

CAREER GUIDE



MOREHEAD STATE
UNIVERSITY

CAREER SERVICES

Your complete guide to customizing a plan for career success



2025-26

A resource of Morehead State University Career Services
150 University Blvd., Ground floor of the Camden-Carroll Library
606-783-2233 | www.moreheadstate.edu/career

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MOREHEAD STATE UNIVERSITY™

CENTER FOR CAREER DEVELOPMENT AND EXPERIENTIAL EDUCATION

CAREER SERVICES | EDUCATION ABROAD | INTERNSHIPS | RESEARCH | SERVICE LEARNING



The Center for Career Development and Experiential Education is here to help you customize a plan for your career success. This Career Guide helps you navigate career planning and the job/internship search process so you can **Explore, Connect, Experience** and **Succeed**.

Our talented staff is available to help you determine and achieve your career goals. We offer personality and interest inventories for exploring majors and careers. We connect you with employers and/or graduate schools. We help you build in-demand career skills through hands-on experiences inside and outside of the classroom.

We want you to graduate with a solid portfolio of skills, experience and accomplishments that will make you marketable to employers and/or graduate schools.

We collaborate with a network of faculty, staff, alumni, employers and community partners to create connections and opportunities for your lifelong success. Take advantage of all the Center has to offer! We look forward to working with you.



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MSU Career Development & Experiential Education



MSUCareer



msu_carectr

TABLE OF CONTENTS

EXPLORE.

SOAR Higher.

Begin exploring the career path for you.

4

Career Competencies

Learn what you need to be career-ready.

5

Four-Year Plan

Planning your personal path to success.

6

Graduate School

Find out if post-graduate education suits your goals.

7

CONNECT.

Search Basics

How to begin looking for a job or internship.

8

Networking

Discover why your network could be the single most important factor in landing your dream job.

9

Managing Your Digital Presence

Find out how social media and “netiquette” can impact the job search.

10

HANDS-ON EXPERIENCE.

Experiential Education

Engage in internships, education abroad and research.

11

Eagle CareerNet/InterviewLink

Get information on [Eagle CareerNet](#) & [InterviewLink](#), two online resources.

12

SUCCEED.

Attend a Career Fair

Meet and network with real employers and graduate programs.

14

Resumes

Make the right impression with a strong resume.

15

Cover Letters/References

Write to impress.

20

Interviewing

Learn the STAR Method to showcase your skills and experience.

22

Professional Dress

Dress to make a positive impression.

24

What Employers Want

Know the career skills employers seek and a list of employers recruiting at MSU.

26

OUR SERVICES

EAGLE CAREERNET

Eagle CareerNet is our online career management system. Find internships and full-time jobs. Keep up with events and workshops happening at the Career Center.

www.moreheadstate.edu/careernet

CHOOSING A MAJOR THROUGH TYPEFOCUS

Completing a few simple assessments will help you discover majors and occupations that best fit your personality, interests, values and skills. Schedule an appointment with a career counselor to discuss a plan for your career success.

INTERNSHIPS

Secure academic credit for an internship, either through your department or through our own MSU 339 experiential education program. We can help you gain important experience in your field.

REVIEW APPLICATION MATERIALS

With our guidance, construct strong professional documents and correspondence like resumes, cover letters, graduate school applications and personal statements.

JOB SEARCH COACHING

Career counselors assist in tailoring a plan for your search. Learn tips and strategies to help you find your perfect job or internship, and learn how to evaluate employment and salary offers.

PRACTICE INTERVIEWS

Access InterviewLink to practice interviewing online using a webcam. Invite peers, professors or career counselors to review and assess your performance. In-person mock interviews are available to help you prepare for a specific interview.

EMPLOYERS ON CAMPUS

Career Services invites employers and graduate programs to campus to connect with you. Keep up-to-date on events like career fairs, information sessions, on-campus interviews and career workshops.

SUIT BANK

A service that provides free professional clothing for a job interview, career fair or networking event. Various sizes and styles are available.

PRESENTATIONS

Customized presentations and hands-on labs are available upon request for student organizations and residence halls.

SOAR Higher. Pursue a career path that's an ideal fit to your particular strengths.

The MSU Office of Career Services offers a range of services and tools – both online and in-person – to help you discover more about yourself, explore majors and career fields, and establish your professional goals.

TypeFocus

TypeFocus is MSU's interactive, online platform that assists you in identifying and achieving your career goals. TypeFocus allows you to:

- **Assess your strengths**
Identify your personality type, interests, skills and values.
- **Explore occupations**
Learn which majors, fields and occupations suit you best based on assessment results.
- **Set goals**
Chart a precise flight plan for your career journey.

Schedule a Career Decision-Making appointment with one of our staff to learn more about your TypeFocus results or for individual guidance.

What can I do with this major?

Whether you're exploring several majors or looking for specific information about your chosen field, What Can I Do With This Major will help you connect majors to career options.

- Learn about the many paths graduates take with a particular major.
- Discover the types of employers who want to hire you.
- Identify strategies to implement while in college as a student to make you more marketable.

Candid Career

Check out Candid Career for short video clips that give you helpful insider insights into your future career field.

- A fun and effective way to explore careers.
- Search thousands of career videos by category, where professionals share advice and perspectives on various topics.
- Learn about many careers and see what skills and qualities are essential.
- Gain advice on networking, resume writing, interviewing and many more topics to help you get hired.

BuzzFile

Use BuzzFile to identify specific employers in your field. Locate and research thousands of potential employers – in Kentucky or nationwide – filtered according to your major or area of interest.

ARE YOU CAREER READY?

Employers say that these are the top 8 skills that will get you hired.

CRITICAL THINKING

Identify relevant information, analyze issues and data to make decisions.

Develop and test solutions to problems.

Demonstrate originality and inventiveness.



LEADERSHIP

Manage projects from beginning to end.

Organize, prioritize and delegate work.

Coach others and leverage their strengths to reach common goals.



COMMUNICATION (ORAL & WRITTEN)

Articulate ideas clearly and accurately when speaking and writing.

Adjust communications based on audience.

Write and edit memos, letters and complex reports.



PROFESSIONALISM/ WORK ETHIC

Demonstrate integrity and ethical behavior.

Be accountable through effective work habits like time management, punctuality and learning from mistakes.

Have a professional work image.



TEAMWORK

Reach consensus on processes and solutions within a team structure.

Work together to identify and utilize the strengths of each member.

Build collaborative relationships with people of diverse races, ages, genders, and backgrounds.



CAREER & SELF-DEVELOPMENT

Identify your strengths and weaknesses to develop a personal and professional growth plan.

Keep learning and developing to grow your skills and career.

Build relationships and leverage your network of professionals to progress towards your future career goals.



TECHNOLOGY

Demonstrate adaptability to new and emerging technologies.

Use technology ethically and efficiently to solve problems and accomplish goals.

Be proficient with computer applications.



EQUITY & INCLUSION

Understand your own biases and actively challenge individual and systematic racism.

Participate in local and global cross-cultural interactions and experiences.

Engage in equitable practices leading to the advancement of historically marginalized communities.



CAREER SERVICES IS HERE TO HELP YOU GET CAREER READY.



EXPLORE.



CONNECT.



EXPERIENCE.



SUCCEED!

Research on Career Competencies by: National Association of Colleges and Employers (NACE) | www.nacweb.org

FOUR-YEAR PLAN

PLANNING YOUR PERSONAL PATH TO SUCCESS



EXPLORE FRESHMAN YEAR

- ☐ Meet with a career counselor to review your TypeFocus inventories.
- ☐ Identify majors that match your career plan.
- ☐ Meet with your academic advisor.
- ☐ Show up for class!
- ☐ Maintain a good GPA.
- ☐ Take advantage of the Tutoring & Learning Center.
- ☐ Complete your Eagle CareerNet account to view part-time jobs and internships opportunities.
- ☐ Get involved with clubs or activities on campus.
- ☐ Job shadow MSU alumni or other professionals.
- ☐ Make the most of your summer break: volunteer in your community, explore study abroad and internship opportunities.



