



Bulldog Ready

CAREER GUIDE

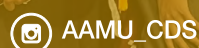
Spring 2024



Gain Bulldog Confidence!



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AAMU_CDS



AAMUCDS



AAMUCDS

A man with a beard and glasses, wearing a grey sweater, is leaning over a desk in a laboratory or workshop. He is holding a small red object in his right hand and has his left hand on a computer mouse. On the desk, there are two computer keyboards, a white bottle, and a blue container. To the right of the man is a large computer monitor displaying a blue square with a black border and a grid of small squares. Below the monitor is a microscope with a yellow coiled cable. In the background, there are various pieces of equipment, including a rack of electronic components and a blue container. The scene is dimly lit with a blue tint.

NGT

NORTHROP GRUMMAN

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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.



Office of The Vice President
for Student Affairs

January 2024

Thank you for participating in the Spring 2024 Career Week at Alabama A&M University (AAMU). We appreciate your partnership with the university and Career Development Services (CDS).

Students at Alabama A&M University are receiving an excellent education. The 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. We have accredited academic programs that prepare our students to hit the ground running in all sectors.

Students at Alabama A&M University are also being prepared for workplace success. This guide, coupled workshops, programs, and events like Career Week that are hosted by CDS, help to ensure that students have the guidance and support needed to secure and succeed in internships, co-ops, and career opportunities.

Special thanks to the Career Week sponsors and Industry and Government Cluster members for investing time and resources in support of our students. Thank you to the Career Development Services team for your hard work and commitment to hosting Career Week and many other events throughout the semester.

In the Division of Student Affairs, we aim to meet students where they are, and to help them exceed expectations. We truly believe that students who enroll at Alabama A&M University can Start Here. Go Anywhere.

Yours in the pursuit of excellence,

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



of Tennessee

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GREAT EXTRAS

On our campuses, interns can enjoy our free gym and fitness classes, business casual dress code, dining options and more.*



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Bulldog Ready

CAREER GUIDE

Spring 2024

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Always, Always, Always
have questions for the interviewer.



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Greetings!

Welcome to the Spring 2024 Career Week at Alabama A&M University (AAMU)! The Career Development Services (CDS) team is delighted to welcome you to The Hill, in-person and virtually. The in-person career fair is sold out again! We are honored that employers have deemed Alabama A&M University to be a university of choice.

The CDS team will host more than 40 events this semester. The majority of them are in collaboration with employers. Those events, coupled with this virtual guide, help our Bulldogs prepare to be successful in their search for internships, co-ops, research opportunities, and career opportunities.

To every employer participating in the Spring 2024 Career Week, and other events this semester, thank you for your support!

To our SPONSORS and Industry and Government Cluster Members, thank you for your partnership. We sincerely appreciate your willingness to go above and beyond to support our Bulldogs.

To our Bulldogs, we encourage you to seize every opportunity that is presented to you. It warms our hearts to see alumni on the other side of the employer booths recruiting Bulldogs! We look forward to receiving updates on the students that you hire.

If there's anything that I or anyone on the CDS team can do to support you, please don't hesitate to let us know. I can be reached at 256.372.8182 or yvette.clayton@aamu.edu.

Start Here. Go Anywhere.



Yvette S. Clayton
Director, Career Development Services



Thank You

Career Development Services thanks the Spring 2024 Career Week sponsors for their commitment, partnership and support.

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Spring 2024 Career Week

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FEBRUARY

Virtual Career Fair**

Handshake

2/6 | 10a-2p

Resume Reviews

Ernest Knight Center, Reception Room

2/7 | 11a-2p

Speed Networking + Reception*

Ernest Knight Center, Reception Room

2/7 | 3p-5p

Career Fair**

Student Health and Wellness Center Gym

2/8 | 10a-2p

Interview Day**

Student Health and Wellness Center Gym

2/9 | 8a-3p

*Professional Attire is Required

**Business Casual Attire is Encouraged

^BTS will provide transportation to and from the event



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How to Prepare for a Career Fair

Understand the Assignment: Ten Tips to "Crush It" at Career Fairs

1

Create/Update your resume; bring lots of copies.

