

## CAREER GUIDE

WEDNESDAY, SEPTEMBER 13, 2023

| USC DAILY TROJAN

**Career Fair**  
**Thursday, Sept. 14**  
**10:00 a.m. - 2:00 p.m.**  
[careers.usc.edu](https://careers.usc.edu)

**Career Fair**

List of  
 Career Fair  
 employer  
 participants  
**PAGE S3**

# Getting the Most Out of the Career Fair



USC Career Center Photo

*Attending an in-person career fair can be both exciting and intimidating. Here are some helpful tips from the USC Career Center to make you feel confident and well prepared for the Career Fair!*

## Be Well Prepared

This is your moment to make a lasting first impression with an employer. Only a small percentage of students will stand out in the minds of recruiters by the end of the event. Be one of those memorable students! Dress professionally, be confident, make eye contact, and most importantly, be prepared. Research the organizations before the Career Fair and bring plenty of copies of your most recent resume. Do not have your friends hanging around you when you talk to employers.

## Develop a Strategy

Develop a specific strategy for maximizing your time at the Career Fair. A list of participating organizations is available in connectSC before the event. Make a list of the organizations you are interested in and research them. Visit their websites, learn their latest news, prepare questions you cannot easily find answers to on their websites, and find out which positions they are looking to fill. Your preparation will become evident in your interaction with the organization's representatives. You will be able to engage in relevant conversation and ask insightful and well thought out questions. Do not be the student asking, "Can you tell me about your organization?" If you are interested in an interview, prepare and strategize accordingly.

## Be a Strong Candidate

Know who you are and be confident in your presentation. In the 30 seconds that the recruiter reviews your resume, they should quickly learn about your experiences, accomplishments, and skills. Ensure that your resume is polished, concise, and digestible. Get a resume critique by utilizing Smart Resume through the USC Career Center's VMock website at <https://www.vmock.com/usc>. Log in with your USC nine-digit ID and upload your resume for immediate feedback. Resources are also available through the Career Center website ([www.careers.usc.edu](https://www.careers.usc.edu)), or meet with our Career Advisors to review your resume.

## Initiate Conversation

You only have a short window of time to make an impression with recruiters at the Career Fair. In 3-5 minutes, you should be able to deliver your elevator pitch and ask well thought out questions. Take the initiative to begin the conversation and ask questions that will help you decide whether you would like to work for a particular organization. Do not be afraid or intimidated by the recruiters; they are there to meet and screen potential candidates. Recruiters understand that many students want to talk with them and are happy to engage in conversation. However, do not overstay your welcome. Remember, this is not an interview. You want to make a good impression, so avoid monopolizing their time during the fair and do not stay longer than needed.

## Know Your Audience

It is easy to get overwhelmed with over 150 organizations at the event. Prepare a specific list of questions for each organization with which you plan to meet. Know to whom you are speaking, and do not call the recruiter by the wrong name. Additionally, do not mention another organization's name. The representative will realize that you are not paying attention and will not move you forward in the recruitment process.

If you are interested in moving to the next level, such as a formal interview, ask about the next steps, but do not be too forward. Ask for the recruiter's business card or email address. Make sure you know the name of the person you spoke with from each organization. Once you have the recruiters' information, you can thank them for their time or ask follow-up questions by sending a thank you email. If an interview is not scheduled immediately, do not worry; your email might help the employer decide to invite you back.

## Make Connections Through Networking

Career Center workshops, Career Fairs, informational interviews, Trojan Talks, Trojan Network and LinkedIn are all ways to begin building a network. Networking can help you clarify and define your interests in various career fields, as well as connect you to internship and full-time opportunities. Events sponsored by the Career Center throughout the school year offer the chance to meet professionals in your field of interest and get your resume in front of potential employers.

— USC Career Center



# Tips to Writing an Effective Resume

There are many ways to construct your resume. Once you find a style, maintain it throughout.

A thoughtfully constructed resume will help get you and your credentials noticed by recruiters.

The following information has been created to guide you in writing a quality resume. The most acceptable and readily used format for college students is the reverse chronological resume, in which your most recent experience is listed first. How you choose to construct your resume, in terms of style, is up to you. For example, placing dates on the left or right or whether your contact information should be centered or on the left hand column is entirely your choice. The one rule to

remember is that consistency is the name of the game. Always maintain the same style throughout your resume.

