

Career 411 Job Search 1-2-3

Need a Resume? Help is out there.

- On-Site Help: Workshops & Seminars (MySpartanCareer), The Center for Spartan Engineering (1340 EB)
- Online Help: www.youtube.com/spartancareers, www.egr.msu.edu/careers and CASH Facebook
- References: Career Passport and Sample Resumes (located in the Center) and/or available on www.egr.msu.edu/careers

Already have a resume? Make sure it's "all that"!

- Have a broad resume for all occasions...it's your business card. (MySpartanCareer has examples)
- It's a good idea to tweak your resume to fit a specific company.
- Get your resume critiqued multiple times by multiple people.
- Update your resume frequently. Add new experiences.
- Attend walk-in hours at the Center for 1-on-1 discussion.

Interns/Co-op/Entry-level jobs are available. Go online.

- Log onto **MySpartanCareer.com**, create a profile, and search for positions using 'search.' Make sure you upload your resume.
- Investigate the websites of companies that you are interested in. Get to know a little about each employer by knowing what is important to them...sustainability, giving back to the community, etc. Know what service/product each employer offers, and think of questions you may want to ask regarding this information.
- Brainstorm a list of your ideas/options and bring them into the Center to talk!

Network with companies—It's a snap!

- Networking happens anytime, anywhere. **Student Orgs, classrooms, hallways, we mean anywhere!** Not just at Fairs.
- Have confidence! Stand up straight, look recruiters in the eye, give a firm handshake, and SMILE!
- Attend the **Career Gallery, Engineering Expo, Diversity Career Fair, and summer internship fair**...these are great opportunities to network!
- Don't be afraid to put yourself out there. The companies won't come to you. You have to put forth the effort.



The Center
SPARTAN ENGINEERING

*“ Over 19,000 in-
terviews and 100’s
of companies are
hosted on-campus
each year.”
-MSU Career Services*