

PREPARE

# BRAND YOURSELF

A GUIDE FOR RESUMES, COVER LETTERS & CAREER-RELATED MATERIALS



CAREER AND EMPLOYMENT  
SERVICES DEPARTMENT



# USE THIS GUIDE TO CREATE DOCUMENTS FOR

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**JOB APPLICATIONS**



**FINDING AN INTERNSHIP  
OR APPRENTICESHIP**



**ON CAMPUS JOB  
APPLICATIONS**



**NETWORKING WITH  
PROFESSIONALS**



**TRANSFER  
APPLICATIONS**



**APPLYING FOR  
SCHOLARSHIPS**

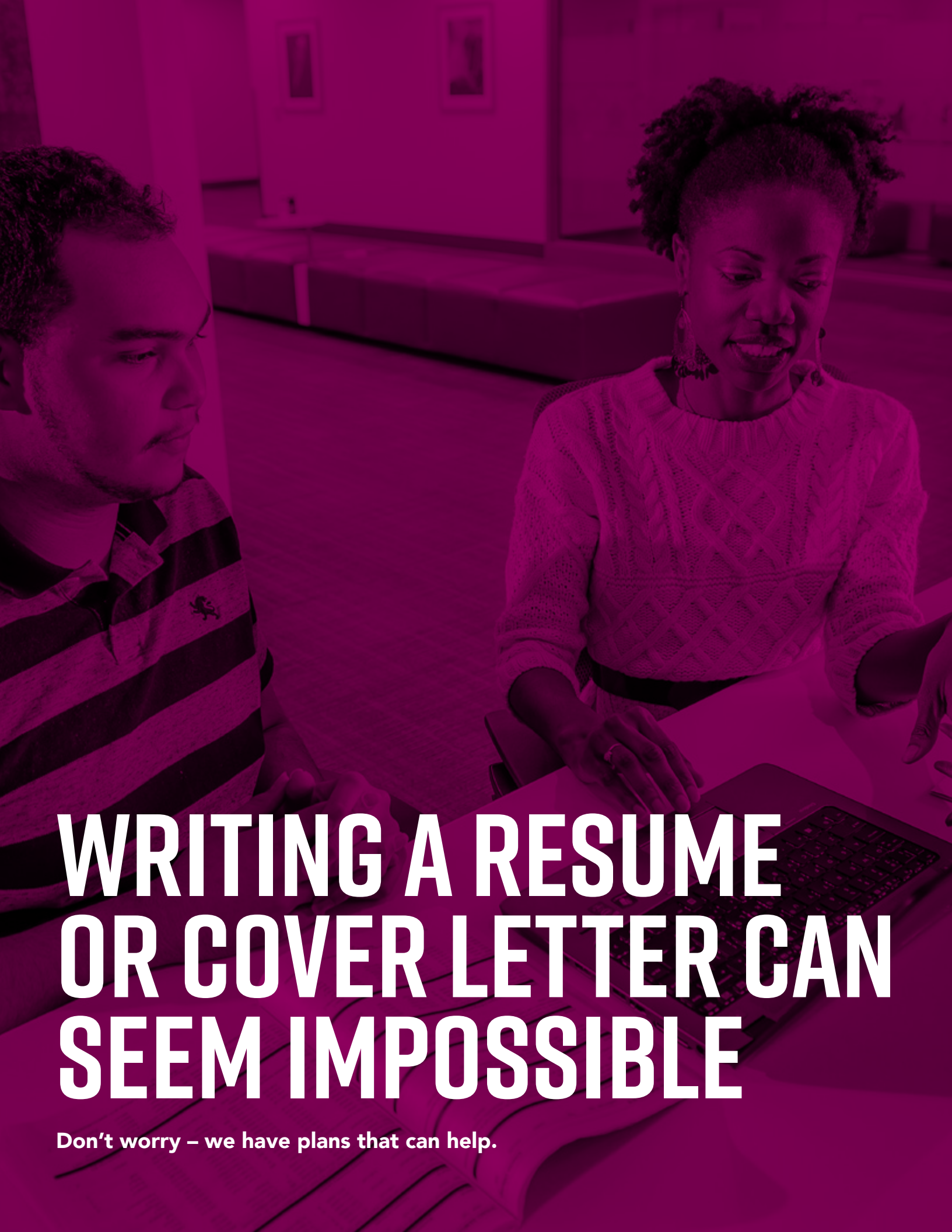
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# WRITING A RESUME OR COVER LETTER CAN SEEM IMPOSSIBLE

Don't worry – we have plans that can help.

