

M STATE JOB SEARCH

GUIDE



CAREER COACH

Career Coach is a free online career search tool that will help you find a good career in a field that interests you.

Visit Career Coach to:

- View current job postings
- Check out current local wages
- See local employment numbers
- Check out expected job growth in different careers
- Compare careers that require similar training
- Find a degree at your college that will get you the training you need

Learn More with Career Coach



Designed with you in mind, it's simple to use and easy to find right on M State's homepage at minnesota.edu. Look in the Quick Links section under Future

Students, and click on Career Coach to discover your future.



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MORE**
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Minnesota State
Community and Technical College

Detroit Lakes eCampus Fergus Falls Moorhead Wadena

About M State's CAREER SERVICES

Our Vision

Network to serve as a Partner of Choice, facilitating success stories for students and employers.

Our Mission

With a focus on excellence, M State Career Services provides students access and opportunity to develop a personalized career track, connect with employers and job openings, and obtain job search support to build a foundation for a dynamic next step toward employment or continuing education.

A note from Career Services Director Cindy Boe:

Greetings M State Students!

I am thrilled about the possibilities that lie ahead for you and your classmates here at M State! My role is to provide information, resources and opportunities that will help you develop the skills you need to search for and obtain successful employment after graduation. Here are some ways that we can assist:

1. Career Coach — available online via SpartanNet or go to mstate.emsicareercoach.com
2. Professional resume reviews — available through your campus Spartan Center
3. careers.minnesota.edu — our online job posting site
4. Job search support and mock interviews — talk to your Spartan Center staff for information
5. This Job Search Guide

The job search is not always easy, and usually your success will reflect the amount of work you put into it. I encourage you to start working on your resume right now, and meet as many people in your field as possible during your time in college. Networking with people in your field (or people who know people in your field) will pay off in the job search process. Please don't hesitate to contact me directly if I can support you in your job search.

I wish you well. You matter, and you can do it!

Cindy Boe
M State Career Services Director
cindy.boe@minnesota.edu
218.299.6515

How to write a RESUME

Your **resume header** is part of your professional brand. Use it on your cover letter also.

Need guidelines?

Name = big, bold (18-22 pt font)

The rest = 11-12 pt font

Your **education section**

comes next. Include the name of your degree or program, graduation date followed by the full name and location of your institution.

- If you have education honors, scholarships or other academic achievements, you can list them below using a bullet point.

Every resume needs an

experience section. If your related experience has come through your **coursework**, list that on your resume.

You can separate types of experience. Place **related, internship, clinical, apprentice (etc.) experiences** in one section, and **employment** not related to your degree or program in another.

The most important part of this section are the **bullet points** wherein you describe your experiences. Some tips:

- Always start with a VERB.
- Emphasize your skills.
- Use examples to PROVE you have the skills mentioned.

When formatting your experience, remember this: Title, Where, City, State, Date.

- Bullet points describing your experience.

Involved in **extracurricular activities**,

volunteering or student organizations? Make sure to add to your resume.

1. Start with a brainstorm list. **DON'T start with a template. (Don't do it!)**

- a. Education: include college but not high school. Format as shown on the samples.
- b. Work, volunteering and activities: As you brainstorm, write down everywhere you have worked, volunteered or spent time outside of classes.
- c. Get REALLY detailed. This will help you later when you write your bullet points. Think about what you have learned throughout your different experiences and courses.

2. Start from the very top of a blank document. Everyone will have the following three sections:

- a. Header (name, address, phone number, email address)
- b. Education (include college only)
- c. Experience (use bullet points)

3. Bullet points: Tailor your resume to include content related to your field.

- a. ALL bullet points on your resume should START WITH A VERB and REFER TO A SKILL.
- b. Equipment and technology: Be specific and explain what you know.
- c. Applying for something specific? Look at the job description and use the same terms.

4. Get it reviewed.

- a. Have it reviewed early and often at the Spartan Center.
- b. Once Spartan Center staff have signed off, get an opinion from a trusted faculty member.
If you don't know why you are including something (or formatting it a certain way), consider getting another review.
- c. Most professional resumes take at least five drafts and 10-60 HOURS.

