No appointment necessary. Drop in anytime during studio hours: Monday-Friday, 8 a.m. – 4 p.m. If an appointment is desired, email us.

Services include:

- Academic advising
- Career and major exploration
- Resume and cover letter review
- Interview preparation
- CAREERLINK:
  - Career Management System and Job/Internship board
  - Internship Program
- Career fairs and expos
- LinkedIn profile assistance
- Navigating job offers
- On-campus interviews
- Graduate school preparation
- EPIC Journey: Online Career Training
- Career Closet

Career services are available to all undergraduate and graduate students, as well as, alumni up to five years post-graduation.
References should be people who can critique your performance in past employment, education or community activities, such as supervisors, professors, volunteer coordinators, advisers or coaches. Unless specified, three to five contacts are typical for a reference sheet.

Tips:
- References should be professional or academic references – do not use parents or close personal friends.
- Ask for permission before using someone as a reference; send each reference a relevant job description and resume.
- Submit references to employers only when they are requested.
- Let your references know you are in a job search so they can be prepared if they are contacted.

First M. Last

Current address • City, State Zip • 701.555.1212 • first.last@ndsu.edu

REFERENCES

Dr. John Scott
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john.scott@emailaddress.edu
Association: Former professor and adviser
Length of association: 3 years

Jane Reynolds
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Association: Current supervisor
Length of association: 1 year

Alice Haney
Executive Director
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Association: Past supervisor
Length of association: 2 years