

CAREER PLANNING HANDBOOK

Career Opportunities and Employer Relations | Fall 2021



MISSOURI
S&T

JUMP START YOUR CAREER

To help you prepare for a successful job search, the career opportunities and employer relations (COER) office offers assistance from your first year on campus and beyond.

Services include:

- Resume Reviews
- Career Closet
- Practice Interviews
- Handshake Job Search Database
- Advising Appointments
- GoInGlobal Job Search Database
- LinkedIn Profile Reviews
- Professional Development Workshops
- Salary Negotiation
- Employer Sponsored Events
- Professional Headshot Station
- Miner Network
- Career Fairs
- Alumni Services
- On-campus Interviews
- JCPenney Suit Up Event



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 Handshake Users Orientation
- **Register** in Handshake and GoinGlobal
- **Create** a resume and have it reviewed
- **Create** a LinkedIn profile
- **Check-out** career.mst.edu
- **Attend** a COER workshop
- **Start** a "Career Development File"
- **Learn** about different career paths
- **Attend** first-timers tour to learn Career Fair layout
- **Report** summer internships
- **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 Handshake profile
- **Join** campus organizations
- **Attend** COER workshops
- **Schedule** a practice interview
- **Consider** co-op, internship, and study abroad opportunities
- **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
- **Report** summer internships and co-ops
- **Maintain** your GPA
- **Retake** classes with poor performance
- **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 Handshake 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
- **Report** summer internships and co-ops
- **Maintain** your GPA
- **Retake** classes with poor performance
- **Other:** _____

Senior

- **Adapt** your resume to each job you apply for
- **Update** your LinkedIn profile and photo
- **Re-register** for GoinGlobal and update your Handshake profile
- **Purchase** professional attire
- **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
- **Join** the Miner Alumni Association
- **Other:** _____

Cover Letters

(EXAMPLES ON PG 6)

A cover letter introduces your resume and provides additional information by allowing 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.

Undergraduate Resume

(EXAMPLES ON PP. 7-8)

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.
- **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.

Graduate Resume

(EXAMPLES ON PP. 9-12)

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.
- **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.

Reference Page

(EXAMPLE ON PG 13)

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.

COER Tips:

Cover Letters:

- » 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.

Undergraduate Resume:

- » 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

Graduate Resume:

- » 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

Reference Page:

- » 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.

Applicant tracking systems (ATS): What you need to know

ATSs have a range of functions:

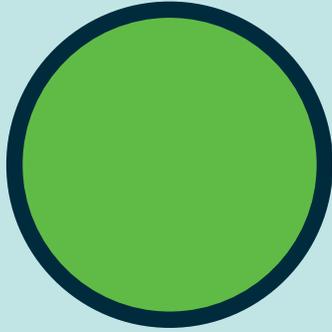
- 1 They review resumes and reject those that don't meet the qualifications.
- 2 They conduct performance assessments such as resume analysis and video interviews.
- 3 They can predict employee performance.

Quick Facts

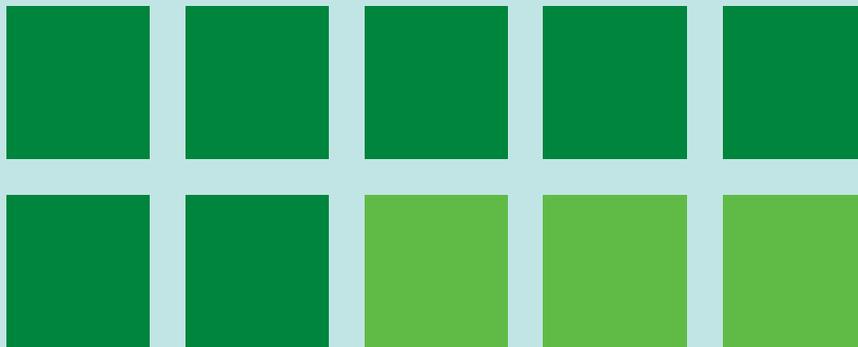
10%

Only one in 10 resumes are reviewed by a human these days. Most employers have moved to using an ATS.





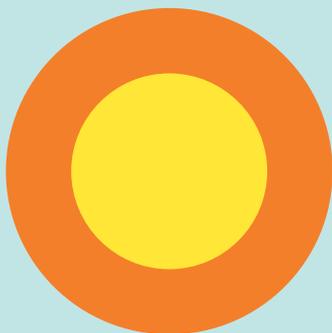
Almost 90% of all employers depend on ATS.



An ATS, on average, rejects 70-80% of submitted resumes, often because of formatting errors.