5. Make your changes, then get one more review before you apply for the job or head off to the job fair.

Jamie Jones

12498 968th Street North

Moorhead, MN 56563

218.555.5555

Jamie.Jones.2015@my.minnesota.edu

Education

Associate in Applied Science in **Business: Management, Marketing and Sales** May 2015

Minnesota State Community and Technical College (M State), Moorhead, MN

- GPA 3.5, President's List 3 semesters

Courses

Professional Selling, M State Fall 2014

- Learned and applied persuasive communication methods.
- Researched and delivered sales presentations; critiqued and helped other students analyze sales talks.

Retail Management, M State Spring 2013

- Gained understanding of strategic design of retail formats, consumer behavior, and pricing.
- Prepared paper analyzing merchandising techniques of three local retail businesses.

Related Experience

Customer Service Associate, Campus Bookstore, M State January 2014-Present

- Developed merchandising skills creating displays for text books.
- Displayed customer service skills by completing transactions quickly and efficiently.
- Entrusted with opening and closing store in lieu of manager.

Sales Associate, Best Buy, Fargo, ND August 2012-January 2014

- Demonstrated sales skills by assisting customers in selecting appropriate mobile devices.
- Awarded **Sales Star 2014** for consistently meeting sales goals.

Inventory Assistant, Jim's Warehouse Store, Underwood, IL Summers 2010, 2011

- Collaborated with supervisor to ensure accurate inventory documents for annual review.
- Trained staff to keep inventory updated weekly using Microsoft Excel.

Employment

Landscape Assistant, Steve's Lawn Care, Underwood, IL Summer 2010

- Executed time management skills providing lawn care services at multiple private residences weekly.
- Established strong work ethic, working 10-hour days in hot, humid weather conditions.

Childcare Provider, Single Family, Underwood, IL Summer 2009

- Demonstrated responsibility caring for preschool children.

Involvement

Business Professionals of America, M State 2013-Present

- Attended BPA National Leadership Conference 2014, Indianapolis, IN.

Circle K, Moorhead, MN January 2014-Present

- Supported local community through multiple service and leadership events.

Cameron Nelson

4935 472nd Street North, Wadena, MN | 218.555.9999 | nelson.cam@my.minnesota.edu

Education

Associate in Applied Science in **Electrical Lineworker Technology** May 2015
Minnesota State Community and Technical College (M State) Wadena, MN

Courses

Electrical Structure Installation, M State Spring 2015

- Studied and practiced digger derrick and bucket truck safety awareness.
- Practiced installation of pole line anchors.

Energy Safety Principles, M State Spring 2014

- Learned about purpose of federal safety regulations, including OSHA, EPA and PPE.
- Rehearsed and demonstrated safe work behaviors.

Internship Experience

Electrical Lineworker Internship, Shallow Lake Electric, Wadena, MN Spring 2015

- Observed and practiced using equipment including digger derrick, bucket truck and pole line anchors.
- Collaborated with team members to remove trees and other obstructions to ensure quality utility service.
- Presented technical writing skills preparing required documentation.

Related Experience

Delivery Driver, Sam's Bakery, Wadena, MN Summer 2013

- Presented organizational skills planning daily delivery routes.
- Collaborated with supervisor to manage store inventory based on order patterns.
- Demonstrated time management skills training new drivers about delivery procedure.

Associate, Smith's Hardware Store, Wadena, MN June 2011-December 2012

- Improved customer service skills working with customers executing home repair projects.
- Displayed strong work ethic volunteering to work in outdoor garden center in hot summer weather and working extra hours as needed.

Cashier, Big Box Grocery, Wadena, MN September 2009-May 2010

- Exhibited responsibility handling cash and credit transactions.
- Developed detail orientation assisting with organizing merchandise.

