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CAFNR CAREER SERVICES
2-64 Agriculture Building
573-882-0088
www.HireCAFNR.missouri.edu
www.HireMizzouTigers.com

Thanks to the Mizzou Ag Alumni Association, and employer partners for supporting the design and printing of this book.
Learn more about the Mizzou Ag Alumni Association here: www.cafnralumni.com. View the employer ads on pages 30-32.
MEET THE TEAM

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Find CAFNR Career Services on MU Connect to schedule an appointment today!

CAFNR PEER CAREER COACHES
Connect with and learn from your peers! Find out more here:
http://cafnr.missouri.edu/career-services/career-coaches.php
LEARN ABOUT YOU

Your short term goals might involve searching for a part-time job, an internship, or an entry level job. Are you doing your part to initiate long term goals? Don’t let graduation take you by surprise. Get started today and keep the future in focus.

“Self-assessment” is just fancy talk for exploring you. This process should start well before graduation, and is ongoing through college and beyond. Knowing who you are and what you want is essential to knowing what success looks like. To start, let’s assess your interests, skills, strengths, and values!

**INTERESTS**
Complete the following statements with your first thoughts. Be sure to include everything that fits.

<table>
<thead>
<tr>
<th>The classes I feel most comfortable in are...</th>
</tr>
</thead>
<tbody>
<tr>
<td>My most fulfilling experience was...</td>
</tr>
<tr>
<td>The best job or project I ever had was...</td>
</tr>
<tr>
<td>I enjoy learning about...</td>
</tr>
</tbody>
</table>
Read these statements, and mark the top five that you would like to use in your job.

____ Serving or caring for people.
____ Managing people.
____ Handling or managing money.
____ Selling products or services.
____ Using physical strength.
____ Meeting other people.
____ Using writing skills.
____ Using mathematical skills.
____ Working with children.
____ Travel or frequent moving.
____ Working out-of-doors.
____ Working indoors.
____ Making plans and organizing others.
____ Working with the sick and disabled.
____ Working with the elderly.
____ Work that requires patience and accuracy.
____ Talking, speaking to, and convincing others.
____ Working alone.
____ Working with machines.
____ Working on a time schedule.
____ Working with animals.
____ Taking or receiving orders from others.
____ Repairing or fixing things.
____ Following directions.
____ Developing new ideas or concepts.
____ Entertaining or being in front of others.
____ Making quick decisions and being own boss.
____ Having adventures or challenges.
____ Working with artistic forms and designs.
____ Working a high-risk job with high demands and rewards.
____ Having more structure and little pressure.
____ Working with lots of variety and change.
____ Other/you define: ______________________________________________________________

For more on interests, play the Holland Career Interest Game online at http://career.missouri.edu/index.php/career-interest-game.

WHAT IS YOUR 2-3 LETTER HOLLAND CODE? ______
SKILLS
What skills do you have? Mark the skills you have and the skills you enjoy! List examples of how you use these skills.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>SKILL</th>
<th>SKILLS I HAVE</th>
<th>SKILLS I ENJOY</th>
<th>EXAMPLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management</td>
<td>Organizing</td>
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<td></td>
<td>Directing</td>
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<td>Scheduling</td>
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<td>Motivating</td>
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<td></td>
<td>Decision-making</td>
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<tr>
<td>Communication</td>
<td>Writing</td>
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<td>Listening</td>
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<td>Presenting</td>
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<td>Facilitating</td>
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<td>Informing</td>
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<td></td>
<td>Training</td>
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<td>Research</td>
<td>Problem-solving</td>
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<td></td>
<td>Collecting data</td>
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<td></td>
<td>Hypothesizing</td>
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<tr>
<td>Creative</td>
<td>Developing</td>
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<td></td>
<td>Designing</td>
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<td>Improvising</td>
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<td>Service</td>
<td>Helping</td>
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<td>Guiding</td>
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<td>Inspiring</td>
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<td>Leading</td>
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<td>Selling</td>
<td>Persuading</td>
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<td></td>
<td>Informing</td>
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<td>Promoting</td>
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<td>Analytical</td>
<td>Calculating</td>
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<td>Projecting</td>
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<td>Budgeting</td>
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<td>Technical</td>
<td>Designing</td>
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<td>Drafting</td>
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<td></td>
<td>Building</td>
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<tr>
<td>Clerical</td>
<td>Recording</td>
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<td>Bookkeeping</td>
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<td>Organizing</td>
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<tr>
<td>Manual</td>
<td>Operations</td>
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<td></td>
<td>Mechanical</td>
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<td>Constructing</td>
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<td>Repairing</td>
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</tbody>
</table>
STRENGTHS

What are your areas of strength? List five positive self-characteristics and/or take the StrengthsQuest assessment through the MU Career Center (one time cost of $15). MUCC is located in the lower level of the Student Success Center on Lowry Mall. Call 573-882-6801 or visit career.missouri.edu for more info.

1. 2. 3. 4. 5.

Complete the following statements to identify some of your unique strengths.

The best thing about me is...

I earn my best grades when...

A coworker would say my strengths are...

VALUES

What do you value most? Rank the following values from 1 to 10 (1 being the most important).

| ____ Freedom | ____ Self-Respect | ____ Having Fun |
| ____ Making Money | ____ Wisdom | ____ Helping Others |
| ____ Variety | | |
| | ____ Security | ____ Peace |
| | ____ Independence | ____ Family |
| | ____ Prestige | ____ Challenges |
| | ____ Recognition | |

SUMMARY

Understanding and articulating who you are is very important for your career development. Complete the statements below to summarize what you’ve learned as you’ve reflected on yourself.

