPERIENCE**    **Recreation Coordinator**, MN Masonic Home, Alzheimer's Care Center and Transitional Care Unit, Bloomington, MN    20XX-20XX
- Managed time efficiently to fulfill the lives of two different populations
  - Created and implemented recreational services that met individual needs
  - Effectively communicated with team members to develop plans of care
  - Compiled leisure recreation materials
  - Developed evening programming for patients in Transitional Care
  - Documented: patient activity preferences; attendance; MDS; Care Plans; and discharge recommendations
  - Created, oriented, and educated members of the community about volunteer opportunities

- Therapeutic Recreation Coordinator**, Ebenezer Hall, Minneapolis, MN    20XX-20XX
- Created, motivated and implemented activities for persons of all cognitive levels
  - Assessed resident activity preferences, documentation of attendance, Annual Reviews, MDS, and Care Plans
  - Provided 1:1 social visits, grief counseling, and sensory visits

- COMMUNITY SERVICE**
- Activities Assistant**, Gold Pine Homes, Bemidji, MN    20XX
- Helpline Assistant**, Corner Stone, Bloomington, MN    20XX
- Friendly Visitor**, Luther Memorial Home, Mayville, ND    20XX-20XX
- Christian Education Worker**, Lake Bronson, MN    20XX

**COMPUTER**    Microsoft Office and SPSS

**AFFILIATIONS**    Phi Kappa Delta, Theater Unlimited, Hall Council Vice-President, American Psychological Association Member

**INTERESTS**    Acting, reading, writing, music, cross-country skiing, camping, hiking, and gardening

Responsibility~Communication~Discipline~Positivity~Empathy

# SAMPLE REFERENCE SHEET

*Set up the heading on your reference sheet the same way you set up the heading on your resume. Your reference sheet will be printed on the same type of paper as your resume.*

**John Doe**  
3333 Main Street  
Anytown, MN 67766  
218-555-5555  
[john.doe@live.bemidjistate.edu](mailto:john.doe@live.bemidjistate.edu)

**REFERENCES**

Name  
Title  
Company  
Address  
City, State, Zip Code  
Work Phone Number  
Home Phone Number  
E-mail

Name  
Title  
Company  
Address  
City, State, Zip Code  
Work Phone Number  
Home Phone Number  
E-mail

Name  
Title  
Company  
Address  
City, State, Zip Code  
Work Phone Number  
Home Phone Number  
E-mail

***\*\*Be sure to use professional references, such as faculty and employers.\*\****

***\*\*A total of three to five is optimal and always ask permission before listing.\*\****

# TYPES OF LETTERS USED IN JOB-SEEKING

## Letter of Application (Cover Letter)

Indicates the position you are seeking and informs the employer about your qualifications. The application or cover letter should create sufficient interest to pave the way for an interview, which could lead to employment. You should always include a cover letter whenever sending a resume, whether hard-copy or e-mail.

## Letter of Inquiry

Asks a prospective employer if the position is open or will be open in the future. It is necessary to write enough about yourself to interest the employer if a vacancy does actually exist. The main body of this letter is the same as the letter of application.

## Follow-Up Letter (Thank You Letter)

It is advisable to send a thank you letter (preferably a hand-written note or letter) within 24 hours of the interview. It is professional and good business practice to express appreciation for the employer's time and the opportunity to interview. You should mention when and where the interview took place, and briefly review your qualifications. This enables the employer to recall the interview or communication and connect your name with your credentials.

## Acceptance Letters

Acceptance letters should be sent as soon as you have decided to accept a written or verbal offer of a position. This type of letter should include basic facts which have been agreed upon and a repetition of specific details concerning salary, employment schedules, and fringe benefits. The letter should also include a statement of appreciation for the opportunity presented to you to begin your career. As with all correspondence, it is important that you keep a copy of this letter.

## Letters Declining Offer

Letters declining an offer are written when you have definitely decided not to accept an offer from an employer. Such letters should express appreciation for the offer. It is good practice to notify the employer as soon as you have arrived at a decision.

# HOW TO WRITE A COVER LETTER

The applicant's initial contact with an employer is usually made by letter. It is your introduction to a potential employer. The following points are suggested as guidelines.

