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USM CAREER SERVICES COUNSELOR EDUCATES CLASS

A USM career services counselor spoke with a public relations class on Tuesday afternoon about resume writing and interviewing skills.

Olivia Miller talked about the importance of incorporating skills in work experience descriptions. She said, "Use transferable skills. Employers prefer to list skills in experience section than a skills section."

Miller discussed the 10 most common mistakes on a resume. They include using periods and pronouns, misspelled words, inconsistent formatting, improper verb tense and including reference. She said that references could be included on a separate sheet by itself in the same format as the resume.

When asked about was type of references, Miller said, "The references don't need to be the boss of a job. I suggest to get different references. At your level, I recommend getting an academic reference. The purpose is to show you in different areas."

Miller explained the purposes of interviews. She said the reasons are to assess whether your reported experience matches your actual experience, to learn more about your experience and evaluate your qualifications, to assess elements of fit and to allow the candidate an opportunity to ask questions. Miller said, "Even though it's old fashioned, writing a thank you note is always good."

There are three stages to an interview: the pre-interview preparation, the interview and the follow up. The pre-interview preparation include researching everything about the company. The interview is the interview itself. The follow up is sending a thank you note or calling within a reasonable amount of time.

A common mistake during an interview is introducing a negative trait or characteristic. Miller said, "You don't want to be like: 'I'm not the best at that and I don't think I can do that.' Always try to stay positive when talking about yourself. You're trying to market yourself."

Another mistake is contributing extra information about yourself. “You don’t want to go into a tangent or go into a rabbit hole,” Miller said, “You want to answer the question without leaving out important information and without giving too much.”

“Unless they hire you on the spot, don’t ask about salary,” Miller said. She advised to not ask about the salary of the position that is being interviewed. She advised to wait until they hire you and then ask about the salary.

To get a bases of how the salary is for the position, research them. “Do research on salaries. I like to go to Glassdoor,” Miller said. You can make a bracket of salary requirements. For instance, \$33,000 per year is mid to upper 30s.

Miller highly recommended a career services online resource called biginterview. “You can practice common interviewing questions,” She said, “They have lessons of best practices and go over different interviewing.”

Students found the information presented by Olivia Miller very informative. “My biggest take away is to go in confidently. The key to a successful interview is confidence. In order to have a good interview is to have that the interview is a conversation and not an interrogation,” Ty Trehern said.

“Researching the interview is the most important. My dad told me to always research the company. I guess it made me more prepared and knowledgeable,” Danielle Deaglstino said.

For more information on Olivia Miller, visit <https://www.linkedin.com/in/olivia-miller-b5311611b/>

For more information on the USM Career Services, visit <https://www.usm.edu/career-services/index.php>

The University of Southern Mississippi, founded in 1910, is a Carnegie R1 research university. Its students have received four Truman Scholarships and 36 National Science Foundation Graduate Research Fellowships.