Community Involvement

United Way Volunteer, Wadena, MN 6 years

Youth Group Volunteer, Local Church, Wadena, MN 2 years

Registration Volunteer, Fargo Marathon, Fargo, ND 4 years

Student Volunteer, Leadership Council, Wadena, MN 2 years

Taylor Greene, RN

89421 86th Street South
Detroit Lakes, MN 56842
218.555.1234
Taylor.G@my.minnesota.edu

Education

Associate in Science in **Nursing** May 2015
Minnesota State Community and Technical College (M State), Detroit Lakes, MN

- GPA 3.9, President's List
- Served as President of Nursing Club, 2014-2015

Clinical Experience

Medical-Surgical Clinical, DL Heath Care, Detroit Lakes, MN Spring 2015

- Utilized critical thinking skills to provide patient care, education and home care/discharge planning.
- Strengthened hands-on experience with catheter, IV, suction and sterile field.
- Learned directly about surgical procedures including appendectomy, hernia repair, hysterectomy and tonsillectomy.

Emergency Room Clinical, DL Health Care, Detroit Lakes, MN Fall 2014

- Improved adaptability providing care for infants, children, adults and senior adults.
- Gained experience with patients facing dual diagnosis with mental illness.

Related Experience

Math Tutor, Spartan Center, M State August 2012-Present

- Developed teaching skills supporting first year college students learning new concepts in algebra and calculus courses.
- Demonstrated organizational skills updating the weekly tutoring schedule.

Dietary Associate, DL Heath Care, Detroit Lakes, MN Summers 2010, 2011

- Learned and utilized nutrition concepts to provide appropriate meal items for patients on special diets.
- Gained introduction to patient care serving meals to patients and families.

Childcare Assistant, Sunshine Day Care, Detroit Lakes, MN Summers 2008, 2009

- Collaborated with child care team to ensure high quality care for children from birth to age 6.
- Helped create and maintain childcare schedule and plans utilizing Microsoft Excel.
- Administered first aid for minor injuries.

Community Involvement

Volunteer Preschool Teacher, Local Church, Detroit Lakes, MN 2010-Present

- Weekly volunteer teacher for religious study class for children ages 3-5.

Kids Kamp, Family Resource Center, Perham, MN 2010-2013

- Developed and led activities for families and children ages 8-16.

How to write BULLET POINTS on your resume

Most bullet points on resumes start out very simply:

- Answered phones

However, if you choose a simple bullet point, what does an employer learn about you? Very little.

The bullet points on your resume are the most important content you will write. With your bullet points, you have the opportunity to prove to an employer that you have the required skills and experience. Use these steps as a guideline:

1. **BRAINSTORM.** Refer to your brainstorm list. Write down a list of skills you know you have, and write another column of corresponding job/classroom/volunteer experiences where you have actively practiced this skill.

Skills	Experiences
Communication Skills	Answering Phones

2. **STRUCTURE.** Use this arrangement to help you think about constructing your skills and experiences into short statements:

I learned _____ (skill) **by doing** _____ (job duties/task/accomplishment/experience/assignment).

By using this structure, you introduce yourself with a skill, then prove that you have that skill by adding details or an example.

I learned communication skills by answering phones.

3. **ACTION.** Replace “I learned” with an action word. Start EVERY bullet point with a verb.

Developed communication skills by answering phones.

4. **CLARIFY.** This is your most vital step. Take a look at your experience — can you clarify further? Here’s a way to know for certain. Ask yourself: Who? What? Where? When? Why? How? Have you clarified to this level? If not, there may be more details you can provide that will sell your experience to an employer.

Who? _____ customers_____

What? _____ helping them open new accounts_____

Where? _____ on the phone_____

When? _____ when they are new customers_____

Why? _____ to help them set up billing_____

How? _____ with courtesy, accuracy_____

Answers to these questions can uncover keywords to enhance your bullet points.

Final bullet point:

- Developed excellent communication skills discussing billing inquiries with new customers.

TOP SKILLS employers look for on your resume*

Verbal communication — ability to adapt communication skills to peers, customers, clients, leaders and supervisors

1.

2.

Teamwork and delegation

3.

Decision making

4.

Problem solving

5.

Planning, organizing and prioritizing work

6.

Obtaining and processing information

7.

Analyzing data

8.

Computer software proficiency

9.

Ability to create/edit written reports

10.