**Contact Information**  
Put your contact information at the top of your resume. Contact information should include your name, phone number, and email address. Your address is optional. You can also include a link to your LinkedIn profile or personal website/portfolio.

**Education**  
List your degrees in reverse chronological order with the most recent degree first as well as any study abroad experiences you may have. You may also include relevant coursework to highlight specific skills and knowledge. If your GPA is 3.00 or above, go ahead and list it in this section.

*\*A typical first-year undergraduate student resume may include high school.*

**THOMAS TROJAN \***  
123 Trousdale Parkway • Los Angeles, California 90089  
(213) 123-4567 • thomas.t.trojan@usc.edu • www.linkedin.com/in/Thomas.Trojan

**EDUCATION**  
University of Southern California  
Bachelor of Arts, English  
Presidential Scholar  
Lee Foundation Scholar  
Los Angeles, CA  
May 20XX

Hatboro-Horsham High School  
Valedictorian  
National Honor Society, Scholar Athlete  
Hartboto, PA  
June 20XX

**WORK EXPERIENCE**  
**Pixar**  
Production Assistant  
Emeryville, CA  
Summer 20XX  
• Viewed footage and gave creative feedback to 15 development executives  
• Provided administrative support to marketing and publicity departments

**Old Navy**  
Cashier  
Williams, PA  
March 20XX-May 20XX  
• Provided customer service in high-volume retail store, helping over 100 customers  
• Reported end-of-day sales and reconciled receipts totaling \$2,000 daily

**COMMUNITY SERVICE**  
**USC Joint Educational Project**  
Los Angeles, CA  
August 20XX-Present  
• Develop curriculum teaching third graders about global warming  
• Manage classroom environment of 35 students

**Habitat for Humanity**  
Hartboto, PA  
May 20XX-April 20XX  
• Assisted hurricane victims, constructing 10 interim housing units

**ATHLETICS**  
**Hartboro-Horsham High School Men's Wrestling Team**  
Captain  
Hartboto, PA  
20XX-20XX  
• Provided leadership to 19-person team, placing second in division senior year  
• Scheduled community fundraiser and soccer workshops for K-8 students  
• Led team to regional playoffs  
• Practiced 15 hours per week and competed four times per

**ACTIVITIES**  
**Hartboro-Horsham High School**  
Yearbook Staff  
Hartboto, PA  
20XX-20XX  
• Wrote copy for 18 student organization pages

**Sophomore Class Treasurer**  
20XX-20XX  
• Supervised \$3,500 budget and distributed funds appropriately for activities and events  
• Co-ordinated fundraisers raising \$5,300 for local homeless shelter

**Tressa Traveler**  
Los Angeles, California 90089  
(213) 555-5555 | tressat@usc.edu tressa.wordpress.com

**EDUCATION**  
University of Southern California  
Annenberg School for Communication and Journalism  
Bachelor of Arts, Communication  
Minor in Communication Policy and Law  
Los Angeles, CA  
May 20XX  
GPA 3.67

**HONORS**  
USC Dean's List  
Alpha Lambda Delta Honor Society  
National Collegiate Honor Society  
Fall 20XX-Present

**WORK EXPERIENCE**  
**Target**  
Presentation Team Member  
Manhattan Beach, CA  
July 20XX-August 20XX  
• Use company guidelines to set new merchandise displays  
• Create signs and labels to drive sales by 10%  
• Ensure shelves are stocked with current products

**Manhattan Beach Recreation Department**  
**Camp Counselor**  
Manhattan Beach, CA  
Summers 20XX, 20XX  
• Taught volleyball fundamentals and sportsmanship to 20 middle school-aged girls  
• Met with parents to set expectations and review progress  
• Attended weekly training sessions with five camp administrators

**ATHLETICS**  
**University of Southern California**  
Division I Women's Beach Volleyball Team  
Los Angeles, CA  
20XX-Present  
• Back-to-back NCAA Beach Volleyball Champions, 20XX and 20XX  
• 12-time starter on National Championship Team  
• Completed in 24 events over a three-month period

**Mira Costa High School**  
Manhattan Beach, CA  
20XX-20XX  
• Captain, Girls Varsity Volleyball Team  
• All-Conference First Team, All-CIF Tournament MVP

**USC PROJECT EXPERIENCE**  
Content Analysis of Popular Films: Examining Character Portrayals  
August-December 20XX  
• Coded films for eight hours per week in laboratory and assessed conflicts in coding sheets with three team members

**SKILLS**  
Microsoft Office, Conversational Spanish, Instagram, Twitter, Snapchat, Facebook

USC Career Center

**Skills**  
Highlight relevant skill sets (e.g., technology, languages, laboratory, video editing, and statistical software, etc.).

