



10 THINGS YOU SHOULD KNOW ABOUT THE CAREER CENTER



Career Center
MISSOURI STATE UNIVERSITY

Carrington Hall 309 | Glass Hall 276
careercenter.missouristate.edu
417-836-5636

10 THINGS YOU SHOULD KNOW ABOUT THE CAREER CENTER

1. Who We Are
2. Career Counseling
3. IDS 120
4. What Can I Do With This Major?
5. Résumé & Cover Letter Support
6. Handshake: Job & Internship Search
7. Mock Interviews & Big Interview
8. LinkedIn
9. GoinGlobal
10. Career Events



OUR VISION

All **Missouri State Bears** empowered for lifelong career success

OUR MISSION

To provide comprehensive career development services to students along their path to life-long success by fostering partnerships among students, employers, faculty and staff

1. WHO ARE THE CAREER RESOURCES SPECIALISTS

ALIGNED WITH ACADEMIC COLLEGES



Sherry Elkins

Reynolds College
(humanities, social sciences, criminology)



Danelle Maxwell

Natural & Applied Sciences; Agriculture



Gretchen Gawron

College of Business



Rebekkah Wall

McQueary College of Health and Human Services



Megan Krom

Reynolds College (arts & communication); Education



Brandon Gash

Assistant Director; College of Business

2. CAREER COUNSELING

- What are your likes/dislikes?
- What are you good at?
- What is important to you?
- What activities cause you to lose track of time?

It's never too early to
visit the Career
Center!



3. IDS 120: *EXPLORING MAJORS AND CAREERS*

- Designed to assist students in learning the process for making meaningful academic and career choices that are aligned with their unique strengths, interests, values, and personality
- Students participate in self-assessments, major and career exploration, and decision-making activities
- One credit hour elective



4. WHAT CAN I DO WITH THIS MAJOR?

Museums and Archives >

Archaeology >

Government >

Nonprofit >

Business >

↩ Back

? What Can I Do With This Major?

Anthropology / Archaeology

Anthropology is the study of humanity and culture and focuses on all aspects of the human condition: past, present, and future while archaeology studies the artifacts associated with culture across time. Coursework includes studying about human behavior, history, sociology, linguistics, biology, and research methods.



Professional Associations

- [American Academy of Forensic Science](#)
- [American Anthropological Association](#)
- [American Association of Physical Anthropologists](#)
- [International Society of Appraisers](#)
- [National Association of Student Anthropologists](#)
- [Society for American Archaeology](#)
- [Society for Historical Archeology](#)

Related Resources

- [Careers in Archaeology](#)
- [Careers in Physical Anthropology](#)
- [FAQ About Careers in Archeology](#)

Occupational Outlook

- [Anthropologists and Archeologists](#)
- [Archivists, Curators, and Museum Workers](#)
- [Teachers-Postsecondary](#)

Employment Opportunities

- [American Anthropological Association Job Postings](#)



5. RÉSUMÉ & COVER LETTER SUPPORT

DROP-IN HOURS

RESUME & COVER LETTER REVIEWS

MONDAY-FRIDAY

1:00-4:00 pm

(when classes are in session)

IN PERSON:

Carrington 309

REMOTE:

Zoom

<https://bit.ly/3ojyRd6>



CareerCenter
MISSOURI STATE UNIVERSITY



(555) 555-1234 samplestudent@live.missouristate.edu www.linkedin.com/in/samplestudent

Boomer Bear
Springfield, Missouri

EDUCATION
Missouri State University, Springfield, Missouri
Bachelor of Science in Finance
Minor in Accounting
Expected Graduation Date: May 20XX
GPA: 3.5/4.0

EXPERIENCE
Foster Recreation Center Student Supervisor
MSU Foster Recreation Center, Springfield, Missouri
August 20XX-Present
Create and distribute education materials about exercise and wellness in addition to planning wellness events for students, faculty and staff
Manage a team of 8 students per shift to ensure the campus recreation center operates effectively in the absence of full-time staff