I am interested in...

I would like to learn more about...

I would like to explore careers connected to...

Now you’re ready to move onto “Explore the World of Work,” beginning on page 7.
Now that you have some ideas about who you are and what you’re looking for, it’s time to learn about career opportunities.

Go on a career scavenger hunt. Take a look at job posting sites to locate 5-10 job descriptions that interest you. Don’t sort out any positions because of qualifications or locations at this point. Simply look for positions that interest you, and answer the questions below. As you consider a job, ask “Does this position support my top interests, skills, strengths and values?”

<table>
<thead>
<tr>
<th>List Jobs</th>
<th>What are the most appealing attributes of this job?</th>
<th>What preparation or steps would be necessary to qualify for this position?</th>
<th>What are the “common threads” among these positions?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>10.</td>
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</tbody>
</table>

Have you ever been asked “What do you want to do after Mizzou?” Now you have an answer! “I’m looking for a job that ____________________________________________.” (insert those ‘common threads’)

**PRACTICE!** Share your answer with a few friends and family to help you become comfortable and confident sharing. List three professors who can help you with your career goals:

1. 
2. 
3. 
Careers are not a ladder; they’re a jungle gym. You can move sideways, up, down, and off.

-From the book *Lean In*
Sheryl Sandberg, author and Facebook COO

Name two internship, job, or research positions you can pursue to build relevant experience toward a future career:
1. 
2. 

List two courses you’re planning to take that will give you relevant skills toward a future career:
1. 
2. 

Research two volunteer or service opportunities connected to your future career goals:
1. 
2.
NETWORKING = BUILDING + MAINTAINING RELATIONSHIPS

We network every day! When you moved to college, did you already know where to get the best pizza? Did you know what local restaurants had the best deals? Most likely, you asked for advice from your friends. This is networking!

Networking is the key to learning more about your career options. List three opportunities to network with professionals in your career field (i.e. professional organizations, student clubs, volunteer groups, alumni events, classes, University programs, online, etc.).

1.

2.

3.

BEFORE THE EVENT

• What is your objective for attending?
• Can you get a list of specific people who will be there? Look over the list and decide who you would like to meet.
• Plan your "sound bite," a 10-second introduction that might initiate a conversation. Example: "Hello, I’m Truman. I work to help people figure out what they want to do and how to do it."
• Scan the news, and be knowledgeable about what is going on in the world. Be ready to engage in conversations as they arise.
• Plan your outfit with comfort, style and professionalism in mind. Make sure you have pockets for holding a pen and business cards!

DURING THE EVENT

• Arrive a few minutes before the event begins so you can introduce yourself to the organizers of the function before the crowd arrives.
• Scan the room and introduce yourself to one or two people at the start of an event. This is much easier than walking up to a group of people already engaged in conversation.
• Wear a nametag on the right side where one’s eye most naturally travels during a handshake. If tags aren’t preprinted, write legibly and big enough for someone to read from arm’s length.
• If you forget someone’s name the best approach may be to simply admit it. Example: "Although I remember meeting last year at this conference and really enjoyed our conversation, I have trouble with names! Would you mind sharing it with me again?" Another approach is to simply walk up, introduce yourself and provide a context for the prior meeting. Most of the time, the person will reciprocate with his or her name. Remember names by repeating them often!
• Open versus closed body language is important. No crossed arms. Smile. Make eye contact.
• Be ready to pick up a conversation. Questions such as, "Have you been to this event before?" or about the buffet or weather are always safe. Avoid politics, religion and very personal topics. Observe others for tips as to what to discuss.
• Listen. You can think around 800 words per minute, but only talk around 150.
• What is your mission? Share it with everyone. Assume that everyone might be able to help you.
• Treat business cards with respect. Only ask for a card if you really want one. Write notes on the card to help you remember important discussion points.
• You can leave a conversation or group at any time. It can be hard, though. Think of a way to gracefully exit a conversation. Try introducing your speaker to someone close by. Excuse yourself to get a drink, arrange a ride home or say hello to another friend or acquaintance.

AFTER THE EVENT
• Follow-up. Always say thank you! If you promise to call or email, do it, and do it when you said you would.
• Organize your contacts, and connect on LinkedIn! (See pages 11-14 for tips).
• Look for items that might be of interest to your contacts. Share them as appropriate.
• Keep those who have helped you informed of your progress.
• Reciprocate the kindness you have received.

The power of networking is incredible. Experts estimate that from 50 to 80 percent of all available jobs are filled by the power of the network.

ACTIVITY
Ask for a connection! What is your networking goal? How will you request information?
“Hello! I am interested in _______________________________ and I would like to learn more about _______________________________. Would you have 15-20 minutes to answer a few questions?”

Identify three people who can answer basic questions about your career. This is called an informational interview.

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
<th>Job Title</th>
<th>Email</th>
<th>Phone #</th>
<th>Initial Contact</th>
<th>Follow-up</th>
</tr>
</thead>
<tbody>
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</table>

INFORMATIONAL INTERVIEW
Don’t hesitate to ask a professional for a brief interview to learn more about his/her career path and industry, but don’t expect to land an internship or job. The purpose of an informational interview is to gain information.