- 1 Your cover letter or application letter should be neatly typewritten and professional. Use either a full block or modified block style, remaining consistent in whichever style you choose.
- 2 Send any documents in a PDF format, or if printing, use soft tints in neutral colors or off-white 8 1/2 X 11 quality bond, parchment, or recycled paper that matches your resume.
- 3 If possible, have a name to address the letter to instead of "Dear Human Resource Director". Research the company's website or call the company to obtain the name of the appropriate person. Be sure of spelling and correct title.
- 4 The salutation should be Dear Mr. / Ms. / Dr. Brown:
- 5 Type and sign your name at the bottom of the letter. Use a cursive font if sending electronically.
- 6 Make your letter brief. Identify the position(s) for which you are applying and how you learned of it. When writing letters, emphasize your interest in the position, your strong points, and the special contributions you can make as an employee. Do not mention your interest in salary, schedule, security, climate or ease of assignment. Do not overuse the pronoun "I".
- 7 Your cover letter should be what you, as the prospective employee will provide to the company, and NOT what the company will do for you.
- 8 Check and recheck your letter to ensure that there are no spelling, punctuation, or grammatical errors.
- 9 Should you anticipate being away, you should note this fact and state where you may be reached or where a message may be left for you. Another applicant may be selected because of difficulty in reaching you.
- 10 Plan and write your letter in your own style. Never copy a letter someone else writes, no matter how successful it is for that person. An application letter should reflect your personality and your attitude toward life and work.
- 11 Keep a copy of all correspondence for all your applications. When you accept a position, each of the other employers should be notified and your applications withdrawn.
- 12 Please contact Career Services to notify us once you have secured employment! This information is important to us and is greatly appreciated because it informs future students of potential job opportunities in specific majors and fields of interest.

# SAMPLE COVER LETTER

*When answering an advertisement, cover all the points requested in the job description in exactly the order asked, since some prospective employers make it a point to use this as a test of the applicant's ability to follow instructions precisely or see if a candidate meets the basic requirements.*

(No Name Here)  
Your Address  
City, State & Zip  
Date of Writing

Mr. John Doe, Director of Personnel (Recruiter Name, Title)  
Arrow Printing  
2587 Highway 71  
Bemidji, MN 56601

Dear Mr. Doe: (If you don't have a name, type Dear Director of Human Resources)

**FIRST PARAGRAPH:** Tell why you are writing, name the position for which you are applying and tell how you heard of the opening.

**SECOND PARAGRAPH:** Mention that you are about ready to graduate or have graduated and what your degree and major are. Then state why you are interested in working for this employer and specify your interests in this type of work. If you have had experience, be sure to point out what particular achievements you have accomplished in this field or type of work, and the special contributions you can make as an employee.

**THIRD PARAGRAPH:** Refer to the enclosed resume or credentials which give a summary of your qualifications or to whatever media you are using to illustrate your training, interests, and experience.

Have an appropriate closing to pave the way for an interview by giving your phone number, or by offering some similar suggestion of an immediate and favorable reply.

Sincerely,

*Sign Your Name Here* \* Use a cursive font if sending electronically

Your Name (Typed)

Enclosure

# FOLLOW-UP OR THANK YOU LETTER

(No Name Here)  
Your Address  
City, State & Zip  
Date of Writing  
(Within 24 hours after interview)

Mr. John Doe, Director of Personnel (Recruiter Name, Title)  
Company Name  
Address  
City, State and Zip

Dear Ms. or Mr. Interviewer:

**FIRST PARAGRAPH:** Thank him or her for the interview and express appreciation for the courtesy and consideration extended to you. State the position for which you were interviewed, date of interview, and place where it was conducted.

**SECOND PARAGRAPH:** Reaffirm your interest in the position and company. Mention anything you have done since the interview that would evidence interest, e.g. performed additional research on the company, talked with local dealers or representative, etc.

**THIRD PARAGRAPH:** Show willingness to provide any additional clarifying data or statements and submit any further information you may want to add to your application. Close with a suggestion for further action, e.g. you will be available for additional interviews at their convenience.

Sincerely yours,

\* Use a cursive font if sending electronically

*Sign Your Name Here*

Your Name (Typed)



# TYPES OF INTERVIEWS

## The Telephone Interview

Often companies request an initial telephone interview before inviting you in for a face to face meeting in order to get a better understanding of the type of candidate you are. The one benefit of this is that you can have your notes out in front of you. You should do just as much preparation as you would for a face to face interview, and remember that your first impression is vital. Some people are better meeting in person than on the phone, so make sure that you speak confidently, with good pace and try to answer all the questions that are asked.

## The Skype/Zoom Interview

More and more common the first round of interviews are completed via phone or online. Be sure to practice your technology ahead of time, that your face is square and you're looking down or up at the screen. Also, be sure you're in a space that won't be interrupted and is quiet. Most candidates will lose out on a second interview if they come across technology problems. Employers will view this as not being adequately prepared. Lastly, be sure to dress in interview attire!

## The Face-to-Face Interview

This can be a meeting between you and one member of staff or even two members.

## The Panel Interview

These interviews involve a number of people sitting as a panel with one as chairperson. This type of interview is popular within the public sector.

## The Group Interview

Several candidates are present at this type of interview. You will be asked to interact with each other by usually a group discussion. You might even be given a task to do as a team, so make sure you speak up and give your opinion.

## The Lunch / Dinner Interview

This type of interview gives the employer a chance to assess your communication and interpersonal skills as well as your table manners! So make sure you order wisely (no spaghetti Bolognese) and make sure you don't spill your drink (non-alcoholic of course!). All these types of interviews can take on different question formats, so once you've checked with your potential employer which type of interview you'll be attending, get preparing! See page 32 for more information on dining etiquette.