2

Create/Update your LinkedIn profile - it's an extension of your resume.

3

Attend pre-fair workshops and other events hosted by CDS.

4

Research participating employers. Hint: Use Google, Handshake or LinkedIn.

5

Practice your Bulldog Introduction/Elevator Pitch (20 seconds or less).

6

Get comfortable with networking by talking to yourself in the mirror or speaking to a CDS counselor.

7

Create a game-day plan. Advice: Keep an open mind about different industries.

8

Prepare questions and bring a notepad and pen.

9

Dress for Success: +Business attire wins.

10

Request business cards or names for LinkedIn; follow up and keep in touch.

Bottom line: the goal is to network, secure internships, co-ops, and career opportunities, and make a lasting impression. Preparation, presentation, and a positive attitude will set you apart.

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How Do I Sign Up for the Virtual Career Fair?

1

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



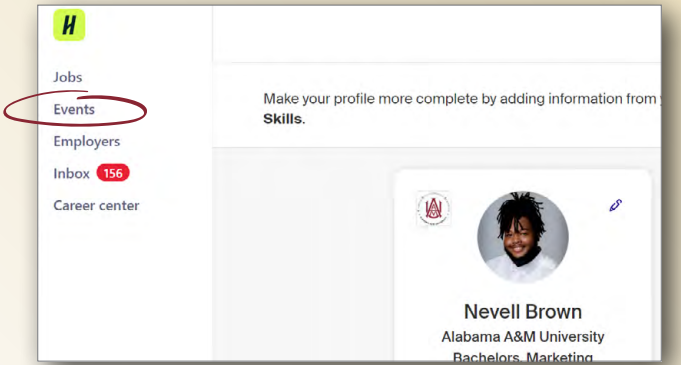
2

Customize and complete your profile

- Upload your resume
- Make your profile public
- Be sure to check your inbox; employers contact students directly

3

Click Events



4

Check out the Upcoming Career Fairs

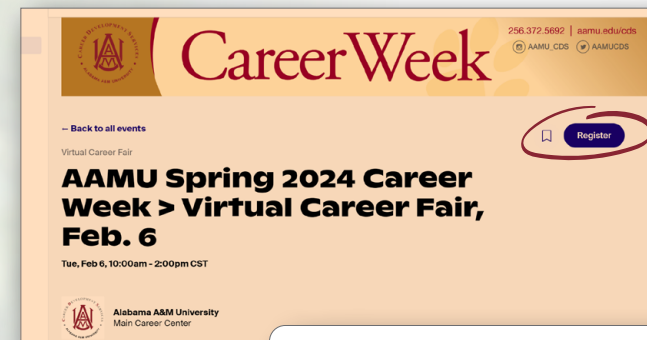
- Click on the events to see the employers participating in the career fairs
- Follow employers and start your research early!



5

For the Virtual Career Fair, read the FAQs and check out the video if needed

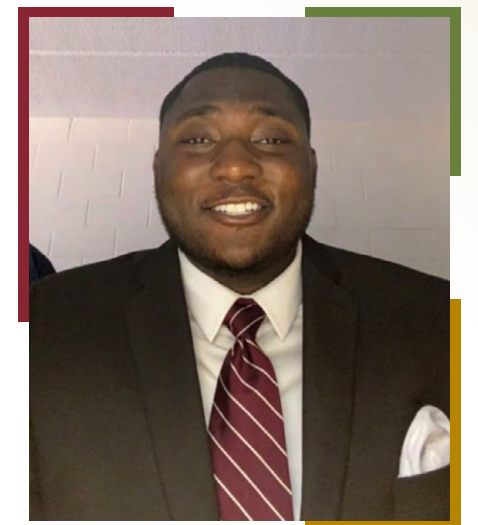
- Click REGISTER
- Review the Employer Sessions
- Select Group Sessions (30 minutes) and Individual Sessions (10 minutes) with as many employers as you can



6

Click Your Schedule to see your sessions

On the day of the Virtual Career Fair, click on the links provided by employers



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!

Watch the video for more information.



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.



AAMU Virtual Backgrounds

If you need a clean, simple background, [Click Here](#) to use one that has been provided by AAMU.