# ABOUT LCC'S CAREER & EMPLOYMENT SERVICES (CES)

## Services



### Student Joblink

Your connection to employers recruiting LCC students and alumni. Search and apply for hundreds of full-time, part-time, internship, and apprenticeship positions at [lcc.edu/studentjoblink](http://lcc.edu/studentjoblink).



### Individual Appointments

Meet with a career advisor to start exploring careers, working on your professional documents, including a resume and cover letter, developing interview skills, starting your job search, and much more.

**To schedule an appointment call (517) 483-1172 or stop by the Career Center located in the Gannon Building.**



### Special Events

CES offers a variety of career-related special events each semester. From job fairs to company tours, visit [lcc.edu/ces](http://lcc.edu/ces) or stop by the Career Center for the latest schedule of special events.

## Resume, Cover Letter & Career-Related Materials

Whether you're looking for your first job, searching for an internship, have years of experience, or are changing careers — everyone needs an up-to-date résumé. Creating a package for each job application that includes a customized resume and cover letter, references and more helps you establish and promote your brand effectively.

### Ready to get started?

Call us at (517) 483-1172 or stop by the Career Center in the Gannon Building.





# YOUR STORY IS POWERFUL

A great resume makes your past work for your future.

# GET NOTICED

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A resume is your gateway to a job interview, connecting your academics, volunteer experiences, extra-curricular activities, jobs and internships to the position requirements and qualifications. Your resume should be customized, clear, and concise, marketing your value to a potential employer. Start building a dynamic resume using these 4 steps.

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## Got experience?

Create a list of all education, certifications, internships, full- and part-time jobs, volunteer experiences, and campus involvements. Draw from these to create content for your resume. Remember to use academic projects to illustrate your skills.

## Format and Style.

What resume format and style you choose will depend on your skills and experiences. Choose the format that best showcases your unique value and is accepted in the industry to which you're applying. Consistent formatting and correct grammar are musts.

## Resume Language.

Resumes have a unique language. Use action verbs to create bold statements clearly describing the experience you have gained on-the-job or in the classroom. Make your statements stand out by using bullet points to highlight specific results and achievements.

## Customize it!

Customize your resume to each position you're considering. Look at the keywords in the position description and consider how you can tie them into your resume.





# **PRESENT YOUR ACCOMPLISHMENTS**

**Strong statements and confident writing make for bold and effective career materials.**



# ACCOMPLISHMENT STATEMENTS

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Accomplishment statements can be used for resumes, cover letters, LinkedIn profiles, or in other professional communication.

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Before	After	Try on your own
Assisted with new student orientation.	Represented LCC during orientation, leading activities and tours for groups of 30 new students and their families three times a week.	
Delivered meals to families with ill children.	Recruited, organized, and supervised a team of 10 volunteers who plan, prepare, and serve a meal to approximately 30 families of ill children bi-weekly.	
Processed customer purchases.	Balanced cash drawer with 95% accuracy after completing Lead Cashier Training.	
Started social media sites for events.	Increased participation at events by 20% on average by implementing use of social networking sites such as Instagram and Facebook.	

# ACTION VERBS

An engaging and vibrant vocabulary is essential for creating a resume that stands out. Use these examples to make your efforts count.