## Portfolio Based Interviews

In the design / digital or communications industry it is likely that you will be asked to take your portfolio along or show it online. Make sure all your work is up to date without too little or too much. Make sure that your images if in print are big enough for the interviewer to see properly, and always test your online portfolio on all Internet browsers before turning up.

## The Second Interview

You've passed the first interview and you've had the call to arrange the second. Congratulations! But what else is there to prepare for? You did as much as you could for the first interview! Now is the time to look back and review. You may be asked the same questions you were asked before, so review them and brush up your answers. Review your research about the company; take a look at the 'About Us' section on their website, get to know their client base, search the latest news on the company and find out what the company is talking about.

Source: Orchard [www.orchard.co.uk](http://www.orchard.co.uk)

# TYPES OF INTERVIEWS

## Behavioral Interview

Behavior based interviewing focuses on experiences, behaviors, knowledge, skills & abilities that are job related. It is based on the belief that past behavior and performance predicts future behavior and performance. You may use work experience, activities, hobbies, volunteer work, or school projects as examples of your past behavior. Current employment literature indicates that there is a strong trend towards this type of interviewing.

Sample Questions:

- “Describe a situation where you used persuasion to successfully convince someone to see things your way.”
- “Tell me about a time when you had to take on a leadership role.”

Review the job description, occupational information that describes skills that are important to the position/employer. Go to the interview with several stories that show off your relevant skills, related to the position by reviewing past experiences for your accomplishments. Accomplishments can be found in all parts of your life.

- Academics, including class projects
- Sports (Will your goal-orientated transfer to your career? What did you learn by being a team player?)
- Activities (Have you published a story, given a speech, or participated in a club or organization? Were you a leader?)
- Volunteer, work, or internship experience (When did your performance exceed expectations? Achieve something new? Make things easier? Save or make money?)



## Follow-Up Interview

The follow-up interview, which usually takes place in the home office, is extremely important. Most job offers are made at the conclusion of a follow-up interview.

# THE PERSONAL INTERVIEW

*The interview is an important step in your campaign to secure a position. The first impression the interviewer receives has much to do with the final decision of offering a candidate a position. In meeting with prospective employers, you should:*

- 1 Do your homework** and be well informed of the employing organization. You should know something about the community in which it is located, the type of position, and opportunities for professional growth. The internet can provide a wealth of information.
- 2 Always appear on time for the interview** – plan to **arrive 10 to 15 minutes early**. If you will be delayed for any reason, notify the recruiter immediately.
- 3** Go to the interview alone. **It is not appropriate to bring along your spouse, significant other, parents or children.**
- 4 Pay attention to your personal appearance** and posture. If you have traveled for a considerable distance, allow yourself enough time to freshen up before the interview. **Turn your cell phone OFF** during the interview process!!
- 5** Non-verbal communication is very important. Greet the interviewer with a **firm handshake**. Maintain **good eye contact** throughout the interview. Sit in a posture that indicates you are interested and eager. Don't be afraid to smile and show your personality. **Ninety-three percent (93%) of what comes across in an interview is non-verbal.**
- 6 Take your cues from the interviewer.** Normally wait until a chair is offered before you sit down. Don't smoke or chew gum. It is acceptable to accept coffee if offered.
- 7** Answer the employer's questions in an honest and forthright manner. You should be in a position to **raise a few meaningful questions** which accentuate your background. Speak in a confident, polite and professional way. Keep answers clear, complete and concise. Don't ramble.
- 8 Demonstrate definite interest and enthusiasm** even though you are not acquainted with all the factors concerning the position. Allow your sense of purpose or passion for that position to emerge in the interview.
- 9 Leave promptly at the conclusion of the interview.** You should sense the moment and avoid spoiling your chances by needless extension of the interview.
- 10 Send a follow-up or thank you letter within 24 hours** of the interview. This may increase the chance for a second interview offer or future consideration.

# FREQUENTLY ASKED INTERVIEW QUESTIONS

You should respond to these questions with a specific example where you have demonstrated the skill the interviewer is seeking. It's helpful to remember the "CAR" to compose a thoughtful response. Here is how it works:

**CONTEXT** what was the problem, need, or concern? Include obstacles you had to overcome.

**ACTION** you took: This does not mean what the group did, but what you did. Practice saying "I" instead of "we". Assume ownership of your accomplishments.

