Gain Bulldog Confidence for Career Fairs, Networking Events, and Interviews

Bulldog Ready CAREER GUIDE
Fall 2023

256.372.5692 | aamu.edu/cds
Join Northrop Grumman for two days of engaging workshops, networking opportunities, and internship/entry-level interviews. The event is by invite only, so register now for early consideration.

Where: Marriott Baltimore Waterfront, Baltimore, MD.

Northrop Grumman will cover travel and lodging for all students selected to attend.

Eligibility: Undergraduate or graduate level college students pursuing an engineering, computer science, Information Technology, or business degree with a 2.8 GPA or higher. Must be eligible to obtain a security clearance.

Register: Click here to register or use the QR code.

Selected student attendees will be notified in early September.
Leave an 80,000-square-mile legacy.

The Tennessee Valley Authority is the nation’s largest public power supplier, delivering energy to 10 million people across seven southeastern states. TVA’s unique mission focuses on energy, environmental stewardship, and economic development.

Whether you’re here for a semester or you sign on for a co-op, you’ll get to work on critical projects that help make life better in our region.

TVA has over 10,000 employees and hundreds of internship opportunities—find the right one for your skill set.

Science & Operations:
Electrical engineering, mechanical engineering, civil engineering, nuclear engineering, biology, natural/environmental science, chemistry

Business:
Accounting, finance, economics, management/administration, HR, marketing, communications, supply chain

Government Law:
Political science, JD Law/pre-law, public administration, public policy

Data & Technology:
Analytics, computer science, cybersecurity, computer engineering, data science

Applications for the Spring 2024 Internship are open September through October, and Summer 2024 Internship will be available January through March 2024. Learn more at www.tva.com/dogoodhere.
Whether you are an employer, faculty or staff member, or an Alabama A&M University (AAMU) Bulldog, thank you for participating in or supporting the Fall 2023 Career Week. We appreciate your partnership with AAMU and Career Development Services (CDS).

In Fall 2023, Alabama A&M University welcomed the largest freshman class in the university’s history. These students will be well-prepared for their careers, as Alabama A&M University is a leader throughout the state, region, and country in preparing students for success in their chosen career path in a competitive global marketplace.

Career Week, this Bulldog Ready Guide, and other professional development events hosted by CDS help to ensure that our students have great resources and access to invaluable internships, co-ops, and career opportunities. To that end, I am confident that AAMU Bulldogs will be amongst the employers’ best hires.

I’d like to give a special thank you to the sponsors of Career Week for investing your time, resources, and support in our students. Thank you to the Career Development Services team for their hard work and commitment to hosting this event and many others throughout the semester.

I hope Fall 2023 Career Week exceeds your expectations. Employers that hire students at Alabama A&M University affirm that students can Start Here. Go Anywhere.

Yours in the pursuit of excellence,

Braque M. Talley, Sr., Ph.D.,
Vice President
Student Affairs
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Greetings!

Welcome to the Fall 2023 Career Week at Alabama A&M University (AAMU). Career Development Services (CDS) is delighted to welcome you to The Hill. With the in-person career fair being sold out yet again, we are honored that AAMU continues to be a university of choice for many distinguished employers.

Alabama A&M University welcomed the largest freshman class in the university’s history to campus this fall. Career Development Services has already started engaging the freshmen by visiting more than 40 freshman orientation classes. We invited our industry partners to join us and had at least one employer in each class helping to underscore the tagline, Start Here. Go Anywhere.

Career Week was preceded by Career Preparedness Week, the CDS Open House, Northrop Grumman Day, TVA Day, and several other employer events. Those events, coupled with this virtual guide, help our Bulldogs prepare for and be successful in their search for co-ops, internships, and career opportunities with employers participating in Career Week.

To our SPONSORS and Cluster Members, thank you for your partnership and willingness to go above and beyond to support our students. It means more than we can say.

To each and every employer participating in the Fall 2023 Career Week, and other events this semester, thank you for your support!

We look forward to receiving updates on the Bulldogs you have hired. If there’s anything that the CDS team can do to support you, please don’t hesitate to let me know. I can be reached at 256.372.8182 or yvette.clayton@aamu.edu.

