MISSION STATEMENT

The mission of Career Opportunities and Employer Relations (COER) is to provide excellent service supporting the success of students, alumni, employers and campus.

OUR SERVICES

- Resume Reviews
- Practice Interviews
- Advising Appointments
- LinkedIn Profile Reviews
- LinkedIn Profile Photos
- Veteran Career Services
- Career Fairs
- On-campus Interviews
- HireMiners Job Search Database
- GoinGlobal Job Search Database
- Mentor a Miner
- Professional Development Workshops
- Employer Sponsored Events
- Suit Closet
- Etiquette Dinners
- Online Resume Referrals for Alumni

COER SERVICES DON’T STOP JUST BECAUSE YOU GRADUATED.

As an S&T alum, you’ll receive lifetime access to S&T Career Fairs. Plus, you can access all other COER services for free for the first year following graduation and then for a nominal fee after that time.

Ready to help future alumni through our Mentor a Miner program? Sign up at career.mst.edu.
PREPARE FOR A CAREER YOU’LL LOVE

We have divided, by year, what you should be doing to develop your own career plan to prepare you for life after graduation.

Freshman
- Attend New HireMiners Users Orientation
- Register in HireMiners and GoinGlobal
- Create a resume and have it reviewed
- Create a LinkedIn profile and have your profile picture taken
- 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

Sophomore
- Update your resume and have it reviewed
- Update your LinkedIn profile and photo
- Re-register for GoinGlobal and update your HireMiners profile
- Join campus organizations
- Consider co-op, internship, externship and 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
- Update your LinkedIn profile and photo
- Re-register for GoinGlobal and update your HireMiners 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
- Update your LinkedIn profile and photo
- Re-register for GoinGlobal and update your HireMiners 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: ________________________________
SAMPLE COVER LETTER

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

Robert T. Builder
Street Address
City, State Zip

Date

Name of Recipient
Title
Company
Address
City, State Zip Code

Dear Mr./Ms.

I will be graduating from Missouri University of Science and Technology in May of 2019 with a B.S. in Civil Engineering, and I am interested in the full-time Project Engineer position NAME OF COMPANY has posted on MinerJobs. I am extremely impressed with NAME OF 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) 3333-3333, or by email at: name@mst.edu. I look forward to hearing from you soon.

Sincerely,

Signature
Your Name

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 HireMiners postings do not require a cover letter
UNDERGRADUATE RESUME

The recommended length for an undergraduate resume is one page.

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.

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

<table>
<thead>
<tr>
<th>Robert T. Builder</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Address</td>
</tr>
<tr>
<td>1234 W. Dell Avenue</td>
</tr>
<tr>
<td>Rolla, MO 65401</td>
</tr>
<tr>
<td><a href="mailto:bt324@msstate.edu">bt324@msstate.edu</a></td>
</tr>
</tbody>
</table>

**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 2019
  - GPA: 3.84.0

**Courses:**
- Machine Design II
- Computational Fluid Dynamics
- Heat Transfer
- Machine Dynamics
- Control of Linear Systems
- Engineering Design
- Mechatronics
- Internal Combustion Engines
- Mechanics of Materials

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

- Chief Engineer
  - Managed all aspects of design, construction, and testing of the formula car
  - Reviewed designs submitted by group leaders and encourage knowledge sharing
  - Defined and guided the overall concept and development of the car

**Team Leader - Suspension Design and Analysis**
- Aug 2013 – May 2014
  - Developed the car’s suspension kinematics and was in charge of on-track testing/tuning
  - Calculated damper curves for the car, 4-post tested on Ohlin’s shaker rig, and further improved the set up through on-track testing

**BEST Tractor Manufacturing, Inc.**
- Sioux City, IA
- May – Aug 2013

- Technical Sales & Marketing Engineering Intern
- 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**
Mechanic
- Sullivan, MO
- May 2008 – Aug 2012

- Restored motor, driveline and paint on a 1961 Ford tractor
- Rebuilt motorcycle and various other small engines
- Custom fabricated boat trailer and truck bumper

**Computer Skills**
- MATLAB
- AutoCAD
- SolidWorks
- Star-CCM+

**Honors & Activities**
- Tau Beta Pi – Engineering Honor Society
- Kappa Mu Epsilon – Mathematics Honor Society
- Phi Eta Sigma – National Honor Society

**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

COER | THIRD FLOOR, NORWOOD HALL

FALL 2017 | NEW CAREER PLANNING HANDBOOK

COER | THIRD FLOOR, NORWOOD HALL
# Dora E. Garcia

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

**School Address**
12345 University Way
Rolla, MO 65401
dec123@mst.edu

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

## Education
<table>
<thead>
<tr>
<th>Institution</th>
<th>Degree</th>
<th>Major</th>
<th>GPA</th>
<th>Graduation Year</th>
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<tbody>
<tr>
<td>Missouri University of Science and Technology</td>
<td>B.A.</td>
<td>History</td>
<td>3.5/4.0</td>
<td>May 2015</td>
</tr>
</tbody>
</table>

## 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 Word
- Microsoft Publisher
- Microsoft Outlook
- Adobe InDesign
- Microsoft Excel
- Microsoft PowerPoint

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

The recommended resume length for graduate or non-traditional students is two pages or less. The second page should be at least 1/2 page long.