**RESULTS** you achieved: quantify the results and relate them, your skills and actions to the employers needs.

1. Tell me about yourself.
2. What are your career goals?
3. Are you interested in getting an advanced degree?
4. Are you interested in doing research?
5. Why are you interested in us? What do you know about our company?
6. Why do you think you would like to work in our company?
7. What type of work do you want to do?
8. What do you think you can contribute to our company?
9. What can you tell me about your strengths and weaknesses?
10. What do you do well? What don't you do well?
11. Tell me about your current and previous employers.
12. Why did you leave (or want to leave) your employer?
13. What do you think of your last (present) boss?
14. What do you think would be an ideal job?
15. What were the best and worst aspects of your last (present) job?
16. Are you interested in a training program?
17. Why did you choose your field of special study?
18. Are you willing to travel? To relocate?
19. How do you handle stressful situations?
20. What is your academic average?
21. What subjects have you enjoyed the most? Least?
22. What extra-curricular activities did you participate in?
23. How has your education been financed?
24. What can you tell me about your background and experience?
25. What type of past work experience you have done did you like best?
26. What are your hobbies?
27. What salary are you looking for?
28. Which of your accomplishments in the past three months has given you the most satisfaction?
29. What would you like to be doing five years from now?
30. If you were offered the position today, how would you respond?

# INTERVIEW STREAM

To access Interviewing.com visit:

Career Services → Job Search Resources → Interviewing → Interviewing.com

Register to create your account.

Here you will find valuable resources to assist you with your interviewing development. Conduct interviews and receive feedback from anyone with an email address.



## EXPLORING THE DASHBOARD



### 1. PREPARE

Click prepare to get ready before your interview



### 2. CONDUCT

Click conduct to complete a virtual interview



### 3. REVIEW

Click review to watch your recorded interviews and submit comments and assessments

## Be sure to check out the Resource Center!



Career Services | [career@bemidjistate.edu](mailto:career@bemidjistate.edu) | (218) 755-2038

# DRESS FOR SUCCESS

## ***“Your dress has to reflect the mission you are trying to accomplish”***

***- Debbie Harris, Director of Corporate Recruitment and University Relations at Michelin North America***

- Buy several dark colored, good-quality suits - darker colors are more authoritative and make you look older
- Add to your wardrobe with simple shirts and blouses and pants and skirts that can be worn as business casual attire with or without a jacket
- Make sure your clothing fits well - tight or low-cut blouses, tight, hip-hugging pants, and short skirts all send a decidedly unprofessional message
- Make sure shoes, hosiery, and belts coordinate with your clothing - black does not go well with brown or navy blue
- Accessorize sparingly - less is more for both makeup and jewelry
- Hang up your clothing and put away your shoes everyday - you will save time and money on dry-cleaning and ironing
- Wear appropriate underwear and make sure it can't be seen
- Make sure your hair is always cut or styled in a way that makes you look neat and professional
- If you have a pierced tongue or nose, remove your rings or studs
- If you have a tattoo, make sure it's covered
- Add one final accessory - a well-mannered, positive attitude

## **Some Advice Straight From the Employers:**

**Carolyn Wilke, University Relations Lead at Aetna Inc. in Hartford Connecticut says:**

“Dress for the job you want, not for the job you're in. Look at what senior management is wearing.”

“Looking great isn't just about the clothes you wear - it's about your total image”

**Marianne Green, Assistant Director of Career Services at the University of Delaware says:**

“Start out by wearing a suit. It's better to err on the side of conservative. When you're just starting out you've got to hold on to your dignity and your authority for dear life. One of the ways to do that is by how you dress.”

“Even if the company culture screams “casual,” make sure you're always neat.”

“You'll meet many new people in your first weeks on the job, and their first impression may well shape their view of you for years to come.”

“You want people to remember what you do and say, not what you wear. Try to blend in.”

“Study a little bit of etiquette.”

***For more information, please refer to National Association of Colleges and Employers, Job Choices.***

# TACKLING TABLE MANNERS

*If business meals were like football, would your team be ready for The Big Game? This year, improve your company's image and strengthen sales by tackling table manners. Here are ten errors to avoid:*

- 1 Delay of Game:** Arrive early for your business meal, whether you are the host or guest. Do not order alcohol while you are waiting.
- 2 False Start:** Wait for the host to tell you where to sit. Place your napkin on your lap when your host does and begin eating after your host. Order first, and then talk business.
- 3 Illegal Procedure:** Napkins are not for blowing your nose or spitting out unwanted objects. Blot your lips with your napkin between food and drink. Remove unwanted objects with thumb and index finger, cupped fingers or discreetly moving the object from your mouth to the fork or spoon.
- 4 Pass Interference:** When someone asks for the salt or pepper, you may not intercept and use it for yourself. The same goes for shared dishes, which are passed to the right (counterclockwise). Salt and pepper are passed together, one in each hand.
- 5 Illegal Use of Hands:** Do not reach for items beyond your grasp. Say “please pass the...” and “thank you” when it arrives.
- 6 Illegal Motion:** Keep your elbows in. No elbows on the table except between courses when there is no food on the table.
- 7 Unnecessary Roughness:** Be kind to the cook, especially when dining in someone's home. Do not say you do not like something. Let the host/hostess know when you do. (This is delicious!)
- 8 Technical Foul:** Do not lose patience with the wait staff – kill them with kindness. Try not to send anything back, unless it is so undercooked it is crawling off the plate.
- 9 Unsportsmanlike Conduct:** Do not talk or take a drink with food in your mouth. Do not use a toothpick or chew ice. No grooming at the table – do not use a comb, nail clippers or apply lipstick.
- 10 Fumble:** If you spill something on another person, such as a glass of wine, apologize and offer to reimburse him or her for the cleaning expenses.