BASIC TIPS
• Respect time. Always set up an appointment at a convenient time, and, if you ask for 30 minutes, acknowledge when your time has expired. Your interviewee can grant more time if his or her schedule allows.
• Have questions ready. See list on page 11 for ideas.
• Send a thank-you! Most people are flattered that you are interested in what they do. They will be more likely to help you in the future and feel truly appreciated if you send a thank-you note immediately after your meeting.
• Keep in touch. If you develop rapport with someone through an informational interview, inform this person as your career develops. This is the beginning of a network; this person may be a professional colleague in the near future.
• Check for other professionals. If your meeting goes well, don’t hesitate to ask, “Is there anyone you would recommend I talk with to learn more?”
POSSIBLE QUESTIONS
1. What kinds of things you do in the course of a day? What are some frequent activities?
2. Do you have a formal job description? Would it be possible for me to have a copy?
3. What kind of educational or work experience is most helpful for an entry-level position in this field? How about an internship?
4. What would you estimate the starting salaries are for an entry-level position in this field?
5. What do you like and dislike about your position?
6. What is the best way to find out about job openings?
7. What are some of the misperceptions people have?
8. If you were to go back through your experiences and change anything in order to be better prepared for this field, what changes would you make?
9. What journals, newspapers, blogs, etc. should I read to keep myself up-to-date in this field?
10. Are there other people I should visit?

ONLINE NETWORKING
Social media can help you network with professionals working in careers related to your goals.

<table>
<thead>
<tr>
<th>What do you use?</th>
<th>What’s the purpose?</th>
<th>Highlight 3-5 actions you will take to implement social media into your career development process. (Feel free to add your own!)</th>
</tr>
</thead>
</table>
| LinkedIn        | Develop and grow professional network of existing and new connections | - Create and maintain a LinkedIn network  
- Follow company pages to learn about their career opportunities  
- Actively seek connections in my desired career field  
- Connect with the CAFNR group on LinkedIn at linkd.in/12RIKRD |
| Facebook        | Stay in touch with closer, personal connections | - Source for professional connections by alerting personal contacts of career goals  
- “Like” employer fan pages to get regular updates regarding their business  
- “Like” CAFNRcareers at Facebook.com/CAFRNRCareers to get relevant career updates |
| Twitter         | Gather relevant news and information related to career field | - Follow employers and professional associations in your desired career field  
- Join Twitter chats to learn and network (#sportjobchat, #agchat, #LinkedInchat)  
- Tweet questions and lessons to @CAFRNRCareers for quick feedback |
| Pinterest       | Save career-related links: professional attire, resume and interview tips | - Pin the online job descriptions you find most interesting, for quick reference  
- Plan professional attire for your next career fair or interviews  
- Follow and pin from the Pinterest.com/CAFRNRCareers boards  
- Create a board with examples of your visual projects to share with employers |
First and last name should match the name listed on resumes, cover letters, email signatures, and business cards. Closely cropped photo is a must, so your connections can easily recognize your face. Wear a nice shirt, smile, and have someone take the photo for you. No selfies, please!

The headline is essential. Make yourself stand out by telling people what you're seeking.

The summary is important for describing what motivates you, what you're skilled at, and what's next for you. Don't leave this blank!

Customize your public profile URL to include your first and last name. Go into "edit profile" and click the "edit" link next to this URL. Type the new last part of your URL in the box. (Suggested example: https://www.linkedin.com/in/firstname.lastname). Click "Set Custom URL."

Use the experience section to list the jobs you've held, even if they were part-time or internship positions. Include results of your work, and share links to examples. This section can come largely from your experience section listed on your resume. See the action verb list on page 16 of the workbook for help writing the bullet points in this section.
Have you joined any clubs or organizations at Mizzou or CAFNR? Be sure to describe what you do with each organization. Include any outside involvement, too.

If you’ve earned an honor or award in or out of school, don’t be shy. This is your chance to let future employers know about your accomplishments!

Add 3-5 key skills you possess. Your connections can then endorse you for the things you excel at most.

Starting with college, list all the educational experiences you’ve had. Be sure to include summer programs, study abroad programs, and other relevant educational experiences.

List the courses that are relevant to your career goals. Show off the skills and interests you’re most excited about learning and using in a future career.

Other sections to complete:
Volunteer Experiences & Causes
List all volunteer and service activities in this section. Employers value volunteer activities, too.

Projects
Whether you led a group assignment in class or created something on your own, use this section to talk about what you did and how you did it.

Recommendations
Ask managers, professors, or classmates who’ve worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.
SENTING A LINKEDIN MESSAGE TO CONNECT
Professionals want to know why you’re asking them to connect. Customize the message for each invitation you send.

Hi, Mr. Thompson:
I greatly enjoyed your presentation in my class at Mizzou this week. I would greatly appreciate adding you to my network and learning more about the professional experiences you’ve had to shape your career. Thank you very much.

-Name

Hi, Ms. Gallagher:
It was great meeting you at the CAFNR Career Fair. I would like to add you to my network, and look forward to discussing future opportunities with {insert employer name here}. Thank you very much.

-Name

Hi, Ms. Walters:
I see you attended Mizzou and are now working in {insert field here}. I’m currently at Mizzou studying {insert major here} and would like to add you to my professional network. Thank you very much.

-Name

Hi, Mr. Thompson:
I greatly enjoyed your presentation in my class at Mizzou this week. I would greatly appreciate adding you to my network and learning more about the professional experiences you’ve had to shape your career. Thank you very much.

-Name

Reach out to employers you meet at career fairs and networking events.

Make a follow-up connection after hearing a guest speaker talk in class or at a meeting.

Find additional tips here https://www.facebook.com/LinkedInU.
Send any of your specific questions to Whitney Kinne at kinnew@missouri.edu.

5 TIPS TO LEVERAGE YOUR ONLINE BRAND

1. Always introduce yourself online (i.e. don’t rely on the generic message on LinkedIn.) When you ask a new person to connect, take a moment to introduce yourself. See example LinkedIn messages above!