**Experience**  
List your most recent experience first. Include internships, volunteer positions, and part-time employment.

Use action verbs to highlight accomplishments and skills.

**Leadership and Activities**  
List leadership positions in university or community organizations. Highlight university and community activities, including community service, athletics (which could

be a separate heading), or volunteer experience.

**Academic Projects**  
If you have specific academic projects that qualify you for the position, include them in their own section with details on what you accomplished through the project. If you also have an online portfolio or personal website that is applicable to the job position, then you can also include it.

**References**  
References are not usually listed on your resume unless an organization specifically requests them. A prepared list of 2-4 references should be printed on a separate sheet of paper that matches your resume format. Bring a hard copy (or multiple copies, if needed) of your resume and references with you to the interview.

**Other Headings**  
Choosing to highlight information such as interests and professional associations as separate headings is acceptable if relevant to the position. Personal information (e.g., religious and political affiliations) is not acceptable unless relevant to the position.

- Resume Checklist**
- Makes a clear, concise, and positive impression in 30 seconds or less.
  - No spelling, grammar, or punctuation errors.
  - One page (more if writing a curriculum vitae/CV for an academic or research position).
  - Organized, easy to read, and has a balance between content and white space.
  - Uses standard fonts such as Times New Roman, Arial, Century, Calibri, or Verdana in sizes 10, 11, or 12; do not use a font size smaller than size 10.
  - Highlights skills and accomplishments that match keywords found in the job description.
  - Quantifies accomplishments, if possible (e.g., how much \$ raised, # of people served, and % of time saved).
  - Utilizes accomplishment statements.

— USC Career Center



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USC Career Center's

# Fall Career Fair

Thu, September 14

@ 10 AM - 2 PM PT

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as of 9/7/23

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Housing Authority of the City of Los Angeles  
Inglewood Police Department  
Intellisense Systems, Inc.  
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LA COUNTY SHERIFF  
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Los Angeles County Sanitation Districts  
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Los Angeles Unified School District (Administrative)  
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U.S.VETS  
UNIQLO USA  
United Airlines  
United States Postal Service  
United States Secret Service  
VaynerMedia  
VERSA PRODUCTS  
Vulcan Wireless Inc.  
Wedbush Securities  
Xenon Health  
Zonda



# Tips to Successfully Navigate a Career Fair

*If you plan to attend Career Fair, showing up is not enough! To make sure you stand out, read the Career Center's strategies and tips to get the most out of our career fair in person.*

## Do Your Research

Log in to connectSC, click on the Events tab, then click on Fall Career Fair, and RSVP to see the full list of participating employers. Research employers by visiting their websites and find out what positions they are recruiting for. Knowing about the organization will help you ask well-thought-out questions and make you stand out. Look up alumni on the Trojan Network <https://careers.usc.edu/trojan-network/>, USC's premiere networking platform, and connect with people from organizations you are interested in to gain more insight. Hone in on your research by selecting the employers you're most interested in learning more about and visit them first on the day of the event.

## Dress to Impress

Conservative, professional business attire is required. Remember, you are dressing for a business function, not a night out, or a day at the beach. Wear a neatly pressed business suit, and keep in mind the following:

- Dress in a dark or neutral color matching business suit.
- Wear freshly pressed clothing and polished dress shoes.
- Keep makeup as natural as possible. Avoid flashy or bright nail polish.
- Grooming is important: hair and nails should be neat and clean.