*When the meal is over, do not stack the dishes or push them away. Leave your napkin slightly crumpled to the left of your place setting.*

## Touchdown!

Have a winning season with etiquette training from the **Culture and Manners Institute**. Callista Gould, a certified etiquette instructor with the Culture and Manners Institute, gives dining tutorials and other etiquette seminars. Visit: [www.cultureandmanners.com](http://www.cultureandmanners.com) or contact Callista at: [cgould@cultureandmanners.com](mailto:cgould@cultureandmanners.com) Phone: (515)225-9683

Ask about the **Free Etiquette Tip of the Week email**.

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# JOB OFFERS AND REJECTIONS

## Receiving an Offer

You've earned the position of being the top candidate for the job! Congratulations! Now all that's left for you to do is review the company's offer and decide whether to accept or decline it. Whatever you do, don't say, "Yes" right away. Even if you think that it is your dream job, take time to review the offer. The organization will wonder about you if you start jumping up and down and scream. "Yes! I'll take it!" You don't want to appear desperate or imply that you make rash decisions. Besides, immediately accepting the offer leaves you no room for negotiation.

Once you've reviewed the offer, you'll need to assess it based on your values. Here are the steps you should take in order to make an educated decision on whether to accept, decline, or try to negotiate a better offer.

## Step 1: Review the Benefits Package

Most people think about salary when considering job offers. It's crucial to realize that there's much more to an offer than the salary. In fact, a good benefits package adds approximately 30 percent to your salary. Following are important parts of a benefits package that you need to be aware of and seriously review when an offer is made. Note that all these parts won't be included in every package.

- Health Insurance
- Retirement Plan
- Section 1225/Cafeteria Plans
- Vacation and Sick Days
- Moving Costs
- Tuition Assistance
- Company Car
- Child Care
- Buying Stock in the Company
- Employee Assistance Programs and Wellness

*This is a flexible plan that allows you to decide where you want your money to go (health insurance, life insurance, dental, child care, etc.). Similar to 401K, you take out a certain amount of your gross pay (before taxes) and put it toward the types of benefits you want.*





# JOB OFFERS AND REJECTIONS

## Step 2: Decide What is Most Important to You in an Offer

The strength of a job offer depends on what's important to you. You must go through a process of prioritizing your values. The following list of values are related to a job offer and determine how you would rate them. Use this list to evaluate offers by answering the questions attached to each value.

- **Enjoyment and Interest in the Job** – How appealing are the responsibilities and duties?
- **Excitement and a Challenge** – Will the job be exciting and challenging, or too challenging?
- **Interest and Respect for the Organization** – Is this the type of organization for which you want to work?
- **Good Fit** – Do the employees seem like people you would like to work with? Do you feel welcomed? Does the organizational culture seem to be a good fit?
- **Good Career Move** – Does this job move you in the right direction of your long-term goals?
- **Personal Fulfillment** – Would you feel good about yourself and proud of the position you'd be in?
- **Consistent with Personal Values and Lifestyles** – Will the job allow you to enjoy your personal life? What will the hours be like? Will there be excessive travel? Will you mentally and physically have to take your work home with you?
- **Geographic Location** – Is the location of the job a place you'd like to be?
- **Salary and Bonuses** – Does the salary meet your expectations?
- **Benefits Package** – How well does the package meet your needs?

## Step 3: Make Your Decisions

You have three answers you can give the recruiter:

- 1 “Yes, I’ll take it!”
- 2 “No, I decline.”
- 3 “Yes, but let’s negotiate.”

However, before completely closing the door on the offer, it's highly recommended that you ask yourself the question, “What would it take to make it an acceptable offer?” Likewise, before calling back and saying yes, ask yourself “What would it take to make the offer even more appealing?” Don't shy away from negotiating. As long as you handle it in a positive and professional way, negotiating shows that you believe in yourself and you have a lot to offer.

# JOB OFFERS AND REJECTIONS

## The Art of Negotiating an Offer

The first question to answer is, “What is the offer lacking?” or “What would I like to add?” The next question to answer is “What’s negotiable?” The items that are more commonly negotiable include salary, moving expenses, and signing bonuses. Many items like health insurance, vacation days, tuition reimbursement, and childcare are standard to avoid dissension among employees. Regarding health care, you can negotiate some aspects like when the health insurance benefit takes effect. Once you figure out what you want you must start building an argument for negotiation.

## Building Your Argument

First, research the field and determine the average salary range and signing bonus for your position and industry. Use resources that include salary figures. For example, the National Association of Colleges and Employers (NACE) produces the Salary Survey four times per year. The Salary Survey includes starting salary offers made to new graduates that received a bachelor’s or master’s degree. The Bureau of Labor Statistics is another source for finding salary information. Visit their Web page at <http://www.bls.gov/data/> to research salaries.

