



Career Opportunities
& Employer Relations

Joe Goes Pro!



CAREER PLANNING HANDBOOK

MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY

Customize Your PROFESSIONAL DEVELOPMENT PLAN



Joe's Tips:

- ◆ Creating a professional development plan is your first step in career management.
- ◆ It provides a guideline for planning activities that will help you be successful in preparing for your future.
- ◆ Remember, employers recruit early. So start networking and applying for jobs a semester or two in advance.

FRESHMAN

- ATTEND** New MinerJobs Users Orientation
- REGISTER** in MinerJobs and GoinGlobal
- CREATE** a resume and have it reviewed
- CHECK-OUT** career.mst.edu
- ATTEND** a COER workshop
- START** a "Career Development File"
- LEARN** about different career paths
- VOLUNTEER** or **JOIN** a design team/student organization
- BUY** a suit or **VISIT** the COER Suit Closet
- WRITE** a Power Introduction
- NETWORK** at employer information sessions and career fairs
- OTHER:** _____

SOPHMORE

- UPDATE** your resume and have it reviewed
- RE-REGISTER** for GoinGlobal and update your MinerJobs profile
- JOIN** campus organizations
- CONSIDER** co-op, internship, externship & study abroad opportunities
- ATTEND** COER workshops
- SCHEDULE** a practice interview
- TAKE** Strengths Quest assessment
- START** building your online brand
- RESEARCH** companies you are interested in
- ATTEND BOTH** career fairs
- DEVELOP** relationships with faculty and employers
- BEGIN** a reference page
- OTHER:** _____

JUNIOR

- BECOME** a leader in an organization
- UPDATE** your resume and have it reviewed
- RE-REGISTER** for GoinGlobal and update your MinerJobs profile
- SECURE** a co-op or internship
- ATTEND** COER workshops
- SCHEDULE** a practice interview
- ATTEND BOTH** career fairs and continue networking
- WRITE** a cover letter
- INVESTIGATE** Graduate School
- MAINTAIN** your online brand
- COMMUNICATE** with your references about your job search
- OTHER:** _____

SENIOR

- ADAPT** your resume to each job you apply for
- RE-REGISTER** for GoinGlobal and update your MinerJobs profile
- PURCHASE** a business suit
- ATTEND** the COER Etiquette Dinner
- RESEARCH** average starting salaries for your major
- ATTEND BOTH** career fairs and continue networking
- TAKE** graduate school entrance exams
- EVALUATE** job offers; seek assistance from COER Career Advisor if needed
- REPORT** your post-graduation plans to COER
- OTHER:** _____

Compose Effective COVER LETTERS

The purpose of a cover letter is to introduce your resume or provide additional information. It allows you to:

- ▶ **INFORM** the employer of the position you are seeking or your objective
- ▶ **IMPRESS** the employer by exhibiting excellent communication skills
- ▶ **INTRIGUE** the employer by telling what you like about the company and how you would be a good fit
- ▶ **INTEREST** the employer by highlighting your skills or experiences that qualify you for the position
- ▶ **INVITE** the employer to contact you for an interview

Your Name

Street Address
City, State Zip

Date

Name of Recipient

Title
Company
Address
City, State Zip

Dear Mr. or Ms. Last Name:

I will be graduating from Missouri University of Science and Technology in May of 2015 with a B.S. in Civil Engineering, and I am interested in the full-time Project Engineer position NAME OF COMPANY has posted on GoinGlobal. I am extremely impressed with NAME OF COMPANY as a company; from the cutting-edge technology used to complete fascinating projects, to the focus placed on the health and safety of employees. I would consider it a privilege to work for such a prestigious company.

I believe I would be a great fit for the Project Engineer position. Some of my abilities that would be useful in this position include:

- Excellent academic performance in civil engineering courses
- Co-op with supervisory and design experience
- Hands-on experience with surveying equipment
- Leadership experience on design teams and with campus organizations
- Extensive structural landscaping experience
- Ability to solve practical and theoretical problems

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 NAME OF COMPANY. You may reach me at (573) 341-2345, or by email at: student@mst.edu. I look forward to hearing from you soon.