There are many improvements you can make on your resume that give it a higher chance of clearing the ATS system.

- ▶ Ensure that your file format and resume structure is readable by ATS
 - ▶ Stick to one software when creating your resume (MS Word/Google Docs)
 - ▶ **Use PDF.** Convert right before upload. Otherwise, the file could read as corrupted.
 - ▶ It maintains its shape/format when uploaded to the ATS systems and to the employer
- ▶ Ensure your section titles, education, and work experience are properly formatted
 - ▶ No columns unless there is a dash or bullet point in front thus allowing an ATS to read it
 - ▶ Company Name listed first with position titles underneath
- ▶ Your achievements are emphasized using action verbs and keywords



About 60% of employers admit ATSs cause them to miss qualified candidates.

ATS Friendly Cover Letter

Dora E. Garcia

(573) 341-4343 · deg123@mst.edu · <http://www.linkedin.com/in/dora-the-explorer>

Date

Name of Recipient

Title

Company Address

City, State Zip Code

Dear Search Committee,

I am graduating from Missouri University of Science and Technology in May of 2025 with a B.A. in History, and I am interested in the full-time Public Relations Specialist position **NAME OF COMPANY** has posted on Handshake. 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 Public Relations Specialist position. Some of my abilities that would be useful in this position include:

- Excellent academic performance in History courses
- Strong written and oral Spanish communication skills
- Hands-on experience with fundraising and marketing campaigns
- Leadership experience as a Resident Assistant and with campus organizations
- Extensive public speaking 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,

Your Name

Undergraduate Resume Sample: Engineering

Taylor Miner

career@mst.edu • (573) 341-6238 • <http://linkedin.com/in/alex-t-miner>

Education

Missouri University of Science & Technology May 2025
B.S. Mechanical Engineering **GPA: 3.5/4.0**

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 University of Science & Technology Rolla, MO
Chief Engineer – Formula SAE Team Aug 2024 – Present

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

Missouri University of Science & Technology Rolla, MO
Team Leader – Suspension Design and Analysis Aug 2023 – May 2024

- Designed car's suspension kinematics and oversaw on-track testing/tuning
- Developed MATLAB-based quasi-steady state vehicle dynamics stimulation program
- Researched ways to minimize damper friction
- Collaborated with 10 students on modeling, design, and analysis of suspension uprights

B.E.S.T. Tractor Manufacturing, Inc. Sioux City, IA
Technical Sales and Marketing Engineering Intern May – Aug 2023

- Analyzed distributed heat loading on diesel cylinder head
- Designed apparatus to allow for video recording of coolant flow within 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 2018 – Aug 2022

- Restored motor, driveline, and pain on 1961 Ford tractor
- Rebuilt motocross bike and various other small engines as needed
- Custom-fabricated boat trail and truck bumper

Skills

| | | | |
|----------|--------------------|-----------------------|------------------|
| -MATLAB | -Autodesk Inventor | -Ansys Design Modeler | -Star-CCM+ |
| -AutoCAD | -SolidWorks | -Siemens NX | -Microsoft Excel |

Honors & Activities

- Pi Tau Sigma – National Honorary Mechanical Engineering Society
- Missouri University of Science and Technology Tau Beta Pi – Engineering Honor Society
- Missouri University of Science and Technology Phi Eta Sigma – National Honor Society

Undergraduate Resume Sample: CASB

Alex Miner

career@mst.edu • (573) 341-6238 • <http://linkedin.com/in/alex-t-miner>

Education

Missouri University of Science and Technology May 2025
B.A. History **GPA: 3.5/4.0**
Minor: Spanish

Experience

Missouri University of Science and Technology Rolla, MO
Study Abroad Participant Aug – Dec 2023

- 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 differently
- Gained valuable historical, cultural, and political knowledge of host country through formal tours, social gatherings, and independent research

Missouri University of Science and Technology Rolla, MO
Public Relations Officer – Women in Business Organization Jan – May 2023

- 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

Missouri University of Science and Technology Rolla, MO
Resident Assistant – Residential Life Department Aug 2022 – May 2023

- Developed community of 35 women and advised them on personal 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

Missouri University of Science and Technology Rolla, MO
Participant – Chancellor’s Leadership Academy Jan – Dec 2022

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

Skills

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

Honors & Activities

- Missouri University of Science and Technology Spanish Club - **Secretary**
- Missouri S&T Chapter of Toastmaster’s International - **Member**
- Missouri S&T Intramural Women’s Softball - **Captain**

Graduate Resume Sample: Engineering

Remi M. Clark

(573) 341-4343 · remc2@mst.edu · <https://www.linkedin.com/in/remi-m-clark-5599/>

