

**Career Opportunities
& Employer Relations**

**Resumé and
Interviewing
Guide**

Sample Mailed Cover Letter

Street Address
City, State, Zip
Date

Name
Title
Company Name
Street Address
City, State, Zip

Dear Ms. Last Name:

I will be graduating from the Missouri University of Science and Technology in December 2011 with a B.S. in Civil Engineering and I am very interested in your full-time Project Engineer position with MODOT. Your class presentation yesterday in our Senior Seminar was very enlightening about the future directions of construction. My last design project was a collaboration with a ceramic student on glass in structure so I was most impressed with MODOT's lead in that area and am interested in working in such an environment.

Some of my abilities that I feel would be very useful to your firm include:

- Excellent academic performance in civil courses
- Co-op with supervisory and design experience
- Hands-on experience with a variety of equipment
- Campus involvement and leadership in performing arts
- One year of extensive structural landscaping experience

I also enjoy solving practical as well as theoretical problems in course work and would like to apply those same skills on the job.

I would greatly appreciate a few minutes of your time to look over my enclosed resume and the opportunity to talk with you about a full-time position with COMPANY NAME.

You may reach me at 573.341.3333 or by email at student@mst.edu. I look forward to hearing from you soon. Thank you.

Sincerely,

Signature

Name

Enclosure

Sample Email Cover Letter

Subject: Experienced Electrical Engineering Graduate

Dear Ms. Recruiter,

After researching Motorola, I am very interested in employment with your Applied Research and Development Center as well as design engineering in your Cellular Group. Last year I was privileged to receive a Motorola Communications Fellowship that went a long way to aid my work as a graduate student. It also personally demonstrated to me the long-standing commitment to quality and excellence that has proven Motorola the leader in advanced communications technologies.

In May of 2012, I will receive my Masters in Electrical Engineering from the Missouri University of Science and Technology. My thesis, which is currently being considered for publication in the ICASSP Conference Journal for 2012, and my graduate studies have prepared me well for a position as a researcher as well as a design engineer in the Cellular Group. My qualifications include:

- Extensive course work and research into speech and the processing of speech wave forms
- Courses in advanced signal processing, estimation and detection theory
- Computer experience in ISL (Interactive Laboratory Systems), CSL (Computerized Speech Laboratory) and LPC manipulation program ASL and computer network maintenance
- Work experience including supervisory and management responsibilities

Specific information is included on my attached resume. I look forward to hearing from you about exciting future employment opportunities with Motorola! You may contact me at 573.341.3333 or at james@mst.edu. Thank you very much for your consideration.

Sincerely,

James Smith

Attachment

Dressing for Interviews & Career Fairs

For interviews, some of your individualism might have to be shelved. In most business and technical job interviews, when it comes to your appearance, conservative dress is always in order.

PROFESSIONAL ATTIRE

- Includes a full suit
- Slacks or a skirt for women is appropriate

BUSINESS CASUAL

- For men includes slacks, a dress shirt or polo shirt and dress shoes
- For women includes skirt or slacks and a nice blouse



In need of a suit?

Check out our suit closet FREE to all Missouri S&T students!

MEN

- A dark two-piece suit is the most professional
- Long sleeved shirt under suit
- A simple tie and pattern is best for an interview
- Tip of tie should touch your belt
- Wear polished shoes with dark socks
- Button jacket when standing or walking

WOMEN

- A solid suit and a tailored blouse is most professional
- Skirts should be no shorter than just above the knee
- Always wear stockings, even in the summer
- Accessories should be kept simple • Basic pumps and modest jewelry and makeup help to present a professional look • Pull long hair up neatly

UNIVERSAL DRESS TIPS

- Rule of 13 - Should not have more than 13 accessories visible; Includes jewelry, buttons, belt, glasses, etc.
- Less is always more
- Monitor amount of cologne/perfume
- Clean and press garments
- Dress for the job you want, not the one you have

Resume Writing

Margins

- Recommended margin size is 1" on all four sides of the paper
- You may make your margins smaller to keep undergraduate resume on 1 page; however do not have margins smaller than .5

Font

- Font should be the same size except for your name
- Recommended font size for name is 14; recommended font size for all other items is 11 or 12
- All fonts should be the same style, Arial or Times New Roman is mostly recommended