Sincerely,

Signature

Your Name

EXAMPLE
COVER LETTER



Joe's Tips:

- ◆ Research the company before writing your cover letter
- ◆ Tailor your letter to the company's needs and requirements of the job
- ◆ Follow standard business letter format and limit your letter to 1 page in length
- ◆ Most MinerJobs postings do not require a cover letter

Create an Amazing RESUME

BEGIN WITH THE RIGHT FORMAT

- ◆ Start with a blank document—templates and text boxes make it difficult to cut and paste, change margins, or add/delete information when needed.
- ◆ Your margins should be 1/2” to 1” on all four sides of the paper.
- ◆ Use an easy to read font such as Arial, Calibri, Verdana, or Times New Roman.
- ◆ The recommended font size for your name is 14 point; the recommended font size for all other items is 11 or 12 point.

**CONTACT
INFORMATION**

OBJECTIVE

EDUCATION

EXPERIENCE

**COMPUTER
SKILLS**

**HONORS &
ACTIVITIES**

RESUME BUILDING BLOCKS

- ◆ Approach each section separately
- ◆ A typical resume should consist of six basic sections:
 - Contact Information
 - Objective
 - Education
 - Experience
 - Computer Skills
 - Honors & Activities
- ◆ Additional sections may include:
 - Courses
 - Research or Class Projects
 - Certifications or Special Training
 - Military Experience
 - Foreign Languages
 - Volunteer Work
 - Professional Affiliations

RESUME LENGTH

- ▶ **Undergraduate** = ONE page long
- ▶ **Graduate or non-traditional student** = TWO pages or less—2nd page at least 1/2 page long

Joe's Tips:

- ◆ Go easy on ALL CAPS and underlining.
- ◆ Only **bold** the information that points to you, such as:
 - ◇ Your name
 - ◇ Your degree and GPA
 - ◇ The job titles or positions you have held in a company or organization
 - ◇ Any leadership positions you have held



“STEM” UNDERGRADUATE RESUME

Robert T. Builder

<http://www.linkedin.com/pub/bob-the-builder/43/475/808>

School Address
1234 W. Drill Avenue
Rolla, MO 65401
btb124@mail.mst.edu

Home Address
304 N. Oak Pkwy.
Arnold, MO 63010
(314) 421 – 3456

Objective	To obtain a full-time position as a Mechanical Engineer for the Red Bull Formula Racing Team			
Education	Missouri University of Science and Technology (Missouri S&T) B.S. Mechanical Engineering			May 2015 GPA: 3.8/4.0
Experience	Missouri S&T – Formula SAE Team Chief Engineer			Rolla, MO Aug 2014 – present
	<ul style="list-style-type: none"> • Manage all aspects of design, construction, and testing of the formula car • Review designs submitted by group leaders and encourage knowledge sharing • Define and guide the overall concept and development of the car 			
	Team Leader - Suspension Design and Analysis			Aug 2013 – May 2014
	<ul style="list-style-type: none"> • Designed the car’s suspension kinematics and was in charge of on-track testing/tuning • Developed a MATLAB based quasi-steady state vehicle dynamics simulation program • Calculated damper curves for the car, 4-post tested on Ohlin’s shaker rig, and further improved the set up through on-track testing • Researched damper friction and ways to minimize it • Worked with team of 10 people on modeling, design and analysis of the suspension uprights 			
	Aerodynamics Team Member			Aug 2012 – May 2013
	<ul style="list-style-type: none"> • Assisted with developing and testing the aerodynamics of the car using a combination of CFD simulation, full-scale wind tunnel, and on-track testing • Responsible for changes that led to a 23% gain in down force with only 3% increase in drag 			
	BEST Tractor Manufacturing, Inc.			Sioux City, IA
	Technical Sales & Marketing Engineering Intern			May – Aug 2013
	<ul style="list-style-type: none"> • Analyzed distributed heat loading on a diesel cylinder head • Designed an apparatus to allow for observation and video recording of coolant flow within a diesel engine head • Created models and mechanical drawings for patent applications and limited-run parts • Analyzed aftermarket parts sales to determine total market penetration 			
	Self-Employed			Sullivan, MO
	Mechanic			May 2008 – Aug 2012
	<ul style="list-style-type: none"> • Restored motor, driveline and paint on a 1961 Ford tractor • Rebuilt motocross bike and various other small engines • Custom fabricated boat trailer and truck bumper 			
Computer Skills	MATLAB AutoCAD	Autodesk Inventor SolidWorks	Ansys Design Modeler Siemens NX	Star-CCM+
Honors & Activities	Pi Tau Sigma – National Honorary Mechanical Engineering Society Tau Beta Pi – Engineering Honor Society Kappa Mu Epsilon – Mathematics Honor Society Phi Eta Sigma – National Honor Society			