## COMMUNICATION

addressed	enlisted
advised	explained
aided	formulated
arranged	influenced
articulated	informed
authored	inspired
clarified	interpreted
communicated	interviewed
completed	lectured
composed	marketed
conceived	mediated
conducted	moderated
consulted	motivated
contributed	persuaded
cooperated	presented
coordinated	promoted
corresponded	recruited
debated	represented
defined	suggested
directed	summarized
displayed	supervised
drafted	updated
edited	

---

## HELPING

accompanied	developed
advised	diagnosed
assisted	educated
assessed	engaged
attended	facilitated
cared for	furnished
clarified	mentored
coached	overcame
coordinated	provided
counseled	referred
delivered	served
demonstrated	

## TEACHING

adapted	influenced
advised	informed
clarified	inspired
coached	instructed
coordinated	served
educated	trained
explained	transformed
guided	

---

## FINANCIAL

administered	earned
allocated	financed
analyzed	forecasted
appraised	formulated
audited	invested
balanced	managed
budgeted	marketed
calculated	prepared
compiled	projected
developed	targeted
doubled	tracked

---

## TECHNICAL

administered	developed
analyzed	installed
assembled	led
built	maintained
calculated	manufactured
calibrated	operated
computed	overhauled
conducted	oversaw
configured	programmed
constructed	simulated
created	tested
designed	troubleshoot
determined	utilized



## MANAGEMENT

accomplished	implemented
acquired	improved
achieved	increased
administered	initiated
analyzed	led
appointed	managed
assessed	marketed
assigned	negotiated
chaired	organized
coached	prepared
consulted	prioritized
contracted	produced
controlled	promoted
coordinated	recommended
delegated	reconciled
developed	recruited
directed	reviewed
established	supervised
evaluated	targeted
examined	trained
exceeded	transformed
executed	

---

## ADMINISTRATIVE

accelerated	operated
accomplished	organized
administered	prepared
approved	prioritized
arranged	provided
classified	purchased
completed	recorded
correlated	resolved
delegated	retrieved
developed	screened
documented	streamlined
maintained	structured
managed	systematized

## CREATIVE

acted	illustrated
adapted	improvised
composed	initiated
conceived	innovated
conceptualized	integrated
crafted	invented
created	marketed
customized	originated
designed	performed
developed	problem-solved
directed	revitalized
fashioned	shaped
formulated	synthesized
founded	
generated	

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## RESEARCH

calculated	extrapolated
cataloged	gathered
clarified	identified
collected	inspected
computed	investigated
correlated	monitored
critiqued	observed
diagnosed	organized
discovered	proved
evaluated	surveyed
examined	tested
experimented	

A photograph of two young women at a career fair, overlaid with a teal color filter. The woman on the left is a Black woman with her hair in a bun, wearing a dark jacket. The woman on the right is a white woman with blonde hair, wearing a dark top and a name tag that reads "NIOWAVE Accelerating Your Potential", "Amanda Grimm", and "Nuclear Engineer". They are both looking down at a document held by the woman on the right. The woman on the left is also holding a stack of similar documents.

# SAMPLE STUDENT RESUMES

Use the following materials and helpful hints and tips to energize your own brand.



## First Year Student

Combination Format

# Lenny Leader

leaderL@mail.lcc.edu | (517) 483-1957 | linkedin.com/lennyleader

### CONTACT INFORMATION

- Include name, email, and phone number
- Address and LinkedIn profile are optional

### SKILLS

**Promotions:** Developing promotional flyers, posters, and ads

**Social Media:** Twitter, Facebook, and LinkedIn

**Technology:** Researching using the internet and experienced using Microsoft Office Word, PowerPoint, and Excel

**Data Entry/Typing:** Type 55 wpm with good accuracy

**Customer Relations:** Providing customer service face-to-face, via email, and by phone and leading tours

**General Office Skills:** Answering phone calls, filing, faxing, scanning, copying, and providing inventory support

### EDUCATION

**Associate of Business Degree in Marketing**

Cum. GPA: 3.74/4.0

Dean's List: Fall 2020

**Lansing Community College, Lansing, MI**

Anticipated May 2021

**Team Project – Marketing Management Course:** Worked on team with 3 peers. Created a business proposal for a local start-up marketing firm. Proposal included recommendations regarding budget, company logo, and specific marketing plans and strategies. Created PowerPoint and presented plan to entrepreneur and class. (Project Grade: A)

### EXPERIENCE

**Student Employee, Center for Academic & Career Pathways**

**Lansing Community College, Lansing, MI**

Sept. 2020-Present

- Develop promotional flyers and brochures to market upcoming events and opportunities
- Lead campus tours for prospective students and accompanying family members
- Assist Orientation Programs team with set-up, check-in, presentations, activities, and clean-up
- Greet and check-in customers, answer phone calls, and schedule appointments
- Enter data into online appointment scheduling system
- Scan confidential documents
- Complete special projects as assigned