Once you figure out the average salary for your position and industry, determine how that average may increase or decrease depending on your future cost of living. One of the best ways to determine this is by visiting one of the travel/moving sites on the Internet, such as [www.homefair.com](http://www.homefair.com). The Homefair.com includes “The Salary Calculator” that determines the cost-of-living differences among hundreds of U.S. and international cities.



## Learning from and Getting Past Rejections

The two most important things to do when you receive a rejection are to learn from it and move on. If the recruiter calls you to tell you that they chose someone else, be polite and professional. Most importantly, ask them if there was something that you could have done differently during the interview. Explain to the recruiter that you’ll be interviewing again soon, and it would be very helpful to receive some honest feedback. If the recruiter sends a letter rather than calling, make sure to call and request feedback.

*For more complete information please consult the book “The Insider’s Guide to Finding the Perfect Job” by Robert Orndorff.*

# TESTING FOR EMPLOYMENT

*Some companies require a candidate to take a battery of tests. The tests most commonly administered will be an assessment of mental ability, mechanical aptitude, and/or personality and interest patterns to see if he/she matches company needs and requirements. Also, more and more companies are requiring drug testing as part of the application procedure.*

## Training Programs

Training programs are designed to acquaint the employee with the company's history, organization, policies, and products. In many companies today on-the-job training and refresher courses are a must. The different types of training programs may be classified into the following seven categories.

- 1 **Orientation Training:** Acquaintance with the company.
- 2 **Vestibule Training:** Simulated on the job training.
- 3 **On-the-Job Training:** Actual training on the job.
- 4 **Apprentice Training:** Formal apprenticeship for the craft.
- 5 **Technical Training:** Training in technical aspects of a job.
- 6 **Supervisory Training:** Training in management
- 7 **Other Training:** Creation of any unusual situation not included in the above.

## Background Checks

Be aware that many companies today will be doing background checks to ensure that candidates don't have any felony convictions. However, they may also be "Googling" candidates or researching Facebook, Twitter, LinkedIn or other online social networking websites to obtain information on you. When posting information on these sites, always assume that anyone can see this information, especially when you are applying for positions.



# SOCIAL MEDIA: PUTTING YOURSELF AT RISK

If you are a Facebook, Instagram or Twitter user there are some important questions you should consider when posting information

online. Yes, online communities are a great way to get to know new people and stay in contact with old friends. However, there may be people viewing your homepage whom you don't wish to share your personal information with (e.g. employers, teachers, parents, or strangers). Information you may have posted online could cause you the loss of a job opportunity from potential employers, get you into legal trouble with your University, or even affect your personal safety. Are you putting yourself at risk? Ask yourself the following questions, make any necessary changes to your account, and most importantly, learn how to set your privacy settings so that you can limit who has access to your homepage.



## Am I Sharing Too Much Personal Information?

Sharing too much personal information, including your address, telephone number, birthday, class schedule, etc., can put you at risk for identity theft, stalking, harassment, and other problems. Just because there is a field for certain information, does not mean you have to fill it in.

## Are There Things on My Site (Pictures, Stories, Etc.) That Depict or Describe Inappropriate or Illegal Activity?

Pictures or other evidence of illegal behavior, such as underage drinking, could put you at risk for legal consequences, including violations of the Student Conduct Code and Housing and Residential Life policies. Some of the materials that you or others post on your site might be of an inappropriate nature and may reflect poorly on you, your friends, family, or on members of organizations with which you are affiliated. Employers may have access to these sites and may make decisions affecting your employment based on what they see.

## Developing Your Brand

- 93% of recruiters will review a candidate's social profile before making a hiring decision
- 55% of recruiters have reconsidered a candidate based on their social profile
- 48% of employers use social media to check on current employees. Of the 48 percent, 34% have found content that caused them to discipline or even fire an employee.

# SOCIAL MEDIA: PUTTING YOURSELF AT RISK

## Have I Read the Terms and Conditions of Use for the Website I am Using?

It is very important that you read the terms and conditions for any website where you create an account. Several sites, including Facebook, retain ownership of any information that you post on your profile and can use the material any way they want, whenever they want.

## Should I Just Stay Away From Them Completely?

This information is not intended to scare you away from online communities. The University just wants you to make choices that allow you to experience the benefits of these sites and avoid the negatives.

## Have I Chosen the Appropriate Privacy Setting for My Account?

Many sites allow you to select different privacy settings so that you can control who can view your profile, postings, etc. You should make sure you choose the setting that gives you the privacy you desire.

