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### Student Success Center

- Quiet Place to Study
- Study Tips
- Supplemental Instruction
- Student E-Portfolios

**Poplarville:**

2nd Floor Crosby Hall  
(601)403-1414  
M-F 8:00-4:00  
ssc@prcc.edu  
www.prcc.edu/t3

- Career Exploration
- Transfer Assistance
- Degree Evaluation
- Computer Lab

**Hattiesburg:**

Building 1  
(601)554-5554  
M-Th 8:00-5:00; F 8:00-12:00  
ssc@prcc.edu  
www.prcc.edu/t3
Where to start in your job search!

Career/Tech
You can see a counselor at the Counseling Center, the Student Services Coordinator for Career Tech or a Learning Specialist at the Student Success Center to help you plan and jump start your career.

Academic
As you move towards graduating from PRCC with your Associate in Arts degree, you will begin thinking seriously about your career path. While you won’t be applying for your ideal career position right now, you should be thinking about internships, apprenticeships, co-op opportunities and volunteering in a meaningful position. You can see the next page for more information about seeking extra career opportunities.
What are your personal interests?

There are tools available to you as students at PRCC to help you decide on a career path based on your personality and interests. Many of these tools can be found on the Success Center’s website [www.prcc.edu/t3/index.php/career-exploration](http://www.prcc.edu/t3/index.php/career-exploration).

### Sigi3

[www.sigi3.org/login.asp](http://www.sigi3.org/login.asp)

SIGI3 is based on values-based theory which states that individuals choose careers based on certain core values about work. Explore career choices using SIGI3’s comprehensive listing of potential careers.

### Myers Briggs

[www.humanmetrics.com/cgi-win/jtypes2.asp](http://www.humanmetrics.com/cgi-win/jtypes2.asp)

A complete assessment provides you with a personality “type” with strength indicators for each of the four areas. You can use this information to choose careers that fit with your personality.
What occupations interest you?

Occupational Outlook Handbook
www.bls.gov/ooh
The Occupation Outlook Handbook provides you with job prospects, educational requirements, earning potential and more for hundreds of potential jobs.

CollegeFish
www.collegefish.org
After you create an account, you can begin researching your next move. Do you want to transfer to a four year college? Do you want to enter the workforce? CollegeFish will help you seek out many different options.

America’s Career InfoNet
www.careerinfonet.org
You can find many resources about jobs and careers. Specific information about transferring from a military career to civilian life is highlighted.

Need help with your career evaluation?
Stop by the SSC!
Internship/Apprentiship

Why do I need an internship?

Ever wondered if you’d really like the job you think you want as your lifelong career? What if you spend years getting your education only to start your job and hate it? Internships and apprenticeships are for more than just making connections...they are a crucial part in the job-seeking process. They show potential employers that you’ve sought out and completed a competitive process. They demonstrate that you have important related experience to the job you’re seeking. And they give you an inside look at what the job entails.

What exactly is an internship?

Amy Yeend and Kathy Killam from The University of Southern Mississippi define an internship as having the following qualities:

⇒ Provides “real world” work experience
⇒ Is directly related to your field of study
⇒ Lasts for an agreed upon length of time (one semester, one summer, one year)
⇒ May be paid or unpaid
⇒ May carry academic credit or not.

How do I get one?

⇒ Begin looking at least one semester before you intend to apply.
⇒ Seek assistance from the Counseling Center or from the Learning Specialist in the Student Success Center.
⇒ Talk to your instructors. They often know of opportunities or places that are hiring.
⇒ If you’re an academic student, begin talking with the Career Services Office at the university where you intend to transfer. They will have many resources that you can use (including employment databases) once you have been accepted...an even better reason to apply early and begin making transfer plans!
Your Job Search….Where do you begin?
Career Fairs

Career Fairs are an awesome opportunity to get to know what the employment trends look like. They also give you the opportunity to make important networking connections before you officially go on the job market. Take advantage of the career fairs in your area…and make the most of it with these very helpful tips:

➢ **Research employers.** Recruiters will see thousands of job seekers during the course of the day. Stand out from the rest by being prepared. Many career fair websites list which employers are coming. Use the forms on the next page to keep track of your research for each employer.

➢ **Create a targeted résumé.** Bring your résumé by the Student Success Center several weeks before the fair to have it critiqued by a peer mentor and discuss how to target it to a specific employer or job.

➢ **Strategize.** Arrive early. Look for a map of the career fair employer tables and identify your top choices. Remember, it’s about quality not quantity!