Undergraduate resume

- Resume should be one page, no more
- Headers should include:
 - Objective
 - Education
 - Experience
 - Computer Skills
 - Honors & Activities
- Additional headers could include:
 - Courses
 - Class Projects
 - Volunteer Work

Graduate resume

- Resume can be more than one page
- Headers should include:
 - Objective
 - Education
 - Experience
 - Computer Skills
 - Publications/Presentations
 - Honors & Activities
- Additional headers could include:
 - Courses
 - Projects
 - Research
 - Volunteer Work
 - Professional Affiliations
- Be sure to include your name and page number on second page

Resume Examples

John Doe

Campus Address
123 Park Street
Rolla, MO 65401
(573) 341-0000

Home Address
207 Kirksey Road
Winslow, AR 72701
jdoe@mst.edu

Objective
To obtain a full-time position as a Metallurgical Engineer

Education
Missouri University of Science and Technology
B.S. Metallurgical Engineering
December 2011
GPA: 3.49/4.0
E.I.T. Certified

Experience

Courses
Nonferrous Metallurgy
Diffusion & Kinetics
Modeling & Process Control
Materials Process in Manufacturing
Powder Metallurgy
Ceramic Materials

Caterpillar Inc., Quality Lab
Summer Intern
Mapleton, IL
Summer 2011

- Updated charge chemistries
- Investigated magnesium treatment for vermicular graphite iron
- Tracked outsourced cast engine blocks
- Researched age strengthening of gray iron

Missouri S&T Metallurgical Engineering Department
Undergraduate Research
Rolla, MO
Summer 2010

- Pulled mini-tensile specimens
- Mechanical alloying and sample preparation
- Prepared metallographic specimens
- Analyzed X-ray diffraction patterns

Madison County Highway Department
Engineering Co-op
Edwardsville, IL
Fall 2009

- Surveyed and operated road calc (calculates earth removal)
- Supervised laborers and inspected materials

Boys and Girls Club
Field Director
Behalto, IL
Summer 2008

- Managed summer baseball and softball activities

Computer Skills

AutoCAD	MS Word	MS Excel	MathCAD
Strand 7	MS Power Point	MS Money	Visual Basic 5.0
MS Access	Quattro Pro	HTML	Scion Image 1.59

Honors & Activities

Powder Metallurgy Scholarship Award Winner
Alpha Sigma Mu (Metallurgical Honor Society) – **President**
American Foundry Society – **Treasurer**
Sigma Phi Epsilon Fraternity – **Vice-President of Programming, Vice President of Recruitment, Social Chairman**
Chaplain, Social Chairman
Missouri S&T Varsity Football 4-year **Letterman**
Omicron Delta Kappa – **Treasurer**

Volunteer Work

Cerebral Palsy School
Civic Memorial High School Football Camp
High School Drug Awareness Speaker/ DARE Role Model

Your Name Here

800 Sophomore Avenue
Rolla, MO 65401
573-341-0000
stpat@mst.edu

OBJECTIVE
To obtain a co-op or summer position in Human Resources

EDUCATION
Missouri University of Science and Technology
B.S. Psychology
May 2013
GPA: 3.25
Minor: Life Sciences

EXPERIENCE

Missouri S&T Psychology Department
Undergraduate Teaching Assistant
Rolla, MO
Jan 10 - present

- Review and correct class assignments and exams
- Facilitate class discussion
- Train students to use psychology software packages

Missouri S&T Career Opportunities & Employer Relations
Student Worker
Rolla, MO
Sept – Dec 10

- Assisted company representatives in preparing for interview process
- Critiqued student resumes and cover letters
- Registered students and checked their account information
- Performed secretarial duties related to corporate hiring

Phelps County Regional Medical Center
Department of Psychiatric Services Intern
Rolla, MO
Summer 09

- Conducted biological/psychological/social evaluations of patients
- Shadowed psychiatrists on rounds
- Assisted departmental staff with various duties

COMPUTER SKILLS

Microsoft Office
HTML
FORTRAN

HONORS & ACTIVITIES

Psi Chi Honor Society
Missouri Higher Education Scholarship (Bright Flight)
Opportunities for Undergraduate Research (OURE)