## Career Services Recommends:

- 1 **Facebook** - Bemidji State Career Services
- 2 **Twitter** - CareersBSU
- 3 **LinkedIn** - Career Connections



# USING LINKEDIN FOR JOB SEARCH

## Profile

- Build a professional online presence
- Market your skills, qualifications, and “uniqueness”
- Obtain references and endorsements
- Download as a PDF to use as a printed resume
- Use as an electronic portfolio by uploading and/or linking to samples of work, videos, etc.
- Use it to keep your name in front of folks (show professional engagement, knowledge, interest in profession, etc.) by:
  - Belonging to relevant professional groups
  - Sharing articles
  - Participating in discussions
  - Doing “updates” and “mentions”
  - “*Mentioning*” other people is a way to recognize others & possible build/strengthen relationships with others

## Exploring Career Options

***“I’d like to be the Creative Director of an advertising agency someday – How could LinkedIn help?”***

- Search on “Creative Director” under “People” to identify people who have or have had that job
- Ask to Connect – or ask for an introduction – or contact them directly (via a shared group) to ask for advice and information and to build your network
- Look at their profile to:
  - See their career path
  - Check common entry level jobs (where do I start)
  - Who hired them right out of college (possible job lead)
  - See what groups they belong to for ideas on what groups to join – & also a way of contacting them directly
- Research their company to:
  - Identify possible job and internship openings
  - Search for more possible contacts
  - Identify key skills sought
- Use Alumni to answer questions like:
  - What can I do with my major? (long term careers as well as entry level positions)
  - Who hires my major?
  - Other than my personal connections – who else would be likely to offer me career advice & assistance?

## Building Your Network (Add Connections)

- Do customized invitations
- Invite all your email contacts to connect
- Send out mass invitations to lists
- Go through “Groups” to invite people one at a time
- Link with Career Services LinkedIn page - ***Check out “BSU CAREER CONNECTIONS” LinkedIn Group to connect with other BSU Faculty, staff & alumni.***

# USING LINKEDIN FOR JOB SEARCH

## Alumni

- Search by Location, Company, Industry, Major, Skill
- What can I do with my major? – Who hires my major?
- Reconnect with classmates
- Get career advice and job leads
- Find people to stay with for free while traveling abroad
- BSU Alumni Association LinkedIn group

## Jobs

- Search by keyword, title, company, location, industry, job function, experience level and relationship
  - To focus in on just entry-level jobs – go to [www.linkedin.com/studentjobs](http://www.linkedin.com/studentjobs)
- Once you find jobs: (benefit over job boards and search engines like Indeed.com)
  - Easily identify contacts you have at those companies

## Interests

**Companies** – search for & research companies who fit your interests, need, etc. using a variety of search criteria

- See latest updates and happenings
- Identify people at companies in network
- Identify people you'd like to add to your network
  - Use information gained to get access to new contacts and have something relevant to say when you reach out to them
- Build relationships by “liking” and “commenting” on things posted by companies and employees
- Research careers at companies
- Reach out to recruiters
- Look at company “insights” to find:
  - Employees with new titles
    - \* (Maybe send them a “congratulations” message to build a new relationship)
    - \* Look at their profile – if they got a promotion – their former job might be open/opening
  - Former employers you may know
    - \* Great source for referrals
    - \* Maybe a good place to find out information you are hesitant to ask current employees
    - \* See “Top Skills and Expertise” to get ideas on Keyword Skills you might want to have on your profile

**Groups** - searching for contact via shared groups is the only way to contact people for free!

- Quick summary of all the groups you belong to
- Can join up to 50 groups
  - Subgroups do not count towards your 50 group limit
- Suggest a few other groups you may want to join

## Influencers

- Way to “follow” people and industries and get articles, advice, etc.
- The “All Channels” section is probably best/easiest way to identify areas of interest you may want to follow
- Joining groups specific to your career and interests is a more effective way to receive and share articles and advice (IMHO)

# ACCEPTING A POSITION

Job availability and employment opportunity may be important factors in accepting a position; however, a candidate should also give consideration to the following questions before accepting or rejecting a written or verbal offer.

- 1 Am I qualified for the type of work that will be demanded of me?
- 2 What are the opportunities for advancement?
- 3 Am I willing to live in that geographic location?
- 4 Is the starting salary competitive?
- 5 Is the company a growth company or one which is well established?
- 6 Is the training program designed to motivate new employees?
- 7 What opportunities are available for graduate work?
- 8 How secure will my position be one decade from now?

***Acceptance of an employment offer should be made in good faith and with a sincere intention of honoring all commitments made. Once you have agreed to accept an offer, withdraw all other applications, stop all job hunting, and notify Career Services.***

## Fringe Benefits

***In many areas of government, industry, and business, valuable fringe benefits are offered. In some instances they are not well advertised or explained. The following are types which are frequently proposed:***

- Educational Benefits
- Employee's Credit Union
- Pension Plan - Short and Long Term
- Disability Program
- Paid Sick Leave
- Paid Holidays and Vacations
- Stock Purchase Plan
- Profit Sharing Plan
- Insurance Program
- Reserve and Service Leave
- Major Medical Coverage
- Saving Plan
- Recreation Facilities
- Moving Expenses
- Worker's Compensation





# WATCH FOR THESE CAREER FAIRS

## On-Campus Interviewing - Conducted September-May in 202 Decker Hall

Each year we have numerous companies interview on campus. The types of positions that employers interview for will vary, but usually fall in the business and technical areas. We also will get several recruiters for teaching positions each year. For more information about on-campus recruitment and upcoming fairs, visit our website.