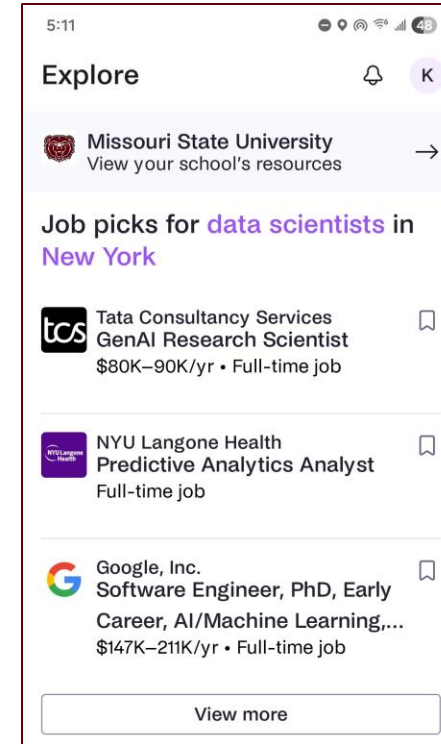
Pepsi Americas Beverages Intern
PepsiCo/Pepsi Americas, St. Louis, Missouri
May 20XX-August 20XX
Efficiently managed 5 team members to support activities involved in development and execution of cost sourcing solutions
Executed the demand planning process to support all facets of the forecasting process in order to achieve high accuracy and to maintain quality customer service
Partnered with various supply chain finance and logistics teams to gather and process data
Delegated project duties to other interns as the project lead

Global Competition Intern
Global Company LLC, St. Louis, Missouri
May 20XX- September 20XX
Created outreach plans to individuals to increase the awareness among key individuals of the program and successfully increased client traffic by 12%
Established and fostered relationships with accelerators, incubators, and others in the entrepreneurship space to increase the number and quality of entrepreneurs
Maintained internal databases for contacts made at various institutions

ORGANIZATIONS
Outreach Chair
Beta Beta Beta Honors Fraternity
August 20XX- Present
Increased members by 13% and promoted club activities through classroom presentations, social media, and networking
Vice President of Membership and Communication
Student Activities Council
September 20XX- May 20XX
Oversaw leadership development programs by planning meetings, executing goals, and delegating tasks to board member group of 6 students
Raised over \$10,000 through fundraising outlets through partnerships with local businesses

6. HANDSHAKE: JOB & INTERNSHIP SEARCH

- Create a professional profile
- Find & apply for jobs and internships
- Register for events
- Connect with employers and the Career Center



Handshake

7. MOCK INTERVIEWS



Demoville University | My Dashboard | Interviews | Resumes

← Back to interviews

0/8

Account Management Level 2

1. Describe a situation in which you were able to handle a dissatisfied client. ☐

2. Knowing what you know now walk me through what you would have done differently to have had more success in your career. ☐

3. What is your track record in delivering on revenue targets and customer satisfaction rates? ☐

4. If you could snap your fingers and change one thing about your personality what would it be and why? ☐

5. Tell me about the largest or most important project you have worked on and how you did you manage it from start to finish? ☐

6. If I were to call your current or former VP how would they describe what you've done well and... ☐

Describe a situation in which you were able to handle a dissatisfied client. Question 1 of 8

Record your answer for this question

Start Recording

Please select another video source if the default one is not working:

FaceTime HD Camera

Back Next question

ALL MAJORS MOCK INTERVIEW DAY



10TH

9AM-3PM

**PSU 3RD FLOOR
WEST BALLROOM**

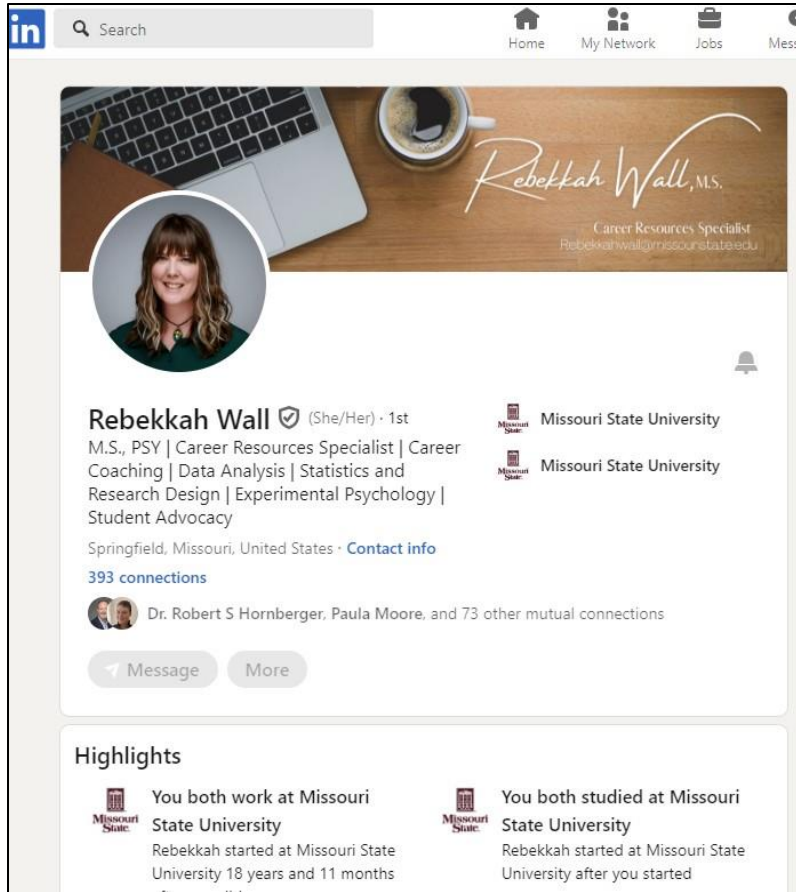
**Sign up for a 30min time slot
(by March 26th)*