ARTS & SCIENCES UNDERGRADUATE RESUME

Dora E. Garcia

<http://www.linkedin.com/pub/dora-the-explorer43/485/402>

School Address
12345 University Way
Rolla, MO 65401
deg123@mst.edu

Home Address
589 Victoria Blvd.
San Antonio, TX
(210) 456 – 7890

Objective To obtain a summer internship position that leverages my unique combination of experience, academic performance and leadership skills

Education Missouri University of Science and Technology May 2015
B.A. History **GPA: 3.5/4.0**
Minor: Spanish

Experience Missouri University of Science & Technology Rolla, MO
Study Abroad Program Participant– Universidad Politecnica de Madrid Aug – Dec 2013

- Successfully adapted to new culture and living environment
- Communicated effectively with people of diverse interests, values and perspectives
- Improved Spanish language skills through daily interactions with local people
- Analyzed business situations and work projects from a different cultural frame of reference
- Learned to identify social and political implications of decisions and to be resourceful in accomplishing projects
- Adapted to rapidly changing situations and learned to allocate time effectively
- Gained valuable historical, cultural and political knowledge of host country through formal tours, social gatherings and independent research

Public Relations Officer – Women In Business Organization Jan – May 2013

- Coordinated with five Executive Board members to develop fundraising ideas
- Generated marketing plan and created materials for fundraising events
- Maintained contacts with local newspaper, radio and television personnel
- Attended monthly organization meetings and recruited new members

Resident Assistant – Residential Life Department Aug 2012 – May 2013

- Developed a community of 35 women and advised them on personal, social and academic issues
- Assisted floor leaders in planning programs and community activities
- Performed weekly safety and security rounds for complex of 900 students
- Completed administrative reports for supervisory communication and building occupancy
- Promoted diversity issues through programming and community development

Participant – Chancellor’s Leadership Academy Jan – Dec 2012

- Acquired valuable leadership skills through interactions with the Chancellor and successful alumni
- Participated in team building activities and service projects
- Learned public speaking skills through presentations made to groups of 25-35 people

Computer Skills Adobe Photoshop
Microsoft Office – Word, Excel, Access, PowerPoint, Publisher, Outlook

Honors & Activities Missouri S&T Spanish Club
Missouri S&T Chapter of Toastmaster’s International
Missouri S&T Intramural Women’s Softball

ARTS & SCIENCES GRADUATE RESUME

Katerina Gorshkov-Brooks

<http://www.linkedin.com/pub/KGB86/578/106>

School Address
8643 E. 1st Street
Rolla, MO 65401
kgb1234@mst.edu

Home Address
4378 Lake View Dr.
Madison, WI 54706
(608) 214 – 7237

Objective To obtain a full-time position at the U.S. Olympic Training Center in which I can utilize my management, finance, and technical communication skills, as well as my love for Olympic swimming

Education Missouri University of Science and Technology May 2015
Master’s of Business Administration (MBA) **GPA: 3.9/4.0**
Graduate Minor: Technical Communication

University of Wisconsin May 2012
B.S. Business Administration **GPA: 3.5/4.0**
Emphasis: Finance

Experience National Automotive Group Rolla, MO
Financial Analyst Sep 2012 – present

- Work with team that monitors the financial risk of each automotive loan using sensitivity analysis for linear programming models in order to maximize profitability
- Aid in the design of risk models that ensure the maximum performance automotive loans, saving the company over \$8 million dollars annually
- Pull weekly reports to monitor and track the number of underperforming automotive loans
- Help sales team generate new sales by analyzing customer base
- Ensure sales team properly implemented company customer experience policies

University of Wisconsin Madison, WI
Career Center Secretary Aug 2009 – May 2012

- Primary point of contact for 3,000+ callers, visitors, and workshop participants per year
- Maintain records for key accounts and profit/loss statements for workshops
- Create and/or update advertising flyers for 30 workshops annually
- Coordinate scheduling, reservations, content, presenters, and evaluations for all events