CONNECT SOPHOMORE YEAR

- ☐ If you're not excited about your program of study; or are feeling unsure, meet with a career counselor to assess your personality, interests, and goals.
- ☐ Attend career fairs and career workshops to build networking skills.
- ☐ Take on leadership roles in organizations and professional groups.
- ☐ Construct a resume that focuses on skills and accomplishments.
- ☐ Create a LinkedIn profile and start making connections.
- ☐ Conduct informational interviews with professionals in your field of interest.
- ☐ Research careers and industries related to your major.
- ☐ Communicate with employers to find an internship.
- ☐ Ask faculty about undergraduate research or fellowships.



EXPERIENCE JUNIOR YEAR

- ☐ Gain experience outside the classroom through internships or volunteering. Employers are looking for graduates with relevant skills and experience.
- ☐ Consider whether or not graduate or professional school is needed for your career path. Meet with a counselor to discuss what steps you need to take.
- ☐ View job descriptions of positions that interest you to see what skills employers are seeking.
- ☐ Take electives that will enhance your employability or further your career goals.
- ☐ Network with employers at career fairs and other career related events.
- ☐ Investigate salaries, cost of living, and hiring outlook.
- ☐ Learn about the opportunities available where you want to live.



SUCCEED! SENIOR YEAR

- ☐ Meet with a career counselor to polish your resume and application materials.
- ☐ Develop a job search plan and apply for jobs.
- ☐ Update your Eagle CareerNet and LinkedIn profiles.
- ☐ Do a practice interview in-person or through InterviewLink.
- ☐ Invest in professional clothing. Don't forget the Career Center has a free suit bank!
- ☐ Identify professional references and let them know you are job searching.
- ☐ Network with friends, family, alumni, faculty, and staff.
- ☐ Research employer's workplace culture.
- ☐ Apply for graduation.

COLLEGE TO CAREER

**ARE YOU
CAREER
READY?**



Becoming career-ready is a process that takes place inside and outside the classroom. It takes time, reflection and different experiences to prepare you for your future career. Use the checklist above as a guide to get started today.

IS GRADUATE SCHOOL RIGHT FOR YOU?

- Graduate school may be a good choice for you if you enjoy research, want to study a field in-depth or have a desire to teach.
- Some career paths will require an advanced degree. If you want to be a doctor, lawyer or faculty researcher, additional education beyond an undergraduate degree is required. You also need to complete a professional master's program if you wish to advance in fields like social work and nursing.
- An advanced degree sometimes can translate into a higher salary or a better job. Salaries vary by profession, job market and location. Spend time researching your profession and the need for advanced degrees by talking to faculty members, your career counselor and professionals in your field.

Planning to go to graduate school? What now?

If graduate school is the right choice for you, understand the importance of GPA, involvement on campus and undergraduate research. Begin building experiences to make your application stand out now.

Try **GradSchools.com** as a resource to identify graduate programs of interest to you. Investigate graduate school funding (TAs, GAs, fellowships, etc.). Take time to understand the admissions requirements for various programs. Each school has its own criteria for admissions but GPA, test scores, presentations and research experience in your field are often important. You will likely need letters of recommendation, so take the time to connect with faculty in your major. Once you identify programs that fit your goals, take time to develop relationships with admissions recruiters and schedule visits to campus to meet with faculty.

Why do they want a Curriculum Vitae (CV) rather than a resume?

CVs and resumes have a similar purpose as marketing tools that showcase your skills, experience, knowledge, education and accomplishments. CVs are more focused on academics and commonly used for graduate and professional program applications, as well as jobs in academia, science or research.

Our staff is available to help you craft the best possible CV. Consider including headers focused on presentations, publications, teaching, research experience and academic honors. On-campus involvement, professional memberships, internships and volunteer experiences are valued by graduate school admissions committees and can help you stand out in a positive way.

TIPS FOR WRITING A STATEMENT OF PURPOSE

Follow the guidelines provided by the graduate program in the application process.

Note and meet application deadlines.

Start early and customize each statement of purpose for the specific program.

Organize your thoughts before you start writing by creating an outline.

Start with a theme and communicate this main point throughout your essay.

Ask yourself: What makes you a special, unique, distinctive or impressive candidate for the program?

Include concrete examples from your life that support your theme.

Include your career goals and hands-on experiences that have helped you to solidify these goals.

Have several people read it prior to submission, including your career counselor.

The Average Professional Job Search Takes 3-To-6 Months

Students seeking internships or employment in May should begin searching in the fall semester. Depending on the career field, the time between when you turn in your application materials and the time you are called for an interview can be months. Continue to explore opportunities until you are hired.

WHERE TO LOOK

There are many ways to search for jobs/internships. Eagle CareerNet is the place to start. In addition, here are a few common sites:

- Careerbuilder.com
- Careers.ky.gov
- Glassdoor.com
- idealist.org
- Indeed.com
- LinkedIn.com
- Simplyhired.com
- USAJobs.gov

Be sure to visit the Career Services website for additional resources. Use Chamber of Commerce business directories in your geographic region.

Savvy job seekers will invest time in looking for unadvertised opportunities.

Having an extensive network of contacts in your field (via LinkedIn, professional organizations or other networking) can help access this hidden source of employment.

CONNECT.

Search Basics

The job/internship search can be overwhelming but these three steps break it down into a manageable process. It is important to stay organized and carefully tailor each application to match the position requirements. Continue to apply and interview for positions until you land one and remember that Career Services is here to help.

Get started now checking off these steps and you'll be on your way to a great opportunity.

Prepare to apply.

- ☐ Update your resume and compose a cover letter. Have Career Services review them.
- ☐ Ask professors, supervisors, co-workers or advisors to be references. Get their full contact information.
- ☐ Establish a LinkedIn page, using a professional picture.
- ☐ Make sure your social media positively represents you (contains no inappropriate pictures, obscene language, extreme political or offensive statements, etc.).
- ☐ Update your Eagle CareerNet profile.
- ☐ Join professional organizations related to your field.
- ☐ Make sure you have professional clothing.
- ☐ Attend the Career and Internship Fairs in the spring and fall semesters.

Apply for positions.

- ☐ Search/apply for jobs or internships.
- ☐ Check Eagle CareerNet and set up a job alert.
- ☐ Go to **moreheadstate.peopleadmin.com** to apply for on-campus student employment.
- ☐ Keep track of your contacts, applications and search activities.
- ☐ Polish your interview skills with a mock interview.
- ☐ Research salaries for jobs in your field.
- ☐ Attend a Career and Internship Fair.

Continue your search.

- ☐ Continue searching/applying for jobs or internships until you get hired.
- ☐ Check Eagle CareerNet several times a week.
- ☐ Research (in detail) companies that call you for an interview.
- ☐ Develop questions to ask the employer in the interview.
- ☐ Send a thank you after an interview.

NETWORKING

Networking is any activity that connects you with people who are doing what you might like to do. Networking can help you determine a direction for your career, learn what important skills to develop and make connections to secure an internship or job.

Although you might feel nervous when approaching a potential contact, don't let that stop you. Networking is a skill that develops through practice. Most contacts will appreciate being asked and will share valuable insights and give honest advice.

Questions to ask your network:

- What do you like most or least about your work?
- Can you describe a typical week?
- What advice would you give someone trying to break into this field?
- What's the company's culture like among employees?

Networking is a two-way street. If you want people to help you, you should help them and keep in touch over time.

Consider sending an article on a topic of mutual interest, offering to treat them to lunch, referring a friend for an opening at their company or congratulating them on a promotion.

Connect with them on LinkedIn.

Dining Etiquette

A meal is included as part of many interviews and in networking situations. In these situations, dining etiquette is very important when you are trying to leave a positive impression. In any business situation, having a firm handshake, smiling and making eye contact convey a professional image.



BUILD YOUR NETWORK WITH:

- Classmates, alumni, teammates.
- Past/current employers, co-workers.
- Contacts in MSU Eagle CareerNet.
- Faculty, staff, teachers, advisors.
- Members of civic, religious or professional organizations.
- Relatives, neighbors, friends, family friends.
- Service providers: Hairstylist, banker, realtor, dentist.

ASK FOR ADVICE – NOT FOR A JOB!

ASK:

"Do you know someone who knows about 'xyz' type of work?"

DON'T ASK:

"Do you know someone who can get me a job?"