➢ **Bring plenty of résumés.** Target your résumé objective to each employer you want to speak to and bring at least two copies for each.

➢ **Apply online, and don’t be discouraged** if an employer cannot accept your résumé at the career fair. Many companies require online applications because of legal reasons, so apply before the fair, and tell recruiters you have taken this extra step to demonstrate your enthusiasm for their opportunity. Once you make a good impression in person, your online application will rise to the top.

➢ **Dress to impress!** Many career fairs require professional dress. Not sure if what you plan to wear is appropriate? Talk to a peer mentor at the Student Success Center for advice and to view examples of professional dress.

➢ **Know what you want to say.** Talk about your achievements and accomplishments. Use the “elevator speech” worksheet to plan what you want to talk about. You can find it at the back of this Career Guide.

➢ **Listen up!** While you wait to talk to recruiters, use your time wisely. Listen to the conversation recruiters are having with other job seekers. You can use the information you learn to develop some great questions and points to wow the recruiters. Also, network with other job seekers.
⇒ **Ask good questions.** Do your research ahead of time so you can ask the recruiter insightful questions. Don’t waste the limited time you have to ask “What does your company do?” If you’ve done your homework, you already know the answer. Some examples of good questions: What are you looking for in a successful candidate? What kind of entry-level positions (or internships) exist within your organization? Does your company hire on a continual basis or just at certain times of the year?

⇒ **Be enthusiastic and have a positive attitude.** Whether you’re looking for a job or internship or are simply getting practice talking to employers, a career fair is a rare opportunity for you to get face-to-face time with those who can help you get ahead.

⇒ **Collect business cards and follow up.** Always follow up with the recruiter to thank them for their time and remind them of your conversation with them. It’s best to send them an e-mail the afternoon/evening of the fair.

⇒ **Organize before you leave the fair.** Take a moment before you leave the fair to jot down some quick notes about the recruiters and companies you met with while it is still fresh in your mind.

### Career Fair Employer Research Form

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>What does the employer value?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>One position that interests you?</td>
</tr>
<tr>
<td></td>
<td>Key qualifications you possess for this position.</td>
</tr>
<tr>
<td></td>
<td>Applied online or dropped resume off prior to fair?</td>
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</tbody>
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</tr>
<tr>
<td></td>
<td>Applied online or dropped resume off prior to fair?</td>
</tr>
</tbody>
</table>
Writing A Résumé
The résumé is perhaps the most important document in your job application file. Don’t overlook the tips provided here. Also, don’t underestimate whether your prospective employer will look at your résumé. They will. So, put your best foot forward using these tips and guidelines.

Academic Students: If you are transferring to a four year college, you may need a résumé for scholarship applications or other considerations. Having your résumé started now and keeping it up to date will allow you to smooth out the process of putting together an application when the time comes.

**General tips:**

**Necessary Sections**
* Your contact information
* Objective statement
* Education and training
* Work experience
* Specific skills

**Possible Sections**
* Related coursework
* Awards
* Extracurricular and leadership activities
* Licenses and certifications
* Military
* Languages

**Do not include**
* Personal information about you or your family
* Religious affiliation
* Political ideas
* Salary
* **ANY** false statement
Format

* Bold headings and other important information
* Make your name stand out at the top
* Be consistent with all formatting
* Use bullets for listing of special skills
* Visually set aside dates for education and employment
* Do not use fancy fonts, italics, or compressed fonts. These are difficult to read

Organization

* Use a logical method of organizing your information
* Use reverse chronological order for education, work experience, etc. (start from the most recent and work backwards)
* Keep the résumé to 2 pages or less
* Guide the reader through your experiences

Flair

* Don’t go crazy with font types and sizes. Something consistent and neat has much more impact than something difficult to visually understand.
* Use good quality paper and printer to create résumé.
* Remember that résumés are a “summary” of your achievements. Use your other required documents to highlight specific achievements and discuss how they apply to the job you are seeking.
* Spelling, grammar, punctuation must be perfect. Review, have someone else review, then review again. Don’t rely simply on spell-check as certain errors will slip through and cause you much aggravation.
Résumé Checklist

Heading
- Name: Big and Bold
- Contact Information should be easy to read
- Professional e-mail address

Education
- Degree Listed correctly and bolded
- Location of school listed
- Date of graduation (even if future)
- GPA if over 3.0
- Courses—relevant to job applying, list 2-6, optional

Work Experience
- Job title and dates with months listed
- Place of employment and location listed
- List job duties using action words (2-7 bullets)

Activities
- Position and organization listed
- Dates of involvement and description if not obvious

Technical Skills
- List computer skills
- List other skills related to major (laboratory skills, artistic abilities, etc.)