## Know Your Elevator Pitch

Prepare a 30-second introduction, or your elevator

pitch, to use with employers. Students can practice answering this important question through our Big Interview mock interview platform <https://careers.usc.edu/resources/big-interview/>. You don't want to sound like you are reading a script, but you do want to sound like you thought about why you are there. It might be something like, "Hello. I'm Tommy Trojan, a senior in Business Administration with an emphasis in Marketing. My experiences include working as a marketing intern for a finance company and leading their social media strategy. I'm looking for a position related to marketing when I graduate this May. I read on your website that (name of organization) has an entry-level position in your corporate marketing department, and would really like to learn more about this role."

## Bring a Well-Polished Resume

A resume is a type of advertisement. Cover the basics: your education, work experience, leadership/extracurricular experience, and skills. You can receive tailored constructive feedback on your resume instantly through the USC Smart Resume tool through the VMock website <https://www.vmock.com/usc>. You can also have your resume critiqued by the Career Center or your school-based career services office <https://careers.usc.edu/resources/school-based-career-services/>. Cover letters are not necessary at a career fair. Carry a simple padfolio or folder to keep your resumes organized and ready. Not all employers will take your resume, and may refer you to their website. Either way, it is always good to be prepared.

## First Impressions Count

It is common to be nervous when meeting with employers, so be aware of what your body language says and practice your conversational skills. Maintain eye contact, smile, be enthusiastic, and have a positive attitude. Let employers know how serious you are. Find a balance of asking questions, and active listening. Do not monopolize the conversation. With COVID,

be respectful of the recruiter's space. Recognize that in this unique environment, recruiters may not always have the same hands out of safety precautions. Recruiters are taking note of your interaction and their overall impression of you as a potential candidate.

## Know What to Expect the Day Of

The best way to approach the Career Fair is to create a plan for the day. Be prepared to wait in line, be patient, and be respectful. Focus on your top employers but be prepared that you may not see them. One tip would be to use the Trojan Network <https://careers.usc.edu/trojan-network/> to connect with employers from that organization. Also, keep in mind that employers will ask you to apply online. This does not mean the employer is brushing you off. Follow up on a position based on the recruiter's suggestion (e.g., for a position on their website, send your resume, or connect with another person). Remember, employer representatives are taking note of candidates they are interested in, but they have to follow their own hiring procedures.

## Ask the Right Questions

Use each discussion with a recruiter as an opportunity to increase your knowledge of the employer, its job options, the qualities, and skills the employer is looking for in a candidate. Examples of questions to ask:

- What career opportunities are available at your organization?
  - What opportunities do you have for students in your majors?
  - What type of training is available?
  - What do you look for in candidates?
  - What key skills/experiences are highly valued?
  - Do you have any tips for success in this field?
- Note: Do not ask about salary, benefits, or hours.

# Overview of USC Career Center

The University of Southern California is renowned for its commitment to academic excellence and fostering a well-rounded educational experience. Central to this vision is the USC Career Center, a dynamic resource hub that empowers students to navigate their professional journey and achieve their career aspirations. The advisors at the USC Career Center are fueled by their passion for helping students through the Career Development Process. The mission of the Career Center is to support the diverse aspirations, identities, and experiences of Trojans as they seek professional opportunities.

The Career Center offers an extensive range of services tailored to meet the various needs of students from all disciplines. Whether students are exploring career paths, searching for internships, or preparing for job interviews, the Career Center provides personalized guidance and resources to support them every step of the way. Services include:

1. Professional career advisors offer one-on-one counseling sessions to help students identify their interests, strengths, and career goals. They provide personalized guidance on resume building, cover letter writing, and interview preparation. Appointments can be made by logging into connectSC <https://careers.usc.edu/resources/connectsc/> and clicking on the "Counseling" tab in the top right hand corner of the page. Click "Request a New Appointment" and search for availability.
2. The Career Center maintains strong relationships with a vast network of employers, offering students exclusive

access to a wide range of job opportunities. connectSC is a powerful online platform that serves as the USC Career Center that serves as a comprehensive hub for USC students to explore career opportunities, connect with employers, and discover a wealth of resources.


3. Through connectSC, students can search for internship and job opportunities, including on-campus job positions across various geographic locations. connectSC provides access to an extensive database of job postings from a diverse range of employers actively seeking talent. connectSC hosts virtual career fairs, networking events, and provides invaluable opportunities for students to engage with recruiters and industry experts. View various workshops, and job opportunities on connectSC.