Luzhniki Aquatic Center Moscow, Russia
Certified CPR and Swimming Instructor May 2006 – Jun 2008

- CPR certified with ability to react quickly and calmly in emergencies
- Led hands-on training to explain, demonstrate and clarify CPR and aquatic center policies
- Taught advanced swimming classes to children ages 4-10

Skills Computer:
 Adobe InDesign Adobe Photoshop MS Office Suite

Language:
 Russian—native language English—mastery level French—proficient

Honors & Activities Missouri S&T MBA Association
 University of Wisconsin Women’s Swimming Team
 Sigma Beta Delta International Honor Society in Business, Management and Administration

“STEM” Ph.D. RESUME

Kushal P. Aryal

<http://www.linkedin.com/pub/kushal-aryal53/365/296>

125 International Drive
Rolla, MO 65401

(573) 578—4565
kpa3l56@mail.mst.edu

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

Education Missouri University of Science and Technology (Rolla, MO) May 2015
Ph.D. Systems Engineering **GPA: 4.0/4.0**
Dissertation: “A novel method to evaluate Systems Architecture
During early stage of Systems Engineering Process.”

M.S. Systems Engineering May 2013
Thesis: “Evaluation of Systems Architecture using
Computational Intelligence Methods.” **GPA: 4.0/4.0**

Kathmandu University (Kathmandu, Nepal) May 2011
B.S. Computer Engineering **GPA: 3.8/4.0**

Experience Missouri S&T—Systems Engineering Department Rolla, MO
Graduate Research Assistant Aug 2013 — present

- Explored previous research endeavors into fields of study to identify potential research topics
- Summarized literature to support and define current and future research endeavors
- Examined draft work of research and literature for errors prior to submission
- Analyzed sound patterns with a recognition toolkit in order to provide accurate speaker identification
- Evaluated regular student performance
- Facilitated student understanding and provided feedback

Graduate Teaching Assistant Aug 2012 — May 2013

- Taught *Introduction to Systems Engineering* classes
- Directed laboratory experiments, supported students with recitations and graded homework
- Assisted undergraduate research groups with engineering and social events
- Organized, classified and completed inventory for engineering equipment

Ozark Business Solutions Rolla, MO
Information Technology Manager Jan 2012 — May 2013

- Purchased, installed, and maintained all desktop computers, networking, and communication equipment
- Provided user support and training to both local and remote employees via personal visits, telephone, email, and web conferencing
- Responsible for maintaining network security for corporate and federal government contract records
- Managed a support contract for installing network infrastructure and providing user support

Chabahil Engineering Firm

Kathmandu, Nepal

Network and Computer Repair Intern

Jan – Aug 2011

- Installed and configured wireless networks
- Debugged software and hardware systems
- Secured and maintained customers' networks via remote access
- Established and maintained relationships with current and future clients

Computer Skills

Unigraphics	NX5-7.5	DOOR5	MATLAB
Autodesk Inventor	Adobe InDesign	Adobe Photoshop	FTP Networking
Mathematica	HTK	SAS	Design Expert
MiniTab	MS DOS	Visual Basic 2.0	

Publications **Aryal, K.P.** and Wiley, J. "Evaluation of Systems Architecture using a Fuzzy Neural Networks." Systems Engineering, 13(2), 121-129, 2013.

Wiley J. and **Aryal, K.P.** "Executable Systems Architecture using SYSML and Neural Networks." Systems Research Forum, Vol. 8. No. 1. World Scientific Publishing Company, 2013.

Presentations Application of Computational Intelligence Methods in Systems Architecture, EMSE 410 Graduate Research Seminar, April 6, 2013.

Modern Trends in Evaluating Systems Architecture, INFORMS annual meeting, Minneapolis, Minnesota, October 7, 2012.

Honors & Activities

Missouri University of Science & Technology—Vice Chancellor Fellowship
INCOSE—Missouri University of Science & Technology chapter—**President**
Graduate Research Showcase—**First Place Winner**

Construct a REFERENCE PAGE



Joe's Tips:

- ◆ Always ask permission before adding someone to your reference page.
- ◆ List 3 to 5 people as references.
- ◆ Choose a variety of people—past employers or supervisors, professors, coaches, mentors, pastors, etc.
- ◆ Only provide your reference page to an employer upon request.
- ◆ Give a copy of your resume to each of the people you have listed as references.
- ◆ Keep your references informed. They will give a much better reference if they know a phone call is coming and have time to think about what they will say.