References
- Place references on a separate page
- List each referee with name, title, organization, address, phone and e-mail contact.
Action Words

Achieved
Acquired
Adapted
Administered
Advised
Advocated
Analyzed
Assessed
Assisted
Budgeted
Coached
Collaborated
Collected
Communicated

Directed
Documented
Edited
Enabled
Enforced
Enlightened
Enlisted
Ensured
Established
Estimated
Evaluated
Exceeded
Exelled
Expanded

Expedited
Experienced
Explored
Facilitated
Fostered
Gathered
Guided
Helped
Identified
Implemented
Improved
Inaugurated
Increased
Initiated

Instituted
Introduced
Launched
Learned
Led
Listened
Maintained
Managed
Manipulated
Maximized
Minimized
Modified

Negotiated
Observed
Obtained
Operated
Organized
Participated
Performed
Perfected
Prepared
Programmed
Promoted
Protected
Published

Reported
Reviewed
Scheduled
Strategized
Streamlined
Strengthened
Succeeded
Planned
Supervised
Surveyed
Trained
Upgraded
Verified
Wrote

Skill Words

Active
Adaptable
Analytical
Assertive
Broad-minded
Committed

Competent
Cooperative
Creative
Dedicated
Dependable
Determined

Diplomatic
Disciplined
Effective
Efficient
Energetic
Enthusiastic

Experienced
Fair
Honest
Independent
Innovative
Logical

Loyal
Mature
Methodical
Objective
Open-minded
Outgoing

Poised
Positive
Productive
Reliable
Resourceful
Self-confident

Self-motivated
Sincere
Strong
Successful
Tenacious
Well-organized

The Beef on Templates

Word processing programs (like Microsoft Word) have résumé templates. Pick one that looks right for your career aspirations and personality. These are great for helping you to organize your résumé so that it looks professional, keeping all your bullets lined up and helping you to present an over-all clean appearance.

HOWEVER:

- They do not necessarily look the same on all computers. If you e-mail your résumé, save it to a .pdf document first so that your résumé maintains its attractive appearance.

- If you upload to a career builder site (like Monster.com, etc.), you may have some shifting. Always open your document after uploading to make sure that it still looks like you created it.

- Some templates may not let you add sections. Avoid frustration by playing around with your chosen template before putting in a lot of effort.
What's your objective?

Objective or Not

Writing an objective statement is a good way to catch the potential employer’s attention to the type of position you seek. An objective statement works well for new job seekers, recent college graduates or individuals who are shifting career focus.

An objective should be specific and target an employer’s needs.

Three Key Ingredients of an Objective:

- Name of position
- Name of company
- Quick mention of relevant and notable skills, education and/or experience.

Example:

To secure the Medical Assisting position at Johnson Family Practice using my clinical, laboratory and administrative skills.

To obtain the Customer Service Position at CellSouth using my sales experience, marketing education and interpersonal skills.

Workshop your objective:

To obtain the _______ position at ________ using my ________, ________ and

name of position   name of company   education   skills

_________.

experience
Why Build your Résumé Now?

A résumé is a summary of you...of your education, work experiences, interests and achievements. It allows you to highlight your growth over time by showcasing your progression in work responsibilities, involvement in community and school organizations, and highlighting any awards and achievements you have earned. If you sit down to write your résumé and say “Is this really all I’ve done?!”, have no fears. There is still time to take charge and do something about a weak résumé.

So, what can you do when you don’t have many experiences?

Get some!

- **Join a student organization!** Don’t have one on campus that you are interested in? Then create one! Go through Student Affairs to make everything official.

- **Volunteer in the community**—Local schools have tutoring programs, find an after-school program, Habitat for Humanity will have build weekend, Boys and Girls Clubs are always looking for mentors and other volunteers. Volunteer at a hospital or nursing home.

- **Get a part-time job**—Having work experience even if it is a small part-time job, shows that you know how to work in a professional environment, have team work and leadership skills, and can follow directions. Plus, the pay check is always nice.