Friday, April 10th

- Practice your interview skills
- Get immediate feedback!
- Register today at
bit.ly/mockinterviewspring26

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8. LINKEDIN

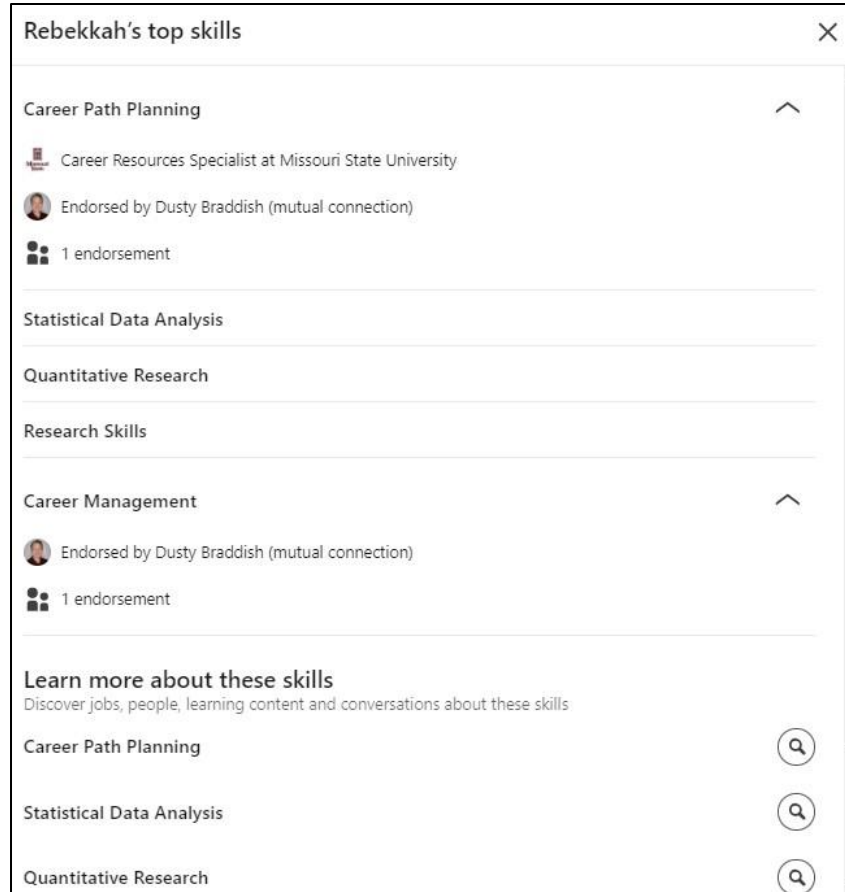


The screenshot shows the LinkedIn profile of Rebekkah Wall. At the top is a banner image with a laptop and coffee, and her name 'Rebekkah Wall, M.S.' in a script font. Below the banner is a circular profile picture of her. To the right of the picture is a notification bell icon. Below the picture, her name 'Rebekkah Wall' is followed by a verified badge and '(She/Her) · 1st'. Her title is 'M.S., PSY | Career Resources Specialist | Career Coaching | Data Analysis | Statistics and Research Design | Experimental Psychology | Student Advocacy'. Below this is her location 'Springfield, Missouri, United States' and a 'Contact info' link. It shows '393 connections' and a list of mutual connections including 'Dr. Robert S Hornberger, Paula Moore, and 73 other mutual connections'. At the bottom, there are 'Message' and 'More' buttons. The 'Highlights' section shows two items: 'You both work at Missouri State University' and 'You both studied at Missouri State University', both with the Missouri State University logo.

Rebekkah Wall (She/Her) · 1st
M.S., PSY | Career Resources Specialist | Career Coaching | Data Analysis | Statistics and Research Design | Experimental Psychology | Student Advocacy
Springfield, Missouri, United States · [Contact info](#)
393 connections
Dr. Robert S Hornberger, Paula Moore, and 73 other mutual connections
[Message](#) [More](#)

Highlights

-  You both work at Missouri State University
Rebekkah started at Missouri State University 18 years and 11 months
-  You both studied at Missouri State University
Rebekkah started at Missouri State University after you started



The screenshot shows a modal window titled 'Rebekkah's top skills'. It lists three skills: 'Career Path Planning', 'Statistical Data Analysis', and 'Quantitative Research'. Each skill has a list of endorsements, including 'Career Resources Specialist at Missouri State University' and 'Endorsed by Dusty Braddish (mutual connection)'. There is a '1 endorsement' count for each skill. At the bottom, there is a section titled 'Learn more about these skills' with the text 'Discover jobs, people, learning content and conversations about these skills'. Below this, the three skills are listed again with search icons.