Robert T. Builder

534 W. Drill Avenue
Rolla, MO 65401
btb124@mail.mst.edu
(314) 421 – 3456

REFERENCES

Mr. John Doe
Manager
Best Little Dining Establishment
1234 First Street
Rolla, MO 65401
(573) 364 – 9876
jdoe@gmail.com

Ms. Jane Smith
Professor of Any Subject
Missouri University of Science and Technology
200 McNutt Hall
Rolla, MO 65409
(573) 341 – 0001
anyprof@mst.edu

Mr. Stan McMann
Baseball Coach
Small Town High School
1234 High Street
Small Town, MO 65565
(573) 264 – 1256
stantheman@smalltown.k-12.edu

POWER INTRODUCTION EXAMPLE

“Hello, My name is Bob Evans. I am a sophomore at Missouri S&T, pursuing a degree in Breakfast Engineering and I currently have a 3.4 GPA. Last summer, I did an internship with McDonald’s and got a lot of great experience designing breakfast foods. Breakfast food design is a specific interest of mine and I’ve done several class projects and research in this area. While I was working at McDonald’s, I was recognized by management for catching an error in the syrup pouring process that saved the company over \$2,000 in wasted syrup, which is something I’m really proud of. I’m looking to obtain another internship that will add to my experience and help me grow my skills and knowledge in the breakfast engineering field. I’m very interested in knowing more about your company. Can you tell me about the opportunities that you may have available for someone with my skills and qualifications?”

Craft a POWER INTRODUCTION

Have you ever heard the term elevator pitch or elevator speech?
Do you know what it is?

Simply, it's your introduction; a description of who you are, what you do, where you've been, where you want to go, and how you can benefit the listener. It should be short enough for you to present in the time it takes an elevator to go from the first floor of a building to the top floor (about 30-60 seconds).

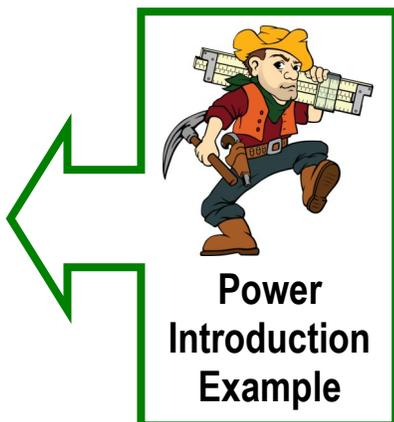
This is your **POWER INTRODUCTION!**

The **DO'S** of Power Introductions

- ⇒ **DEVELOP** your introduction with a specific audience in mind—you are more likely to succeed if you clearly target the company or individual to whom you will be speaking
- ⇒ **RESEARCH** the organization and incorporate that knowledge into your speech
- ⇒ **PROVIDE** examples of successful outcomes of deploying your skills and incorporate a story or example to help support your points
- ⇒ **WRITE** and re-write your introduction until it is perfectly crafted
- ⇒ **BE FRIENDLY**, confident, and enthusiastic during delivery
- ⇒ **SMILE** and show your personality
- ⇒ **PRACTICE** until you know your key points without sounding as though your speech was memorized

The **DON'TS** of Power Introductions

- ⇒ Don't rush through your introduction
- ⇒ Don't ramble on and on
- ⇒ Don't speak in a monotone voice
- ⇒ Don't let your speech sound canned—it should sound effortless, conversational, and natural
- ⇒ Don't get bogged down with industry jargon or acronyms that your listener may not be familiar with
- ⇒ Don't sound like a used car salesman—make your introduction memorable and sincere



Conduct Successful INTERVIEWS

DRESSING FOR SUCCESSFUL INTERVIEWS AND CAREER FAIR NETWORKING

Conservative, professional clothing is required for most interviews, which includes:

MEN

- ◆ A dark, two-piece suit
- ◆ A solid color, long sleeved shirt
- ◆ A tie with a simple pattern
- ◆ Socks the same color as your pants
- ◆ Dress shoes and belt in matching color
- ◆ Clean shaven or well-groomed facial hair