2. Earn respect from employers by sharing career relevant links, commentary, and updates from your coursework, internship, etc.

3. Use some manners in your posts. Don’t let complaints, negative comments, or sarcasm put you in a negative light. Stick to polite, kind, and positive statements online.

4. Censor your content. Every detail of your social life and all of the random inside jokes you share with friends do not need to be on public display.

5. Seek new connections frequently. You have some of the best resources available at your fingertips thanks to technology. Now reach out and start using them to your career advantage!

SO NOW WHAT? You’ve learned about yourself, you’ve explored opportunities and grown your network. All of that work does no good unless you engage in an effort to further market yourself to potential employers. Not sure how? Move to the next section, beginning on page 15.
The first step to marketing yourself is to identify what employers want in potential candidates. Use the grid below to summarize your qualifications.

After that, we’ll walk through the advice you need to build your resume, cover letter, and interview skills to help you market yourself successfully!

**Position (job or graduate/professional school) I want:** ______________________________________

List the qualifications needed for this position below.

<table>
<thead>
<tr>
<th>Do I have this?</th>
<th>How do I prove it?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(i.e. resume, cover letter, LinkedIn profile, interview, etc.)</td>
</tr>
<tr>
<td>Experience</td>
<td>□ Yes □ No □ Somewhat</td>
</tr>
<tr>
<td>Education</td>
<td>□ Yes □ No □ Somewhat</td>
</tr>
<tr>
<td>Skills</td>
<td>□ Yes □ No □ Somewhat</td>
</tr>
<tr>
<td>Qualities</td>
<td>□ Yes □ No □ Somewhat</td>
</tr>
</tbody>
</table>

What are the top three, unique qualifications you have for the position you want?
1.
2.
3.

No one is perfect. Are there any qualifications that you don’t possess? How will you show that you are still the right choice for the position(s)?

Be prepared to either gain what you lack (i.e. a computer skill), or be able to explain in the interview why you are still the best candidate.

Goal: use this chart and your top three qualifications to begin marketing yourself for the opportunity (resume, cover letter, interview). You will repeat this analysis step for each position.
Highlight the words/phrases that SHOW your qualifications from the chart on page 15.

**ACTION VERBS:** convey accomplishments with action

- adapt
- administer
- advise
- analyze
- anticipate
- appoint
- approve
- appraise
- arrange
- assemble
- audit
- calculate
- circulate
- classify
- coach
- compile
- complete
- compose
- conceive
- conduct
- confront
- construct
- contract
- control
- coordinate
- correspond
- counsel
- create
- decide
- delegate
- demonstrate
- design
- develop
- diagnose
- direct
- display
- draft
- edit
- eliminate
- establish
- estimate
- evaluate
- examine
- exhibit
- expand
- expedite
- facilitate
- formulate
- generate
- hire
- implement
- improve
- increase
- influence
- initiate
- inspire
- interview
- investigative
- launch
- lead
- lecture
- locate
- maintain
- manage
- match
- measure
- mediate
- monitor
- motivate
- negotiate
- observe
- operate
- organize
- originate
- participate
- perform
- persuade
- plan
- predict
- prepare
- print
- process
- promote
- propose
- provide
- question
- recommend
- record
- recruit
- refer
- regulate
- reinforce
- reorganize
- represent
- research
- revamp
- review
- schedule
- sell
- serve
- sketch
- solve
- speak
- structure
- supervise
- support
- talk
- train
- translate
- update
- write

**ADJECTIVES:** enhance descriptions with adjectives

- accurate
- adaptable
- analytical
- capable
- clear-thinking
- competent
- competitive
- confident
- conscientious
- cooperative
- determined
- discrete
- efficient
- energetic
- firm
- flexible
- Industrious
- intelligent
- logical
- methodical
- meticulous
- motivated
- open-minded
- organized
- patient
- precise
- quick
- rational
- reliable
- resourceful
- responsible
- strategic

**TRANSFERABLE SKILLS:** express qualifications effectively

- administration
- advising
- communication
- coordinating
- creating
- designing
- handling detail work
- interpreting languages
- managing
- organizing
- planning
- programming
- public relations
- public speaking
- selling products
- supervising
- teaching
- writing

How will you use these words in your marketing efforts—resume, cover letter and interview? Use pages 18-23 to see examples!
RESUME BASICS
Don’t have a resume? No problem! We’ve got what you need to get started.

MIZZOU RESUME CREATOR
- Access HireMizzouTigers.com using your pawprint and password.
- Click the “Create Resume using Resume Creator” link on the left-hand menu.
- Choose the type of resume you would like to build, and enter in the relevant information.
- Download the first draft, and add your personalized formatting touches.
- Write more than one draft. It takes a lot of effort, but this is effort well spent because your resume is an important job hunting tool.

BASIC HINTS
Include key words for the position or industry you seek. Employers use key word searches in queries of their resume databases. Rely on the qualification assessment from page 15—what words did you pull from the position description? Can you truthfully incorporate these?
- Be honest and positive. Stick to the facts.
- Avoid abbreviations.
- Appearance is important. White space, font, headings…all matter.
- Your most impressive information should be at the top of the page.
- Never state salary history or requirements.
- Don’t forget your name, phone number, appropriate e-mail and web page/LinkedIn profile, if applicable.
- Personal information such as age, marital status, ID number, height and weight should not be included. Do not send a picture unless the job requires it—as in an acting or modeling position.
- References go on a separate page.
- Think you’re finished? First, critique your final resume and critique it again. Ask your friends, people in your field, and Career Services to review your resume. Your resume has to be perfect with no mistakes!