Your Virtual Presence

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.

Congratulations! Shoot your SHOT

Spring 2023 Elevator Pitch Winners



2nd place: \$250
McKelton Johnson
Junior,
Business Administration



1st place: \$500
Chance Williams
Sophomore,
Computer Science



3rd place: \$150
Kylee Cambric
Senior,
Electrical Engineering



3rd place: \$150
Thabo Traore
Freshman,
Computer Science

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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.



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THE RIGHT WAY

1500 32nd Avenue North, Birmingham, Alabama 35207

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.



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.



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With the 787 Dreamliner, our people created the world's most innovative commercial airplane family flying today. Join us and help build the future.

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[HBCU Business Intern](#)
[HBCU Supply Chain Intern](#)

[HBCU Engineering Entry Level](#)
[HBCU Finance Intern](#)
[HBCU Information Tech/Data Analytics Intern](#)

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Scan here to join our Talent Network!



Spring 2024 Calendar of Events



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JAN/2024

Career Preparedness Week

In partnership with the Career Fair Sponsors and Industry & Government Cluster



1/16 | 11a-2p Ernest Knight Center, Reception Room
**Meet the Cluster & Sponsors +
Free Graduation + Handshake + LinkedIn Headshots**

Professional attire (waist up) is required for photos



1/17 | 11a-2p Zoom + Ernest Knight Center, Reception Room
Resume Reviews + Mock Interviews

*Join Virtual
Interviews Here*



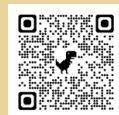
1/18 | ROUND 1 • 12:30p-2p Zoom
Note: The deadline to sign up for Round 1 is January 12th at 11:59pm
ROUND 2 • 3p-4p
(Finalists' Pitches - Open to the Public)

Shoot Your Shot, 30-Second Elevator Pitch Competition

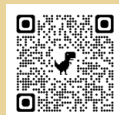
Prizes: 1st: \$500 | 2nd: \$250 | 3rd: \$150

(Finalists' pitches will be recorded. Videos will be shared publicly, including on social media.)

*Register Here
for Round 1*



*Final Round
Open to the Public*



JAN/cont...

VIRTUAL CAREER FAIR WALK THROUGH

1/30 | 12:30p-2:00p CDS, Patton Building Room 101 + Zoom



**Refreshments will be served*

***Business attire is required*

FEB/2024

CAREER WEEK

Virtual Career Fair**

2/6 | 10a-2p Handshake

Resume Reviews

2/7 | 11a-2p Ernest Knight Center, Reception Room

Speed Networking + Reception*

2/7 | 3p-5p Ernest Knight Center, Reception Room

Career Fair**

2/8 | 10a-2p Student Health and Wellness Center Gym

Interview Day**

2/9 | 8a-3p Student Health and Wellness Center Gym

TENNESSEE VALLEY AUTHORITY (TVA) DAY*

2/21 | TBA

MAR/2024

**EMPLOYER OFFICE HOURS:
RESUME COMPLETION**

3/6 | 10a-3p CDS, Patton Building, Room 101

NORTHROP GRUMMAN DAY*

3/7 | TBA



Disney Information Session*

3/19 | 12:30p-1:45p Welcome Center, 1st Floor Conference Rm.

**SEE YOU AT THE
WORK-IT
WEDNESDAY
PANEL
DISCUSSIONS**

Sponsored by: Enterprise Mobility™



1/31 | 4p-5p Zoom
**Graduate & Professional
School Admissions
Strategies**



2/14 | 4p-5p Zoom
**Conquering the Imposter
Syndrome**



3/20 | 4p-5p Zoom
**Managing Finances from
College to Career**



4/3 | 4p-5p Zoom
**Evaluating & Negotiating
a Job Offer**



4/17 | 4p-5p Zoom
**Adulting: Transitioning
from a Student to a
Professional**

MAR
cont...