- **Word hard on school**—do everything you can to make good grades. Study hard, form study groups, and set goals for the highest grades possible in your class. You will not only enjoy making the high marks, but may get college awards too!
Career Tech Résumé

Chris Kringle
29 North Pole Dr.
Poplarville, MS 39470
(601)555-0000
chris.kringle.25@student.prcc.edu

Objective

- To achieve a position in the instrumentation and electronics field

Education

- Pearl River Community College, May 2013
  - Associate in Science: Instrumentation and Electronics
  - GPA: 3.16
- Pearl River Community College, May 2011
  - Associate of Arts, Business
  - GPA: 3.5
- Poplarville High School, 2009
  - High School Diploma, IHL & CDC Completer

Professional Experience

- Ina’s, Poplarville MS
  - May 2009-July 2010
  - Served as daily operations manager with responsibilities including customer service, receiving shipments, and monitoring inventory levels
- Deb’s Pizza and Pasta, Poplarville Ms.
  - May 2004-December 2009
  - Worked as prep cook with other responsibilities including training new employees, receiving shipments and monitoring inventory levels

Qualifications

- Vocation technical experience in welding, carpentry, and automotive mechanic
- Previous work experience includes training and managing employees
- Certified Food Service Manager
No Work Experience Résumé

Alex Rudloff

555 Main Street, Apt. 321
Hattiesburg, MS 39401
601.555.5555
alexrudloff@prcc.edu

Education
Associate in Arts, Pearl River Community College, Poplarville, MS
Major: Business
GPA: 3.5

Related Course Work
- Business Presentation Competition
- Business Law
- Financial Accounting
- Management of Organizations

Community Service
December 2010 to Present: Volunteer, The Haven for Children, Poplarville, MS.
- Organized monthly newsletter
- Assisted with the 2010 Annual Fundraiser, a celebrity golf tournament, which generated $200,000 in donations.
- Maintain web-site and computers for the organization.

Awards and Honors
- Dean’s List each semester since Fall 2010
- Graduated Cum Laude
- President of Student Government Association

References available upon request.
Some Work Experience Résumé

Elizabeth Smith

4.0 GPA Boulevard, Hattiesburg, MS 39401

601.555.1111

elizabethsmith@prcc.edu

Education

Present
Pearl River Community College

Sophomore
- Business Major, Marketing Emphasis
- GPA 3.2
- December 2013 Graduation

Work Experience

January 2009-Present

The Grand Theatre—Hattiesburg, MS 601.222.1111

- Concessionist
- Sell products and interact with customers
- Best Seller award 4 times
- Promoted to Floor Manager

April 2008-June 2008

Club Libby Lu—Turtle Creek Mall, Hattiesburg, MS, 601.222.7777

- Sales Associate
- Sell products and services to customers
- Interact with customers

June 2006-Present

Bronte and Associates—Hattiesburg, MS, 604.333.9999

- Office Assistant
- Coding and data analysis
- Prepared mail outs of over 5000 pieces
- Transcribed interviews and focus groups
- General office work

Relevant Coursework

- Business Accounting
- Creative Marketing
- General Management
The Cover Letter

The Cover Letter is an important component of your job application packet. In addition to your résumé, your cover letter provides the complete picture of who you are and why you’re the best candidate for the job.

What does the cover letter do?
- It is a professional letter that formally states you are applying for a job and highlights points from your résumé.
- It is an introduction of you and your background.
- It is your sales letter.

What goes into a cover letter?

**Opening Paragraph:**
- States the job for which you are applying
- Summarizes your qualities (that will be detailed in later paragraphs)
- Explains why you are interested in the position

**Middle Paragraph(s):**
- Take each quality that you mentioned in the opening paragraph and go into more detail about your experiences and how they have prepared you for this position
- Mention your educational level and how it has qualified you for the position
- Use industry specific words and language

**Closing Paragraph:**
- Ask for an interview
- Include telephone number where you can be reached

**REMEMBER:**
- Put a professional sounding voice mail at the telephone number you have provided
- Use a professional/school e-mail address on your résumé and cover letter
- Find someone to whom to address the letter
- Be positive and upbeat
- Use specific examples to prove your worth
- Approximately one page

**Proofread, then proofread again, then have someone else proofread it for you!**
June 20, 2012

Ms. Esther Smith  
Hiring Manager  
Creative Marketing, Inc.  
2567 N. Main Street  
Hattiesburg, MS 39401

Dear Ms. Smith:

Your company website lists an open Entry Level Marketing position in Hattiesburg, MS. My experiences at Walt Disney World, The Grand Theatre, and Libby Lu match well with the expectations you have for this position. I am excited for the opportunity to be considered for this position.