To make a good impression:

- Be sure to arrive on time.
- Place napkin in lap before drinking or eating.
- Wait to eat until everyone is served.
- Eat at the same pace as others.
- Have good posture.
- Bring food to your mouth (not your head to the plate).
- Work from the outside in with utensils.
- Pass salt and pepper together.
- Place napkin beside plate at end of meal.

JOB SEARCH “NETIQUETTE”

EMAIL ADDRESS

Use a professional email address. Employers are likely not going to respond well to DragonSlayerr@whatever.com. If necessary, get a separate email address for professional networking (something simple like FirstName.LastName is ideal) or use your @moreheadstate.edu address.

WRITING STYLE

Be professional when writing to an employer or contact. Don't use internet abbreviations or acronyms, don't type in ALL CAPS and keep any correspondence as close to business format as possible. Address the person by name and be polite.

SOCIAL MEDIA

Think about what your social media profiles tell others before they have even spoken to you. Avoid vulgarity, remove any offensive or questionable images and think about the subject matter of any listed interests and hobbies.

COMMENTS & SHARES

Think about any comments you leave or things that you share on social media sites. Never post negative comments about former or current employers or co-workers. Also, consider the sheer quantity of comments and shares. What does it say about you if an employer visits your Facebook profile and sees that you have shared 15 cute/funny pictures since yesterday?

RESEARCH YOURSELF

Try searching for your own name on Google and see what comes up. (Note: LinkedIn is optimized for search engines. You are more likely to have a professional page near the top of the results if you have a LinkedIn profile.)

MANAGING YOUR DIGITAL PRESENCE



LINKEDIN

www.linkedin.com

LinkedIn is a professional networking site that helps people connect with others in their field. You can even find alumni groups, job postings, company profiles and more. It is common for employers to source candidates through LinkedIn, so you should develop a profile and consider this your “digital resume.”

Be sure to join the MSU Career Development & Experiential Education group to connect with the Career Services staff and employers, get and share tips on the job search process, and stay up-to-date on events.



FACEBOOK

www.facebook.com

With billions of monthly active users, Facebook is the largest social networking site on the Internet. While it is not intended for professional networking like LinkedIn, the sheer number of users and groups utilizing it makes Facebook a powerful job search and professional networking tool. Employers may check your profile before interviewing you. When searching for terms on Facebook, you can narrow results down to people, pages, groups, links and more, which gives you a wide range of networking options.

Many organizations have group Facebook pages, some of which are even career-focused. These pages are powerful tools for research and communication. You can even “Like” them to keep up-to-date with their news and announcements.

Follow MSU's Center for Career Development and Experiential Education: **MSUCareer**.



INSTAGRAM

www.instagram.com

Consider using Instagram to look for positions since recruiters are using it to share information about opportunities. Follow people and companies that interest you and search using hashtags such as: **#Internships**, **#Employment**, **#Hiring**, and **#Careers**.

Follow MSU's Center for Career Development and Experiential Education:
@msu_careerctr.

EXPERIENCE.

Why is gaining experience essential?

Gaining experience in all its forms while you're still a student is essential to your post-graduation success. It's a great way to explore your career options, enhance your employability, prepare for the competitive job market, and build a network. The National Association of Colleges and Employers (NACE) research shows that nearly 60% of employers prefer candidates with relevant work experience, highlighting the importance of hands-on learning in developing practical skills and industry knowledge. Further, graduates with career experience receive more interviews, multiple job offers and higher starting salaries than candidates without this experience.

How do you gain experience?

Some academic programs require experiential education for graduation, while others offer experiential courses as electives. Explore Level UP! courses as they integrate hands-on experiences into the classroom, focusing on career skill development.

Internships

Employers consistently rate engaging in internships as the top way to stand out from other applicants. Internships are opportunities for you to work with an employer or organization and are also known as cooperative education, student teaching, clinicals, practicums and internships. Internships are paid and unpaid, for academic credit or not, remote, national or international. **MSU 339** is an online class open to all majors, taught by our staff, allowing you to gain experience in your field. You must have an internship site and complete a learning contract to enroll. Look for internships in Eagle CareerNet, <http://info.parkerdewey.com/moreheadstate.edu>, or a simple web search for "internships" with a specific career field or geographical location can uncover opportunities.

Education Abroad

Studying abroad is a great way to learn about different cultures and increase global fluency. Students have access to a wide variety of international opportunities, including summer classes, semester exchanges, internships, community service, and research programs. Please work with us to find the options that best fit your career goals and explore scholarships and financial aid opportunities.

Undergraduate Research

Engaging in research allows you to develop expertise in your field of study or creative discipline. You can receive course credit or be paid for research opportunities. There are opportunities to present your work on a local or national scale. You'll build a relationship with your faculty mentor, who will guide you through the research process. What open-ended question would you like to explore?

Service Learning

Think about volunteering in a way that allows you to make a difference in the community and expand knowledge related to your academic pursuits. Work directly with a soup kitchen, organize a blood drive behind the scenes, lobby and engage in advocacy, or research a solution to a societal challenge; there are many ways to engage. We can connect you with a community partner or guide you to a course.



"I've taken advantage of multiple opportunities through the Center. I have worked with a faculty member as an undergraduate research fellow focusing on field sampling and data collection. Using this experience, I secured an internship with the Kentucky Department of Environmental Protection, where I was able to apply my field research skills in a more professional setting. This has given me invaluable experience and highlighted the necessary steps toward achieving my career goals."

Jared Vise, Intern at KY Dept. of Environmental protection,
Biology major



"Traveling abroad to eastern Europe helped me learn about different cultures, languages, and policies while solidifying my career goals and building critical thinking skills. I undoubtedly could not have made this happen without the support of the Center in applying for the Gilman Scholarship to fund the experience. Plus having learned to talk about my experience using the STAR Method, I am ready for job interviews."

Taylor Bishop, *History major*

EAGLE CAREERNET BY THE NUMBERS



4,900+
ORGANIZATIONS

10,000
JOBS/INTERNSHIPS
POSTED EACH YEAR

9,500
CONTACTS/
RECRUITERS

1. Access your Eagle CareerNet Account:

- Visit **www.moreheadstate.edu/career**.
- Click on the Eagle CareerNet button.
- Click the “Need a password” button.
- Follow the instructions to access your account.

2. Customize your account:

- Select “My Account” from your profile image circle on the upper right of the page.
- Update account settings and information as needed.

3. Upload documents:

- Click the “My Documents” from your profile image circle on the upper right of the page.
 - Click “Add New” and select the document type.
- Note: Be sure your document type is accurate. For example, use “Cover Letter” for a cover letter.*
- Browse to locate the file and submit.

4. Apply for jobs and internships:

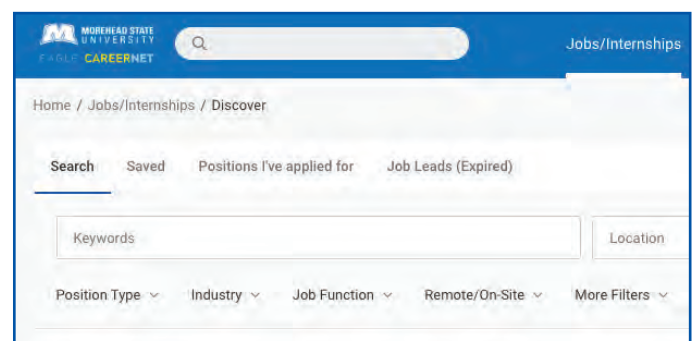
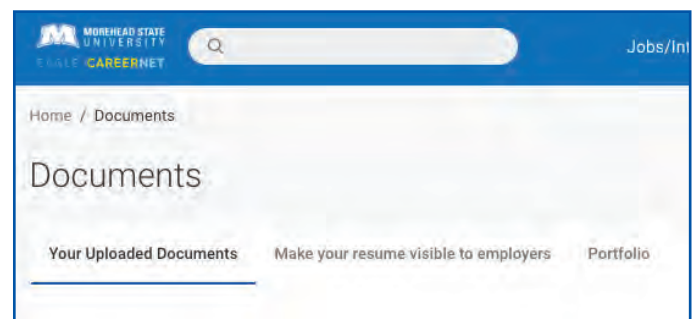
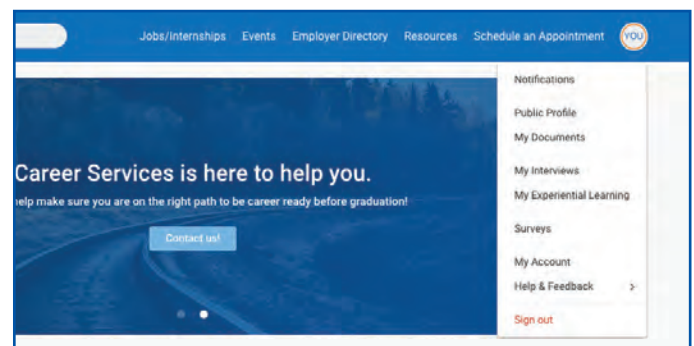
- Select the “Jobs/Internships” tab.
- Select the type of employment you are seeking.
- Use the Advanced Search to filter the positions by industry, job function or location.
- Select any position title that interests you to see full details.
- Click “Apply” and follow the instructions listed.