**EMPLOYER OFFICE HOURS:
VIRTUAL RESUME COMPLETION**
3/20 | 10a-3p *Zoom*



**BEHAVIORAL SCIENCES, HUMANITIES & PUBLIC
AFFAIRS CAREER FAIR****
3/21 | 2p-5p *Ernest Knight Center, Reception Room*

**YOUTH MOTIVATION TASK FORCE MENTORING
PRE-EVENT***
3/28 | 4p-5:30p *Welcome Center, 1st Floor Conference Rm.*

APR
2024

YOUTH MOTIVATION TASK FORCE, OUTREACH PROGRAM (YMTF)

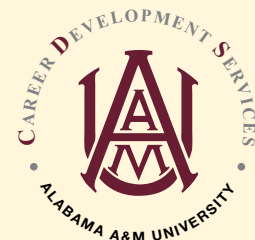
YMTF Classroom Presentations
4/8 | 8a-5p *Campus-Wide*

YMTF Resume Reviews + Practice Interviews
4/8 | 2p-4p *Ernest Knight Center, VIP Dining Room*

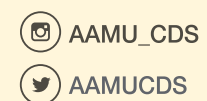
YMTF Mentoring Networking Event* **
4/8 | 4p-5:30p *Ernest Knight Center, Reception Room*

YMTF Classroom Presentations
4/9 | 8a-2p *Campus-Wide*

**Refreshments will be served **Business attire is required*



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Patton Building, Rm. 101



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Your Brand

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.

Attire	Description
Business Casual	Casual blazer Polo or button-down shirt, sweater set, or blouse Khakis, dress pants, or skirt Simple jewelry Comfortable shoes (no gym shoes)
Business Attire	Dark suit with a light shirt or tailored dress Conservative tie Simple jewelry Conservative shoes



We're here to take **your talents** to new heights

Just what is it that you're looking for from your career? Whether it's constant growth and development, meaningful work, opportunities for promotion or just colleagues you can have fun with along the way, one thing is for certain; you'll find it all (and much more) here at Enterprise Mobility™. All you need to do is bring your personality, enthusiasm, talent and team spirit along for the ride, and we'll help with the rest. After all, we are the experts in helping people get to where they want to be.

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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, GA, 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!



I have an interview Now what do I do?!



Congrats! Breathe. Relax. Research. Practice. Repeat.

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

Traditional questions are usually pretty straight forward. 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?*

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

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?*

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?*

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?*

Be sure to check out the employer's website and look them up online.

Always answer Behavioral questions with the STAR Method.

The S.T.A.R. Method

Situation

Task

Actions

Results

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.

The S.T.A.R. Method

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 their 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.

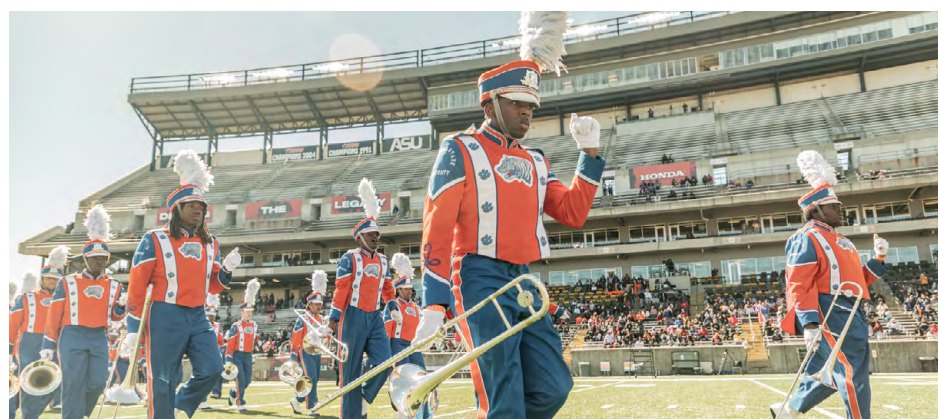
Tell me about a time when you experienced conflict at school or work. How did you overcome it

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.





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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.*



Spring 2024 Career Week

► VIRTUAL

2/6 | Virtual Career Fair*

10a-2p Handshake

► Be sure to use a quiet space with a plain background

► IN-PERSON

2/7 | Resume Reviews**

11a-2p Ernest Knight Center, Reception Room

2/7 | Speed Networking + Reception**

3p-5p Ernest Knight Center, Reception Room

2/8 | Career Fair* ^

10a-2p Student Health and Wellness Center Gym

2/9 | Interview Day**

(By employer invitation only)

“I’ll see you at Career Week!”