Go Bulldogs!

Yvette S. Clayton
Director
OCTOBER

3rd Virtual Career Fair*  
10a-2p Handshake

4th Resume Reviews  
11a-2p Student Health & Wellness Center Gym
Speed Networking & Reception**  
3p-5p Event Center, Upper Concourse

5th Career Fair*  
10a-2p Event Center Arena
Graduate & Professional School Expo  
2p-4p Ernest Knight Center, Reception Room

6th Interview Day (By Employer Invitation Only)*  
8a-3p Student Health & Wellness Center Gym

Career Fair  
10a-2p Event Center Arena
Graduate & Professional School Expo  
2p-4p Ernest Knight Center, Reception Room
Interview Day (By Employer Invitation Only)*  
8a-3p Student Health & Wellness Center Gym

*Professional Attire is Required    **Business Casual Attire is Encouraged   ^BTS will provide transportation to and from the event

NORFOLK SOUTHERN KEEPS AMERICA’S ECONOMY MOVING

We are driving technological innovation to propel our bold vision for the future. We’re building an inclusive culture, advancing industry-leading sustainability initiatives in all we do, and investing in our Thoroughbred team to create rewarding careers.

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How Do I Sign Up for the Virtual Career Fair?

First, be prepared...
- Conduct research on the employers in advance
- Practice interviewing by coming to workshops and Mock Interview events; look up the STAR Method
- Be Camera Ready
- Sit at your desk and be sure to have a plain background
- Test your internet connection
- Show up at least 5 minutes early
- You are ready, Bulldog!

For the Virtual Career Fair, read the FAQs and check out the video if needed
- Click REGISTER
- Review the Employer Sessions
- Select Group Sessions (30 minutes) and Individual Sessions (10 minutes) with as many employers as you can

Click Your Schedule to see your sessions
On the day of the Virtual Career Fair, click on the links provided by employers

Customize and complete your profile
- Upload your resume
- Make your profile public
- Be sure to check your inbox: employers contact students directly

Check out the Upcoming Career Fairs
- Click on the events to see the employers participating in the career fairs
- Follow employers and start your research early!

Log into SSO and type Handshake in the search bar. Open the App.

Watch the video for more information.
At AMERICAN, co-op and internship opportunities are as diverse as our company – one of the largest iron and steel pipe manufacturers in the country. In real-world jobs from design and production engineering, to sales and marketing, to information technology and business operations, AMERICAN co-ops and interns gain practical experience while learning from top professionals in their fields. AMERICAN also offers these excellent benefits: outstanding pay, housing allowance, paid personal time off and eligibility for scholastic achievement awards. For more information about co-op and internship opportunities at AMERICAN, visit us online at www.american-usa.com.

1500 32nd Avenue North, Birmingham, Alabama 35207

AMERICAN – Where Education Meets Experience
What is the appropriate attire for employer events?

You only get one chance to make a first impression. When in doubt, dress to be seen.

Do I always have to wear business attire?
No. However, employers recognize when you take the time to present yourself in a professional manner; dress appropriately and be well groomed. Note: webinars do not have video.

What’s appropriate attire?
For Employer Information sessions
Business and business casual attire are both acceptable.

For Career Fairs, Interviews, 1:1 meetings
Professional business attire is expected.

<table>
<thead>
<tr>
<th>Attire</th>
<th>Description</th>
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<tbody>
<tr>
<td>Business Casual</td>
<td>Casual blazer</td>
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<tr>
<td></td>
<td>Polo or button-down shirt, sweater set, or blouse</td>
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<tr>
<td></td>
<td>Khakis, dress pants, or skirt</td>
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<td></td>
<td>Simple jewelry</td>
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<td>Comfortable shoes (no gym shoes)</td>
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<tr>
<td>Business Attire</td>
<td>Dark suit with a light shirt or tailored dress</td>
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<td>Conservative tie</td>
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<td></td>
<td>Simple jewelry</td>
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<td></td>
<td>Conservative shoes</td>
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We see YOU at Constellium Muscle Shoals.