Note: New positions are posted daily and there is no limit on the number for which you apply.

EAGLE CAREERNET

Eagle CareerNet helps students/alumni connect with employers and graduate programs and provides robust job and internship resources.

**Sign-up for Eagle
CareerNet**



EAGLE CAREERNET

> MAKE THE MOST OF YOUR EAGLE CAREERNET ACCOUNT.



RESOURCES

This tab provides numerous resources to help you launch your career. These include:

- **PRACTICE INTERVIEWS** with Interview Link that allows you to record an interview and receive professional feedback.
- **MANAGE YOUR ACCOUNT** by uploading documents and editing your account information. **You must have a resume on file to apply.**
- **EXPLORE CAREERS** with TypeFocus. Whether you are undecided on a major or just exploring career options, this tool shows you which careers fit your unique personality and interests. Candid Career videos help you gain inside perspective from professionals in your future field.
- **FIND A JOB OR INTERNSHIP** by searching the directory for full-time or part-time jobs and internships.



EMPLOYER DIRECTORY

The Employer Directory allows you to research organizations, find contact information, and view available job positions and job leads.



EVENTS

Check out upcoming events hosted by Career Services. Click the links to easily add them to your calendar.



JOBS/INTERNSHIPS

Use the jobs/internships directory to search for positions or review your application history. Open positions are sorted by full-time, part-time and internships. These positions update daily, so check back frequently, and remember, there is no limit on the number for which you can apply!

*Tip: We recommend filtering by the "Job Function" that appeals to you. Select **"Create Job Alert"** below the search bar to be notified automatically via email of new opportunities matching your criteria.*



SCHEDULE AN APPOINTMENT

Request an appointment with your career counselor and gain support for your career path.



GET THE APP!

The Symplicity Jobs and Careers app helps you find jobs and internships tailored to your interests. You can easily search, save favorites, apply, schedule on-campus interviews, register for recruiting events, get your resume reviewed, and more.



BEFORE THE CAREER FAIR

Research the organizations.

Visit www.moreheadstate.edu/career for a complete list of organizations attending the career fair. Research the companies you are most interested in by visiting their websites or viewing their Eagle CareerNet profiles.

Rank your favorites.

You may not have time to visit every booth, so rank the organizations by your level of interest.

Prepare your resume.

Have your resume reviewed by Career Services to make sure that it is strong and error-free. See page 15 in this guide for resume tips and advice.

Craft a winning introduction.

Prepare a short 30-to-60-second "commercial" to introduce yourself, including things like your name, major, year in school, relevant experience, etc.

DURING THE CAREER FAIR

Dress professionally.

Dress as if you were going to an interview (with a full business suit, if possible). Find one at our free Suit Bank.

Bring a few essential items.

Be sure to bring several copies of your resume, along with a pen and notepad. You may also bring a few work examples, if relevant.

Don't dominate the conversation.

Be polite and make sure to respect the time of employers and other attendees.

Get as much information as possible.

Take time to ask questions, get a business card and jot down notes.

AFTER THE CAREER FAIR

Follow up.

Take time to send a thank-you note or email. This increases your professional image and shows your interest and initiative.

SUCCEED!

ATTEND A CAREER FAIR

What is a career and internship fair?

A career and internship fair is a must-attend event where recruiters from around 100 employers and graduate schools come to campus to meet you. Whether you're looking for job opportunities, internships, or information about different career paths, this event is invaluable. The fair, held each fall and spring, allows you to explore various industries, network with professionals, understand the job market, and build confidence in approaching recruiters and showcasing your skills. These organizations have specifically chosen to recruit at Morehead State University because they want to meet you.

It is never too early to start expanding your network and many organizations offer internships/co-ops or part-time opportunities. You have the opportunity to impress and make your name known to employers in your field or graduate schools you are interested in attending. Take advantage.



Career and internship fairs are great opportunities for any student. Don't wait until you are a senior to attend.



"As a student-athlete, finding the time to network with potential employers can be very difficult. The Career and Internship Fair is a great opportunity that allows me to easily connect with several recruiters in one room. I truly appreciate having the ability to talk to employers one on one and learn about all the different career paths available to me."

Nazari Jackson, Criminology Major

"I value attending the career and internship fairs because it allows me to directly engage with enthusiastic and talented students. It's an opportunity to identify both clinical and non-clinical internship and full-time candidates who not only possess the necessary skills but also showcase a genuine interest in the healthcare industry. The face-to-face interactions provide valuable insights into a candidate's professionalism and communication abilities, making it a crucial step in finding the right talent for our organization."

Kayla Harrison, Director of Talent Management, UK St. Claire



"As a regular at the career fair, I am always impressed with how well prepared the students are for the event. When students dress professionally, have a strong introduction and ask informed questions, it is a great impression for prospective employers. It's a way for candidates to gain knowledge and set themselves apart from the crowd. I hope to find many more good candidates at the event!"

Christie Smallwood, Corporate HR Manager, Talent Acquisition, Summit Polymers

RESUMES

A resume is your personal “marketing brochure.” Its purpose is to land you an interview. Employers often have hundreds of resumes to review and initially spend only about 15-to-20 seconds with each. In order to get noticed, your resume should be focused and easy to read. Here are some basic tips:

- Use headings to clearly organize your content.
- Use action oriented bullet points rather than paragraphs.
- Be specific about your skills and accomplishments.

Composing your resume

- Never use a template – this is your marketing brochure and should spotlight you. Templates look generic and are often hard for online software to read.
- Include your full contact information: name, phone number, email address and LinkedIn profile link.
- Include high school activities on your resume only until you gain relevant college experience.
- Include relevant clubs, organizations, class projects and volunteer experiences in addition to jobs and internships.
- Use professional terminology. Using nouns, verbs and phrases common to your chosen field demonstrates that you are informed and qualified.
- Do not use first person (“I” or “me”) when writing your resume.
- Never use an abbreviation on first use (unless it is very common in your field); use the full phrase followed by the abbreviation in parenthesis. *Example: Adron Doran University Center (ADUC).* When the phrase is used next, all you need is the abbreviation without parenthesis.
- Once you have created your resume, have someone proofread it. Spell checkers may not catch all errors. Career Services can help.

QUICK RESUME GUIDELINES

- Avoid templates.
- Limit your resume to one page.
- Use standard, easy-to-read fonts, size 10 to 14, such as: Arial, Calibri, or Roboto.
- Be consistent in formatting throughout the document.
- Make headers and contact information larger than body text.
- Use action verbs to begin bullet points when possible.
- Create a separate reference page.

RESUME BLITZ

The Resume Blitz gives you the opportunity to discover what employers think of your resume. Bring your resume for instant feedback and advice from multiple professional recruiters. Events are held each fall and spring semesters.



RESUME LAB

Whether you’re creating your first resume or improving an existing one, join a Resume Lab and get expert help from Career Services to make it the best it can be.

RESUMES

The ACE Method - A simple formula you can follow to construct accomplishment-oriented bullet points is the “ACE” Method, which stands for action, challenge and end-result. Start your bullets with action verbs. Applied to your resume, the “ACE Method” allows you to:

- **Action:** Discuss what you did to address the challenge.
- **Challenge:** Identify a responsibility or issue at work – the challenge itself.
- **End-Result:** Showcase the positive outcome of that action.

While this may seem like a lot to fit into one bullet point, you’ll be surprised by how easily “ACE” can be implemented. Consider the example below:

Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses.