As my résumé notes, I will graduate from Pearl River Community College in December 2013. I have the educational training necessary to seamlessly enter this position. I understand the principles of marketing, have created marketing plans, and have volunteered with the Boys and Girls Club to promote their recent call for mentors. I greatly enjoy the process of working with clients by getting to know their needs and expectations and far exceeding them with my work.

Your job description states that you would like someone with direct sales experience. At all of the jobs I have held, I have had direct sales experiences with a wide number of clients. In my tenure at The Grand Theatre I have worked my way from concessionist (where I won the best sales award 4 times in a row), to box office and am now floor manager. I highly value my contact with customers and making sure that they have the best experience possible when they come to see a movie.

I would like to request an interview to discuss my qualifications for this position in more detail. You may reach me at 601.555.1111 or elizabethsmith@prcc.edu if you would like to schedule an interview. Thank you for your time.

Sincerely,

Elizabeth Smith

Elizabeth Smith
Sample References Page

Elizabeth Smith
4.0 GPA Boulevard, Hattiesburg, MS 39401
601.555.1111
Elizabethsmith@prcc.edu

Sandy Smiley, Manager
Club Libby Lu
Turtle Creek Mall
Hattiesburg, MS 39401
Work: 601.555.2222
Fax: 601.222.8888
Sandy.smiley@libbylu.com

Garth Brooks, General Manager
The Grand Theatre
Hattiesburg, MS 39401
Work: 601.999.2222
Fax: 601.777.3333
garthbrooks@grand.com

Dr. John Tayler, Professor
Pearl River Community College
Poplarville, MS 39470
Work: 601.403.1111
Fax: 601.403.2222
John.tayler@prcc.edu

Want to stand out from the stack of applicants? Create a PRCC Student E-Portfolio!

A PRCC Student e-Portfolio is a place where you can showcase yourself online. You will create a webpage that highlights your professional biography, résumé, educational goal statement, coursework, and pictures. A PRCC Student e-Portfolio allows you to set yourself apart on job applications, college applications, and scholarship applications. Your e-Portfolio is easy to get started, and easy to complete! Call (601)403-1414 in Poplarville or (601)554-5554 in Hattiesburg to see how you can get your PRCC student e-Portfolio.
We would like you to come in for an interview?
Yea! You’ve gotten a job interview! What do you do now?

The job interview is your opportunity to demonstrate to potential employers that you are the person they are seeking.

Interviews may be one-on-one or they may be in a group format. Do not be surprised to walk into an interview and find a “committee” of individuals who will assess your abilities, skills, and fit with the organization.

How might your interview take place:

In person: An in-person interview may start with a Casual Conversation—don’t let your guard down, you are still being interviewed. Be sure to establish your qualifications and Close with inquiries about the next steps in the process.

Phone or web: Many companies use phone or web to interview conveniently and quickly. Pretend you are in person, especially if you’re doing a video interview.

Clinical or Demonstration: Some industries expect a demonstration of your abilities. Ask beforehand if you think you might need to present your skills. You’ll also want to be sure to dress accordingly.

Tips for Successful Interviews

- Practice, practice, practice!
- Dress appropriately (see next page for tips).
- Turn off your cell phone.
- Be on time.
- Know something about the company.
- Do deep-breathing exercises before entering the building.
- Speak clearly, concisely, and slowly.
- Stick to the questions.
- Express your interest in the job.
- Send thank you letters/e-mails within 24 hours.
- Know your elevator speech.
Be neat and clean with your appearance when you go on a job interview. Dress conservatively and as professionally as you can afford. It is always best to be overdressed for the interview. Your interview provides the first impression with your potential employers. It is always best to be well-groomed, because, like it or not, some employers will form an opinion about you before you even speak!

**Males:**

- Dark suit (black or navy) in a non-shiny or striped fabric, paired with a conservative tie.
  - When interviewing for career/technical fields, a collared, button down shirt, tucked into dress pants and polished shoes are acceptable (be aware of the potential to “demonstrate” your skills because you could be digging mud in your nice clothes!)
  - Socks should match your pant color and have good elastic so that they stay up.
  - Carry the smallest number of items with you as possible.
  - Pockets should not bulge.
  - Keep your right hand free for hand-shakes.
  - Remove earrings, other piercings, and cover tattoos.
  - Hair, facial hair, and nails should be clean and brushed.
  - Make sure teeth are brushed and breath is fresh.
  - Best advice is to forego fragrance or cologne.