World-class aluminum manufacturer
Innovative recycling facility that recycles nearly 20 billion cans/year
Major sheet supplier for packaging and leading automotive customers

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• Engineers • Quality Leaders
• Safety Specialists • Human Resources
• Environmental Engineers • Maintenance

Constellium

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First, make sure you prepare for and understand the difference between Traditional and Behavioral Based questions.

Traditional questions are usually pretty straightforward. They give the interviewer a chance to get to know more about you.

Behavioral questions are designed to give an employer an idea of how your past performance could impact your future behavior. The questions usually start with, *Tell me about a time when you...*

Examples of Traditional questions are below:

**Personal**
- *Tell me about yourself?*
- *What do you like to do in your spare time?*
- *Where do you want to be in five years?*
- *What are your strengths? Weaknesses?*

**Education**
- *Why did you choose your major?*
- *Why did you choose to attend your university?*
- *In what campus activities do you participate?*
- *Tell me about your leadership skills.*
- *Which classes did you like best? Least? Why?*
- *If you were to start over, what would you change about your education?*

**Workplace Fit**
- *Where do you see yourself in 5 years?*
- *What type of leadership style do you prefer?*
- *How do you feel about working with a team?*
- *What type of work setting do you prefer?*
- *Are you able to work on several assignments at once?*
- *How do you feel about the possibility of relocating?*

**Experience**
- *What job-related skills have you developed?*
- *What types of jobs have you had while in school?*
- *What did you learn from these work experiences?*
- *Have you ever performed any volunteer work?*
- *How would a former supervisor describe your work?*

**General Questions**
- *What do you know about our organization?*
- *Why should we hire you instead of another candidate?*
- *Why are you interested in working for our company?*

Do your grades accurately reflect your ability?
Why or why not?
Were you financially responsible for any portion of your college education?

**Congrats!**

**Breathe. Relax. Research. Practice. Repeat.**

Always answer Behavioral questions with the STAR Method.

Be sure to check out the employer’s website and look them up online.
Shoot Your Shot, 30-Second Elevator Pitch Competition
Registration closes at 11:59p on 8/25
8/29 | ROUND 1 • 12p-1:30p  Zoom
ROUND 2 (Finals) • 3p-4p  Zoom
Prizes: 1st: $500 | 2nd: $250 | 3rd: $150
Finalists’ pitches will be recorded.
Videos will be shared publicly, including on social media.

Meet the Cluster & Sponsors and FREE Handshake
+ LinkedIn Headshots (Professional attire is required for photos)
8/30 | 11a-2p  Clyde Foster Multipurpose Room, NSB

Mock Fair (Freshmen + Sophomores)
8/30 | 3p-4p  Clyde Foster Multipurpose Room, NSB

Resume Reviews + Mock Interviews
8/31 | 11a-2p  Zoom
8/31 | 11a-2p  Ernest Knight Center, Reception Room

Ferguson’s Sales Leadership Program offers:

Foundational Training – With this program, you will discover what makes Ferguson an industry leader through foundational and rotational training in one of 4 training locations (VA, FL, TX, CO, AZ). You will also develop key skills in business awareness, relationship building, collaboration, consultation, inclusion, & developing self and others.

Transition: College to Career – After completing your training, you will be placed into a sales manager role, overseeing a team of sales associates or managing one of Ferguson’s 1400+ locations across the United States. Get ready to implement your skills as a leader in our rapidly changing and solution-oriented industry!

Total Rewards – Be rewarded through our competitive compensation structure, offering performance-based bonuses, financial and wellness incentives, paid time off, associate-led business resource groups, and much more.

Learn more about our Sales Leadership Program here and apply today for immediate consideration!

Contact Elizabeth McLeod (elizabeth.mcleod@ferguson.com) with questions!
The S.T.A.R. Method

S T A R

Situation
Describe the situation or event that you/your employer were faced with.

Task
What were YOU responsible for doing to address the situation?

Actions
What specific actions did YOU take to complete the tasks?

Results
What was the end result? Choose a situation that has a positive ending.