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.

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

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Katerina Gorskov-Brooks
http://www.linkedin.com/pub/KGB86578/106

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
Master’s of Business Administration (MBA) — May 2015
Graduate Minor: Technical Communication

University of Wisconsin
B.S. Business Administration — May 2012
Emphasis: Finance

Experience
National Automotive Group
Financial Analyst — Sep 2012 – present

• Worked 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 of automotive loans, saving the company over $6 million dollars annually.
• Pulled reports to monitor and track the number of underperforming automotive loans.
• Helped sales team generate new sales by analyzing customer base.
• Ensured sales team properly implemented company customer experience policies.

University of Wisconsin
Career Center Secretary — Aug 2009 – May 2012

• Served as primary point of contact for 3,000+ callers, visitors, and workshop participants per year.
• Maintained records for key accounts and profit/loss statements for workshops.
• Created and updated advertising flyers for 30 workshops annually.
• Coordinated scheduling, reservations, content, presenters, and evaluations for all events.

Luzhniki Aquatic Center
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

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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
Kushal P. Aryal

125 International Drive
Rolla, MO 65401

(573) 578—4565
kpa3156@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

M.S. Systems Engineering May 2013

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
Kushal P. Aryal
Page 2

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

Skills
Computer:
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

Languages:
English, Arabic, French

Publications


Presentations
Application of Computational Intelligence Methods in Systems Architecture, EMSE 410 Graduate Research Seminar, April 0, 2013.


Honors & Activities
- Missouri University of Science & Technology—Vice Chancellor Fellowship
- INCOSE—Missouri University of Science & Technology chapter—President
- Graduate Research Showcase—First Place Winner
REFERENCE PAGE

Always ask permission before adding someone to your reference page.

Robert T. Builder
http://www.linkedin.com/in/robertbuilder

<table>
<thead>
<tr>
<th>School Address</th>
<th>Home Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234 W. Drill Drive</td>
<td>304 N. Oak Dr.</td>
</tr>
<tr>
<td>Rolla, MO 65401</td>
<td>Arnold, MO 63010</td>
</tr>
<tr>
<td><a href="mailto:btb124@mail.mst.edu">btb124@mail.mst.edu</a></td>
<td>(314) 421-3456</td>
</tr>
</tbody>
</table>

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

JOE'S TIPS

• 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.
THE POWER INTRODUCTION

Have you ever heard the term elevator pitch or power introduction? 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.

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 completed an internship with McDonald’s and gained 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?”

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.

The Don’t’s 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

**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’t’s 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 clinging 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.

**DRESS THE PART**

For most interviews and career fair networking, conservative, professional clothing is required. Clothing should be clean and pressed. Monitor the amount of cologne or perfume you are wearing and remember the rule of 13 — don’t wear more than 13 accessories including jewelry, belt, glasses, large buttons, etc. Be sure to dress for the job you want, not the one you have!

**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

**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
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 a 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

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

**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?

**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?

**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 three or four 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 a specified time.
A thank you letter, or email, should consist of three parts:

**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.

**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.)

**End the letter with another note of appreciation** and let them know you look forward to hearing from them soon.

**Common ‘thank you note’ mistakes**

1. Starting with ‘Hey’ — avoid informal language with any business interaction
2. Addressing your note to more than one person — send individual thank you notes to each interviewer
3. Waiting more than 24 hours to follow up — it doesn’t take long to write an email, make sure to send a thank you the same day of your interview
4. Writing an essay — don’t write more than 3-4 sentences thanking your interviewers for the experience, they have work to do
5. Sending gifts — the note is sufficient and any extras can make you seem desperate
6. Getting the names wrong — misspelling the name of your interviewer? Addressing them by the wrong name? A definite no.

**Sample letter**

Dear Mr. Albertson,

I would like to thank you for giving me the opportunity to interview for the human resources position with Acme Staffing. Acme’s motto of “Care for All,” really impressed me. I feel confident that I possess the skills and ambition needed to be a Human Resources Coordinator at Acme Staffing. 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,
Joe Miner

**Sample letter**

Dear Ms. Johnson,

Thank you so much for the chance to meet with you and your team today and to learn more about ABC Solar Explorations. I was really impressed with the work you are doing on the new wave of solar panels for low cost housing.