<p>Name E.J.T.</p> <p>School Address 303A Norwood Hall Rolla, MO 65401 573-341-4253</p>	<p>Home Address 207 Adams Road Chicago, IL 53102 career@mst.edu</p>
<p>Objective</p> <p>To obtain a full-time position in chemical engineering research and development</p>	<p>Missouri University of Science and Technology May 2011 GPA: 3.6</p> <p>Ph.D. Chemical Engineering Dissertation: Network Modeling of the Convective Flow and Diffusion of Molecules Adsorbing in Monoliths and in Columns packed with Porous Adsorbent Particles</p> <p>M.S. Chemical Engineering May 2009 GPA: 3.92</p> <p>Minor: Mathematics</p>
<p>Research Experience</p>	<p>Cochin University of Science and Technology (India) May 2007 B.S. Chemical Engineering</p> <p>Missouri S&T Chemical Engineering Department August 2009 – present Graduate Research Assistant</p> <ul style="list-style-type: none"> Developed a simulation which constructs a pore network model of any porous medium- packed bed or monolith characterized by a pore size distribution (PSD), function, pore connectivity (0 to 18), pore spatial distribution, and lattice coordination number Created mathematical models and FORTRAN simulations for the calculation of the intraparticle diffusion coefficient and intraparticle flow rate of molecules in a network of pores under retained and unretained conditions taking into account steric hindrance at the entrance to the pore, frictional resistance within the pore, molecular size of the adsorbate and ligand, and fractional saturation of the adsorption sites (ligands), as well as pore size and pore connectivity Demonstrate how the theory of pore network (discrete) models and dynamic continuum models can be combined to generate data such as breakthrough curves and total mass adsorbed in monoliths and columns packed with adsorbent particles in <i>a priori</i> manner Developed algorithms and computer programs which simulate mercury intrusion and size exclusion chromatography for any porous network Created an algorithm that estimates the physical characteristics of an actual porous medium by comparing pore network model simulations of mercury intrusion with experimental data (parameter estimation) Extended the pore network model to simulate nitrogen adsorption/desorption with capillary condensation and estimated the physical characteristics of an actual porous medium by fitting this model to experimental nitrogen adsorption/desorption data Implemented a simulation which uses site rather than bond percolation in order to model a wider variety of media (e.g. strands, etc.)

<p>Name Page 2</p>	<p>Corporate Experience</p> <p>Dow Chemical Company- Texas Operations Summer Intern (Hydrocarbons Production- Light Hydrocarbon-8) <ul style="list-style-type: none"> Rated heat exchangers and compressors for performance Completed heat exchanger design and Aspen training courses </p> <p>Summer Intern (Environmental Services) <ul style="list-style-type: none"> Aided in implementation of the hazardous organic NESHAP Developed computer programs to format regulation compliance tables </p> <p>Miles, Inc – Agricultural Chemicals Division Summer Engineer (Environmental Ops - Waste Treatment Plant) <ul style="list-style-type: none"> Started up and optimized neutralization system for stack gases Determined VOC response factors for gaseous waste stream analyzers Instructed science workshop program for children </p> <p>Computer Skills: FORTRAN UNIX Matlab DOS Windows SigmaPlot Apen</p>	<p>Freeport, TX Summer 09</p> <p>Summer 08</p> <p>Kansas City, MO Summer 07</p>
<p>Skills</p>	<p>Data Analysis: Parameter Estimation Model Discrimination IMSL Subroutine Libraries</p> <p>J.J. Meyers, O.K. Crosser and A.I. Liapis. "Pore Network Modelling: Determination of the Dynamic Profiles of the Pore Diffusivity and its Effect on Column Performance as the Loading of the Solute in the Adsorbed Phase Varies with Time", <i>J. Chromatogr. A</i>, submitted for publication in May 2000</p> <p>B.A. Grimes, J.J. Meyers & O.K. Crosser. "Modeling and Simulation of the Dynamic Behavior of Monoliths: Effects of Pore Structure from Pore Network Model Analysis and Comparison with Columns Packed with Porous Particles", <i>J. Chromatogr. A</i>, Volume 865 (1999) pp. 13-25.</p>	<p>Publications</p> <p>J.J. Meyers, Athanasios I. Liapis, Network Modeling and Simulation of the Performance of Continuous Bed Chromatography. 12th International Symposium on Preparative/Process Chromatography, Ion Exchange, Adsorption/ Desorption Processes, and Related Separation Techniques (PREP '99), May 23-26, 1999, San Francisco, CA, U.S.A.</p>
<p>Honors & Activities</p>	<p>Chancellors Fellowship Monsanto Fellowship Sigma Xi Scientific Research Society of North America</p>	<p>Presentations</p>

