



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

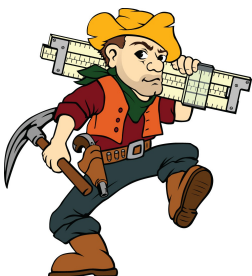
- ◆ Approach each section separately
- ◆ A typical resume should consist of six basic sections:
  - Contact Information
  - Objective
  - Education
  - Experience
  - Computer Skills
  - Honors & Activities
- ◆ Additional sections may include:
  - Courses
  - Research or Class Projects
  - Certifications 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) May 2015  
**B.S. Mechanical Engineering** **GPA: 3.8/4.0**

**Experience** Missouri S&T – Formula SAE Team Rolla, MO  
**Chief Engineer** Aug 2014 – present

- 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

- 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

- 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

- 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

- 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 Autodesk Inventor Ansys Design Modeler Star-CCM+  
AutoCAD SolidWorks Siemens NX

**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).

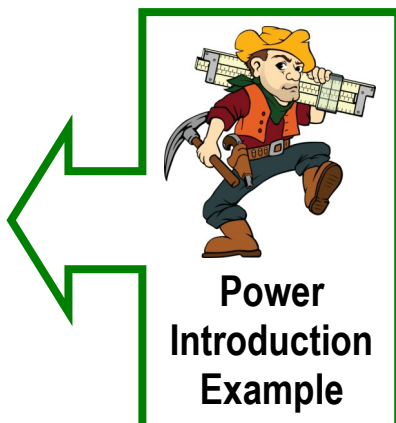
This is your **POWER INTRODUCTION!**

## 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

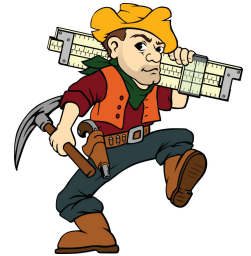
### WOMEN

- ◆ 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

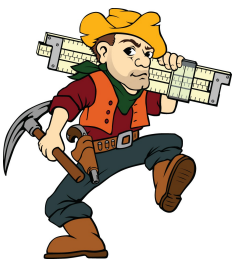
1. What appeals to you about the job for which you are applying?
2. Do you prefer to work under supervision or on your own?
3. What other types of positions are you considering?
4. Are you able to work on several assignments at once?
5. How do you feel about working overtime?
6. How do you feel about 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](mailto:career@mst.edu). Visit the website at: [career.mst.edu](http://career.mst.edu)

### COER Services

Resume Reviews  
Practice Interviews  
Advising Appointments  
Career Fairs  
On-campus Interviews  
MinerJobs Job Search Database  
GoinGlobal Job Search Database  
Mentor a Miner  
Professional Development Workshops  
Employer Sponsored Events  
Suit Closet  
Etiquette Dinner  
Online Resume Referrals for Alumni

Student Involvement | Student Success

Division of Student Affairs | [stuaff.mst.edu](http://stuaff.mst.edu) • [stuaff@mst.edu](mailto:stuaff@mst.edu)

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**S&T**  
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Science & Technology