4. The Career Center offers workshops on various professional skills, such as networking, personal branding, and effective job search strategies. These sessions equip students with the necessary tools and skills to succeed in the competitive job market.

5. The On-Campus Career Program <https://careers.usc.edu/resources/on-campus-career-program/> provides students with the opportunity to gain hands-on experience in-person or virtually through various roles during the fall and spring semesters, whether salaried or paid internships.

6. USC's extensive alumni network plays an instrumental role in students' career development. The Career Center connects students with alumni mentors who provide

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FIND MORE INFORMATION AT:  
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Explore Your Options

Talk with as many recruiters as you can who might be interested in your major, experience, skills and accomplishments. Keep an open mind! For example, a healthcare company may not be only looking for health science majors – it may have openings in finance, data analytics, and management.

Follow Up With a Thank You Email

Ask the recruiter how you can follow-up. If they provide you with their business card, write notes about your interaction with them so that you can mention this in your thank-you email and jog their memory about who you are. Add potential contacts on LinkedIn or the Trojan Network.

— USC Career Center

Career Center Services

of internships and connectSC is a powerful platform provided by the Career Center that serves as a comprehensive database of opportunities, connectSC provides access a wide range

connectSC, users can find part-time jobs (internships), and full-time jobs in various industries and professions. The platform provides a comprehensive database of opportunities, connectSC provides access a wide range

er conducts workshops, professional skills, such as resume writing, and strategies. These sessions are designed to help students with the tools necessary to succeed in the competitive job

Recruiting (OCR) is a powerful tool provided by the Career Center that serves as a comprehensive database of opportunities, connectSC provides access a wide range

alumni network plays a vital role in supporting students' professional development. The Career Center provides students with alumni resources and valuable insights,

advice, and networking opportunities. connectSC offers networking functionalities that facilitate connections with USC alumni and industry professionals. Additionally, students can take advantage of the Trojan Network, an exclusive network of USC students, alumni, and employers, enabling them to expand their professional contacts and seek mentorship opportunities. The Trojan Network serves as a powerful platform for Trojans to expand their professional contacts, seek advice, and explore career opportunities.

7. The Career Center organizes a variety of key events <https://careers.usc.edu/events/> throughout the year to provide students with valuable opportunities for networking, skill development, and exploring career paths. This includes career fairs, industry networking panels, and Trojan Talks.

We invite all USC students to utilize our comprehensive suite of career services, tailored exclusively for your benefit. We are located at Student Union 110. Our array of resources, including resume review, career advising, online networking, and specialized job search tools, empower you to establish valuable connections, stay informed about industry trends, and identify potential employers.

Visit our website <https://careers.usc.edu/> to conveniently search for jobs, conduct organization research, participate in webinars, and connect with fellow Trojans through the Trojan Network. Additionally, come into the Career Center to meet advisors who are available to provide personalized assistance.

— USC Career Center



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# How to Get Ready for that Big Job Interview

Most interviewers make a decision about you in the first 30 seconds of the interview. However, the level of professionalism and the mannerisms you exude are very important throughout the entire interview process. The way you enter a room, the clothes and accessories you wear, the way you shake hands, and the tone of your voice all create an impression. Preparation is the key to a successful interview. Preparing will help you identify any problem areas and help you change them before the interview. Here are a few tips to help you prepare for the interview.

### The Day Before

If you are not sure where the interview is taking place, do a practice run

the day before the interview (at the same time as your interview, if possible). Check the gas tank or the transit schedule to minimize delays on the day of the interview. Review your organization research and your resume. Make notes on the skills that you have acquired in each job or activity. Come up with a short list of why your skills and experience match the position. Prepare a small list of questions for the employer. If you have a portfolio of your work <https://careers.usc.edu/blog/2021/05/07/a-beginners-guide-to-creating-an-online-portfolio/>, mark relevant pages to refer to during the interview. Think about what makes you stand out from other job candidates. Review your resume and notes and



USC Career Center Photo

practice answering potential questions. This will help you feel comfortable with the process. Finally, lay out your professional

attire ahead of time to ensure that you make the best impression. Bring copies of your resume, paper, and a pen, and use a

professional portfolio or bag to carry your materials

### What to Wear

Dress to impress and wear professional attire. Typically, professional attire consists of a dark or neutral color matching suit, freshly pressed with polished dress shoes. However, different industries have different standards and it is okay to ask about attire when scheduling your interview. Keep makeup as natural as possible. Avoid flashy or bright nail polish and minimize jewelry. Hygiene and grooming are important factors as well; hair and nails should be neat and clean.