REFERENCE PAGE HELPFUL HINTS

1. Always ask first before adding someone to your reference page
2. 3 people minimum on your reference page
3. Pick a variety of references, do not have them all be professors or from one place of employment
4. Keep your references informed, they will give you a much better reference if they know the phone call is coming and have had time to think about what they want to say
5. Only provide reference page when requested

THANK YOU LETTERS

A thank you letter should be sent for each and every interview that you attend, and it should be sent within 24 hours after the interview. A hardcopy letter is preferred, however, if you are aware that a decision will be made soon it is better to send an email to the individuals that you met with so that they receive it before making any final decisions.

If you interviewed or met with more than one individual you may send a thank you letter to each of them. The letter can be the same for each individual but it is recommended that you try to personalize the first sentence of each individual letter where possible.

A thank you letter should be considered mandatory! It represents perhaps your final opportunity to market yourself and, even if you do not get the job, can leave the employer with a favorable image of you and could lead to opportunities in the future.

The basic outline of your thank you letter should consist of three parts:

1. Start by thanking the interviewer (and their team, if applicable) for taking the time to talk with you. Personalize a sentence in this introduction by referring to some topic, conversation point or mutual interest that came up in the interview.
2. Confirm that you remain interested in the firm and address specific information that you received during the interview that made you excited to work for that employer. Organizations want their employees to enjoy their work and to be engaged in the employer's success – make sure they know that you want to work for them!
3. End the letter with another note of appreciation and let them know that you look forward to hearing from them.

Your Name Here

800 Sophomore Ave.
Rolla, MO 65401

573-341-0000
stpat@mst.edu

References

Name
Title
Address
Phone
E-mail

Joe Miner
Mascot
Missouri University of Science and Technology
1870 Miner Circle
301C Norwood Hall
Rolla, MO 65409
573-341-0000
joeminer@mst.edu

Thank You Letter

Third Floor, Norwood Hall
Rolla, MO 65401
October 5, 2011

Mr. Always Hirethebest
Human Resources Department
Company Name
1000 Bonus Way
Sunny, CA 90000

Dear Mr. Hirethebest:

I would like to thank you for giving me the opportunity to interview for the field engineer position with COMPANY NAME, on month, day at the Missouri University of Science and Technology.

The interview provided interesting information on the size of your company, customer relations, job duties and continuing education support. You explained the requirements of the position and the work environment in such a way that it has made me even more eager to obtain a full-time position with COMPANY NAME.

I feel confident that I possess the skills and ambition needed to be a field engineer for COMPANY NAME. Please contact me at (573) 364-0000 if I can provide any additional information or references. Once again, thank you very much, and I look forward to hearing from you.

Sincerely,

Signature

Your Name

Common Interview Questions

Personal

1. Tell me about yourself.
2. Describe your ideal job.
3. Of which three accomplishments are you most proud?
4. Who are your role models? Why?
5. How does your college education or work experience relate to this job?
6. What motivates you most in a job?
7. Have you had difficulty getting along with a former professor/supervisor/co-worker and how did you handle it?
8. Have you ever spoken before a group of people? How large?
9. Why should we hire you rather than another candidate?
10. What do you know about our organization (products or services)?
11. Where do you want to be in five years? Ten years?
12. Do you plan to return to school for further education?
13. Since attending college, what is the toughest decision that you have had to make?

Education

14. Why did you choose your major?
15. Why did you choose to attend your college or university?
16. Do you think you received a good education? In what ways?
17. In which campus activities did you participate?
18. What is your GPA?
19. How do you feel about your GPA?
20. Do your grades reflect your abilities? Why or why not?
21. Why did you choose the campus activities that you did? What did you gain? What did you give?