*Business attire is required

**Business casual attire is encouraged

^BTS will provide transportation

Patton Building, Room 101 | 256.372.5692 | aamu.edu/cds



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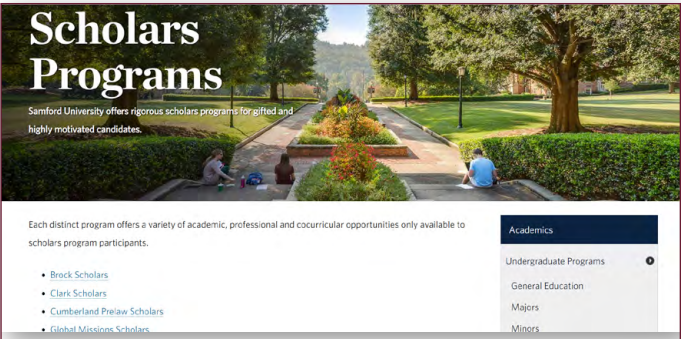
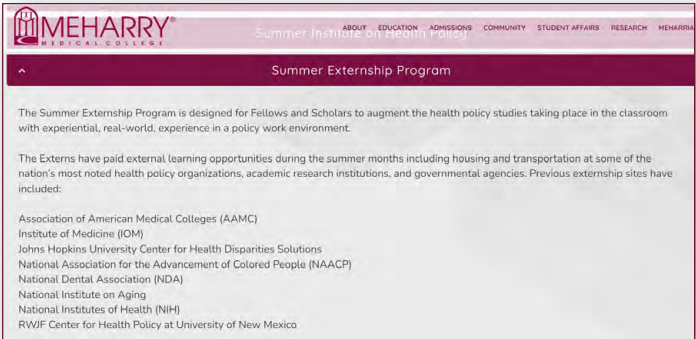


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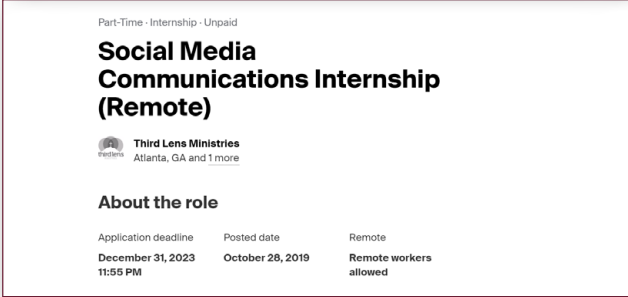
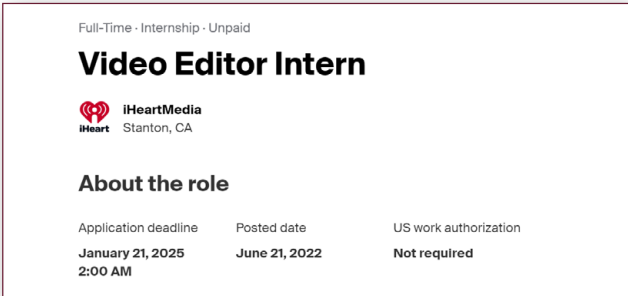
There aren't many employers recruiting for my major. *What Should I Do?!!*



- **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.