Common Behavioral Interview Questions and suggestions for answering them:

Please share a time when you set a goal for yourself and achieved it
Outline your motivation and process for setting goals and reaching objectives. Examples include earning a certain GPA or grade in a class, being chosen to join a team, winning an award, and joining an organization. Your example should show that you are ambitious, dedicated and determined.

Tell me about a difficult problem you solved at school or work and how you came to a resolution
Walk through your process for recognizing a problem and developing a solution. Conflict could be difficulty getting everyone to meet at the same time, so developing a tailored schedule; working on a project with someone who didn’t pull their weight; suggesting to your dean how xxx would streamline a process.

Tell me about a time when you made a mistake and how you handled it
Be sure to take responsibility for your actions. Share what you learned from your mistake to ensure it doesn’t happen again. Don’t get too personal in your response.

Share a time when you faced and overcame an unexpected challenge
Your answer should show your flexibility and how you react to unforeseen circumstances either at work or in other aspects of your life. Employers want staff who can quickly shift their attention and reprioritize tasks. Situations related to the pandemic could be great examples: class, work, location.

Tell me about a time when you worked on something that failed
Your answer can be about a class project, a sports competition, an exam, running for an officer’s role in high school or college.

Tell me about a time when you experienced conflict at school or work. How did you overcome it
Your answer should demonstrate your ability to stay calm under pressure, professionalism, interpersonal communication skills.

Tell me about a time when you were under a lot of stress and how you handled the situation
Your answer will help the employer determine how well you’re equipped to perform their job in a variety of stress-inducing conditions, such as when the team is understaffed, or a timeline is reduced.
We build more than vehicles.
We build careers.

Developing the workforce of tomorrow begins today. At the Alabama Auto Plant, Honda hires and trains associates with the drive and determination to build vehicles driven around the globe. By helping our associates succeed, our company succeeds – and the whole world benefits.

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Honda vehicles are made using domestic and globally sourced parts.

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Be part of our Fortune 500, $16 billion farmer-owned cooperative that is actively shaping the food and agriculture industry for the better.

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At the end of the interview, most employers ask if you have any questions...

Always, Always, Always have questions for the Interviewer.

Choose 1-3 of the following questions based on the flow of your interview. Take notes. Choose different types of questions.

- What are the characteristics of someone who would succeed in this role?
- Will you describe the day-to-day responsibilities of this role?
- If hired, what could I do to help make an impact within the first 90 days?
- How would you describe the workplace environment?
- If I were in this job, how would my performance be measured?
- What do you see as the most challenging aspect of this job?
- Have I sufficiently answered all of your questions?
- What type of training opportunities are available for new employees?

What do you like most about working here?
What opportunities for advancement do you have for high-performing employees?
How long have you worked here, and what made you accept the offer?
May I contact you if I have further questions?
What are the next steps in the process?

Need more help? YouTube has helpful videos.

AVOID saying anything negative.

Helpful tips:

- Get the employer’s email address.
- Send a thank you note within 24 hours.
- Look up the employer in LinkedIn.
- Send an invitation to connect with a brief, error-free note: It was great meeting you at the AAMU Career Fair. I hope we can keep in touch.
What do I say to Employers at the Career Fair?

- Handshake (or fist bump) - follow the employer’s preference.
- Good morning (afternoon)! My name is ___________________. I am a (freshman, sophomore, junior, senior, graduate student) majoring in ____________.
- I am also (a student athlete, member of the ________, treasurer/vice president of the ____________).  
- It’s nice to meet you. I am interested in pursuing an internship/co-op/career opportunity with your company. May I share my resume with you?

When the conversation is over, ask if you can have an item off of their table. Please don’t take anything off an employer’s table without introducing yourself.

The power to do great things

Leidos is proud to partner with Alabama A&M University’s Career Development Services to help students and alumni be successful in their search for co-ops, internships and career opportunities.

From seafloor to cyberspace, engineers are changing how we explore unchartered domains, design technology, and protect what’s most important.

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WHO WE ARE

We have provided finance and extended protection services to help Caterpillar customers make progress possible, every day.

WHO YOU COULD BECOME

We have provided finance and extended protection services to help Caterpillar customers make progress possible, every day.

INTERNSHIP OPPORTUNITIES

Interviews occur during your junior year and the internship takes place the summer leading into your senior year.