**Females:**

- Wear neutral colors (black, navy, brown or gray).
- Skirt and dress suits are the best option. Most employers are fine with pant-suits, but be aware that some conservative companies may not be.
- When interviewing for Career/Technical fields, dress slacks or a nice skirt with a dressy top is acceptable. A cardigan or blazer will help bring polish to your look.
- Skirt length should be no shorter than 2 inches above your knee.
- Tops should not be low-cut or tight.
- Wear minimal nail polish and make-up. Make sure it’s natural looking.
- Style hair neatly and away from face.
- Conservative jewelry is best.
- Cover tattoos and remove unconventional body piercings.
- Wear closed-toe shoes. Pumps or flats are the best choices.
- Hose are appropriate. They need to be neutral in color, sheer, with no texture or flashy coloring.
- Carry a briefcase or small purse. Make sure your right hand is free for shaking hands.
- Best advice is to avoid fragrance or perfume.
The Job Interview Process

Casual Conversation
The interview may begin with casual conversation about anything…the weather, how the local sports team is doing, etc. This is your opportunity to show that you are conversant about issues and are friendly. It also is an opportunity to get the first jitters out of the way and relax. Be careful not to bring up political, religious or other hot topics. Personal matters such as family, sexual orientation, and health should be off-limits during interviews (employers are forbidden by law to ask you about those topics), so be careful to divulge only the information you wish to share.

Establishing your Qualifications
The second phase of the interview will establish your qualifications for the position. You will want to elaborate on key points from your résumé and cover letter. Be sure to provide specific examples of times that you have succeeded in the work place. Be positive. Be prepared to ask questions about the job—not just about the salary.

Closing
Inquire about the next steps in the process. Find out when they’ll be making their decision. Be sure to thank the interviewer and shake his/her hand before you leave.

“The surest way not to fail is to determine to succeed”
-Richard Vinsley Sheridan

Mock Interviews
Mock Interviews are a great way to overcome some of the initial jitters and worries about going to an interview. Schedule time to come to the Student Success Center on your campus to participate in a mock interview. You’ll get feedback and learn some important interviewing skills in the process!
Interview Questions

There are some common interview questions that you can expect to hear at a job interview. Practice responding to these questions so that when you hear them in the interview you are not surprised and can put your best foot forward.

Tell me about yourself.

Why do you want to work for us?

Why should we hire you?

Tell me about your strengths.

Tell me about your weaknesses.

What important trends do you see in our industry?

What is your greatest accomplishment?

How do you work under pressure/with deadlines?

What are your salary expectations?

How would a supervisor or colleague describe you?

Describe your short and long-term professional goals.

Tell us about your technology skills.

What motivates you to do your very best?

Give me an example of a time when you took the lead on a project?

Why did you leave your last job?

Tell me about a time you failed and how you dealt with it.

After the Interview

It is important that you know a few steps to follow after the interview. Leaving these out could cost you the job. Some companies expect follow-up to show genuine interest and to see that potential employees understand protocol.

You will want to:

1. Within 24 hours of interview: Write a thank-you letter (see tips and sample on next page)

2. About a week after the interview: E-mail or phone regarding status of position
   a. Don’t cross the line between professional contact and harassment. Ask at the end of the interview when you can expect a decision to be made and if it is ok to call/email someone.
   b. Keep your follow-up communication professional, error and slang-free, and brief.
   c. Don’t hand-write cards if you’re handwriting is sloppy. If you do write a note-card, use a professional one with blank inside and plain outside.
The Thank You Letter/E-mail

Sometimes when you leave the interview you have a flash of inspiration of how you should have answered a question, or another (perhaps better) example of your skills. Use your thank you letter/email to provide a vehicle for letting the interviewer know a little more about you. Your thank you letter also shows that you are very interested in the position, know how to follow typical job seeking protocol, and that you are a person who follows up with items. You can also use this opportunity to request follow-up interactions (further interviews, more in-depth conversations, etc.).

Make sure you:

State the name of the position you interviewed for.
State the name of the person you interviewed with.
State the date you interviewed.
Elaborate on some point of the interview.
Proofread, proofread, proofread! Then have someone else proofread!
Do not use jargon or slang.
Keep it brief.
Open the door for further communication.

Sample Thank You E-Mail

Dear Dr. Jones:

I want to thank you very much for the opportunity to interview for the Marketing Intern Position at Tom Jones Enterprises. I enjoyed learning about your company and the position and feel very strongly that I am a good fit for the position.

