



## New Student Instructions

### Setting up your DragonJobs Account

#### **Registration**

1. Go to [www.mnstate.edu/dragonjobs](http://www.mnstate.edu/dragonjobs)
2. Near the middle of the page, select "Students & Alumni Login"
3. Near the bottom of the page, select "Click here to register!"
4. Complete the registration form
  - a. **Personal Information**
    - i. First and Last Name
    - ii. Username – Your complete MSUM email address (example@mnstate.edu)
    - iii. Password – Create your own password.
    - iv. Current Address, City, State – Your current address. You can change to your campus address in the future.
    - v. Current Phone
    - vi. Cell Phone
    - vii. Email Address – Your complete MSUM email address ([yourname@mnstate.edu](mailto:yourname@mnstate.edu))
    - viii. Web Site – Optional, but encouraged if you have a personal website highlighting your skills.
  - b. **Demographic Information**
    - i. Class Standing – Select your current class standing (for most will be Freshman or Sophomore)
    - ii. Highest Degree Seeking or Attained – Select "Bachelors"
    - iii. Applicant Type – For new students, we recommend selecting **Student Employment, Internships and Summer/Seasonal**. You may select all that apply to you.
    - iv. Majors – Select your current major. You can select multiple majors ("Undeclared" is an option)
      1. Click on the Majors box
      2. Click on "+All Majors"
      3. Click on each appropriate degree program (or "Undeclared" if currently undecided)
      4. Click "Save"
  - c. **Additional Information**
    - i. Career Goal – Optional
    - ii. Job Preference – Optional
    - iii. Language Skills – Optional, encouraged if you speak more than one language
    - iv. Computer Skills – Optional, encouraged if proficient in computer software
    - v. Allow Employers to View my Resume/Profile – **Select "yes" if you want employers to be able to view and find your resume/profile on DragonJobs. This means employers could search for you and view your resume for positions they have open.**
    - vi. Other Information – Optional, for any information you would like employers to know that may not be in your resume
  - d. **Control Information**
    - i. Student ID – Your MSUM Student ID.
5. Click on the "Register" button to send for approval. **\*New accounts are generally approved within 1 business day. You may search for jobs before your account is activated, however, you won't be able to apply for jobs through DragonJobs until your account is active and you have a resume on file.**
6. If you have a resume to upload: On the following screen, click on "My Account" at the top left of the menu bar, then click on "My Documents". Click "Add" to upload your resume. You can update your resume as often as you like. **\*Your resume will be reviewed by Career Development Center staff and you will receive feedback from us via email.** You can also upload other documents, such as alternate versions of your resume, cover letters, reference lists, schedules, etc.
7. If you do not have a resume, we can help! Resume tips and examples can be found at [www.mnstate.edu/dragonjobs](http://www.mnstate.edu/dragonjobs).

If you have questions or need assistance, please contact us at 218-477-2131 or [careers@mnstate.edu](mailto:careers@mnstate.edu)

# Scorch A. Freshman

8675 Dragon Lane  
Moorhead, MN 56560  
218-999-5627  
scorch@gmail.com

★ **TIP:** You can use your home address for now. Make sure to indicate a phone number and email that you will check frequently.

## EDUCATION

Pursuing a Bachelor's Degree, Major currently undeclared, class of 2018  
Minnesota State University Moorhead (MSUM), Moorhead, MN

★ **TIP:** Indicate your major if you have one declared! Some employers look for students with specific majors.

## EMPLOYMENT

Sandwich Artist, Subway, Fargo, ND June 2013-present

- Greeted and assisted customers, and accurately prepared orders
- Worked as part of team to provide excellent customer service
- Maintained cleanliness and sanitation of the store

★ **TIP:** If you have no work history, think of things you have done such as babysitting, mowing lawns, etc. If you truly have none, leave this section off and focus on your school involvement, extra-curricular activities and volunteer work.

Counselor, YMCA Summer Camp, Fargo, ND Summer 2013

- Supervised twenty elementary age camp program participants
- Interacted with campers individually and in groups
- Coordinated a variety of events and activities

Babysitter, Multiple Families, Fargo, ND 2010-present

- Cared for children ages infant-10 years old

## INVOLVEMENT

Concert Band, Concert Choir, Glee Club

- Selected to participate in all-state Honors Choir senior year

Student Council

- Active member sophomore-senior years
- Served as Treasurer senior year

★ **TIP:** Be sure to include leadership positions and honors in any of your activities!

## ATHLETICS

Volleyball

- Played all four years, Varsity sophomore-senior years
- Three year letter winner
- Elected team Captain senior year

Track and Field

- Competed in sprints and long jump
- Two year letter winner

## VOLUNTEER

FM Humane Society, Fargo, ND Summer 2011-present

- Demonstrated responsibility by walking shelter dogs weekly

★ **TIP:** You should update your resume by visiting the Career Development Center at least once EVERY YEAR during your college experience. We can help you transition from your first college resume to a professional resume appropriate to apply for internships & career positions!