Action Oriented Examples

NON-ACTION ORIENTED: Serve patrons at a restaurant.

IMPROVED ACTION ORIENTED: Memorize restaurant’s wine stock and the meals they should accompany, leading to daily wine sales averaging \$150, fully 20% higher than company average.

Write patron’s food orders on slips, memorize orders or enter orders into computers for transmittal to kitchen staff in a 110-seat restaurant.

NON-ACTION ORIENTED: Answered office telephone line and organized files.

IMPROVED ACTION ORIENTED: Organized over 1,600 paper files into a new database in Excel.

Answered incoming calls (avg. 40/day) resolving issues with both customers and billing department.

NON-ACTION ORIENTED: Care for patients and monitor vitals.

IMPROVED ACTION ORIENTED: Provide direct quality care to patients including daily monitoring of temperature, blood pressure, insulin drips, catheters for up to 20 patients per day.

Led and mentored 10 newly licensed nurses in developing and achieving professional expertise.

NON-ACTION ORIENTED: Classroom teacher in 2nd and 3rd grade reading and math.

IMPROVED ACTION ORIENTED: Increased students’ scores in standardized tests by 24% in literacy and 35% in math.

Educated an average of 18 students in 2nd and 3rd grade, and received the “Best Teacher Award.”

NON-ACTION ORIENTED: Worked on projects with engineers.

IMPROVED ACTION ORIENTED: Redesigned loading ramp with cost efficient materials to ensure safety of laborers. Collaborated with vendors, engineers and laborers to gather necessary information to implement a solution.

Match your resume wording to the job description.

Be sure to include professional terminology from your field. Tailor your resume for the position by mimicking the language in the position description. This ensures your resume ranks highly when being scanned for key words by electronic applicant tracking systems.

RESUMES

Use active language to describe your work experience, skills and accomplishments. Using action verbs to begin bullet points will allow an employer to see your accomplishments with just a glance at your resume.

ACHIEVEMENT

Achieved
Authored
Completed
Delivered
Enhanced
Generated
Increased
Negotiated
Obtained
Produced
Secured

COMMUNICATION

Addressed
Authored
Clarified
Communicated
Composed
Convinced
Corresponded
Cultivated
Edited
Explained
Informed
Interpreted
Lectured
Marketed
Persuaded
Presented
Promoted
Reported
Translated
Wrote

CREATIVE

Acted
Conceptualized
Created
Designed
Developed
Fashioned
Founded
Illustrated
Instituted
Integrated
Invented
Performed
Revitalized
Shaped

CRITICAL THINKING

Analyzed
Corrected
Eliminated
Reduced
Reshaped
Reorganized
Resolved
Reviewed
Revised
Simplified
Solved
Streamlined
Tackled
Utilized

FINANCIAL

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Computed
Developed
Forecast
Planned
Projected
Researched

HELPING

Assessed
Coached
Counseled
Educated
Facilitated
Guided
Referred
Represented

INITIATIVE

Devised
Established
Formulated
Generated
Initiated
Introduced
Launched
Originated
Redesigned
Set up
Started

LEADERSHIP

Accomplished
Conducted
Demonstrated
Drove
Expanded
Guided
Implemented
Improved
Inspired
Led
Succeeded
Surpassed

MANAGEMENT

Assigned
Chaired
Contracted
Consolidated
Coordinated
Delegated
Directed
Evaluated
Executed
Managed
Oversaw
Supervised
Trained

RESEARCH

Collected
Critiqued
Diagnosed
Examined
Extracted
Identified
Inspected
Interviewed
Investigated
Organized
Summarized
Surveyed
Systematized

TEACHING

Adapted
Advised
Clarified
Coached
Coordinated
Enabled
Encouraged
Evaluated
Facilitated
Guided

Informed
Instructed
Stimulated

TEAMWORK

Assisted
Collaborated
Contributed
Cooperated
Mediated
Participated
Partnered
Planned
Prioritized
Recommended
Scheduled
Strengthened

TECHNICAL

Assembled
Built
Calculated
Computed
Designed
Devised
Engineered
Fabricated
Maintained
Operated
Programmed
Remodeled
Repaired
Solved

RESUME HEADER CATEGORIES

Choose the resume headers that best reflect you!

Education: Education, Education and Credentials, Related Training, Study Abroad, Professional Seminars, Licenses and Certifications, Academic Projects, Related Coursework, Publications, Presentations

Skills and Qualifications: Languages, Relevant Skills, Technical Expertise, Areas of Expertise, Capabilities, Key Qualifications, Skills and Qualifications, Marketing Skills, Core Competencies, Summary of Abilities, Career Highlights

Experience: Work History, Work Experience, Recent Experience, Relevant Experience, Teaching Experience, Volunteer Experience, Campus Leadership, Community Involvement, Career Highlights, Academic Experience, International Experience, Research, Internships, Military Service, Extracurricular Involvement

Affiliations, Memberships and Awards: Professional Memberships, Professional Associations, Achievements, Awards/ Recognitions, Notable Achievements, Honors, Fellowships, Awards

JOB DESCRIPTION LANGUAGE VS. RESUME LANGUAGE

Language used in a resume should differ from that in a job description. A job description defines what the job does while a resume needs to summarize your skills and accomplishments in that job. Take time to “convert” job descriptions to resume entries. Here are examples:

Job Description: *Manage office appointment schedule.*

Resume: Scheduled appointments for 12 consultants using Microsoft Outlook, averaging 120 appointments per week.

Job Description: *Supervise work crew.*

Resume: Managed a team of 20 craftsmen including carpenters, plumbers and masons, while completing a \$20 million condominium project.

RESUMES

There’s no one way to do a resume. Pick and choose the style and elements that work best for you from these samples.

1

An objective can be beneficial if your career goals aren’t clear in your resume content.

2

Focus on your most relevant courses.

3

Focus on your activities if you don’t have work experience.

4

Don’t forget to include volunteer work/ community service.

Tip: Employers only spend 15-20 seconds skimming your resume.

Beaker S. Smith

(606) 555-5555 | beaker_smith_email.com

1

EDUCATION

Morehead State University
Bachelor of Social Work (BSW) GPA: 3.7
Relevant Project: Poster Project "Post Deployment Family Trauma and Treatment"

- Interviewed family members at two Army bases utilizing qualitative inquiry / storytelling
- Assisted Dr. Jones in identifying symptoms and resilience attributes in families
- Participated in a therapy team to create treatment and support plans for military families

Morehead, Kentucky
Expected May 2025

2

EXPERIENCE

Veterans Hospital, Outpatient Psychiatry Department
Full-time field placement – Internship

- Conducted intake assessment for at-risk military personnel returning from deployment utilizing Clinical Assessment of Depression (CAD)
- Reviewed Personal History Checklist (PHC) and HIPPA forms with clients
- Created and facilitated group sessions with family members that promoted self-advocacy
- Developed and maintained a resource directory for military families which resulted in a 25% year-to-year increase in referrals
- Recorded counseling notes in SOS Case Manager to ensure accurate data collection

Ft. Pain, Georgia
May 2023 – August 2023

3

Undergraduate Research Fellowship

Morehead State University Department of Sociology, Social Work & Criminology
Camp Ojibwa
Camp Counselor

- Planned and led out-door activities for seventh and eighth grade campers in order to facilitate team-building and social-skills development
- Awarded "Counselor of the Year" in 2023

August 2018-present
Morehead, KY
Anytown, Ohio
Summers 2022, 2023

4

Bobby's Barb-b-que

Assistant Manager

- Trained 15 new employees with focus on delivering excellence in customer service
- Coordinated employee availability and organized work schedules in order to optimize efficiency

Mytown, Kentucky
September 2020 – May 2023

Cashier/Server

- Served an average of 45 customers per hour while maintaining 100% accurate register balances

5

CONFERENCE PRESENTATIONS

Smith, B., & Jones, T. (2023, Summer). Post Deployment Family Trauma and Treatment. Poster presented at the National Association of Social Workers Conference, San Diego, CA.

Smith, B., & Jones, T. (2024). Post Deployment Family Trauma and Treatment. Oral presentation at the Celebration of Student Scholarship, Morehead State University.