**Sales & Marketing Assistant (Seasonal)**

**Williamston Theatre, Williamston, MI**

Summers of 2018, 2019, 2020

- Sold tickets for summer performances and assisted with theatre admission
- Created promotional flyers, posters, and ads about upcoming plays
- Answered phone calls and responded to inquiries from the general public

### ACTIVITIES

**Member, American Marketing Association**

**LCC Chapter, Lansing, MI**

Aug. 2020-Present

- Assist with fundraising events and have helped raise over \$2,000
- Participate in several volunteer community service outings annually

Combination format resumes use a mix of traditional and functional formats. Starting with a skills section can be very effective when applying for internships, clerical jobs, or other jobs that are hands-on oriented (such as in Dental Hygiene).

Listing relevant class projects can tie your classroom knowledge to real world applications and highlight transferable skills.

Include professional memberships and any leadership roles you have held.

## First Year Student

### Functional Format

# George-Anne Genius

(517) 483-1957 • georgeannegenius@gmail.com • linkedin.com/gagenius

The functional format lists skills, duties, and achievements by functional area (Examples: customer service, marketing, communication, or childcare)

## EDUCATION

**Associate of Arts - Education**, Lansing Community College, Lansing, MI, anticipated May 2022

- Cum GPA: 3.76/4.0
- Familiar with Microsoft Office Word, Excel, and PowerPoint
- Preparing to transfer to pursue a bachelor's degree in Elementary Education
- Relevant Courses: Child Growth and Development 0-10 Years, Introduction to Education, Introduction to Psychology, Educational Psychology, Math for Elementary Teachers I & II, and Composition I & II

## SKILLS & EXPERIENCE

### Teacher/Classroom Assistance

- Assisted teacher with teaching and conducting Sunday school class of 1st-graders weekly.
- Assisted with instruction, crafts activities, and snack-times.
- Prepared and implemented several class lessons and activities.

### Childcare

- Provide childcare to area families with children ranging from infants through 13 year olds.
- Prepare and serve meals, administer medications, and bathe children as requested by parents.
- Plan, implement, and supervise a diversity of activities.
- Take children on outings to Potter Park Zoo, Impression 5 Science Center, and other sites.
- Provide basic tutoring and assistance as needed for homework completion.

### Fundraising/Membership & Event Planning/Coordination

- Assist with bi-annual membership drives and fundraisers, including Scholastic Book Fairs. Have helped raise over \$5,000.
- Assist with planning, coordinating, and conducting student club events and activities.
- Assisted with administration of sports events for youth with intellectual disabilities.
- Monitored field play. Helped set up and clean up.

## WORK HISTORY

**Childcare Provider (self-employed, part-time)**, Lansing, MI, 2016-Present

**Youth Summer Events Volunteer**, Special Olympics Michigan, Ingham County, MI, 2019, 2020

**Teacher Assistant**, a local church, Lansing, MI, 2018-2020

## ACTIVITIES

**Member, Future Teachers Club**, Lansing Community College, Lansing, MI, 2020-Present

**Member, Women's Basketball Team**, Lansing Community College, Lansing, MI, 2020-Present

- Participate as athlete on college basketball team while attending school full-time and working approximately 15 hours per week.

## EDUCATION

- Include school name, location, major, and graduation date.
- High School shouldn't be listed after your first year of college
- List your highest degree level first, unless you're changing careers and are pursuing a more relevant degree now

A functional skills format is often a good choice for persons with little or no relevant work experience, employment gaps, and/or brief periods of employment.

## ACTIVITIES

- List activities including involvement in student clubs and athletics



## Second-year Student

### Traditional Format

A traditional format resume includes an Education section and an Experience section. This format shows career progression and is liked by employers in conservative, traditional career fields.