WOMEN

- ◆ A solid color suit and tailored blouse
- ◆ Skirts no shorter than just above the knee
- ◆ Always wear hose, even in the summer
- ◆ Basic dress shoes with modest heel height
- ◆ Modest amount of jewelry and make-up
- ◆ Pull long hair up neatly



Joe's Tips:

- ◆ Dress for the job you want, not the one you have
- ◆ Make sure your clothing is clean and pressed
- ◆ Monitor the amount of cologne or perfume you are wearing
- ◆ **RULE OF 13**—don't wear more than 13 accessories including jewelry, belt, glasses, large buttons, etc.



The **DO'S** of Interviewing

- ⇒ **RESEARCH** the company before the interview. Use information you find to ask good questions or tell why you want to work for the company and how you would be a good fit
- ⇒ **BE PUNCTUAL**—Arrive about 15 minutes early; use any excess time to go over your notes
- ⇒ **EXTEND A FIRM HANDSHAKE**—it makes a good first impression. Remember, nobody likes a hand crusher or a limp handshake
- ⇒ **MAINTAIN EYE CONTACT** with the employer—the inability to look someone in the eyes conveys mistrust or lack of confidence
- ⇒ **SMILE!** Be friendly and show your personality—nobody wants to hire someone who looks unhappy, indifferent, or mad
- ⇒ **LISTEN**—Make sure you understand the question before answering
- ⇒ **SPEAK CLEARLY**—Give prompt, intelligent, brief answers
- ⇒ **ASK QUESTIONS**—Prepare several questions to ask the employer about the job, the company, the work you would be doing if hired, etc.
- ⇒ **KNOW WHAT YOU ARE WORTH**—research salaries before interviewing, so you know a range; don't bring it up, but be prepared in case they do

The **Don'ts** of Interviewing

- ⇒ **DON'T BE DISHONEST**—it is better to be truthful than to be caught in a lie
- ⇒ **DON'T RAMBLE**—keep your answers short and to the point
- ⇒ **DON'T MUMBLE**—speak clearly and loud enough for interviewers to understand your answers
- ⇒ **DON'T CHEW GUM**—it will be distracting to the interviewer and it looks unprofessional
- ⇒ **DON'T SMOKE OR EAT** immediately before an interview—be mindful of odors that cling to your clothing
- ⇒ **DON'T REFUSE A JOB OFFER** or communicate disinterest in a job during an interview—keep your options open and give yourself time to think about the information you've received before making a decision
- ⇒ **DON'T GIVE A SALARY REQUIREMENT**—always state salary is negotiable—let the employer make an offer first, then negotiate if you think the offer is low

Preparing for a Behavioral Interview

- ◆ Recall recent situations that show favorable behaviors or actions, especially those involving course work, work experience, leadership, teamwork, initiative, customer service, or difficult interactions
- ◆ Prepare short description of each of these situations
- ◆ Make sure you describe the (STAR):
 - Situation** or
 - Task** (3-4 sentences)
 - Actions** you took (3-4 sentences)
 - Result** or outcome (1-2 sentences)
- ◆ Your description should be short, concise and positive—even if the result was not favorable
- ◆ Be specific—don't generalize or combine several events into one

Sample Behavioral Interview Questions

- ◆ Give me an example of a problem you've faced on the job and how you handled it.
- ◆ Describe a time when you faced unreasonable deadlines or expectations. How did you respond?
- ◆ Tell me about a difficult person you've had to deal with. Why was he/she difficult and what did you do?
- ◆ Describe the last time you did something which went well beyond the expected at work or school.
- ◆ Tell me about a time when you were most pressured or stressed at work or school and how you handled it.
- ◆ Tell me about an accomplishment that you are most proud of.

EXAMPLE ANSWER: “Tell me about a time when you were on a team and a member wasn't pulling his or her weight; how did you handle the situation?”

“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, so I decided to meet with him in private. I explained the frustration of the rest of the team, and I 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 was not only able to spend more time on our project, but he was also grateful to me for helping him out. We finished on time and received a 'B' on our project.

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? How did you handle it?
8. Where do you want to be in 5 years? 10 years?
9. Since attending college, what is the toughest decision you have had to make?
10. Why do you think you are the best candidate for this position?