When you described that I could be working with new clients by the end of the summer, I was very excited about the opportunity to develop new skills, lead teams and develop skills that will assist me in my future career opportunities. I thought about how I could use my drafting skills as part of this project assignment and even sketched out a logo for the fictional company you described (I have attached it to this e-mail).

I am very strongly interested in the position, and look forward to hearing from you. Should you have any further questions, feel free to call me at 601.555.1111 or e-mail me at Elizabethsmith@prcc.edu. I welcome the opportunity to further discuss this position with you.

Thank you once again for the opportunity to interview with you and discuss the Marketing Intern Position.

Sincerely,

Elizabeth Smith
Etiquette Tips

I’m sure you’ve heard the saying “Mind your p’s and q’s”…but what exactly does it mean. What are the professionalism and etiquette rules that apply in the workforce today? How does technology play? And where does it all begin?

Remember that today you are a college student who has dreams of becoming employed. You are preparing for your future right this very minute in everything that you do. When you are in the college classroom your instructors see you, notice how you interact with others, and pay attention to your ethics. How you behave now matters because you can’t get a job without recommendations and you can’t get a good recommendation without being responsible and showing maturity.

The tips in this section are geared towards helping you prepare now for the expectations you’ll face in the workforce and to also give you some guidance on communicating with others.

General Tips

⇒ Use a professional sounding or school-based e-mail address when applying for job and communicating with potential employers.
⇒ Change your voice message (and yes, you need one) to state your name and request a message.
⇒ Practice sending e-mails to people, and treat them as you would a paper you turn into a teacher—proofread, don’t use slang, use complete sentences and good grammar, and sign your name.
⇒ Get in the habit of checking your e-mail at least daily.
⇒ When you answer the phone, do so professionally. You never know if it’ll be that potential employer calling.
⇒ Text appropriately. Use complete sentences and spell words correctly. Keep subject matter of texts on a professional level.
⇒ Above all else: Treat people like they matter…because they do.
Etiquette Tips for the Business Dinner Interview

By Penny Ward

In a competitive marketplace, more than ever before, businesses are choosing to interview job candidates at a business lunch or dinner. Often the second interview, but no less important, the business meal interview allows your potential employer to observe and evaluate your social skills in an area other than the office.

In this situation, your polish and good manners can give you an edge over other candidates. Brushing up on a few dining skills can make all the difference in a successful business meal interview.

Before the interview:

● First impressions do matter. Be well-groomed; cleanliness and neatness are extremely important.
● Choose appropriate attire. Whatever the industry, classic and conservative is usually best. Make sure clothes are clean and wrinkle-free. Wear clothes that are a good fit so you are comfortable in them and are not fidgeting with them.
● Arrive on time. Research the restaurant’s location ahead of time and preview their menu.
● Research the company you are interviewing with so you will be able to answer, and ask, questions with some knowledge of the company.
● Greet your host(s) with a firm, not limp, handshake. Do not crush the hand or use two hands to shake hands. Palm should be open vertically, thumb up to grasp their hand. Use two or three pumps to shake. Don’t hang onto their hand. If your palm is sweaty, discreetly brush it against your side to dry it before shaking hands.

During the meal:

● Turn your cell phone OFF!
● Sit where your host asks you to sit. If you arrive early, wait until your host arrives to sit.
● Place your napkin on your lap when the host does, or after everyone is seated. If you need to leave the table for any reason, place your napkin on your chair. The napkin does not go back on the table until you are finished. Then, place it to the left of the plate. NEVER put your napkin on your plate.
● When ordering, avoid foods that are messy to eat like fried chicken, etc. You do not want to ruin your clothes and spoil the interview. If you don’t know what to order, ask your host for their recommendation. Never order the most expensive entrée on the menu. Do not order alcohol. If your host insists, take only small sips. You do not want to be impaired during the interview.
● Be polite and respectful to everyone, especially the waiters and all service people. Do not order the waiter around. Remember to say “please” and “thank-you”.
● Use good posture. Sit up straight, feet flat on the floor, elbows off the table.
● In navigating your place setting it is helpful to know that the utensils for solid food are on your left; for liquids, on your right. Your bread plate is on your left above the forks; your beverage glasses on the right above the knives and spoons. The only fork ever to be placed on the right will be the seafood cocktail fork, placed outside the utensils on the right. Utensils are used in order from the outside to the inside. The dessert fork and spoon may be placed above your plate or brought in with the dessert. When finished, place them on your plate in the “I am finished” position. Imagine the face of a clock and place them at 10:20 – top of the knife, fork, and spoon at 10 and the handles at 20 (the 4).
● Do not begin eating until your host does, or until everyone at the table is served. Never salt or season your food before tasting it. This makes you appear impulsive!
● Do not talk with your mouth full or gesture with your fork.
● Be careful of your conversation and avoid controversial topics including politics, religion, and sex.