PROFESSIONAL INVOLVEMENT

MSU National Association of Social Workers
Project Chair Elected May 2022

- Organized and facilitated the #BackpackForSnacks project at a local middle school to promote healthy eating habits
- Raised \$2,350 to purchase food to fill 125 backpacks with healthy food for underprivileged children

August 2020 - present

Taylor Resume

Morehead, KY 40351
(606) 555-5555
student@moreheadstate.edu | www.linkedin.com/in/TaylorResume

1

Objective:

To join the Bank of America Financial Advisor Summer Development Program

2

Education

Morehead State University, Morehead, KY
Bachelor of Business Administration (Finance)
Relevant Courses:

- Quantitative Analysis for Business
- Entrepreneurship (Level UP service learning project focused on teamwork career skill)
 - Wrote 32 page business plan and judged business plans of high school students in eastern Kentucky
- Principles of Managerial Accounting

Anticipated Graduation: May 2024
GPA: 3.0

3

Special Skills

- Fluent in Spanish
- Microsoft Excel certification
- Knowledge of QuickBooks

On-Campus Involvement

Finance Club
Founding Member
Morehead State University
Spring 2022 – present

- Completed paperwork to be recognized as official organization, recruited 50 members and developed mission and bylaws.
- Secured \$1,075 in the first year from member dues, campus fundraisers and solicitation of local businesses, resulting in a 20% increase in year-to-year revenue.
- Grew the club's investment portfolio to \$3,200 in the club's second year.
- Organized visits to the Federal Reserve Bank and Chicago Board of Trade by booking hotels, securing transportation and acquiring travel insurance for 14 club members.

Football Team

Defensive Back
Morehead State University
Fall 2020-present

- Dedicated an average of 25 hours/week to practice, weight lifting, travel and games.
- Mentored 12 freshmen team members (gave campus orientation and reviewed NCAA policies) as a second-year player to foster leadership development.
- Nominated for Morehead State University Athlete of the Year.

4

Community Service

Habitat for Humanity
Volunteer
Prestonsburg, KY
Summer 2022

- Managed \$135,000 budget for a house build in rural eastern Kentucky.
- Analyzed project costs prior to build and identified cost-saving opportunities such as buying supplies for multiple homes at one time.
- Led a diverse team of 7 during actual build resulting in affordable housing

1

Class projects can be valuable experience.

2

Be as specific as possible and use industry terminology.

3

Include any special recognition.

4

List multiple positions if you have been promoted.

5

Elaborate on professional involvement and activities.

Tip: When your goal is graduate school or academia, be sure to focus on research, presentations, publications and other scholarly accomplishments.

1

2

3

4

CHRIS M. SAMPLE
(Preferred pronouns: He/Him/His)
csample@moreheadstate.edu (606) 555-7777

EDUCATION

Morehead State University
Bachelor of Science in Engineering Technology
• Design and Manufacturing emphasis
• Cumulative GPA, 3.2
Course project: Tool & Equipment Design (spring 2022) – Designed & tested rotor. Developed prototype and presented results to a faculty panel.

SKILLS

- Classroom practice with 3D modeling
- Familiar with lean manufacturing principles
- Software – AutoCAD, SAP
- Languages – CNC, HTML, C++, .NET framework
- Continuous improvement mindset

EXPERIENCE

Widget Company
Supply Chain Intern
• Designed a new layout for unloading zone that resulted in enhanced time efficiencies.
• Researched and tested 12 GPS systems. Based on this research, a single uniform GPS system was bought for all company vehicles (32 total trucks/cars).
• Implemented lean projects to increase efficiency in dock operations and storage; increased storage capacity by 36%.
• Consulted with safety experts to reduce operator related damages; reduced bent pins on motors saving \$50,000 per quarter.

Morehead State University School of Engineering & Computer Science
Undergraduate Research Fellow
• Repaired manufacturing cell used by over 80 students for engineering technology labs.
• Tested and aligned new vision system using cameras and scanners to automate the production system.
• Programmed PLCs to reduce margin of error and increase safety to users.
• Reduced downtime of the manufacturing cell by 20% with new written standard operating procedures.
• Presented methods and results at national ATMAE conference along with my faculty mentor.

LEADERSHIP ACTIVITIES

Association of Technology, Management and Applied Engineering
Morehead State University Chapter
• Vice President: Develop a financial incentive strategy that increases membership by 10%. Created an alumni network consisting of 28 current engineering professionals in three states.
• Secretary: Documented meeting and other activities. Filed registration paperwork with the national office and Morehead State University Student Activities.

1

2

3

4

5

GPA is optional but relevant. Include 3.0 or higher.

Even if you haven't earned your degree yet, include it.

Provide a quick snapshot of your specific skills.

Quantify what you've done when possible.

Be descriptive with section headings to highlight your skills.

Tip: Include your most impressive sections and content at the top of your resume.

1

2

3

4

5

There are many ways to set up contact information. Be sure to include a professional email address and phone number.

A functional format allows you to pull together skills from similar jobs or courses.

Use action verbs.

Only use this limited work history format on a functional resume.

Volunteering in the community can be a resume builder.

Tip: A functional format may be best if you have a long work history, unrelated job experience, or have had many similar jobs.

1

2

3

4

5

SUSIE MARKETER
1234 Maple Avenue · Morehead, KY · 40351 · (606) 555-2746 · career.counselor@moreheadstate.edu

QUALIFICATIONS

Writing Skills

- Wrote six press releases and circulated them to local newspapers.
- Researched and conceived articles for blog, resulting in 25% increase in subscribers.
- Produced business materials, including: letters, reports, proposals and forms.
- Proof read and edited written materials for publication on the internet to ensure accuracy and quality.

Marketing Skills

- Designed, developed and implemented fundraising campaigns, which raised \$5,000.
- Evaluated target markets and proposed marketing strategies to clients, leading to adoption of a successful social-media campaign.
- Managed direct mail projects; monitored production teams; oversaw print operations and coordinated mailing process with projects completed under \$20K budget.
- Developed social media campaign resulting in higher sales for an international audience while in Belgium

Communication Skills

- Addressed customer inquiries; interpreted and delivered information; proposed suggestions; provided guidance; identified, investigated and negotiated conflicts, which resulted in enhanced client-satisfaction.
- Conducted over the phone surveys and analyzed results using the SPS data system to identify opportunities to deliver new services.
- Planned, coordinated and hosted engaging events for audiences ranging from 10 to 100 people.

Technical Skills

- Edited videos for use on the internet and in local theaters using Adobe Premiere.
- Achieved computer proficiency; demonstrated knowledge of Microsoft Word, Excel, PowerPoint, Publisher, Adobe Photoshop, Adobe InDesign, and all Internet functions.
- Enhanced social media presence and increased followers across platforms, including but not limited to Facebook, Twitter, and Instagram
- Designed and managed website layout and content using WordPress to establish strong brand identity.

EDUCATION

Bachelor of Arts in Communication – Public Relations option
Morehead State University
Expected May 2027
Morehead, KY

Visiting student focused on Marketing
Magellan Exchange (University of Brussels)
Summer 2024
Brussels, Belgium

WORK HISTORY

Fashionable Store, Hebron, KY

- Assistant Manager, May 2022—August 2024
- Clerk, May 2021—April 2022

ACTIVITIES

Omicron Theta Sorority, Morehead State University

- Philanthropy Chair, January 2023—present
- Event Planner, January 2022—January 2023

Helping You, Hebron, KY

- Social Media Volunteer, Summer 2023—present

COVER LETTERS

Cover letters can be a great way to differentiate you as an applicant. Keep in mind that a well-written letter will only help your application. However, a poorly written one can be detrimental. Since there is no one way to write a letter that will work for every situation, you should give as much thought and time to your letter writing as you do your other search activities. These tips should help get you started on the right track.

WHAT TO DO AND NOT TO DO

Don't write a generic impersonal letter.

These simply don't work. Tailor your letter to the organization and the position for which you are applying. Doing so will demonstrate that you are informed, motivated and a good fit.

Do connect your background to the job description.

Pay attention to the qualities that are being sought in the job description. Brainstorm before you write the letter, make a list of the stated needs from the position description and identify your key qualifications.

Don't be self-centered.

Write your letter from a work/employer-centered perspective. This is your chance to show that you can add value and cause the employer to want to learn more about you.