Career Goals

1. What appeals to you about the job for which you are applying?
2. Do you prefer to work under supervision or on your own?
3. What other types of positions are you considering?
4. Are you able to work on several assignments at once?
5. How do you feel about working overtime?
6. How do you feel about travel?
7. How do you feel about the possibility of relocating?

Education

1. Why did you choose your major?
2. Why did you choose to attend your college or university?
3. Do you think you received a good education? In what ways?
4. In which campus activities did you participate?
5. Why did you choose these campus activities? What did you gain? What did you give?
6. What is your GPA? How do you feel about it?
7. Do you think your grades reflect your abilities? Why or why not?

Experience

1. What job-related skills have you developed?
2. What did you learn from these work experiences?
3. What did you enjoy most about your last employment? Least?
4. Have you ever quit a job? Why?
5. Give an example of a situation in which you provided a solution to an employer.
6. Have you ever done any volunteer work? Tell me about your experience?
7. Describe a project or situation that best demonstrates your analytical abilities.
8. What types of situations put you under pressure, and how do you deal with pressure?



Joe's Tips:

- ◆ Prepare 3 or 4 questions to ask the interviewer.
- ◆ Ask when you can expect to hear back from the employer.
- ◆ If you don't have the interviewer's contact information, ask for a business card so you can follow up if they have not contacted you within the specified time.

Compose Professional CORRESPONDENCE

THANK YOU LETTERS

A 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 this by referring to a topic, conversation point, or mutual interest that was discussed.
2. Confirm that you are still interested in working for the company and why you would be a good fit for the position. (Employers want people who will enjoy their work and be engaged in the success of the business.)
3. End the letter with another note of appreciation and let them know you look forward to hearing from them soon.

Your Name
Your Address
City, State Zip

Date

Name of Interviewer
Company
Address
City, State Zip

Dear Mr. or Ms. Last Name:

I would like to thank you for giving me the opportunity to interview for the XXXX POSITION with COMPANY NAME, on March 24, at 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 is such a way that it made me even more eager to work for NAME OF COMPANY.

I feel confident that I possess the skills and ambition needed to be a XXXX POSITION at NAME OF COMPANY. If I can provide any additional information or references, please feel free to contact me at: (573) 364-1010, or by email at: joe2345@mst.edu.

Once again, thank you very much. I look forward to hearing from you soon.

Sincerely,

Signature

Your Name

EXAMPLE
THANK YOU LETTER



Joe's Tips:

- ◆ A thank you letter should be considered mandatory, not just good manners!
- ◆ Send a thank you letter within 24 hours after every interview you attend.
- ◆ If you interviewed with more than one person, you may want to send a letter to each person.
- ◆ A thank you note may be your final opportunity to market yourself to the employer. Don't just thank the employer for interviewing you, show passion for the job and tell them why you would be a good fit.

NEGOTIATING JOB OFFERS

- ◆ Let the company offer a salary—if asked what you will require, tell them it’s “negotiable.”
- ◆ Determine if there is room for negotiation. If the offer is from a large company with many people doing the same task, they may not negotiate much. If you have unique qualifications, your chances of salary negotiating are much better.
- ◆ Sometimes companies are more likely to give bonuses than increase a starting salary.
- ◆ Comparing one job against another is a great way to negotiate salary. You can tell one company that you have another offer for approximately \$X amount more, which is making you consider the other company even though you’d prefer to work for them.
- ◆ Compare the salary offer against salary averages. See the COER At-a-Glance to determine what Missouri S&T graduates in your field made last year. Give this number to an employer and ask if they can match it or at least come closer to that number.
- ◆ Don’t make it just about salary. Consider the total package, including benefits and location. While you are negotiating, ask questions that show your interest and give good ideas about projects you’ll be working on. If the company feels they need you, they may be more willing to negotiate.
- ◆ If you are not able to negotiate a salary increase now, ask if they will renegotiate your salary in a few months (instead of the normal annual review).