After the interview:

● Stand, shake hands with your host, and thank them for meal.
● Thank them once again for the opportunity. Reiterate your interest in the position.
● Send a written thank-you note as soon as possible.
Facebook is only for your friends, right? You can’t get in trouble for what you say on Twitter because it’s not directly related to work, right?

Wrong...and here’s why.

Companies are increasingly screening potential employees by examining their Internet presence. If you have a blog, a Facebook, MySpace or Twitter account, you can be pre-screened. Think you have everything set on private and only you and your friends can see pictures? That may be the case, but if your friend has tagged you in a picture of the two of you on Bourbon Street for Mardi Gras and they didn’t have the same settings, other people can see.

So, what can you do?

- Never post personal information such as phone numbers, addresses and birth year.
- Never post any pictures of yourself or anyone else engaging in activities that are illegal or in bad taste.
- Never share your password with anyone.
- Never write derogatory comments about anything or anyone.
- Consider what level of privacy you want online.
- Consider what groups to join or people to befriend.
- Consider restricting access to your page and limiting the amount of people who can view your page.
- Consider joining business social-networking sites like LinkedIn when searching for a job in order to expand your network.

Social networking isn’t all about “catching” you doing something. It is also about learning who you are as a person and understanding how you would fit socially into the company. Take time now to create the image you want potential employers to see. Put professional looking photos of you on your profile pictures, talk about your potential industry, post articles that interest you, and make a pledge to yourself to use your social networking tools as job searching tools too.
My Elevator Speech

Your elevator speech is a statement of basic introduction—who you are and what you are seeking.

It’s a great way to market yourself to employers at career fairs and networking events. The elevator speech also comes in handy during interviews when you get asked tough interview questions like these:

Tell me about yourself.
Why should I hire you?
Why do you want this job?
Why do you think you are qualified for this job?

To get started, make a list of five things you want to make sure the employer knows about you. Employers want proof that you can get the job done. Make sure your key points match what the employer is looking for—this means you may need to revise your elevator speech based on the jobs you are interested in.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Every good elevator speech includes a “hook,” or a way to get the employer to take action. A hook will come at the end of your elevator speech and will help the employer remember you and your qualifications for later. A great hook is to ask the employer for something, such as a business card or the opportunity to schedule a meeting. Another good hook is to tell the employer why you are interested in their company.

What is it about their job opening or organization that is so attractive to you?
__________________________________________________________________________

My hook:
__________________________________________________________________________

Now use your five key points and your hook to write an elevator speech script. Practice saying it until it becomes (and sounds) natural. It’s not necessary to memorize your elevators speech—it’s more important that you are able to speak about your strengths naturally.
Top 10 Reasons to Do an e-Portfolio

1. e-Portfolios help students critically think about their career goals in the context of their learning at PRCC.

2. e-Portfolios help students think about their learning at PRCC in a broad context of their life: family, friends, career, civic responsibility.

3. e-Portfolios provide a record of where a student has been, where the student is, and where they would like to be.

4. e-Portfolios give students the opportunity to understand how individual coursework contributes to their professional goals.

5. e-Portfolios motivate and encourage students to have plans and goals.

6. e-Portfolios allow students to reflect on their PRCC progress and assignments in more depth.

7. e-Portfolios teach students important computer and technical skills that they will be able to apply in the workplace.

8. e-Portfolios provide the opportunity to brand and showcase themselves to potential employers.

9. e-Portfolios allow students to see gaps in their educational or life experiences so that they can make plans for their near-term educational opportunities.

10. e-Portfolios can be a useful tool for PRCC to showcase top student work to the community.
PEARL RIVER COMMUNITY COLLEGE

WWW.PRCC.EDU/T3
SSC@PRCC.EDU
Funded by Title III

STUDENT SUCCESS CENTER

Navigate to Success

Resources Used in This Guide

USM Career Guide:
http://www.usm.edu/sites/default/files/groups/career-services/images/cg20122013.pdf

CPCC Career Guide: