MILLIGAN

CAREER CENTER

Faculty and Staff Resource Guide

Letter from the Center for Calling and Career Development

Our center is pleased to be able to provide our Faculty and Staff with a guide of offered resources.

The goal in supplying this for each employee of Milligan College is to create better student awareness of the center. As faculty and staff, you are on the front lines of seeing and meeting the needs of students. We want to help you meet students' needs by presenting you with a guide of our resources.

Please read on and keep us in mind when students come to ask for job, graduate, major or just general career advice. We appreciate you and all that you do.

-The Center for Calling and Career Development

Schedule an Appointment with Us

Scheduling an appointment with the Director or Peer Career Advisors is simple. Head to the Milligan website at www.milligan.edu/career and click the button "schedule an appointment".

Career Assessments

At our center, we have a variety of personality and career assessments to direct students in their exploration of majors and eventual careers.

Myers Briggs Type Indicator (MBTI): The MBTI is the most widely used test for understanding personality differences. The test informs students about the correspondence between their personality types and particular careers. It also informs students of popular professions for their personality types.

Strong's Interest Inventory (SSI): The SSI is the most widely used career interest measurer in the world. The assessment informs students of career choices that match their interests.

Gallup's StrengthsFinder: This test is given and evaluated in Milligan 200, but it explores the strengths of students throughout 34 talent areas.

Online Career Resources

Our center offers a variety of graduate school, job search, and major online resources. Below is the full list hyperlinked for your convenience.

[College Grad](): College Grad publishes an annual survey that lists the top companies who hire college graduates. Most college students do not already have five to 10 years in the workplace upon graduation, so this is a great place to start your job search.

[Idealist](): This site shows all types of non-profit opportunities including domestic and abroad. Resume posting, finding job fairs, and searching for jobs are just a few options it also offers to those interested.

[One Wire Finance Precise Career Connections](): One Wire specializes in matching employees to employers in the finance sector. By creating a profile or connecting your LinkedIn profile, the company will match you to potential employers based on your chosen emphasis and the strength of your application.

[Teach for America](): By bringing college graduates into high-need areas to teach at-risk children, Teach for America has created a highly competitive program to beat the statistics. A minimum two-year commitment is required in order to be accepted, and applications are due in the Fall of each year.

[GoinGlobal](): This site is a great tool for students interested in looking for jobs and internships internationally. It also offers country specific career guides that local employment experts have made to help those looking for jobs away from home.

Career Resources Cont.

[What Can I Do with This Major?](): What Can I Do with This Major? helps students connect majors to their careers. Students can learn about employers that hire specific majors as well as how to make themselves more marketable candidates.

[Tennessee Job Network](): This website shows all current jobs in Tennessee. It uses a 50-mile radius, and jobs just over the state line will be shown as well.

[Nexstar](): Nexstar lists media jobs that are country-wide for individuals to peruse. News Producers, Photographers, and even Accounts analysts are just a few examples of the positions that this site has.

[GradSchools](): By showing graduate schools worldwide, this resource is a great way for students to find a place to further their education.

[Internships](): Chegg created this internship site as a simple and efficient way for students to find internships anywhere. It also offers resume, cover letter, and interview tips.

Career Readiness

Milligan's Calling and Career Center prepares Milligan students for the job ahead. Some in-person resources are as follows:

- Job and internship interview coaching

- Getting started on job search

- Graduate school interview coaching and practice

- Resume and cover letter review

- Graduate school application assistance

- Connecting with Alumni

- Alumni shadowing experiences

- In-class presentations from Career ambassadors

College Central Network

Milligan College offers CCN as a job search tool that is available to students, alumni and employers. Through this service, our office approves employers so that they may post jobs on our site and search résumés.

Services, help guides and announcements of interest can be accessed at https://www.collegecentral.com/milligan/.

The site offers features like career advice documents and podcasts, jobs exclusive to Milligan students and Alum, and a career portfolio builder.

Resume Checklist

HEADING:
- ☐ Includes Name, City/State, Phone, Email
- ☐ Eye-catching heading with professional font choice, larger name, and/or color. Does not include a picture.

PROFILE/PROFESSIONAL SUMMARY:
- ☐ Written in third person (without personal pronouns)
- ☐ Includes information that serves as a highlight reel of skills and experience as it pertains to the desired position and audience

EDUCATION:
- ☐ Degree is spelled out, major is included. Ex. "Bachelor of Arts in English"
- ☐ GPA is included and is a 3.0 or higher
- ☐ Excludes high school information
- ☐ Excludes previous college information if you transferred to Milligan (unless you received a degree from that institution)
- ☐ Includes a "Relevant Coursework" section unless experience was gained through work, internships, etc.

EXPERIENCE:
- ☐ Experience is separated by headings. Ex. "Relevant Experience" which includes internships, volunteer experience, jobs, freelance work and even unpaid positions such as writing guest blog posts, creating graphics for a website, etc. "Other Experience" or "Employment" includes non-industry positions such as restaurant and retail work.
- ☐ Includes organization name, title, dates and location of each experience.
- ☐ Job descriptions are listed using bullet points, not paragraphs.
- ☐ Each bullet point under experiences begins with an action verb. Current position: action verb = present tense; past position: action verb = past tense. Accomplishments are showcased and results are quantified if possible.
- ☐ Experience is listed in backwards chronological order (most recent/current experience first within each heading).
- ☐ Does not include high school experience unless it directly relates to the position student is applying for.
- ☐ Content fits on one page. Fit to one page by utilizing margins, creating columns and making font size as small as 10pt.

ADDITIONAL SECTIONS:
- ☐ Honors & Awards – excludes any high school information
- ☐ Skills – skills are listed, not lengthy sentences; includes relevant technical skills (social media, graphic design software, programming languages, etc.) and language skills.
- ☐ Student Leadership/Campus Involvement
- ☐ Volunteer Experience
- ☐ Socials – Included only if using professionally.
- ☐ References – Not included on first page. Should be separate document with same heading as resume. Includes reference's name, company, title, city/state, phone, email, and relationship.

Example Cover Letter:

Your Name
Your Address
Your City, State Zip Code

Current Date
Contact's Name
Contact's Job Title
Organization Name
Address
City, State Zip Code

Dear [First Name and Last Name]:

If you don't know who to address your letter to, you can write: "Dear Hiring Manager." Otherwise, use gender-inclusive language (i.e., avoid assuming the recipient's gender and thus using "Mr." or "Ms."; instead, simply use the person's full name).

First paragraph
• Offer a brief, enthusiastic statement about your interest in the position and/or the organization, based on your research or on previous interactions with the recipient.
• If someone is referring you, mention that person's name here to share how you heard about the position and/or the organization.

Middle paragraph(s)
• Explain how your experience is a match for what the letter's recipient is seeking. This is the place to "sell" your skills and strengths, as well as your development of the Core Career Competencies that signify career readiness—though you won't be able to cover it all, obviously.
• Demonstrate evidence that you know a bit about the employer and his/her needs, based on the job description. Show that you know the industry through how you write your letter (i.e., in the degree of creativity or formality you show in your writing).
• Promote your top three skills/competencies, experiences, or qualities that make you a compelling candidate for the position, staying focused but offering a bit more detail than your résumé shows.
• Describe how you would make an impact through the position and how you would contribute to the organization's mission or purpose.

Closing paragraph
• Be sure your letter ends on a positive, courteous note.
• Politely thank the reader for his/her time and consideration.
• Use a professional closing, and sign your name, possibly inserting an electronic version of your signature. If you're submitting a printed copy of your letter, sign it with a high-quality, black-ink pen.

Common Cover Letter Mistakes:

Here are some of the more common mistakes college students and recent grads make where cover letters are concerned:

- **Not including a cover letter at all**. Unless a position description specifically states "no cover letters," it's always best to include a cover letter each time you apply for a job or an internship.
- **Ignoring directions from the employer**. Be sure that you carefully read the job description and follow the guidelines provided by the employer. Sometimes, for example, employers ask applicants to address specific things in the cover letter. Make sure you follow such directions when you see them.
- **Exceeding one page**. Your cover letter should demonstrate concise, polished writing and should not exceed one page.
- **Submitting a cover letter with errors**. Proofread your letter carefully, reading it aloud to uncover spelling and grammar errors. You'd be amazed how often you catch things when you hear them vs. seeing them.
- **Overuse of "I" statements**. Vary your sentence structure so that you're not starting each sentence with "I" statements, like "I was in charge of a very important project." Instead, you could say: "Through my leadership, our team achieved our project goals on time and with great results."
- **Using language that undermines your confidence**. Instead of writing "I believe I would be a great asset..." or "I think I will make a great team member," simply delete the less-confident language and instead say "I will be a great asset..." or "I will make a great team member...."
- **Making it all about you**. It's great to be energized about how the position you're pursuing will help you. But remember: The employer is the one who is in the hiring position, and they want to know what you will do for them.
- **Using clichés**. Stay away from phrases like "As you can see on my résumé" (e.g., "As you can see on my résumé, I have excellent communication skills."). If something is already obvious on your résumé, there's no need to waste cover letter space saying so. Instead, focus on your key point and rewrite to something like: "My experience as a student organization leader helped me build excellent communication skills."

Reference List for Employment Success Tips

▪ Include reference's full contact information: Name, title, company, company address, phone number and email. Check for accuracy.

▪ Always get permission prior to including a reference on the list.

▪ Keep your references informed regarding the status of your application, coach them on why you are a good fit for the job and provide them with your resume.

▪ Always thank you references.

▪ Add a title to the page to clarify what information is on the page. Be consistent with your formatting and include the same information for each reference.

▪ Always include your own name and contact information to the page just in case the list gets separated from your other application documents.

123 Main Street Anywhere, TN 12345 ● (888) 555-1234 ● TQGraduate@gmail.com
Tracy Q. Graduate

Reference List

Name
Title
Company
Address
Email
Telephone number

Name
Title
Company
Address
Email
Telephone number

Name
Title
Company
Address
Email
Telephone number

Recommendation Letters

Some prospective employers will ask you to provide recommendation letters along
with your other job search communication documents (i.e., résumés, cover letters). A letter of
recommendation should describe—and give examples of—your strongest qualities, your best
skills/competencies and abilities, your commitment to a particular field, and your potential to
contribute to the company/organization you're pursuing.

Who should write letters of recommendation for you? Here are some tips for picking the right
people:
• Approach potential writers who will give you a strong, positive recommendation. Ask them
directly if they would be willing to write a letter that is reflective of who you are and the good
work you do.
• Focus on people who know you well academically or professionally: faculty members,
supervisors, coworkers, or advisors. Family members are usually not appropriate.

Remember, too, that your prospective letter writers have busy jobs, appointments, and
possibly other students seeking recommendation letters as well. So, do everything you can to
make your request simple for them. Give them everything you
can from the following list:
• Relevant information about the position you're applying for and the company/organization
offering it.
• Your thoughts on what you see as your strongest qualities and skills/competencies
(especially in the context of the Core Career Competencies that signify your career readiness).
• A copy of your current résumé.
• A list noting which academic courses you've completed and how well you did in them.

A few other key tips:
• Be sure that all of your recommendation letters appear on letterhead.
• Give your letter writers an early deadline, occasionally check in with them, and offer them
reminders as needed.
• Thank your letter writers; they're giving you a significant amount of their time and energy!
• Keep your letter writers informed about the application process.
• Stay organized by carefully tracking who your letter writers are, what application deadlines
you're dealing with, and who you have followed up with or still need to follow up with.

Thank You Notes

At some point, you will land an interview for one of the jobs/internships you're pursuing with the solid résumé(s) and cover letter(s) you've developed. After that interview you will need to send a thank-you note to your interviewer(s).

Why? Well, for starters, it's common courtesy. Your interviewer has spent time and energy with you and on you, and is spending additional time and energy evaluating you for the position. It only makes sense, then, to thank them for that consideration. But a thank-you note benefits you, too, because it gives you the chance to reiterate your interest in the position you're pursuing, as well as your qualifications and fit for it. It's one last chance to make a compelling case for your candidacy—and to demonstrate your career readiness along the way.

Keep this little-known fact in mind, too: Most job/internship applicants fail to send a thank-you note after their interviews. So when you do, you'll instantly stand out from the crowd and improve your chances of landing the position.

Some Key Tips on Thank-You Notes
· Plan to send your thank-you note within two days after your interview.
· Ask for the hiring manager's business card at the interview so that you have correct spellings and contact information.
· You can send a handwritten note card, an email, or a typed letter (printed out and mailed). A typed letter is the most formal. Handwritten notecards are more personal and can be shorter. Email is a good choice if your interviewer prefers email contact, or if you know a hiring decision will be made immediately.
· Proofread. Then proofread again. Check for typos, grammatical errors, and awkward sentences. One error can move you to the bottom of the candidate pool (which is true for résumés and cover letters, too). Have someone else proofread your note; a second set of eyes and a second brain are invaluable.
· If you were interviewed by multiple people, send an individual thank-you note to each person who interviewed you. Change each thank-you message somewhat. At a minimum, send a thank-you to whoever seemed to be the leader in your interview.
· Keep track of who you send thank-you notes to and when. Keep a copy of emails and letters too.