COMMON QUESTIONS
Should I have an objective?
Use an objective if you are crystal clear about the position you want, if it helps to focus a reader—for example, an Ag Ed major might use an objective to share an interest in a sales role, or to highlight your top three unique qualifications. Good objectives provide information about both what you want and what you have to uniquely offer.

How many pages long?
Is the information you’ve included relevant to the position you’re pursuing? Have you filled a full page? If you have chosen to use two pages, is your second page at least half full and does it include your name, contact information, and a page number? Government positions typically require a detailed account of your experience and a multi-page resume.

What are YOUR resume questions? Email Stephanie Chipman (chipmans@missouri.edu) or Whitney Kinne (kinnew@missouri.edu).
TRUMAN T. TIGER
Truman@mizzou.edu
2-64 Agriculture Builing
Columbia, Missouri 65211
(573) 882-0088

OBJECTIVE
A sales position that highlights my attention to detail, strong focus on exceeding customer expectations and prior agronomy/equipment experience.

EDUCATION
- Bachelor of Science in Agricultural Systems Management.
- University of Missouri; Columbia
- Minors in Agronomy and Agriculture Economics
- Expected Graduation: May 2014
- GPA: 3.0/4.00

RELEVANT EXPERIENCE
Student Technician, University of Missouri Agronomy Research Station (Bradford Farm), Columbia, Missouri---Winter 2012-Present
- Build and service various equipment, including tractors, combines, grain bins, a dryer, and implements.
- Test and analyze soil electrical conductivity on each of the plots covering 720 A, working close with supervisor. Complimented for attention to detail and consistency.
- Perform daily farm operations including the planting and harvesting of field crops, developing knowledge of pests/control methods, irrigation, and precision agriculture.

Summer Contract Employee, Monsanto, Chesterfield, Missouri---Summer 2012
- Worked closely with Corn, Soybean, and Model crops teams to conduct research on five different projects.
- Managed three greenhouses for a one week period.
- Coordinated the archiving of 15,000 coin packets of seed through teamwork and persistence.
- Oversaw Monsanto weekend plant health program for two weekends, including watering 26 greenhouses and 130 growth chambers, inspecting irrigation, and shoot bagging.

OTHER EXPERIENCE
Construction labor, Very Mechanical, St. Louis, Missouri---Summer 2011
- Worked in heating and air conditioning doing various tasks, from rigging cranes to driving supply trucks.
- Organized and inventoried the entire warehouse.

Construction Labor, Private contractor, St. Louis, Missouri---Summer 2010
- Deliberated with customers over the design. Consistently strived to exceed customer expectations; received positive reviews.

Farm Hand, Horse Place Farm, Horsey, Missouri---2000 - Current
- Care for and manage more than 30 horses. Assist with breeding operations of 8-12 brood mares.
- Jobs included everything from tractor work to feeding horses, riding and training horses, fence work, and cleaning stalls.

HONORS, ACTIVITIES AND VOLUNTEER WORK
- Bright Flight Scholar (awarded to top 3% of high school graduates in Missouri)
- Agronomy Club; Vice-President 12-13, College of Agriculture Food & Natural Resources Student Council Representative, 2013
- FFA American Degree
- Honorary fraternity- Delta chapter, Organization reserved for elite Agriculture Systems Management majors.
July 26, 2014

The Children’s Mercy Hospital
Human Resources Department
2401 Gillham Road
Kansas City, MO 64108

Dear Ms. Smith:

I am interested in employment with The Children’s Mercy Hospital upon graduation. In December 2014 I will receive my Bachelor of Science degree in Biochemistry. I look forward to using my scientific knowledge and am seeking a position as a scientist in the medical field. I am particularly interested in becoming a Research Assistant in the Cancer Pharmacology Lab.

In addition to my strong academic background as evidenced by a GPA of 3.7, I have three years of research experience, including pharmacology research in Dr. Pat Smith’s lab at the University of Missouri. Please note my experience with cell culture techniques and additional coursework in Cell and Molecular Biology. I have the ability to organize and direct activities effectively and was frequently complimented for being a good team member by both Dr. Smith and other lab members. With a strong interest in medicine, I am excited to apply my lab skills in a clinical setting.

I can come to Kansas City at your convenience. I will contact you next week to confirm that you have received my application and look forward to the possibility of my association with Children’s Mercy.

Sincerely,

(Allow four spaces for your signature if a scanned or printed letter. Sign in pen—black or blue ink.)

Your Name
Enclosure
Dear Mr. Ryan:

I am a junior studying environmental science at the University of Missouri. I was especially intrigued by engineer Ms. Sally Gold, who spoke to my class last semester about some of the advances your company has made recently in reducing industrial pollutants. As a result, I would like to work at Environmental Industries as a summer intern.

As you will note from my attached resume, I have key qualifications for the Environmental Industries internship:

• 15 hours of environmental science coursework with a cumulative GPA of 3.56,
• a strong desire to protect our environment,
• work experience from full-time summer and part-time school year employment, and
• numerous leadership positions in campus clubs and organizations, including the MU Environmental Science Club and Sustain Mizzou.

I will call you next week to confirm that you have received these materials and to talk further about an internship or other summer employment opportunities with Environmental Industries, Inc. Once again, I am very enthusiastic about this possibility and look forward to visiting with you.