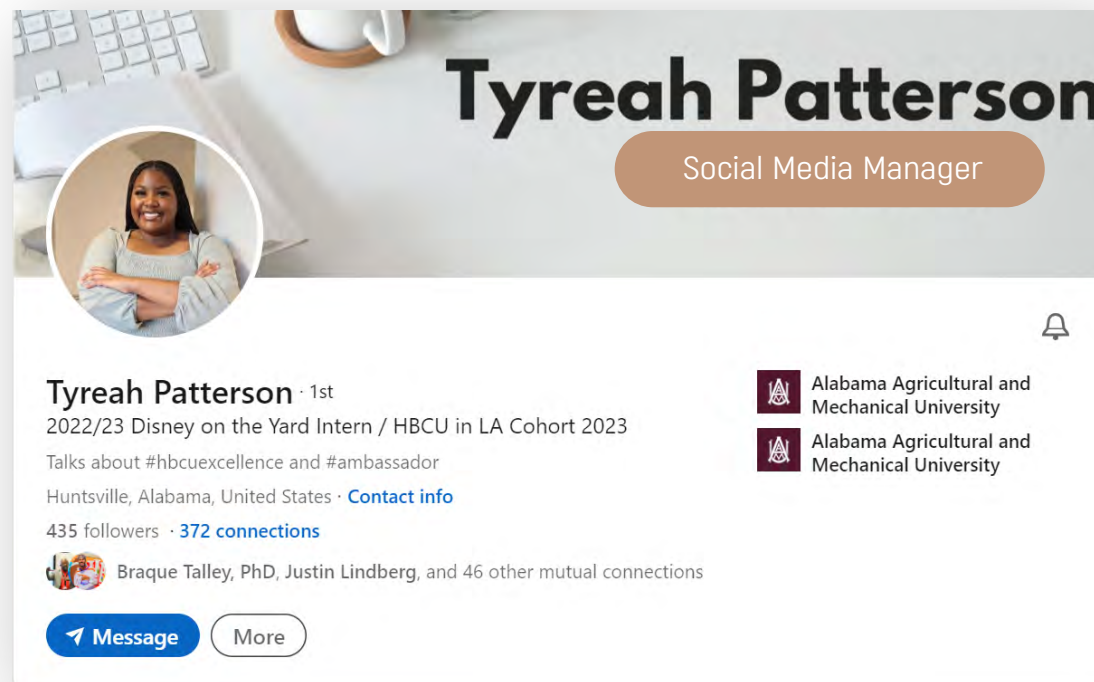


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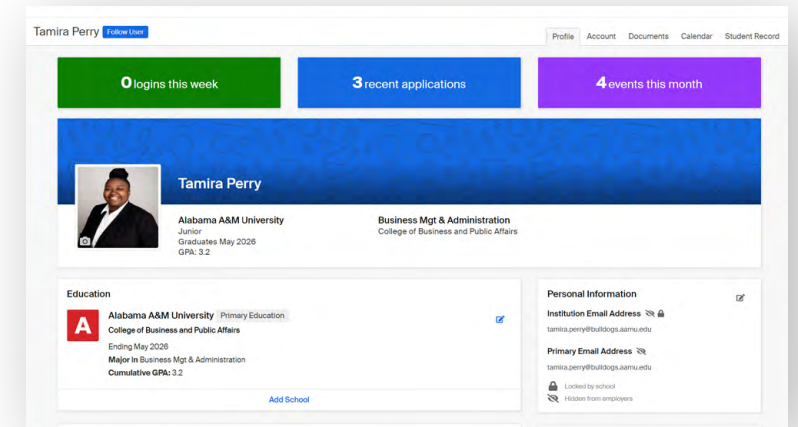


Which one do I need?

Answer: **BOTH**



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](#)



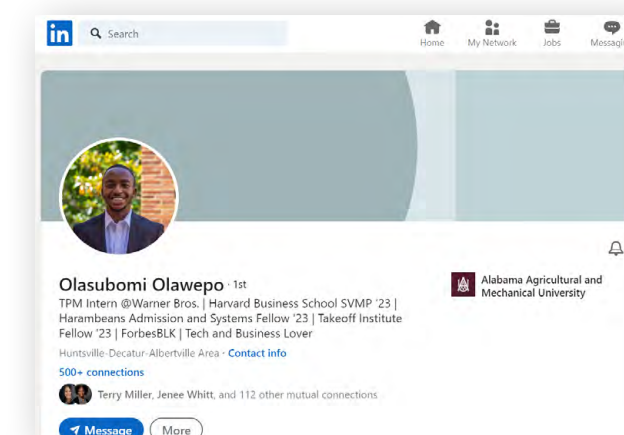
LinkedIn is the world's largest virtual professional virtual network.

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](#)



NET WORK ING

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?



AAMU Students, **EBSCO is hiring interns for Summer 2024!**

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