Rebekkah's top skills

Career Path Planning
Career Resources Specialist at Missouri State University
Endorsed by Dusty Braddish (mutual connection)
1 endorsement

Statistical Data Analysis

Quantitative Research

Research Skills

Career Management
Endorsed by Dusty Braddish (mutual connection)
1 endorsement

Learn more about these skills
Discover jobs, people, learning content and conversations about these skills

Career Path Planning
Statistical Data Analysis
Quantitative Research

9. GOINGLOBAL

[Career Guides](#)[Jobs](#)[Internships](#)[H-1B & OPT](#)[Employer Directory](#)[Webinars](#)[English](#)[Login](#)

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GoinGlobal

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Boost your cultural IQ

- Compare cultures with 160+ countries
- Build global skills with interactive tools
- Earn a certificate to share on LinkedIn
- Prepare for global work & study success

[Get started and explore now](#)

Webinars

From Campus to
Career: F-1 to H-1B to
Green Card

[Webinar Replay](#)[More](#)[View all webinars](#)

What's new



Posted on April 21

Thinking about studying in Sweden? The rules are changing from June 2026

Sweden is introducing new immigration rules from June 2026, and they affect international students differently depending on what you're studying. For doctoral students and researchers, the changes are largely positive. They would gain more flexible residence permits, an easier path to switch permit types without leaving the country, and access to permanent residency after three years of continuous residence. [Read more](#)



Posted on April 20

International students in Canada no longer need a co-op work permit

As of April 1, 2026, international students in Canada no longer need a co-op work permit to participate in authorized co-operative education programs. [Read more](#)



Did you know?

The majority of job searches in Brazil are not conducted directly by the hiring company itself, but by specialized recruitment and selection consultancies. You may find that favoritism is less direct when you search for a job this

10. CAREER EVENTS

**NEXT SEMESTER
AT THE Career Center**
MISSOURI STATE UNIVERSITY

FEB 10 | COB RESUME CAFE

FEB 10 | COB MOCK INTERVIEW DAY

MAR 4 | JOB & INTERNSHIP CAREER EXPO

COLLEGE OF NATURAL + APPLIED SCIENCES

RESUMÉ CAFE

BRING YOUR RESUME +
WE'LL BRING THE COFFEE.

WEDNESDAY,
NOVEMBER 2ND
11AM-2PM

TEMPLE HALL
NEAR THE PIT

Career Center
MISSOURI STATE UNIVERSITY

JCPenney

Suit-Up Event

JC Penney Suit Up Event
Sunday, Aug. 28th, 3-6pm

Up to 50% off!*

Battlefield Mall | JCPenney West Entrance

Meet us at JCPenney for exclusive discounted pricing on business casual + professional clothing + accessories!

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**PITCH PERFECT:
MAKING CONNECTIONS COUNT!**

LEARN FROM A PANEL OF EXPERTS

Vicki MacDonald
Talent Acquisition & Retention Specialist
KPM CPAs & Advisors

Trey Lewis
Early Career Programs Lead
O'Reilly Auto Parts

Reece Crabtree
Recruiter
First Residential
Independent Mortgage

**HEALTH PROFESSIONS
CAREER FAIR**

Thursday, October 3rd, 2024
12:00-4:00pm
McQueary Family Health Sciences Hall

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WELCOME STUDENTS AND EMPLOYERS TO THE
MISSOURI STATE UNIVERSITY

**Job & Internship
CAREER FAIR**

WED. MARCH 4TH
10AM-2PM

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BONUS 11 & 12!

WHERE WE ARE LOCATED



Career Center
MISSOURI STATE UNIVERSITY



HOW TO MAKE AN APPOINTMENT

By Phone

417-836-5636

Handshake

missouristate.joinhandshake.com

Via email

careercenter@missouristate.edu

In-person

Carrington Hall 309 or Glass Hall 276

Bookmark us in
My Missouri State!



Career Resources

[Handshake](#)

Search for internships and full-time jobs, sign up for events, and make appointments with the Career Center

[Big Interview](#)

Practice your interview skills

[Drop-In Zoom Room](#)

Chat with Career Center ambassadors M-F 1-4pm

[GoInGlobal](#)

Toolkits for finding internships and jobs in the U.S.