STEPS TO APPLY FOR GRAD SCHOOL

1. **TAKE ENTRANCE EXAMS** — GRE, GMAT, LSAT, MCAT.....what are these? Tests you may need to take prior to being accepted into a graduate school program. Check with the schools you are interested in attending to see which test is required for the degree you are seeking. Register to take the test before the school’s application deadline, and then STUDY for the exam!
2. **COMPLETE THE APPLICATION** — Admissions applications are usually found on the school’s website and are to be completed online and submitted with a non-refundable application fee. Most of the required information is basic personal data, but there may be essay questions as well.
3. **WRITE A STATEMENT OF PURPOSE** — This is your chance to speak up for yourself, tell why you want to attend graduate school and why this program is a perfect match for your skills, goals, and aspirations.
4. **SUBMIT TRANSCRIPTS** — You will need to request an official copy of your undergraduate transcript be sent to the graduate school admissions office. This usually requires completing a form and paying a minimal cost (\$2—\$15) for records to be sent.
5. **ASK FOR LETTERS OF RECOMMENDATION** — Take care to choose appropriate letter writers. Remember, a good letter helps your application tremendously but a neutral or bad letter will send your application into the rejection pile. The quality of your letters rests in the quality of your relationships with professors, employers, mentors, etc. (You may want to provide the letter writer with a copy of your resume and statement of purpose for their reference.)
6. **SCHEDULE A PRACTICE INTERVIEW** — Prior to meeting with the school’s admissions committee, you may want to schedule a practice interview with a COER advisor. We will ask major-specific questions that will prepare you better and calm your nerves.
7. **ATTEND ADMISSIONS INTERVIEW** — Not all schools require a face-to-face interview but, if yours does, make sure you treat it just like a job interview. Wear professional dress clothes and be prepared to answer similar questions.



Power Verbs for Your Resume

Achievement

accelerated
accomplished
achieved
activated
attained
competed
earned
effected
elicited
executed
exercised
expanded
expedited
generated
improved
increased
insured
marketed
mastered
obtained
produced
reduced
reorganized
reproduced
restructured
simplified
sold
solicited
streamlined
succeeded
upgraded

Help/Teach

advised
clarified
coached
collaborated
consulted
counseled
educated
explained
facilitated
guided
helped
instructed
modeled
participated
taught
trained
tutored

Administrative

arranged
channeled
charted
collated
collected
coordinated
dispensed
distributed
established
executed
implemented
installed
maintained
offered
ordered
outlined
performed
prepared
processed
provided
purchased
recorded
rendered
served
serviced
sourced
supported

Technical

adapted
adjusted
applied
built
computed
constructed
designed
diagnosed
engineered
experimented
maintained
modified
operated
prescribed
programmed
proved
reinforced
repaired
resolved
restored
solved
specified
systematized
tested

Plan/Organize

allocated
anticipated
arranged
catalogued
categorized
classified
collected
consolidated
convened
edited
eliminated
employed
gathered
grouped
monitored
organized
planned
regulated
scheduled
structured
summarized
targeted

Research/Analytical

assessed
compared
critiqued
defined
derived
detected
determined
discovered
evaluated
examined
explored
found
inspected
interpreted
investigated
located
measured
observed
predicted
rated
recommended
researched
reviewed
searched
studied
surveyed
verified

Financial

allocated
analyzed
appraised
audited
balanced
budgeted
calculated
compiled
computed
controlled
disbursed
estimated
figured
financed
forecasted
projected
reconciled
tabulated

Negotiate

advised
advocated
arbitrated
bargained
expedited
mediated
merged
motivated
negotiated
persuaded
reconciled
solved

Analyze

abstracted
appraised
assessed
briefed
clarified
classified
compared
computed
correlated
critiqued
debated
defined
detected
determined
diagnosed
discriminated
dissected
evaluated
examined
identified
inspected
integrated
interpreted
interviewed
investigated
judged
maintained
mapped
monitored
observed
perceived
ranked
read
reasoned
related
researched
reviewed
screened
scanned
solved
studied
summarized
surveyed
symbolized
synthesized
verified
visualized

Career Opportunities & Employer Relations

Mission Statement

The mission of Career Opportunities and Employer Relations (COER) is to be the bridge between employers and Missouri S&T, by providing personal and professional development opportunities for students and alumni, and unparalleled services for employers.



Joe's Tips:

Schedule an appointment today by calling: (573) 341-4343, or emailing: career@mst.edu. Visit the website at: career.mst.edu

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