## Angelina Armstrong

(517) 483-1957 • armstrong25@mail.lcc.edu

### EDUCATION

#### A.A.S. – Nursing – RN Option

Lansing Community College, Lansing, MI

- 3.74/4.0 GPA
- President's List or Dean's List every semester
- Recipient, *LCC Foundation Scholarship*, 2019-2020 and 2020-2021
- Familiar with XXXXXXXX software (used at Sparrow Hospital), YYYYYYYYYY software (used at McLaren Hospital), and Microsoft Office Word, Excel, and PowerPoint

Expected May 2021

Use caution when listing your GPA. In general, only include a GPA that is 3.4 or higher.

### CLINICAL EXPERIENCE

**Student Nurse, Sparrow Hospital**, Lansing, MI

Jan. 2021 - May 2021

**Rotations:** Cancer Center, FastCare, Neurosciences, Orthopedic Service, Rehabilitation, and Women's Services

**Student Nurse, McLaren of Greater Lansing**, Lansing, MI

Aug. 2020 - Dec. 2020

**Rotations:** Cardiology Services and Emergency Services

When listing experience, include:

- The job title
- Name of the company/organization
- City and State
- The time period you worked

### ADDITIONAL EXPERIENCE

**Hospice Volunteer**, Hospice of Greater Lansing, Lansing, MI

Sept. 2019 - Aug. 2020

- Assisted with providing personal care, comfort, and support to patients.
- Provided companionship, including talking with and reading to patients.
- Completed Volunteers Training Program comprised of 28 hours of training.

**Crew Member**, McDonald's, Lansing, MI

Feb. 2019 - Aug. 2019

- Greeted customers. Took and filled orders.
- Balanced cash drawer at end of shift.
- Assisted team in maintaining cleanliness of facility.
- Followed food safety and sanitation regulations.
- Multi-tasked well in fast-paced, high customer volume environment.

### ACTIVITIES

**Treasurer, Lansing Community College Student Nursing Association**

2020-Present

- Manage association funds obtained from membership fee payments, donations, and fundraisers.
- Oversee purchases. Manage bookkeeping. Record account payables and receivables.
- Participate in community service outreach activities.

**Member, Lansing Community College Student Nursing Association**

2019-Present

- Assist in planning, organizing, and conducting fundraising and career-related events.
- Help arrange community service outreach at assisted living centers and non-profit sites.

Include leadership roles both in student groups and volunteer experiences. Employers look for candidates with leadership experience.

## QUALIFICATION HIGHLIGHTS

- Completing 210 hours of internship experience at Ele's Place (center for grieving youth)
- Part-time paid child care, Boys Club/Girls Club, and homeless shelter experience
- Dependable, responsible, patient, flexible, and compassionate worker with high stress tolerance and strong communication, organizational, planning, interpersonal, and analytical skills

## EDUCATION

### Associate in Applied Science in Human Services

Anticipated May 2021

Lansing Community College, Lansing, MI

- Cum GPA: 3.58/4.00
- Dean's List: Every semester Fall 2017-Fall 2018
- Select Courses: Intro. to Human Services, Intro. to Human Aging, Intro. to Psychology, Child Abuse and Neglect, The Family: Addictions/Violence, and Personal Dynamics/Interviewing

Highlighting relevant courses can showcase what concepts you are familiar with. This can help when you have limited experience and/or when you are applying to internships.

## EXPERIENCE

### Practicum Student

Sept. 2020 - May 2021

Ele's Place, Lansing, MI

- Conduct weekly support group for 15 grieving youth ages 7-10, applying strong listening, group dynamics/facilitation, and time management skills
- Create and implement ice-breakers and activities, and facilitate group discussion and interaction
- Conduct intake interviews with youth and family members and maintain confidential records
- Assist with planning and administration of fundraisers and special projects
- Receive and engage in supervision weekly to discuss issues and approaches
- Attend and participate actively in weekly staff meetings
- Completed 26 hours of grief group training

### "Buddy" (Volunteer)

2019-Present

Boys Club/Girls Club, Lansing, MI

- Serve as "buddy" (mentor) to an 11 year old girl
- Communicate by phone at least twice per month and interact with youth at least once a month in doing a planned activity
- Role model behaviors, teach values, listen to concerns, and express empathy
- Facilitate positive problem-solving and resolution

### Child Care Worker

2015-Present

Self-employed/Part-time, Lansing, MI

- Provide child care to two area families with children ranging in age from infant through 13 years of age
- Prepare and serve meals and snacks, clean dishes, and tidy up kitchen
- Administer medications and bathe children as requested by parents
- Assist younger children with personal care needs, including dressing, grooming, and bathroom support
- Provide basic homework tutoring as needed, activities, and occasional outings

### Volunteer

2018-2019

Haven House, Lansing, MI

- Served meals to individuals and families at a shelter and assisted with clean-up
- Applied food sanitation standards

For each position you have held consider what work tasks you have performed, the populations you have served, and if you have worked independently, on teams, or both.



