

**3 TIPS FOR EARLY CAREERISTS**

# DJ Jeffries

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# the gist:

- DJ is a Gates Millennium Scholar (funded by Bill & Melinda Gates), a University Innovation Fellow (funded by Stanford University), and a Richard B. Fisher scholar (funded by Morgan Stanley).
- He graduated from SIUC in 2017 and works in HR for Morgan Stanley in Manhattan (NYC)
- He was a student in my courses @ SIUC; recently we sat down during his return visit to campus

# 01

**Learn Excel.  
Really learn Excel.  
Take an Excel course.  
You better know pivot  
tables.**

**02**

**pay attention in the  
business  
communication  
course -- you really  
need to learn to write  
concisely, esp. in  
email**

# 03. pick up the damn phone\*

**One email can take up to an hour of time, especially if your writing is confusing. Back and forth, back and forth explanation. Oftentimes that one email could've been a one-minute phone call. In short, practice your oral communication and interpersonal skills.**

\*I'm pretty sure I added the damn part.

**DJ has more tips for early careerists, so reach out to him.**

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I'm always willing to chat too.

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