Experience

22. What job-related skills have you developed?
23. What did you learn from these work experiences?
24. What did you enjoy most about your last employment? Least?
25. Have you ever quit a job? Why?
26. Give an example of a situation in which you provided a solution to an employer.
27. Give an example of a time in which you worked under deadline pressure.
28. Have you ever done any volunteer work? What kind?
29. How do you think a former supervisor would describe your work?
30. How have your educational and work experiences prepared you for this position?
31. Describe the project or situation that best demonstrates your analytical abilities?
32. What types of situations put you under pressure, and how do you deal with pressure?

Career Goals

33. What appeals to you about the job for which you are applying?
34. Do you prefer to work under supervision or on your own?
35. What other types of positions are you considering?
36. How do you feel about working in a structured environment?
37. Are you able to work on several assignments at once?
38. How do you feel about working overtime?
39. How do you feel about travel?
40. How do you feel about the possibility of relocating?
41. Are you willing to work flextime?

Questions to Ask Employers

1. What is the largest single problem facing your company?
2. What do you like most about working for this company?
3. What is a typical day like for a (position you are applying for)?
4. What products (or services) are in the development stage now? Ask about the information you researched.
5. Do you have plans for expansion?
6. What principle skills are you looking for in the person selected for this position?
7. Do you offer a training program? How long does it last?
8. Are young professionals given individual or team work assignments?
9. Which of your company's locations will be reviewing my resume? (if they have more than one location).
10. Is there an orientation program?
11. Does your company offer single or dual career-track programs?
12. When may I expect to hear from you?

The Behavioral Interview

“Tell me about a time when you were on a team, and one of the members wasn’t carrying his or her weight.” If this is one of the leading questions in your job interview, you could be in for a behavioral interview. Based on the premise that the best way to predict future behavior is to determine past behavior, this style of interviewing is gaining wide acceptance among recruiters.

If you are an entry-level candidate with no previous related experience, the interviewer will look for behaviors in situations similar to those of the target position:

“Describe a major problem you have faced and how you dealt with it.”

“Give an example of when you had to work with your hands to accomplish a task or project.”

“What class did you like the most? What did you like about it?”

How to Prepare for a Behavioral Interview

- Recall recent situations that show favorable behaviors or actions, especially involving course work, work experience, leadership, teamwork, initiative, planning, and customer service.
- Prepare short descriptions of each situation; be ready to give details if asked.
- Be sure each story has a beginning, a middle, and an end, i.e., be ready to describe the SITUATION, your ACTION, and the outcome or RESULT.
- Be sure the outcome or result reflects positively on you (even if the result itself was not favorable). Be honest. Don’t embellish or omit any part of the story. The interviewer will find out if your story is built on a weak foundation.
- Be specific. Don’t generalize about several events; give a detailed accounting of one event.

The interviewer might then probe: “How did you feel when you confronted this person?” “Exactly what was the nature of the project?” “What was his responsibility as a team member?” “What was your role?” “At what point did you take it upon yourself to confront him?” You can see it is important that you not make up or “shade” information, and why you should have a clear memory of the entire incident.

Example: “Tell me about a time when you were on a team and a member wasn’t pulling his or her weight” might go as follows: “I was assigned to a team to build a canoe out of concrete. One of our team members wasn’t showing up for our lab sessions or doing his assignments. I finally met with him in private, explained the frustration of the rest of the team, and asked if there was anything I could do to help. He told me he was preoccupied with another class that he wasn’t passing, so I found someone to help him with the other course. He not only was able to spend more time on our project, but he was also grateful to me for helping him out. We finished our project on time, and received a “B” on it.

Behavioral Interview Questions

Productivity

- What do you think has been your most significant accomplishment within the past year?

Problem Solving/Decision Making

- Give me an example of a problem which you faced on a job you have had and tell me how you solved it.
- Describe a time when you faced unreasonable deadlines or expectations. How did you respond?

Conflict Resolution

- Tell me about a difficult person with whom you have had to deal with. Why was he/she difficult and what did you do?
- Tell me about the last significant crisis situation you faced in your work. Were you part of the solution?