FINANCE

1. **FINANCE**
   - Interviews occur during your junior year and the internship takes place the summer leading into your senior year.
   - Minimum of 3.0 cumulative GPA in 4.0 scale
   - Paid internship
   - Project-oriented work
   - Meetings with senior leaders
   - Community service opportunities
   - Housing provided
   - Must be authorized to work in U.S.

2. **INTERNSHIP OPPORTUNITIES**
   - 9 WEEKS MAY-JULY
   - Submit your application online: CatFinancial.com/careers

3. **FINANCE**
   - Interviews occur during your junior year and the internship takes place the summer leading into your senior year.
   - Minimum of 3.0 cumulative GPA in 4.0 scale
   - Paid internship
   - Project-oriented work
   - Meetings with senior leaders
   - Community service opportunities
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   - Must be authorized to work in U.S.

FINANCE INFORMATION SERVICES

4. **FINANCE INFORMATION SERVICES**
   - Interviews occur during your junior year and the internship takes place the summer leading into your senior year.
   - Minimum of 3.0 cumulative GPA in 4.0 scale
   - Paid internship
   - Project-oriented work
   - Meetings with senior leaders
   - Community service opportunities
   - Housing provided
   - Must be authorized to work in U.S.

INFORMATION SERVICES

5. **INFORMATION SERVICES**
   - Interviews occur during your junior year and the internship takes place the summer leading into your senior year.
   - Minimum of 3.0 cumulative GPA in 4.0 scale
   - Paid internship
   - Project-oriented work
   - Meetings with senior leaders
   - Community service opportunities
   - Housing provided
   - Must be authorized to work in U.S.

FOUNDATION PROGRAMS

6. **FOUNDATION PROGRAMS**
   - Interviews occur during your junior year and the internship takes place the summer leading into your senior year.
   - Minimum of 3.0 cumulative GPA in 4.0 scale
   - Paid internship
   - Project-oriented work
   - Meetings with senior leaders
   - Community service opportunities
   - Housing provided
   - Must be authorized to work in U.S.

INDUSTRIES SERVED

- Mining
- Forestry
- Construction
- Oil & Gas
- Government

MAJORS INCLUDE

- Business Administration
- Finance
- International Business
- Marketing

REQUIREMENTS

- Submit your applications online: CatFinancial.com/careers

- 3-4 year program with rotational assignments in application, infrastructure, or security teams within the Information Services Department. This program is designed to build a strong career foundation in Information Services.

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- A 4-year program with intentional rotational assignments. This program helps you take on core business and build a strong career foundation. At the end of the foundational program, you will have identified your career path, with the potential to include international assignments.

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INFOGRAPHIC

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AAMU Students, we’re hiring 2023 Intern and Entry Level positions!

Use the links below to apply for our HBCU requisitions today!

- HBCU Engineering Intern
- HBCU Business Intern
- HBCU Supply Chain Intern
- HBCU Information Tech/Data Analytics Intern

https://www.catfinancial.com

EEO/AA - Cat Financial is an Equal Opportunity Employer. All qualified individuals – including minorities, females, veterans and individuals with disabilities – are encouraged to apply.

Scan here to join our Talent Network!
Be Camera-ready

Career Development Services hosts virtual employer events throughout the semester. The Virtual Career Fair will be comprised of 1:1 sessions with employers and 30-minute group sessions, which will be comparable to information sessions.

Be Punctual.
Know the time zone of the interview. Arrive early. Being on time is considered late.

Be Present.
Body language communicates loudly and clearly. Look into the camera when you’re talking to employers. Good posture shows attentiveness; slouching and looking around can give the impression that you’re not very interested. Be careful with hand gestures because they can be a distraction.

Be Informed.
Conduct research on employers in advance. Google the company and industry, and go to the employer’s website. If you have the recruiter’s name, look for their LinkedIn profile. Have several questions ready in case someone asks your question or the employer provides the answer. Have a pen and paper with you so you can take notes and jot down new questions that come to mind.

Be Confident.
Knowing yourself and something about the employer will allow you to present yourself with confidence.