Do include your relevant accomplishments.

Include specific examples. Don't just state that you can use Microsoft Excel. Give a detailed example that shows how you've used it in the past. You can draw examples from class work, volunteer activities, internships, athletic or student organization participation. You need to lay all pertinent information out so the hiring manager can easily see your experience and qualities are a fit for the employer's needs. Bulleting your accomplishments in your cover letter is an option.

Don't forget to customize.

If you are applying to a number of similar positions, you may be tweaking the same cover letter and using it for multiple openings. Don't forget to update the company, job and contact name.

Do proofread.

You want to present the best image possible and typos and grammatical errors create a poor impression. Have your letter thoroughly proofread by someone you trust or Career Services.

Don't repeat your resume.

Tell a more detailed story using the **STAR method** that proves the skills and qualifications that are briefly outlined in your resume. Employers often request a cover letter to evaluate your written communication skills, so keep sentence structure clear and concise. You want to build a case that you are the best fit.

Do send a thank-you letter.

This can be one of the most effective tools in a search. It is used to express appreciation and strengthen your candidacy. A good rule of thumb is that everyone who helps you in any way gets a thank-you letter. It's a great way to follow-up after an interview. If you forgot to discuss a relevant accomplishment, then include it in your letter.

FORMATTING GUIDELINES

- Avoid generic letters or templates.
- Use business letter format.
- Keep it to one page.
- Use standard, easy-to-read fonts, size 10.5 to 12, such as: Arial, Calibri, or Roboto.

COVER LETTERS

YOUR COVER LETTER

This graphic provides an outline for how to format your cover letter and guides you in the creation of specific paragraphs.

Your cover letter must reflect your own personal writing style and connect your background to the employer's needs.

Opening paragraph

Middle paragraph(s)

Last paragraph

150 University Blvd.
Morehead, KY 40351

Your address here

December 2, 2025

Today's date

Ms. Cindy Name
XYZ Company Address
123 Maple Avenue
Morehead, KY 40351

Address to a specific person.
If not possible, try Hiring Manager.

Dear Ms. Recruiter:

Explain why you are writing. Include the position that you are applying for and how you heard about it.

Your recent posting on Morehead State University's Eagle CareerNet caught my attention as my previous experiences and training are a match for the requirements of the position. I am submitting my resume for consideration for the Inside Sales position.

I have extensive experience interacting with people over the phone as a Student Caller in the Development Office. My verbal communication skills were improved by working on the phone for four hours each evening as well as the sales training that I received. Raising \$5,000 for the university in one evening, I was recognized as Student Caller of the Year. I can bring this same energy and influence to selling your products to clients.

Explain why they should hire you. Detail how your skills match the position with specific examples.

The job description indicated that you are looking for a self-starter that can multi-task and work in a fast-paced environment. I gained those skills working as a cashier at Burger Place. The restaurant where I worked was the busiest in the eastern region so I never had a down moment. I implemented a new close down procedure that decreased the clean-up time for staff and smoothly transitioned to the next shift. Furthermore, my supervisor stated on my evaluation that I am dependable and prompt.

I look forward to discussing my qualifications for and interest in the Inside Sales position. Your mission to provide leading-edge systems technologies is also a passion of mine. I am excited at the prospect of growing your sales in the eastern KY region. I can be reached at 606-783-2233 to set up an interview. Thank you for your consideration.

Show your knowledge of the company.

Sincerely,

Include how you can be reached.

Joe Application

Joe Application

REFERENCE PAGE

Identify references.

Identify at least three people who can speak about your work ethic, skills and dependability. Consider faculty, coaches, advisors and supervisors. If possible, obtain references from a variety of places, roles or experiences. If the reference has not seen you in a work or academic setting, they may not be a good choice.

Get permission.

Ask each reference if they will serve as a *positive* reference for you.

Gather correct information.

Confirm contact information for each reference, including email address and phone number.

Inform your references.

Provide your references with periodic updates. If you have an interview scheduled, inform your reference of the interview, provide them with the position description and your current resume. This information will help your reference be prepared to articulate why you are a good fit.

Follow up.

Inform your references when you secure a position and send a thank-you note to acknowledge the time they have spent to help you.

(606) 555-5555
sally_smith@email.com

REFERENCES

Name of Reference, Title

Department/Division
Company/Organization
Street Address
City, State Zip
Phone
E-mail

(Short statement explaining their relationship to you - if needed)

John J. Jones, Director

Louisville Family Therapy
521 Taylor Blvd.
Louisville, KY 40505

859.555.6565

john.jones@portlandco.com

(Formerly with Lexington Marriage and Family Therapy, Internship Supervisor)

Sally Smithers, Teacher

St. Agatha's Montessori School
3838 Trent Blvd.
Louisville, KY 40502

859.555.9897

ssmithers@ymail.com

TIPS FOR PHONE AND VIRTUAL INTERVIEWS

Prepare notes to use during the interview, but don't simply read your responses.

Keep your tone friendly and pleasant by smiling when you speak.

Speak clearly and be concise. Avoid filler words such as "like," "you know" and "umm."

Rather than holding the phone up to your ear, try putting it on speaker phone.

Make sure that there is no background noise.

Dress professionally as if you were going to an in person interview.

Pick a quiet, well-lit, uncluttered space to do your video interview. *Call today to reserve our private interview room for your job, internship or graduate school interviews.*

Test equipment and technology beforehand. Close all other programs on your computer.

Look at the camera rather than the screen.

Practice in these conditions.

Do a mock interview using the InterviewLink software.

INTERVIEWING

What is the purpose of an interview?

It is ultimately to exchange information. The employer is evaluating you and your ability to do the job and you are evaluating the organization to see whether or not it matches your interests and values.

Interview preparation

Know the company, the position and yourself.

Impress your interviewer with your knowledge of the organization or the position for which you are applying. Give yourself ample time to research and think how your qualifications match the company and the position. This research will help prove your interest in the organization during the interview and will help you formulate good, intelligent questions to ask your interviewer.

Where do you research basic facts about the company?

- Company website.
- Social media pages (Facebook, Twitter, LinkedIn, etc.)
- External review sites (such as Glassdoor).
- Artificial Intelligence (Gemini has the most up to date information.)
- Your network.

Know the logistics.

Interviews can come in a variety of forms; one-on-one, panel, lunch, phone and more. Be prepared for a specific style.

Know the date, time, location, parking details and your interviewer's name(s). If these aren't initially provided, just ask.

Prepare your route ahead of time, consider traffic patterns at different times of day and plan to be there 15 minutes early.

Take a few key items with you to the interview.

Carry a professional looking portfolio with paper, a pen, extra resumes, transcripts and references. If your field warrants, take a few samples of your best work. Be prepared to present and discuss them if an appropriate moment arrives.

CONSIDER THESE QUESTIONS

What are the organization's mission, vision and values?

What products and/or services does the organization provide?

How large is its staff?

Who are some of its top clients and competitors? Where are its main offices located?

What direction has the organization taken over the past couple of years?

How does this position contribute to the organization's mission?

What job responsibilities does this position entail?

How do my qualifications prepare me for this position?

What salary ranges are typical at this position, industry and location?

INTERVIEWING

Common interview questions

There are unlimited questions that may be asked.

Practice preparing **STAR Method** responses for these:

Tell me about yourself.

How did you choose this as your career field?

What are your greatest strengths/weaknesses?

Tell me about a time when you were participating in a team project and someone was not pulling their weight. What did you do to help the team finish the project on time?

Give me an example of a time that your communication skills helped you accomplish a task.

Tell me about a time you were working on a project and an unexpected obstacle came up. How did you handle it?

What are your short-term goals?

Why are you the best person for this job?

Questions to ask the interviewer

Near the end of the interview, the employer will likely ask you if you have any questions. It is crucial that you ask questions showing that you have done your research and that you are interested in the company. It is a good idea to prepare a list of potential questions beforehand, keeping in mind that some of them may be answered in the natural flow of the conversation.

Some possible questions for your interviewer:

- What are some projects that I can expect?
- Why did you choose to work for this company?
- How would you describe your company culture?
- What do you like most (least) about working here?

After the interview

Send an individual, typed thank-you letter or email to each interviewer within 24 hours. This is not only a polite thing to do but a way to strengthen your candidacy and to remind him/her of your qualifications.