Personal Adaptability

- Tell me about a time when you felt most pressured and stressed in your work/school.
- Tell me about the last time you were criticized by a supervisor/professor.

Communication Skills

- Tell me about the time you were most persuasive in overcoming resistance to your ideas or point of view.
- Describe the last time someone at work/school misunderstood what you were attempting to communicate.
- Tell me about the document you wrote of which you were most proud.
- Tell me about the most successful presentation you have ever given to a group.

Motivation

- Give me an example of a time in which you felt you were able to build motivation in your co-workers.
- Describe the last time you did something which went well beyond the expected in school/work.

Organizational Skills

- Have you ever had to meet a scheduled deadline which caused a high stress level? What caused the most difficulty and why?
- Tell me about the work related (or campus) project that you organized most successfully.

The Do's and the Don'ts of Interviewing

BEFORE THE INTERVIEW

Research the Company

Research the company with whom you are interviewing. Nothing impresses an interviewer more than a candidate that knows about the company. It shows that you have initiative.

Be Punctual

Get there on time. The importance of punctuality can not be stressed enough. Plan to arrive about 15 minutes early. It shows your regard for the interviewer's time. If you have to wait, use the time to go over your notes.

Dress Professionally

It shows that you cared enough about the interviewer and the company to present yourself in a professional manner. In today's work place, many companies do not have a strict dress code, however during the interview you should err on the side of formality.

Practice-Practice-Practice

Practice makes perfect. All of the information that you obtained about successful interviewing will be wasted if you do not put it into practice. It is very important that you practice your responses. Have a friend go over the questions with you until you are able to answer them promptly without stuttering.

DURING THE INTERVIEW

Give the interviewer a firm handshake: Even if the interviewer is a woman and you are a man, a firm handshake makes a good first impression. Nobody likes a limp handshake, however be mindful and do not crush the person's hand either. While shaking hands, introduce yourself and keep eye contact at all times.

Smile: Nothing is worse than an interviewee who looks depressed or indifferent. Would you want to work with someone who is always depressed?

Maintain eye contact: You are confident about yourself and your capabilities. Relay that. Do not stare out of the window or fiddle with your pencil. The interviewer is talking to you or you to him. Be attentive.

Speak clearly : Do not mumble. It portrays a lack of confidence.

Listen before you answer questions: Make sure you have understood the question. If you do not, ask him/her to clarify it. Take a second, then answer.

Give brief answers: Answer promptly and intelligently. However, when asked yes or no questions, elaborate.

Complete the application thoroughly: For salary requirements put negotiable, unless specified not to do so. Then put the salary range for your profession with your experience.

Ask the interviewer questions: Even if he does not ask you "Do you have any questions," ask him anyway. Two-thirds of your questions should be prepared.

- **Don't be dishonest:** If an employer asks you if you have experience or knowledge in a particular area and you do not – tell them you do not. This will most likely not disqualify you from being hired, however being caught in a lie most certainly will. Once you have acknowledged that you don't know you can turn your answer into a positive by discussing a related area in which you have experience or by describing traits that make you a fast learner and even examples of times when you have had to learn a new subject in a short amount of time.
- **Don't ramble:** Keep your answers short and to the point.
- **Don't chew gum:** It will distract the interviewer and leave them with a bad impression of your professionalism. Do not chew gum before the interview either as you may forget to remove it.
- **Don't smoke:** Don't smoke before an interview. Be mindful of fragrances and don't put on too much cologne or perfume.
- **Don't refuse a job offer during interview:** Don't ever refuse a job offer or communicate disinterest in an employer or a position during an interview. Keep your options open and give yourself time to think about the information you receive in an interview. Your opinion may change upon reflection!

AFTER THE INTERVIEW


Send the interviewer a written formal thank you within 24 hours of the interview. Follow up by phone or email two weeks after the indicated response time. Thank the interviewer for their time.



Career Opportunities & Employer Relations

Mission Statement

The mission of the Career Opportunities & Employer Relations at Missouri University of Science and Technology is to proactively educate degree seeking students and graduates in their successful pursuit of professional full-time, co-op or summer employment and to develop and maintain mutually rewarding partnerships with a diversity of employers as well as Missouri S&T faculty and staff.



University of
Science & Technology