Persuading, selling or influencing others

**compiled by the National Association of Colleges and Employers*

ACTION WORDS

LEADERSHIP

administered
analyzed
appointed
approved
assigned
attained
authorized
chaired
considered
consolidated
contracted
controlled
converted
coordinated
decided
delegated
developed
directed
eliminated
emphasized
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted

improved
incorporated
increased
initiated
inspected
instituted
led
managed
merged
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
streamlined
strengthened
supervised
terminated

addressed
advertised
arbitrated
arranged
articulated
authored
clarified
collaborated
communicated
composed
condensed
conferred
consulted
contacted
conveyed
convinced
corresponded

debated
defined
described
developed
directed
discussed
drafted
edited
elicited
enlisted
explained
expressed
formulated
furnished
incorporated
influenced
interacted

interpreted
interviewed
involved
joined
judged
lectured
listened
marketed
mediated
moderated
negotiated
observed
outlined
participated
persuaded
presented
promoted

proposed
publicized
reconciled
recruited
referred
reinforced
reported
resolved
responded
solicited
specified
spoke
suggested
summarized
synthesized
translated
wrote

COMMUNICATION

TECHNICAL AND RESEARCH

adapted
analyzed
assembled
built
calculated
clarified
collected
compared
computed
conducted
conserved
constructed
converted

critiqued
debugged
designed
detected
determined
developed
diagnosed
engineered
evaluated
examined
experimented
explored
extracted

fabricated
formulated
fortified
gathered
identified
inspected
installed
interpreted
interviewed
invented
investigated
located
maintained

measured
operated
organized
overhauled
printed
programmed
rectified
regulated
remodeled
repaired
replaced
researched
restored

searched
solved
specialized
standardized
studied
summarized
surveyed
systematized
tested
upgraded
utilized

adapted	conducted	evaluated	insured	supplied
advised	contributed	expedited	intervened	supported
advocated	cooperated	explained	motivated	taught
aided	coordinated	facilitated	motivated	tested
answered	counseled	familiarize	persuaded	trained
arranged	critiqued	focused	presented	transmitted
assessed	demonstrated	furthered	provided	tutored
assisted	developed	guided	referred	volunteered
cared for	diagnosed	helped	rehabilitated	
clarified	educated	individualized	resolved	
coached	enabled	informed	set goals	
collaborated	encouraged	instilled	simplified	
communicated	ensured	instructed	simulated	

HELPING AND TEACHING

administered	developed
adjusted	estimated
allocated	forecasted
analyzed	managed
appraised	marketed
assessed	measured
audited	planned
balanced	programmed
calculated	projected
computed	reconciled
conserved	reduced
corrected	researched
determined	retrieved

FINANCIAL AND DATA

approved	executed	ordered	routed
arranged	filed	organized	scheduled
cataloged	generated	prepared	screened
categorized	implemented	processed	set up
charted	incorporated	provided	submitted
classified	inspected	purchased	supplied
coded	logged	recorded	standardized
collected	maintained	registered	systematized
compiled	monitored	reserved	updated
corresponded	obtained	responded	validated
distributed	operated	reviewed	verified

ORGANIZATION

ACCOMPLISH VERBS

achieved	resolved (issues)
completed	restored
expanded	spearheaded
exceeded	succeeded
improved	surpassed
pioneered	transformed
reduced (losses)	won

CREATIVE SKILLS

acted	founded
adapted	illustrated
began	initiated
combined	instituted
conceptualized	integrated
condensed	introduced
created	invented
customized	modeled
designed	modified
developed	originated
directed	performed
displayed	photographed
drew	planned
entertained	revised
established	revitalized
fashioned	shaped
formulated	solved

How to write a COVER LETTER

Cover letters are not always required when you apply for a job — sometimes it depends on your field or the employer — however, it is a very good idea to prepare a successful cover letter that you can later tailor to specific opportunities that arise. Remember, the more work you put into your job search right now, the more prepared you will be when someone approaches you with an opportunity. Write a quality cover letter outline so you are ready to go.

Helpful hints for your cover letter:

Formatting

- Use your resume header. It provides a consistent brand for your job search.
- Always include the date.
- Be sure to include the name of the person connected to the opportunity. Not sure? In this case, leave these lines blank. **Do NOT use “to whom it may concern.”**

PART ONE

- Explain why you’re writing and, most importantly, explain why this *particular job or opportunity* is of interest to you.
- Employers hate generic cover letters, so personalize it using the company’s mission statement, values or details from the job description.