In order to participate with on-campus interviewing and attend job fairs through Career Services, you will need to register with Handshake. There are a few steps in order to register with Handshake.

- **First**, you will need to have your resume approved by our staff through an in-person appointment in Career Services
- **Next**, you will set up your profile by logging in to Handshake
- **Lastly**, you will upload your resume and view it in the system
- **Once in the system**, you can sign up for interviews, have access to job openings and have employers look at your resume.

## Government & Non-Profit Career Fair

This fall event is held at the U of M, Twin Cities campus. This event combines non-profit agencies with federal, state and local government employers to meet with prospective candidates for internships and full-time employment. You must be registered with Handshake in order to sign up for this event. Check the Career Services website for registration dates.



## BSU & NTC Job and Internship Fair

BSU and NTC's annual job and internship fair is held each spring in the Beaux Arts Ballroom on BSU's campus. In 2019, nearly 90 employers from around Minnesota met with students to discuss job and internship opportunities. This event is open to BSU and NTC students and alumni. Cost is free and no need to pre-register.

# OTHER CAREER OPTIONS

## Graduate School

In some fields an advanced degree is necessary for an entry level position, but in many fields it is not. In some situations employers would much prefer to hire job applicants immediately after they have secured their baccalaureate degrees and then give them on-the-job training. If students have maintained a strong academic grade point average and can secure a scholarship or fellowship, it might be to their advantage to secure an advanced degree before seeking employment. Check with your faculty advisor for more information.

## Tips for Applying to Graduate School

- 1 Research Universities and faculty members that are in your field of interest. Identify those that you may wish to work with in the future. Contact those Universities and faculty members that you are most interested in. Inquire about fellowship or assistantship opportunities available to you as a new graduate student.
- 2 Prepare for the GRE and/or any entrance exams that you may need to take. Preparing for each exam can greatly increase your chance of doing well. Taking a prep course or several practice tests beforehand can be very beneficial. Make sure your GRE scores are sent straight to the schools you are applying to. Tests take an average of 10 days to score and be sent out.
- 3 Write your personal statement. This can include information about your research interests, faculty that you wish to work with, and your collegiate background. Make sure that it is reviewed and critiqued prior to being submitted.
- 4 Many schools will require you to submit a C.V. (curriculum vitae). Visit Career Services in Decker Hall 202 or search online for how to create a C.V. A few good resources include: The Purdue Owl (<https://owl.english.purdue.edu/owl/resource/641/01>), UCLA C.V. Writing Guide (<http://www.gdnet.ucla.edu/asis/agep/advcv.pdf>) and the University of California Waterloo (<http://uwaterloo.ca/career-action/resources-library/how-guides/curriculum-vitae-writing>).
- 5 Complete and submit all graduate school applications. Also remember to apply for federal aid with FAFSA, and to look into private loans, grants, and fellowships when applicable. If you wish to be considered for a University's fellowships and assistantships, make sure to apply before the deadline for consideration.



# OTHER CAREER OPTIONS

## Commercial Employment Agencies

If candidates choose to join or hire an employment agency to secure employment, it is important to recognize that a commission may be charged on your first year's salary. Occasionally companies which hire employees through employment agencies will pay the placement fee. This is generally a good indication that the agency is reputable. Be careful of any documents that you sign and check with Career Services for some suggestions of reputable employment agencies to work with.

## Temp Agencies

Some graduates have found employment by working with temporary or temp agencies. These are similar to employment agencies but are all generally employer paid fees. Temp agencies can give you exposure to many different companies and agencies and open the door to full-time opportunities that may occur.

## Foreign Employment

Employment opportunities for beginning graduates in overseas industries are limited. Oil companies, banks, electronic and pharmaceutical firms with extensive foreign investments may employ college graduates. Most companies doing business internationally want their overseas personnel to be experienced and trained. Other opportunities are available through such organizations such as the Peace Corps, government services, and religious organizations.

## Notify Career Services

If you have a change in address, phone numbers or e-mail, you will want to contact Career Services to update your resume in Handshake. Once you secure a position, please fill out our online survey and submit electronically: through the Career Services website. We appreciate you contacting us right away once you receive your entry level position or get admitted to graduate school. We would like to know what your title of your job is, the company or organization you were hired with and your start date. Providing us with starting salary information is optional. We wish you the best of luck with your job search. If you have any questions contact us at [career@bemidjistate.edu](mailto:career@bemidjistate.edu) or call 218-755-2038.



**\*\*Check out the sample Survey on the next page.\*\***

# CAREER SERVICES

## MEET THE STAFF

To make an appointment, stop by Decker Hall 202, call 755-2038 or email [career@bemidjstate.edu](mailto:career@bemidjstate.edu).



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