After speaking with your team, I am even more convinced ABC is a great fit for me and my desire to help create change in today’s world. My work on Missouri S&T’s Solar House Team and strong work ethic make me an excellent fit for ABC.

Again, thank you for your time, and I look forward to hearing from you soon.

Sincerely,
Robert Builder

**JOE’S TIPS**

- Proofread
- Be formal
- Be brief
# POWER VERBS

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

## 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

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

## Assist
- advised
- bolstered
- collaborated
- contributed
- consulted
- facilitated
- fostered
- helped
- located
- participated
- referred
- served
- supported
- sustained

## Communicate
- addressed
- advertised
- answered
- arbitrated
- briefed
- communicated
- conducted
- contacted
- conveyed
- corresponded
- debated
- delivered
- demonstrated
- edited
- entertained
- explained
- expressed
- facilitated
- informed
- interpreted
- interviewed
- lectured
- listened
- mediated
- narrated
- negotiated
- persuaded
- prepared
- presented
- promoted
- proposed
- publicized
- published
- recorded
- reported
- represented
- responded
- spoke
- suggested
- translated
### Counsel/Instruct/Learn
- adapted
- cared
- demonstrated
- educated
- guided
- led
- promoted
- substituted
- advised
- charged
- clarified
- enabled
- helped
- implemented
- listened
- maintained
- read
- reinforced
- arbitrated
- coached
- established
- influenced
- informed
- modified
- motivated
- restored
- bargained
- comforted
- exercised
- inspired
- motivated
- observed
- saved
- expedited
- explained
- interpreted
- perceived
- shared
- mediated
- fostered
- lectured
- persuaded
- solved
- merged
- negotiated
- motivated
- solved
- persuaded
- spoke

### Create/Develop
- acted
- composed
- devised
- facilitated
- initiated
- perceived
- substituted
- adapted
- conceived
- drafted
- formulated
- innovated
- performed
- staged
- authored
- constructed
- eliminated
- founded
- planned
- streamlined
- built
- created
- encouraged
- generated
- introduced
- revised
- changed
- designed
- established
- illustrated
- invented
- shaped
- clarified
- developed
- expanded
- influenced
- originated
- solved
- coached
- facilitated
- instructed
- taught
- created
- designed
- expanded
- influenced
- originated
- solved

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

### Help/Teach
- advised
- collaborated
- educated
- guided
- modeled
- taught
- clarified
- consulted
- explained
- helped
- instructed
- trained
- coached
- counseled
- facilitated
- helped
- instructed
- taught

### Lead/Manage
- acquired
- chaired
- delegated
- handled
- interviewed
- presided
- selected
- administered
- contracted
- directed
- initiated
- managed
- recruited
- shaped
- approved
- controlled
- enlisted
- instilled
- motivated
- retained
- supervised
- assigned
- decided
- governed
- instituted
- named
- reviewed
- unied

### Negotiate
- arbitrated
- bargained
- expedited
- merged
- negociated
- reconciled
- advocated
- mediated
- motivated
- persuaded
- solved

### Operate/Repair/Maintain
- adjusted
- eliminated
- fixed
- ordered
- ran
- upheld
- adapted
- executed
- implemented
- prioritized
- serviced
- utilized
- clarified
- expedited
- installed
- programmed
- sustained
- corrected
- facilitated
- modified
- promoted
- transported
**Organize**
accumulated  
arranged  
assembled  
balanced  
built  
cataloged  
classified  
collated  
collected  
compiled  
composed  
cataloged

**Plan/Organize**
allocated  
anticipated  
aranged  
cataloged  
categorized  
classified  
collected  
consolidated  
convened  
edited  
eliminated  
employed  
gathered  
grouped  
monitored  
organized

**Research/Analytical**
assessed  
compared  
critiqued  
defined  
derived  
detected  
determined  
discovered  
evaluated  
examined  
explorated  
found  
inspected  
interpreted  
investigated  
located  
measured  
observed  
predicted  
rated  
recommended

**Serve**
assisted  
attended  
cared  
catered  
delivered  
facilitated  
furnished  
listened  
maintained  
prepared

**Technical**
adapted  
adjusted  
applied  
built  
computed  
constructed  
designed  
diagnosed  
engineered  
experimented  
maintained  
modified  
operaed  
prescribed  
programmed  
proved  
reinforced  
repaired  
resolved  
restored  
solved

revised  
scheduled  
solved  
streamlined  
structured  
updated

tabulated
APPLYING TO GRAD SCHOOL

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!

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.

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.

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.

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.)

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.

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.

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. Provide 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).