PART TWO

- Explain your skills and experience as they relate to the position you are seeking.
- Use as much detail as possible, citing specific assignments or examples from work experience that have allowed you to use your skills.

PART THREE

- Ask for the next step, and say thank you.

- Copy and paste the header from your resume.
- Include the date. Full month and year.
- Include the address of the company. If you know the name of the hiring manager, be sure to add this.

Address the letter to a person.

- Don’t know the name?
- LEAVE THIS LINE BLANK.
- (Do NOT use “to whom it may concern,” etc.)

Part I: Why THIS job?

- Who are you?
- Why are you qualified for or interested in THIS position?
- What *specifically* interests you in working for this company?

Part II: Why ME?

- What *specific* experiences do you have to make you the best candidate for this position?
- What specific skills will you bring, and where did you learn them?
- Prove it. Share an example.

Part III: Conclusion

- Ask for the next step (usually an interview).
- Say thank you.

- If you are sending a paper letter, use resume paper, and sign your name with pen.
- No need to sign the PDF.

Jamie Jones

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218.555.5555

Jamie.Jones.2015@my.minnesota.edu

March 15, 2015

Smith Multimedia
995 Bond Street
Moorhead, MN 56563

I am writing in reference to the Account Representative position at Smith Multimedia. I am particularly interested in working for Smith because your mission states you desire to impact the Red River Valley one customer at a time, and I believe this is the style and approach that has worked well for me throughout my time working in sales and marketing.

I will graduate from Minnesota State Community and Technical College in May with an Associate in Applied Science in Business Management, Marketing and Sales. My courses at M State have allowed me the opportunity to learn from business leaders about the techniques involved in providing high-quality service to customers.

As you can see from my resume, for the last four years I have held multiple customer service positions. I have a reputation for meeting sales goals. I was awarded the Sales Star 2014 while working for Best Buy. I especially feel successful when I know the customer has agreed to purchase the product or service that is truly best for them.

I look forward to meeting with you for an interview. Thank you for your time and consideration.

Sincerely,

Jamie Jones

How to succeed at INTERVIEWING

In a 2012 survey from the Collegiate Employment Research Institute, employers were asked to give college interns and recent graduates a letter grade on interview performance. College students about to graduate were asked to do the same.

Your report card:

College students gave themselves an A in interview performance.

Employers? They gave you a D.

Most significantly, employers commented that they felt students were vastly unprepared for their interviews. Most college students commented that they did not know employers expected them to be prepared. When you are getting ready for the interview portion of your job search, do everything you can to score an A, not a D.

Before the interview

- You must research the company or organization ahead of time. Read the job description thoroughly. Get familiar with the company's mission statement, values, customers and competitors. Read any recent news articles featuring the organization. Also check out articles that feature competing companies to make yourself aware.
- Make a list of some of your most successful accomplishments in work or college. **PRACTICE TALKING OUT LOUD** about those accomplishments. This is proven to reduce nervousness and increase confidence and is the most vital part of preparing for an interview. If you practice talking out loud about multiple scenarios, you will be ready for any interview question.

STAR Method

As you prepare your examples, keep in mind that most employers prefer interview answers that utilize the STAR method:

S

Situation

What led up to the situation?

Last semester, I was assigned a group project where we were to put together a unique sales talk for my Sales Technique course.

T

Task

What was expected of you?

I worked with two other students to put together a 10-minute talk, encouraging local employers to use multimedia advertising.

A

Action

What did YOU personally do/accomplish?

On my team we decided I would lead the presentation. I spent two weeks reading the research my team put together so that I could create a solid outline for the presentation.

R

Result

What was the outcome of the situation?

After I gave the sales talk for the professor, he not only gave our team an A, but he asked me to visit his other classes and give the talk for them as an example. The project was very rewarding.

The most effective interview answers are specific and positive. Always show a positive attitude, even when describing challenging situations.