Discussing salary

Save the salary discussion for after you receive an offer, but you should have a salary range expectation from your research prior to the interview. Researching a salary can take time. Contact a career counselor for data on first salary offers.

Research salaries at **www.salary.com**, **www.glassdoor.com** or **www.onetonline.org**.

It is a good practice to bracket your salary range and start within the employer's probable range and end slightly above what you expect. Take time (at least 24 hours) to consider any job offer before refusing or accepting it.

Remember that salary is not the only factor. Think about health insurance, retirement plans, work-life balance, remote work options, training opportunities and more when evaluating an offer.

Answering interview questions

Behavioral-based interviews are a common questioning style that asks you to focus on your past experiences to demonstrate whether or not you possess the skills and behaviors that the employer is seeking. It's easier to answer these questions if you have analyzed the job description and know what skills are required. Then, you can identify situations where you have demonstrated those skills and behaviors. Try the following method:

STAR METHOD

S **Situation:** Where were you? What happened?

T **Task:** What needed to be done? Why?

A **Action:** What did you do? How did you do it?

R **Results:** What was the outcome of your actions?

TYPICAL BEHAVIORAL INTERVIEW QUESTION:

"Tell me about a time when you experienced team conflict."

POSSIBLE RESPONSE USING THE STAR METHOD:

[S:] Last semester, I was in a Public Relations Campaign course where we had to design a marketing campaign for a local nonprofit's dog show. **[T:]** It was difficult to get the team members to agree on the best way to promote as everyone had different ideas. **[A:]** I organized a group brainstorming session to focus on common themes in the ideas. **[R:]** We focused on three ideas ranging from press releases in local newspapers to social media awareness and increased participation by 15%."

PROFESSIONAL DRESS

What's appropriate to wear to an interview?

The first impression you make is the most important one and the initial judgment an interviewer makes is often based on how you look and what you are wearing. That's why it's always important to dress professionally for a job interview, even if the work environment is casual. A good rule of thumb is to dress one step above the day-to-day attire at the organization.

You want to present yourself as a qualified professional. Consider everything. Think about your hair, breath, clothing, shoes, smile, handshake, eye contact and what you carry with you.

Consider if sandals/
flip flops, tennis shoes and/or
tattoos are appropriate for the
work place.



MERCY
Biomedical
Sciences

Tuck in your shirt.



ISABELLA
Early Elementary
Education



ZANDER
Convergent Media

Wear
closed-toed
shoes.



AVERY
Middle Grades
Education

Appropriate dress varies depending on the situation.

Do your research so you can dress to fit the work environment and nature of the interview. A conservative law firm probably prefers you to wear a full suit, while an interviewer for a part-time job at a retail store may prefer you wear khakis and a polo shirt. If you are unsure about what to wear for an interview, ask the recruiter.

Need professional clothing?

The Center offers a free Suit Bank to MSU students and alumni. The Suit Bank is located in our office and can be accessed during normal business hours (drop-ins welcome). The clothing is yours to keep.

We will be happy to help or advise you on how to choose appropriate attire for an interview or presentation. Available clothing includes: suits (pants and skirts), dress slacks, shirts/blouses, ties and shoes.

BUSINESS PROFESSIONAL



WHAT EMPLOYERS WANT

Most opportunities have requirements such as minimum GPA and specific skills listed in the posting. However, employers seek many qualities and transferable skills. Take a look at the Top 10. Can you prove that you have these?

WAYS TO GAIN THESE SKILLS

- Education abroad
- Internships
- Undergraduate research
- Service learning/volunteering
- On-campus clubs/organizations
- Level UP courses

This is only a sample of the organizations recruiting MSU students. There are more than 4,900 organizations in CareerNet. Log in to view them.

TOP 10 ATTRIBUTES DESIRED BY EMPLOYERS

1. Problem-solving skills
2. Ability to work in a team
3. Communication skills (written)
4. Strong work ethic
5. Flexibility/adaptability
6. Communication skills (verbal)
7. Technical skills
8. Analytic/quantitative skills
9. Initiative
10. Detail-oriented

Source: National Association of Colleges and Employers – Job Outlook 2024

Adecco	Eastern State Hospital	MedVet	Sunesis Construction Co
Aerotek	Enterprise Holdings	Mount St. Joseph University	The Ohio State University, Master's Program in Couple and Family Therapy
Amazon	Fresh Start Health Centers	MSU Graduate School	The University of Kentucky Gatton MBA Program
American Red Cross	Fund for Global Health	MSU Undergraduate Research	The Wolfe Agency - Colonial Life
Appalachian School of Law	Gateway Area Development District	MSU/U.K. Physician Assistant Program	Tourism, Arts, and Heritage Cabinet, Dept. of Parks
AppHarvest	Gatton College of Business and Economics-University of Kentucky	MSUTeach	UK Cooperative Extension Service
Asbury Theological Seminary	General Electric	Murray State University Graduate School	UK Healthcare
Baird & Baird, P.S.C.	Greater Cincinnati Veterinary Specialists	Network of International Christian Schools	UK St. Claire
Baptist Health Lexington	HCA's Frankfort Regional Medical Center	Noah's Ark Animal Clinics	University of Charleston School of Pharmacy
Bechtel	Kalkreuth Roofing and Sheet Metal, Inc.	Northeast KY Area Health Education Center	University of Kentucky
Blue & Co., LLC	Kanawha Valley Veterinary Emergency Hospital	Northern Kentucky University Graduate Programs	University of Kentucky College of Dentistry
Bluegrass Chemical Agent-Destruction Pilot Plant (BGCAPP)	Kentucky Agricultural Education	Northwestern Mutual Financial Network	University of Kentucky College of Public Health
Bluegrass Writers Studio Low-Res MFA	Kentucky Department of Fish and Wildlife Resources/ Camp Robert C. Webb	Nutrient Management Partners, LLC	University of Louisville
CareSource	Kentucky Equine Management Internship (KEMI)	Office of the Auditor of Public Accounts	University of Louisville Kent School of Social Work
Catalent Pharma Solutions	Kentucky Farm Bureau Mutual Insurance Company	Owensboro Health Regional Hospital (Owensboro Medical Health Systems)	USDA-Natural Resources Conservation Service (NRCS)
CHI Saint Joseph Health	Kentucky Personnel Cabinet	Peterson Farms	Valvoline
Chism Automation	Kentucky State Police	Ramey-Estep Homes	VCA Animal Hospitals
Christian Appalachian Project	King's Daughters Medical Center	Republic National Distributing Company	Vector Marketing Corporation
Cintas	Lexington Hospital for Cats	Rutherford County Schools	Walgreens
Cornett	Lightwell	Shaping Our Appalachian Region (SOAR)	Wellpath
D&S Community Services	LION	Shawnee Family Health Center	Western Kentucky University Graduate School
Deloitte Consulting Services	Marshall University School of Pharmacy	Smithfield	WKYT-TV
Disney College Program	MAXIMUS	Social Security Administration	Woodland Oaks Healthcare Facility
Eastern Kentucky Correctional Complex	Mazak Corp.	Special Olympics Kentucky	
Eastern Kentucky University (EKU)			
Eastern Kentucky University Master of Public Health Program			
Eastern Kentucky University Online			

NOTES

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

NONDISCRIMINATION STATEMENT

Morehead State University is committed to providing equal educational opportunities to all persons regardless of race, color, national origin, age, religion, sex, sexual orientation, gender identity, gender expression, disabled veterans, recently separated veterans, other protected veterans, and armed forces service medal veterans, or disability in its educational programs, services, activities, employment policies, and admission of students to any program of study. In this regard the University conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. This includes: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Orders 11246 and 11375, Equal Pay Act of 1963, Vietnam Era Veterans Readjustment Assistance Act of 1974, Age Discrimination in Employment Act of 1967, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Kentucky Revised Statutes 207.130 to 207.240; Chapter 344 and other applicable statutes. Vocational educational programs at Morehead State University supported by federal funds include industrial education, vocational agriculture, business education, and the associate degree program in nursing. Any inquiries should be addressed to: Affirmative Action Officer, Morehead State University, 301 Howell-McDowell Administration Building, Morehead, KY 40351, 606-783-2097.



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