Sincerely,

Sara Smith
BS, Environmental Science, Expected May 2015
President, MU Environmental Sciences Club
Recycling Chair, Sustain Mizzou
INTERVIEWING BASICS

**DO:**

1. Be fully prepared and dressed to positively impress. Research the organization thoroughly. Practice interview questions.
2. Arrive 10 minutes early.
3. Be nice to the receptionist and everyone you meet.
4. Bring extra copies of your resume and references, a pen and paper in a padfolio.
5. Greet the interviewer with a warm smile. Take cues from the interviewer. Wait until invited to be seated.
6. Be ready for “Tell me about yourself.” This is your opportunity to present yourself. Prepare your self-presentation in an orderly, organized manner, starting with your educational/experiential background and ending with your goals. Why do you want THIS job?
7. Be prepared for behavior-based interviews with specific examples of your skills. (See below for more on this type of question.)
8. Sell yourself by sharing not only WHAT you’ve done, but also HOW WELL you’ve done it! Answer questions thoughtfully and specifically. It is up to you to convince your interviewer(s) that you are the person for the job.
9. Close the interview! Ask appropriate questions which reflect that you have prepared, including the hiring timeline and who to contact for follow-up. Express your genuine interest in the position.
10. Send a thank you note immediately following your interview.

**DON’T:**

1. Talk too much or prolong the interview.
2. Chew gum.
3. Tell “hard luck” stories or make negative comments about former employers.
4. Inquire about salary, benefits, vacations, or pensions until an offer has been made.
5. Accept an offer on the spot, unless you are very certain. A response in 24 hours is appropriate. Allow at least 24 hours to think about the opportunity!
Behavior-based interviews are pretty common in the hiring process. Why? The most accurate predictor of future performance is past performance in a similar situation. Traditional interview questions are general questions such as “Tell me about yourself.” The process of behavioral-based interviewing requires more in-depth answers, but can be very effective for a prepared job seeker!

IMPORTANT POINTS ABOUT BEHAVIOR-BASED INTERVIEWING:

- Do your research! Employers predetermine skills necessary for the job and then ask pointed questions to determine if you possess those skills. Do your homework before an interview to determine the skills an employer seeks. Refer back to the qualification assessment you completed on page 15. Identify how you will share your skills with specific examples. Talk with alumni, read the company literature carefully and listen during the company’s information session.

- In the interview, your responses should be specific and detailed. Tell about a challenge that relates to the question, not a general one. Briefly describe the challenge, what action you took, and the positive result. Frame it in three steps:
  1. Challenge: explain the challenge
  2. Action: explain your role and the action you took to overcome the challenge
  3. Result: explain the positive outcome because of your action toward this challenge

- Always listen carefully to each question, ask for clarification if necessary, and make sure you answer the question completely.

PRACTICE: SAMPLE QUESTIONS

1. What is your career objective?
2. Describe an instance when you had to think on your feet to extricate yourself from a difficult situation. *
3. In what type of position are you most interested?
4. What do you expect to be doing in five years?
5. Why do you want to work here?
6. What is your previous work experience? What did you gain from it?
7. What do you consider to be your major strengths and weaknesses?
8. By providing examples, convince me that you can adapt to a wide variety of people, situations and environments. *
9. What two or three accomplishments have given you the most satisfaction?
10. What is the most important thing that you learned from your courses?
11. Share a time when you effectively used time management skills to juggle multiple projects within a time frame. Be specific about techniques you used. *
12. How would your co-workers describe you?
13. Describe a situation where someone openly criticized your work in front of others. Share the situation and your response. *
14. Share a time when you missed a deadline. How did you handle the situation and what happened? *
15. Define success.
16. Tell me about a time when you communicated persuasively to convince others. *
17. Describe the most significant or creative presentation that you have had to complete.
18. Tell me about a time when you implemented a positive change in a class, club or at work. *
19. What kind of salary are you seeking?
20. Why should we hire you?

* Denotes behavior-based questions
PRACTICE: Develop your approach to the Challenge, Action, Result method. Go back to page 15, and select three unique qualifications you want to communicate during an interview. Follow the chart below to highlight your qualifications in an interview!

<table>
<thead>
<tr>
<th>LIST THREE QUALIFICATIONS (see personal answers on page 15)</th>
<th>LIST ONE EXAMPLE of a time you’ve demonstrated this qualification, and include details</th>
<th>USING THE EXAMPLE YOU LISTED, explain the challenge, the action you took, and the end result of the situation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Challenge:</td>
<td>Action:</td>
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<td>Result:</td>
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<td>2.</td>
<td>Challenge:</td>
<td>Action:</td>
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<td></td>
<td>Result:</td>
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<tr>
<td>3.</td>
<td>Challenge:</td>
<td>Action:</td>
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<tr>
<td></td>
<td>Result:</td>
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QUESTIONS FOR THE INTERVIEWER
1. As an employee, how could I exceed your expectations?
2. How can I help your company meet its goals?
3. What excites you about coming into work?
4. What is a typical day like in the position?
5. What is a realistic time frame for advancement? What is the career path?
6. What are the organization’s plans for the future?
7. How would you describe the management style of the organization?
8. How is an employee evaluated?
9. What would be the typical first year assignments?

FOLLOW-UP TO THE INTERVIEW
It is very important to establish a follow-up to the interview if you are interested in the job! Try to *establish a definite next step in the hiring process*, such as a definite decision date and who will be making the hiring decision. Set up a time to call back.

ALWAYS write a thank you note!