- Practice shaking hands. (Really.) You should be able to confidently shake the employer's hand firmly while looking him or her in the eye.
- If the interview will be in an unfamiliar place, drive there the night before to plan your route and parking. Don't rely on GPS only.
- Prepare five to seven questions you can ask the employer. You may only have time to ask one or two, but prepare several, just in case they get answered earlier. The questions should show genuine interest about the job and the company. Do not include questions about salary, benefits or time you expect to take off work. Consider asking questions like these:
 1. What will a typical day be like for a person working in this position?
 2. What are three characteristics you expect the person in this position to have on the first day?
 3. How would you describe the culture of the workplace?
 4. What is your favorite aspect of working for this company?
 5. What training do you usually provide for new employees?

During the interview

- Arrive 5-10 minutes early for the interview.
- Greet the interviewer(s) professionally. Smile and shake hands.
- Answer the questions using the STAR method, and ask the questions you have prepared based on the time available.
- At the close of the interview, indicate you are serious about the position and thank the interviewer(s). Ask for a business card or email address so you can keep in touch.
- Show your enthusiasm!

After the interview

- Send a handwritten thank you note or thank you email within 24 hours.
- Stay in touch with the employer. Call or send an email to follow up once per week until the hiring decision is made.

Common Interview Questions

1. Tell me about yourself. Why are you interested in this position?
2. What is the accomplishment you are most proud of?
3. Describe a time you overcame a challenge at work.
4. What have you done in the past to manage multiple responsibilities (such as both work and education)?
5. Tell about a time you went the extra mile at work.
6. Tell about a time you made a mistake at work. What happened and how did you resolve the situation?
7. What computer software do you have experience with?
8. Describe a time you provided quality customer service.
9. Tell about a time you had to use critical thinking to solve a problem.
10. What are your strengths and weaknesses?

Dear Ms. Smith,

Thank you very much for the opportunity to meet with you on Thursday. I enjoyed meeting your team and learning about the Account Representative position. I was especially encouraged by the fact that you desire to hire a candidate with sales experience, and my work in retail sales has helped me develop an understanding of customer expectations. I believe I can help you meet your goals. Thank you again for your time and consideration. I look forward to hearing from you.

Sincerely, Jamie Jones

NETWORK like a pro

Are you looking for an internship, opportunity to job shadow or just ideas about what your field is really like? You should be networking. Networking is a bit of a buzzword in the job search world, but what it really means is that you need to make connections with actual professionals in your field if you want real answers.

This may be surprising, but you already have a network! Consider your friends, family, classmates, professors, former co-workers, supervisors and more.

The informational interview: Ask for advice, but NEVER ask for a job

Ask the next 50 people you meet, “Who do you know who ...?” (Owns a business? Lives in Minneapolis? Works in health care?)

Next, find a way to connect to the person you want to meet. Perhaps your network connection can introduce you, or perhaps you can find him or her via the company’s website or social media. It is an advantage if you know someone who can introduce you. However, the fact that you are currently a student can also be a big advantage. It is extremely important that you NEVER ASK FOR A JOB when you are trying to add to your network, but as a current student you can contact almost anyone and ask for advice or input.

VERY IMPORTANT: Interviews do NOT involve emailing a professional a list of questions and asking for the answers. Interviews should be done in person or over the phone.

Rules for asking for advice:

1. **NEVER ASK FOR A JOB. EVER.**
2. Write a very polite, professional email. Have a few people proofread it to be absolutely sure

you feel confident about the message you are sending. This cannot be a casual email; it must be very respectful.

3. Ask for a meeting or a phone call (also known as an informational interview).
4. At the meeting (or during the phone call), ask a few basic questions to get to know your contact. When the meeting wraps, ask for the professional’s business card or email address. (Yes, technically you already have it because you found them online, but you are showing your intention to stay in touch!)
5. After the meeting, send a very polite handwritten thank you card to his or her business address.
6. About a month after the meeting, follow up with a thank you and a little update on your situation. Again, **NEVER ASK FOR A JOB.**
7. Continue to stay in touch. You now have another contact in your network! It really works.

Networking online



LinkedIn (www.linkedin.com/) is a social networking website where professionals can connect online about opportunities. This can be a great place to create your profile and use it to display your work and accomplishments. Think of it as an online resume. Perhaps not everyone from your field is on LinkedIn, but hiring managers often are. This can be a great place to make connections. Start with people you know, then join groups or follow industries of interest. From there you might find yourself setting up more informational interviews.