Be The Focal Point
Minimize background distractions. The recruiter will be taking note of everything they see, and you want the emphasis to be on YOU, not your background. Have a clean, neutral background. Be sure to sit at a table or desk.

Your Virtual Presence

AAMU Virtual Backgrounds
If you need a clean, simple background, Click Here to use one that has been provided by AAMU.
Be Tech-ready

Test Your Internet + Video Connection in Advance

Use a desktop, laptop or propped-up tablet instead of a smartphone that will need to be held throughout the conversation.

- Download and familiarize yourself with the necessary software.
- Test your technology and practice at least one day before a virtual meeting with an employer.

Make sure that your internet connection is functioning and that your audio and video are working properly.

When you join ServiceNow, the world works.

At ServiceNow, our technology makes the world work for everyone, and our people make it possible. Our diverse team is changing the world with products that make a meaningful impact on people and communities. We deliver digital workflows that create great experiences and unlock productivity.

Our People Pact

- We welcome and celebrate you
- Do your best work
- Fulfill our purpose together

Dreaming big is what we do.

We’re humbled

Bring your full self to work. Check out our careers page to find the perfect role for you.
There aren’t many employers recruiting for my major. **What Should I Do?**

- **Surf the Net**
  Many universities with professional programs, and industry-related organizations host summer programs. You can search for them online or reach out to your CDS career counselor for assistance.

- **Search Handshake**
  Some employers that don’t attend career fairs post positions in Handshake. Take time to create your profile; many positions in your inbox are based on your interests.

- **Meet with your CDS Career Counselor**
  We’re located in the Patton Building, Room 101.
Handshake is a platform for college students and recent grads. More than 500,000 employers post internships, co-ops and entry-level career opportunities on Handshake. College career placement offices use Handshake to connect students with employers, and to host virtual career fairs, information sessions and other events.

Employers reach out to students directly through Handshake if they have profiles that align with their employment opportunities. Therefore, it is important for students to have complete profiles and resumes posted.

Check this out:
- General information on Handshake
- Virtual Career Fair Tip #1 and Tip #2
- Info showing how to use Handshake’s Mobile App

LinkedIn is the world’s largest virtual professional network. Use LinkedIn to:
- Find an internship or career opportunity
- Establish and strengthen professional relationships
- Build their brand through personal posts
- Take courses to develop skills needed to succeed in their career

A complete LinkedIn profile will help you connect with opportunities by showcasing your unique professional story through experience, skills, and education. You can also use LinkedIn to join groups, post photos and videos, and more.

Learn how to set up a LinkedIn profile: Example #1  Example #2  Example #3
Networking will probably be the single most effective method of advancing your career throughout your work life, because it plays a role in the many hiring decisions.

Never underestimate who might be able to help you advance your career. Seek opportunities to meet people. Brief, casual encounters can lead to your next career opportunity.

Bulldog Introduction
Develop + practice your Bulldog Introduction, which is comparable to a 30-second elevator pitch. Differentiate yourself. Examples are below.

» Hello! My name is Bull Dog. I am a senior double majoring in Computer Science and Business Administration at Alabama A&M University. How are you doing today?

» Good afternoon! My name is Bull Dog. I am a junior majoring in Food Science at Alabama A&M University. I am president of the The Food Science Club and have completed two internships in my field. It’s nice to meet you.

» Good morning! I am Bull Dog, a sophomore majoring in Social Work at Alabama A&M University. I am the treasurer of the Honors Program. It’s a pleasure to meet you.

Sample questions to ask while networking:
(Start with one question and go with the flow. It’s a conversation, not an interview)

• How are things going? What brings you here?
• What do you do?
• How long have you worked there?
• What made you choose to work there?
• What do you like/dislike most about your work?
• What type of professional and personal skills does it take to succeed in this field?
• What charitable cause are you passionate about?
• What do you see as the major issues/trends in the field today?
• What do you wish you had known about your profession before you started?
• What books would you recommend that I read?
• What suggestions do you have for students regarding their job search strategy?
• Can you recommend any classes that I take?
• May I keep in contact with you?
BRIDGING THE GAP

INTERN with MDOT
Apply today!

Thank You