MOCK INTERVIEW: PUTTING IT ALL TOGETHER
Call CAFNR Career Services at 573-882-0088 or the MU Career Center at 573-882-6801 to schedule a mock interview. Like any skill, your ability to interview effectively will improve with practice!
DRESS FOR SUCCESS

It is important to note that up to 60 percent of the selection decision is made within the first three minutes, so your first impression is critical! Whether you wear business professional or business casual is determined by the position/industry you pursue, as well as the situation. Always dress a step above the appropriate attire for the job. If you have questions, ask in advance! Use these general guidelines.

BUSINESS PROFESSIONAL

Minimal, natural looking makeup. Only the slightest perfume, if any.

Solid-colored suit with knee-length skirt or tailored pants and conservative blouse.

No bright, distracting polish or designs on fingernails.

Neutral pantyhose, without runs or snags.

Polished leather shoes in good condition. Heels less than 3 inches high and closed toes.

Conservative, solid-colored 2-piece suit in dark color.

Dark socks to match suit color.

Leather belt matching shoe color.

Hands and nails should be clean.

What to carry? Bring a folder/padfolio with extra copies of your resume, list of references, paper, and a pen. Avoid large or multiple bags.

Iron separate pieces of the outfit: jacket, pants/skirt, shirt to remove wrinkles.

Black or brown leather, polished shoes in good condition.

Clean-shaven; neat, trimmed hair.

Only the slightest cologne or aftershave, if any.

Conservative tie, with a simple pattern. Tie length to hit at belt buckle.

Hair should be controlled and subtle—out of eyes and face. Avoid distracting hair accessories, including large or brightly colored headbands.

Skip jewelry that dangles—select earrings, necklaces and bracelets that do not jingle or shake when you talk. Avoid wearing large rings or more than two rings. Remove all visible piercings for the interview.

No bright, distracting polish or designs on fingernails.
BUSINESS CASUAL

- Jewelry is subtle.
- No capri pants
- Neckline is appropriate
- Collared shirts
- Flats are acceptable. Avoid open toes!
- Dress shoes and dark socks!
- Belt and shoes match
- Watch—you must be timely!
- Note: tailored, knee length

Find additional inspiration for your professional look by checking out CAFNR Career Services on Pinterest: www.Pinterest.com/CAFNRcareers.
CAREER RESOURCES ON CAMPUS
Use your resources to cash in on opportunity! Here’s where you should go next:

CAFNR Career Services
hirecafnr.missouri.edu
2-64 Ag Building (right across from Tiger Garden!)
573-882-0088
Visit MU Connect to schedule an appointment!

Attend events designed just for YOU!

<table>
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<tr>
<th>DATE</th>
<th>EVENT</th>
<th>I WILL ATTEND:</th>
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For information about career events in CAFNR, check out Facebook.com/CAFNRcareers, or email kinnew@missouri.edu.

HIREMIZZOUTIGERS.COM
Use the online job board to find open positions and apply. Also, check out the employer directory to see if you can make a Mizzou connection.

MIZZOU AG ALUMNI ASSOCIATION
Connect with CAFNR and SNR alumni at annual events, and consider joining the alumni association when you graduate! Find event details at www.cafnralumni.com and www.snr.missouri.edu/alumni.

Become a student member today. Learn more at www.TrueTiger.com.
PROFESSIONAL ASSOCIATIONS AND MEETINGS
Associations are an excellent way to learn about entry-level jobs and career path. Many groups offer significantly discounted membership rates to students. Membership benefits vary, but may include access to the membership roster, jobs, salary data, the opportunity to attend meetings and events, and even mentoring.

Find two professional organizations that align with your career and networking goals. See if they have membership discounts for student members, and find out what professional development/mentor programs they have for young professionals.

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>WEBSITE/CONTACT INFORMATION</th>
<th>MEMBERSHIP DUES</th>
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Attend a public event hosted by these organizations to build your network. Refer to the networking guide on pages 9-11 to prepare! Be sure to look at www.cafnralumni.com for events you can attend to connect with CAFNR alums.

Find two student organizations that align with your career and networking goals.

<table>
<thead>
<tr>
<th>ORGANIZATION NAME</th>
<th>WEBSITE/CONTACT INFORMATION</th>
<th>MEMBERSHIP DUES</th>
<th>MEETING DATE/TIME</th>
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Connect with students in these organizations to determine what opportunities exist for members. Remember, organizations and leadership experience is important for your resume. Refer to resume tips on pages 15-18.

JOB OFFERS/NEGOTIATION
By now you realize that the job or education search is a search for information about yourself, the world of opportunities, and where you fit. It is your obligation to evaluate where you can best apply yourself, with what organization, and in what capacity. You will be offered a position. Great! Now you have to decide if it fits! The following list identifies some of the factors that you may want to consider before you accept.

SALARY
Have a range in mind based upon your research of market (see cafnr.missouri.edu/career-services/outcomes for salary surveys), your education, and experience. Your range should start with the minimum figure acceptable to you and go somewhat higher than your desired figure. Benefits and compensations should also be defined.

My salary expectation: __________________________

Based on data from: __________________________

CAREER FIELD/INDUSTRY
Look at the history of growth, the future needs, and trends.
ORGANIZATION/COMPANY
Consider the philosophy of the organization, reputation, management, and financial stability.

POSITION/JOB
Take a close look at the reason for the vacancy, training programs, job description, and opportunity for advancement.

SUPERVISOR/CO-WORKERS
Are you comfortable with the staff? Consider the organizational chart and the relationships between the boss and your colleagues.

GENERAL LIFESTYLE
The geographical location is an important consideration. Look at opportunities for recreation, culture, and education.

Go back to your original self-assessment goal on pages 3-6. Look at your priorities. Do you still agree with these priorities, or have they changed during your job search? Does this job match?

If all matches, then go for it…and celebrate your hard work!