# RESUME CHECKLIST

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- ☐ 1 to 2 pages in length
  - ☐ Used 10-12 font for main body text and larger font sizes for the rest
  - ☐ Resume is tailored to the position for which I'm applying using keywords
  - ☐ Clear, well-organized, and easy to read
  - ☐ Consistent in formatting, font, and content
  - ☐ Included my current contact information in the resume header
  - ☐ Left an objective off or included one tailored to the specific job title, job ID#, and company
  - ☐ Checked resume for proper spelling, grammar and punctuation
  - ☐ Used category headings such as Education, Experience, Skills, or Community Service
  - ☐ Used action verbs and accomplishment statements
  - ☐ Used present tense for current roles and past tense for previous roles
  - ☐ Included both technical (hard) skills and transferable (soft) skills
  - ☐ Had my resume reviewed by Career & Employment Services
-

A person in a dark suit and striped tie is seated at a desk, holding a large white document. The image is overlaid with a semi-transparent blue filter. The person's left hand is visible, holding the document, while their right hand is partially visible on the left side of the frame. The background shows a window with vertical bars.

# SAMPLE STUDENT COVER LETTER

Anytime you apply to a job or internship, be sure to send a cover letter along with your resume – even if it is not required. A cover letter helps clearly state why you want the job and why you are qualified. Cover letters should always be customized to each employer and position. Whenever possible, address your cover letter to the specific hiring manager. Find more cover letter samples online at [lcc.edu/ces](http://lcc.edu/ces).



Follow a standard business format. Left block format is simple and clean.

## Caren M. Caring

422 N. Washington Square, Lansing, MI 48901  
(517) 483-1957 | CaringC@gmail.com

April 15, 2020

Hiring Manager  
Samaritas  
8131 E. Jefferson Avenue  
Detroit, MI 48214

Dear Hiring Manager,

I wish to be considered for the Social Worker Assistant position (Requisition Number: 2018-2781) at Samaritas. My Human Services education and practicum experience at a non-profit organization staffed with several social workers and others who provide services to youth and families have prepared me well for this position.

I expect to graduate from Lansing Community College in Lansing, MI in May 2020 with an Associate in Applied Science Degree in Human Services. In addition to taking introductory courses in Human Services, Social Work, Psychology, Adult Aging, and Sociology, I also completed courses about communication, personal dynamics and interviewing, child abuse and neglect, addiction and violence in families, and substance abuse. I have gained a well-rounded Human Services education. In addition, I am gaining practical hands-on experience through a required two-semester practicum. I am doing my internship at Ele's Place, a non-profit organization that serves children and youth who have experienced some loss of human life, usually loss of a family member, relative, or friend. I have been supervised and mentored by an experienced social worker. I have gained exposure to the daily operations, as well as policies and procedures regarding a wide range of functions, including intake and exit interviews, running support groups, providing counseling, documenting cases, preparing case reports, and making referrals. I have been developing a file of area resources throughout my practicum. In addition, I have been able to observe social workers supervising children during appointments, documenting observations and progress of youth, and entering case notes into a computer system. I have also learned how to obtain court reports, school reports, birth records, and other documents from other agencies or offices. In addition, my supervisor has been educating me about report writing and home evaluations. We have also discussed a variety of ethical issues and how to develop treatment plans.

I am an attentive listener, good at asking relevant questions, empathic, compassionate and caring. I relate well to youth and families, as noted by my supervisor in my practicum evaluations. I am observant, flexible, and practical, and am able to apply common sense and quick problem solving, and take appropriate action in an immediate situation for which help is needed. Furthermore, I have the data entry/computer skills you are seeking, a valid driver's license, a good driving record, and basic Spanish skills. I am providing you with a copy of my resume.

