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Equity: the notion that the disadvantaged should be provided more resources than the privileged in order to achieve true fairness

Feminism: The advocacy of women's social, political, and economic equality to men

Gender Identity:

Transgenderism: those who have a gender identity that does not match the sex they were given at birth

White Privilege: highlights the unfair societal advantages that white people have over non-white people

(414) 288-7208

<https://www.marquette.edu/residence-life/>

Office of Student Development

AMU 329

(414) 288-1412

<https://www.marquette.edu/student-development/>

Ott Writing Center

Raynor Memorial Library Room 240

(414) 288-5542

<https://www.marquette.edu/writing-center/>

Get Involved Before You Apply

Involvement

chance to eat and talk with the Meal guests, and powerful reflection. A \$25 donation and a collection of hygiene supplies or cold weather wear is appreciated to cover staff time. Groups of 5-15 are welcome with 1 adult chaperone for every 10 minors. Contact Br. Jerry Smith at (414) 271-0135 or email jsmith@thecapuchins.org to arrange this event. Find more information at <https://www.capuchincommunityservices.org/services-provided/plunge-immersion-experiences>

—The leading hunger relief organization in the state. Volunteers label canned goods to be shipped to food pantries, sort meat products to provide meal programs with real protein, box fresh produce to send to homeless shelters, per pack bulk product into family friendly sized portions. Groups interested in volunteering should email Volunteer Engagement Coordinator, Paige Soma, at psoma@feedingamericawi.org to arrange an opportunity. Volunteer opportunities are available Monday-Friday between 9am-11:30am and 1pm-3:30pm. Find more information at <https://feedingamericawi.org/get-involved/volunteer/in-milwaukee/>

(MUNK)—Student-powered hunger relief organization partnered with the MU Food Recovery Network chapter to recover surplus food from campus dining, repurpose it into nutritious meals, and deliver them to the community. Now located in Mashuda Hall. Website coming soon! Contact via phone at (414) 288-0342 or via email at MUNeighborhoodKitchen@gmail.com

2021 are closed. Questions about how to participate in 2021-2022 can be directed to Kat Klawes via email at kat@wislgbtchamber.com

On-Campus Events (TBA): <https://www.marquette.edu/engagement-inclusion/lgbtq-resource-center/events.php>

- LGBTQ+ Prayer Service
- Pride Week
 - Pride Prom
 - Soup with Substance
 - Drag Bingo
 - Day of Silence
- Lavender Graduation

Student Organizations: <https://marquette.presence.io/organizations>

- LGBTQ+ Resource Center
- Gender Sexuality Alliance

Ability

Counseling Center: <https://www.marquette.edu/counseling/>

- Phone: (414) 288-7172

Office of Disability Services: <https://www.marquette.edu/disability-services/>

- Located in 707 Building Room 524
- Phone: (414) 288-1645 | Email: ODS@marquette.edu

Wellness at Marquette: <https://www.marquette.edu/student-wellness/>

On Your Marq: <https://www.marquette.edu/disability-services/on-your-marq/>

- Located in Coughlin Hall 2nd floor
- Phone: (414) 288-0212 | Email: oym@marquette.edu

Developing Your Resume

Preparing to Create Your Resume

Create a list of Co-Ops, Internships, Volunteer, Jobs, Academic Projects, Co-Curricular Activities, and Other Involvement with organizations and clubs

Establish a description for each item on the list including key skills and experiences that are reflection of the position you are applying to

Now prepare to show these skills and experiences within your resume

Important Notes about Resumes

Do not include personal information such as age, personal characteristics, religion, etc. on your resume. These are protected categories and employers cannot ask you about these things.

Avoid using a template – we would hate to find that you plagiarized information on your resume and want to know about your experiences not someone else's

Typically resumes begin with education (including study abroad experience, followed by a list of work experiences, then volunteer/student leadership experiences, and lastly accomplishments.

Work and volunteer/student leadership experiences should include name of company or organization, job title/position, length of employment or time spent in organization/volunteering, followed with list of skills or tasks completed within the experience.

Resumes should be around one page in length.

Set up time to work with a Career Counselor in developing your resume or having your resume reviewed. Information about this available here: <https://www.marquette.edu/career-services/resources/resumes-and-cover-letters.php>

Completing the Essay Questions

Be Clear and Succinct!

Tell Your Story – Invite those that review your essays to understand you and your experiences.

Use specific examples and relate those experiences back to the role you are applying to – How will you use what you learned in that experience within the role you are applying to?

Proofread. Remember to check grammar, spelling, and punctuation before submitting. Have someone in the Ott Writing Center review your essay answers. Information about this available here: <https://www.marquette.edu/writing-center/schedule-appointment.php>

Be unique and be authentically you. Show the evaluators why you are a unique candidate and share your voice.

Answer the question. After you have written the essay, re-read the question to ensure you answered the question entirely.

Requesting a Recommendation

Adapted from information found <https://www.coursera.org/articles/how-to-ask-for-a-letter-of-recommendation-template-tips>

1. Choose who you want to write your letters.
 - a. These are typically individuals that can speak to your skills and talents
 - b. Also looking at individuals that will understand how those skills and talents will translate to the position you are applying to
2. Share your resume and job description
 - a. Sharing your resume provides the person writing the recommendation letter insights into all education, work, volunteer/leadership, and accomplishments you will be sharing with the employer
 - b. Also sharing the job description helps that person understand what you are being recommended for
3. Ask in person, then follow-up in writing
 - a. Asking for someone to write a recommendation is asking them for a favor. Most will be happy to assist but asking someone if they will be a positive recommendation is essential to ensure you can answer questions and so that you can provide context for the recommendation
 - b. After confirming that the person will serve as a positive recommendation, follow up by sharing your resume, the job description, and details about how and when the recommendation should be submitted.
4. Follow-up before the due date (about 1-2 weeks) to ensure they have no questions and to remind of the deadline.
5. Send a thank you either via email or handwritten note if possible.

Tips:

Ask early to give ample time.

Consider asking someone that is currently in that position to write the recommendation letter.

If you sense hesitation or they say they are unable to be a positive recommendation, find someone else that may be better suited to do so.

Next Steps

After you have finished the interview, submitted your handshake application (with resume and essays attached), and had your recommendation has been submitted, you are done with the first part of the process. The second half of the process will take place during the second semester. More information will be sent to your Marquette email about that process. Thank you for taking the time to review this resource document we hope that you have found this to be helpful.

If you have questions, please contact orljobs@marquette.edu for more information and assistance as you complete this process.