TRANSITION
So, now you’ve got the job/internship! Congratulations! You can relax, right? WRONG!

As a new intern or full-time hire, you can impress your co-workers and supervisor by approaching your position with professionalism! Here are a few tips to get you started:

• Set personal goals.
• Take your work seriously.
• Put thought into your projects and share new ideas within your team.
• Read and stay current with relevant news about your company’s industry.
• Pay attention and add value to conversations.
• Ask questions.
• Own your mistakes. Don’t place blame or make excuses.
• Show up on time and don’t watch the clock all day.
• Maintain a positive attitude.
• Be efficient with your time and look for new projects to pursue.
• Get to know others in the company.
• Link up with colleagues through professional networking sites like LinkedIn.
• Keep track of the skills you are gaining, and the outcomes of your projects to update your resume.
• Ask for help when you need it and say thank you often.

FINAL THOUGHTS
Few of us have a choice about working; all of us have choices about the work we do. While following the process doesn’t guarantee that you’ll graduate landing your dream job—or even knowing what it is—it does add value to your CAFNR experience. Please let us know how we can help you!

THANKS AGAIN to the Mizzou Ag Alumni Association and employer partners for providing funds to sponsor this book. Find out how you can join the association at www.cafnralumni.com and view the employer ads on pages 30-32.
WHERE TO GO FROM HERE?
No matter where you are in the process of identifying and pursuing post-graduation success, goals are essential. So, let’s set some!

<table>
<thead>
<tr>
<th>GOAL (ACTION STEP)</th>
<th>DEADLINE</th>
<th>RESOURCES NEEDED</th>
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OTHER NOTES:
“We chose Bunge and it made all the difference.”
– Laura and Michael

“I knew my passion was in agriculture and found out through experience that my strengths are in teaching and facilitation... Experience through internships is the best way to discover that. I found my home at Bunge. I discovered my best fit, find yours!”

2010 CAFNR Graduate
B.S. Agricultural Education

“Take risks in your schedule. Acquire life experiences. Then, find a job you are glad to go to every day. I started at Bunge right out of Mizzou as a Grain Management Trainee and the trust the company put in me is very humbling. Today, I connect local farmers with markets worldwide. I get to make a difference.”

2007 CAFNR Graduate
B.S. Agribusiness Management

Founded in 1818, Bunge is a leading agribusiness and food company with integrated operations that circle the globe. Visit the Bunge booth to find out if our field is for you or learn more at Bungenorthamerica.com/careers
Johnna’s Career Advice for Current Students:

• Involve yourself in student organizations while working part-time or as an intern. It may currently be your job that you consider and if the program, it may encourage others to grow and support teamwork. This is a great opportunity to share and learn about the “new drive.”

• Participate in interviews; get to know my colleagues, leadership and work environments as possible.

• Keep yourself involved on campus, at work, in the community, while maintaining a good GPA.

• Find a mentor who can help you through the employment process.

• Attend career fairs and networking opportunities, especially during junior and senior years.

• Get involved with current and future careers in their fields, especially during junior and senior years.

Johnna’s Career Advice for Future Students:

• Participate in student organizations while working part-time or as an intern.

• Keep yourself involved on campus, at work, in the community, while maintaining a good GPA.

• Find a mentor who can help you through the employment process.

• Attend career fairs and networking opportunities, especially during junior and senior years.

• Get involved with current and future careers in their fields, especially during junior and senior years.

Last piece of advice: take advantage of your college experience! You only have a few years at Missouri, so make it memorable. Study abroad, take classes, and get involved on campus because your time in Columbia goes by fast!
In our industry, experience is everything. The more relatable experience you have, the more likely you will reach leadership positions in your career. Here are some tips to gain experience:

• Get involved: join clubs and organizations related to the hospitality industry.
• Take leadership roles in your organizations: growing your leadership skills and experience will help you in your career.
• Get a job: having hospitality experience is everything.
• Have realistic expectations: be willing to ‘get your foot in the door’ with a company you love.

LHM offers fun, challenging experiences for Leaders and Associates to grow their careers in St. Louis. Pursue summer internship opportunities to get hands-on experience in every aspect of the hospitality industry, from Rooms, Banquets and Catering, Finance, Revenue Management and more. For a role in sales, please come see us at the 2014 CAFNR Career Fair and the 2014 Trulaske Business School Career Fair!

Please join us in thanking these employers for helping provide valuable experiences that promote self-branding and soft skills necessary in the hospitality industry.

How to prepare for life after college:

"Seek out internships and stay involved on campus. Being involved gives you invaluable experiences that promote self-branding and soft skills necessary in the hospitality industry. After graduation you will apply your strengths and define your career goals. The more leadership positions you have held, the more likely you will reach leadership positions in your career. Here are some tips to gain experience in our industry: experience is everything. The more relatable experience you have, the more likely you will reach leadership positions in your career."

How to reach your career goals:

"Use your career services department. They offer many services, including mock interviews, career fairs and training programs that will help you in your job search. Your resume still needs to reflect your strengths and define your career goals."

www.lhmc.com

Career advice from:
Reid Browning
CAFNR Graduate May 2014

Visit www.LHMC.com to learn how you can join the LHM team!

Please join us in thanking these employers for helping provide this educational workbook, and also our partners who have committed to sponsor career programming for CAFNR students this fall: Beck’s Hybrids, The Climate Corporation, Marriott, Sinclair Research, and Total Quality Logistics.

Visit www.HireCAFNR.missouri.edu to find events and tips for your networking and job search needs!

CAFNR Career Services
Food and Natural Resources