Thank you for your consideration of my application. I am very enthusiastic about this job and the prospect of interviewing for this position, for it would draw upon the skills and experience I am gaining in my practicum and I like the mission of Samaritas. The mission fits well with my career goals and professional philosophy of providing a continuum of care and fostering a diverse and inclusive environment. I can be reached at (517) 483-1957 or CaringC@gmail.com, and look forward to hearing from you.

Sincerely,

*Caren M. Caring*

Caren M. Caring

### INTRODUCTORY PARAGRAPH

The first paragraph should include why you are writing. A marketing yourself sentence can encourage employer interest in you as a candidate.

### MARKETING YOURSELF PARAGRAPH

The second paragraph is used to relate your skills, experience, and passion to the needs of the prospective employer. Sometimes a second marketing paragraph is helpful.

### CONCLUDING PARAGRAPH

Always thank the employer and indicate if you look forward to hearing from or if you will contact the employer.

Specify some of your key strengths, skills, and qualities and mention a specific achievement that shows you applied them successfully.

# PROFESSIONAL COMMUNICATION TIPS

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Every interaction with a potential employer is a chance to put your best foot forward. Using professional communication skills, whether in-person, via email, or over the phone can help employers see you as a qualified future employee.

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## Email Tips

- Use a professional email address that you check often.
- Keep it focused. Make sure your message has a clear purpose or call to action. Long or rambling emails can be a turn-off.
- Mind your manners. Use “please” and “thank you” when making requests.
- Proofread before sending. Use spellcheck and re-read for grammar and clarity.

## Phone/Voicemail Set-Up

If your resume or job application includes your phone number, make sure you are prepared to answer calls or have an appropriate voicemail set up. Having a voicemail box that is full could lead to a missed opportunity when employers try to reach you.

Answer the phone professionally and speak clearly if you do not recognize the phone number. It could be someone trying to connect with you about a job or internship.

## Digital Portfolios

Some industries expect candidates to have an online presence or digital portfolio showcasing their work. Jobs in journalism, art, digital media, or marketing may request or require candidates to share examples of their work as part of the interview process.

## References

- References don't belong on your resume. Employers will request them or have you upload them as part of the application process.
- The format of a references page can match your resume, using the same header, font and margins.
- Formal references are people who know your “professional” work – usually not family or close friends.
- Be ready to provide three to five professional references, including name, title, and contact information.
- Always ask someone if it's OK to use them as a reference **before** sharing their contact information with employers.

## Thank You Notes

- Sending a thank you note after an interview can leave a positive impression and set you apart from other candidates.
- A thank you note can be a formal letter, email, or written note-card. It should be sent out within 24-48 hours after the interview.
- Stick to professional topics related to the position, what you discussed during the interview, or any additional insight that could add value after your interview.

## Transcripts

Employers will often request official or unofficial transcripts as part of the application process.

Each school has its own process for requesting transcripts. Contact your school's Registrar's Office for more information about transcripts.

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## Online Personal Branding

Employers and professionals use social media. Employers are likely to research you on social media sites before you even come in for an interview. Be sure to check your privacy settings and ensure that what you are posting represents you in a positive and professional way. Also consider using social media to build your professional network, find career-related groups, and search for jobs.



### LinkedIn

Research and connect with employers, professionals, and job opportunities. Highlight your skills, experiences, and education in your profile.



### Instagram

A visual-based platform, Instagram could be an ideal way for visual artists or creatives to share their work and network with other inspiring social media influencers.



### Twitter

Follow and participate in trending conversations. Build your network and build your brand online.



### Facebook

Can be used professionally but is often a more personal site.

**Others:** The list of social media sites is infinite. Check your career industry for popular social media sites where you can build your brand and network with industry professionals.











## **FOR MORE INFORMATION**

### **Lansing Community College**

411 N. Grand Ave.

Lansing, MI 48933

### **Career & Employment Services**

Room 2219 Gannon Building

517-483-1172 | [cesjoblink@lcc.edu](mailto:cesjoblink@lcc.edu)

[lcc.edu/ces](http://lcc.edu/ces)

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the college

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Lori Willett, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1870; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.