Networking in person

Another great way to network is in person through events on your campus or in your field. Networking happens at association meetings, job and career fairs, campus activities and committees, and connections you make with guest speakers visiting your classes. Sometimes these seemingly weak ties to new people can connect you to a new opportunity. Professionals or classmates who you meet in these settings could lead you to your next informational interview.

Questions to ask during an informational interview*

These are ideas. Make sure you put your questions in your own words before your informational interview.

1. How did you get started in the business?
2. What do you like/dislike most about your job, company or industry?
3. What are the current career opportunities for college graduates in the industry?
4. Is there a trade association, trade publication or website that might aid me in my job search?
5. Where do you see the industry heading in the near future?
6. What advice would you give a new college graduate looking for a job in the industry?
7. Could you recommend someone for me to contact in this industry?
8. Is there anything else you think I should know about this industry?

*Questions from *The Complete Job Search Book for College Students*, 2007.





How to survive a **JOB FAIR**

Before the fair:

- Plan in advance which employers you want to visit. Research them in advance by going to their websites. Get familiar with the positions they are seeking so you sound like an expert when you approach their booth. Employers really appreciate this and will be more receptive to you as a candidate.
- Prepare one or two questions you might want to ask at the booths you plan to visit.
- Practice an “elevator speech” or professional introduction.
- Practice your handshake. Really.
- Dress professionally.
- Have your resume reviewed at the Spartan Center before the event.
- Print your resume on resume paper.

During the fair:

- Approach each booth with confidence. Introduce yourself and ask your questions.
- Allow the employers to share their information, and ask more questions as appropriate.
- Share a copy of your resume.
- ASK THEM for their business card or contact information, and let them know you plan to follow up with them.

After the fair:

- Send an email to each representative you visited.
- In the email, say thank you and express how you are interested in the specific opportunity they are offering.
- Attach your resume.

What to wear:

- Dress for an interview.
- A suit is best, but if you don’t have a suit, wear dress pants and a conservative dress shirt. Men should wear a tie.
- Wear dress shoes.
- DO NOT WEAR jeans, tennis shoes, skin-revealing clothing or cologne.

What to bring:

- Resumes on resume paper (bring two copies per employer you plan to visit, so you don’t run out).
- A pen.
- (Optional) Bring a padfolio or folder to hold your items.
- DO NOT BRING your cell phone.

What to say:

- Hello! My name is _____. I am studying _____ and will complete my program in _____. When I was looking at your website, I noticed you are hiring for _____. Can you tell me more about the position?
- DO NOT SAY “I’m not familiar with your company. What do you do?”



Steps to a successful **JOB SEARCH**

- 1.** Explore your options using Career Coach.
- 2.** Write your resume and have it reviewed in the Spartan Center.
- 3.** Build and add network connections.
- 4.** Prepare and practice for interviews.
- 5.** Connect with opportunities via careers.minnesota.edu. Actively apply for opportunities and keep making connections.

Questions about your job search?
Contact Cindy Boe, M State Career Services Director
cindy.boe@minnesota.edu
218.299.6515

Where should I look for work?

M State job posting site:
careers.minnesota.edu

This is the M State official job posting website. Local and regional employers post here because they are specifically looking for M State students or graduates.

Career Coach:

mstate.emsicareercoach.com/

This site can help you identify posted jobs in the region. Just type your keyword into the “search careers” box and find your results on the left side of your screen.

Your professional association:

Ask your faculty members about local or national associations related to your field. Many associations provide an online job search database that connects you directly with employers in your field. Some associations even allow student memberships, which could give you access to more job postings and networking opportunities.

Minnesota Jobs

minnesotaworks.net

This is the home for jobs posted throughout the state of Minnesota.

Indeed:

[Indeed.com](https://www.indeed.com)

Search for jobs in your field in any location. Indeed is a meta search engine, so it is actually searching all over the Web for jobs posted on company websites. Search by keyword, location or both.

Job Service of North Dakota:

[JobsND.com](https://www.jobsnd.com)

If you are interested in working anywhere in North Dakota, most employers, regardless of their field, will choose to post on this site.



Minnesota State
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