### Interview Day

If you have a morning interview, eat a high-protein, high-carbohydrate breakfast to boost your energy and to ensure your empty stomach does not growl at an inopportune moment. Read the newspaper or check the Internet in preparation for the “icebreaker” small talk around the day’s events. You should arrive at the interview location 10-15 minutes prior to your scheduled interview. It is also a good idea to avoid perfume/cologne as well as smoking before the interview. Always look professional by carrying a small portfolio to hold your resume and a pen.

### Things to Avoid

Do not chew gum or have breath mints in your mouth during the interview. Use the interviewer’s name in the interview, based on how they introduced themselves (not “sir” or “madam”). Never criticize others, including past employers or associates. Sharing jokes or being overly comical during an interview could cast doubt on the seriousness of your candidacy. The interview itself is a formal processtaking slow, deep breaths to relax.

— USC Career Center



Teach For America



AmeriCorps

## 10 Fast Facts About Teach For America

- 1 Corps members come from all backgrounds—bring your unique major, passion, and experience to the classroom.
- 2 Since TFA was founded in 1990, corps members have accelerated the academic and personal growth of more than 10 million students.
- 3 Over 248,000 students were reached by our corps members, virtually and in-person, in the 2022–2023 school year.
- 4 Corps members hail from more than 900 colleges and universities.
- 5 USC is a Top 10 National contributor of TFA hires directly after undergrad.
- 6 Corps members engage in rigorous summer training and ongoing professional development, equipping them to be leaders and culturally responsive educators who create inclusive and supportive classrooms.
- 7 Corps members receive a full salary and benefits and have access to financial resources, scholarships, and opportunities from graduate schools and employers.
- 8 Corps members lead classrooms in urban and rural regions nationwide alongside a supportive network they learn from, celebrate with, and lean on.
- 9 Teach For America has more than 63,600 alumni—you will join a powerful network of leaders changing our nation’s course in education, law, policy, business, and so much more..
- 10 Over 300 Teach For America alumni have been named on the Forbes 30 Under 30 and Forbes 40 Under 40 lists for their innovative accomplishments in and out of the classroom.



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\*Limited-time deadline opportunity to apply to regions with remaining availability. Open regions and positions will be announced in February. (Open to seniors and professionals only)

\*Open to US citizens, lawful permanent residents,, and eligible EAD holders only.



# THANK YOU

## To Our Career Fair Sponsors!



Look for our sponsors under  
the red umbrellas on Trousdale



USC Career Center's

Fall Career Fair

Main Tent

Photobooth

Zero Waste Sort Station

Sponsors

Sponsor Area

Map is approximate. Please check in at one of the **Check-in Tents** before entering the fair.

Tables are in alphabetical order with “A”s starting at West 34th Street (near Taper Hall) and ending with “Z”s at Exposition Boulevard (near Bridge Hall).

The map illustrates the layout of the USC Fall Career Fair. It is bounded by Exposition Blvd. to the west and West 34th Street to the east. Key buildings include Mudd Hall, Zumberge Hall, Ronald Tutor Campus Center, Student Union, Restrooms, Bouvard Administration Building, Taper Hall, Bridge Memorial Hall, Leventhal School of Accounting Building, Hancock Foundation Building, Waite Phillips Hall, Social Sciences Building, and Dr. Joseph Medicine Crow Center for International and Public Affairs. Tents are labeled with letter ranges: Z-T (#146-#134), T-P (#133-#107), P-N (#106-#90), M-G (#89-#53), G-C (#52-#24), and C-A (#23-#1). Other features include the Tiresitter Statue, Tommy Trojan, Photobooth, Restrooms, Zero Waste Sort Station, Wellness Tent, and Alumni Park. Streets shown are Trousdale Parkway, Childs Way, and West 34th Street.

careers.usc.edu/channels/student

USC Student Life  
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A group photo of the Omega Law Group staff, consisting of ten professionals in business attire, standing in front of a city skyline.

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