Objective

To obtain an internship/co-op position in the field of Mechanical and/or Aerospace Engineering

Education

Missouri University of Science and Technology
M.S. Mechanical Engineering
Emphasis: Control Systems
May 2020
GPA: 3.9/4.0

Missouri University of Science and Technology
B.S. Mechanical Engineering
Minor: Aerospace Engineering
Dec 2018
GPA: 4.0/4.0

Experience

Tesla
Power Engineering Intern
Fremont, CA
May 2019- Aug 2019

- Designed, tested and prototyped mechanical and electrical components and systems for current and future Tesla product programs
- Assisted on mechanical, electrical and software projects, which introduced challenges requiring creative solutions to affect rigorous quality and cost-down targets
- Collaborated with cross-functional partners, external vendors and suppliers

Honeywell
Mechanical Engineering Co-op
St. Louis, MO
Aug 2018-Dec 2018

- Aided in the development and design of product components and subassemblies
- Assisted in the development of test methods and instrumentation instructions
- Performed tests and diagnosed problems
- Analyzed and interpreted test data
- Familiar with applicable certification requirements

Missouri University of Science and Technology
Team Leader- Formula SAE Team
Rolla, MO
Jan- May 2017

- Organized and managed team of 30+ members to aid in the design, build, and presentation of the formula car
- Facilitated meetings throughout the 2017 academic year
- Scheduled, managed logistics and participated in competitions
- Served as Formula SAE Team Representative by maintaining relationships between the team, university and external entities
- Collaborated with other committee members to organize and schedule special events and presentations for the university and within the community

Skills

Computer:
-MATLAB - MS Office Suite - Labview - Python

Language:
-English - German

Honors & Activities

- American Society of Mechanical Engineers (ASME) - **President**
- Missouri University of Science and Technology Student Diversity Club
- Missouri University of Science and Technology Aerial Swing Dancing

Graduate Resume Sample: CASB

Devin T. Brooks

(573) 341-4343 · abcd7@mst.edu · <https://www.linkedin.com/in/devin-t-brooks>

Objective

To obtain a full-time position in the field of Industrial Organizational Psychology

Education

Missouri University of Science and Technology May 2020
M.S. Industrial Organizational Psychology **GPA: 3.9/4.0**
Emphasis: Leadership in Technical Organizations

Old Dominion University May 2018
B.S. Psychology **GPA: 3.7/4.0**
Minor: Human Services

Experience

Missouri University of Science and Technology Rolla, MO
Graduate Research Assistant- Psychological Department Aug 2018- Present

- Managed multiple research projects including experimental research
- Utilized Microsoft Word, PowerPoint, Excel and SPSS to organize and complete tasks effectively
- Experienced with data coding, data entry transcribing, data analysis and write ups
- Contributed to discussions on research directions with faculty, staff and peer assistants

Old Dominion University Norfolk, VA
Human Resources Intern- Sentara Princess Anne Hospital May 2017- Aug 2017

- Assisted department in retrieving, printing, copying, filing and ensuring proper reports and paperwork were complete and up-to-date
- Created new hire packets and maintained employee/freelance and intern files
- Managed project work in the fields of talent acquisition and performance management
- Presented results of project to the Director of Sentara Princess Anne Human Resources Department

Payless ShoeSource Virginia Beach, VA
Sales Associate Jan 2013- Jan 2017

- Offered customers assistance with locating store merchandise and accurately processed sales transactions
- Assisted with weekly in-store sales promotions set-up and inventory audits

Old Dominion University Norfolk, VA
Undergraduate Research Assistant Aug 2014- Dec 2014

- Assisted with research projects on and off campus, involving a virtual patient simulator
- Conducted data collection and data analysis utilizing SPSS
- Implemented knowledge of laboratory procedures to ensure confidentiality among participants

Computer Skills

- MS Office Suite - SPSS - R Studio - Adobe InDesign

Honors & Activities

- Society for Industrial Organizational Psychologists (SIOP)
- Old Dominion University Marching Band- **Drum Major**
- Old Dominion University PSI CHI/APS Honor Society- **Treasurer**

Rory T. Johnson

(573) 341-4343 · efg4@mst.edu · <https://www.linkedin.com/in/mockexample-55992235/>

Objective

To obtain a full-time position in the field of Geological Engineering

Education

- | | |
|--|---------------------|
| Missouri University of Science and Technology | May 2020 |
| Ph.D. Geological Engineering | GPA: 3.9/4.0 |
| <u>Dissertation</u> : "Developing Improved Strategies of Remediating Arsenic Contaminated Aquifers." | |
| University of Sydney | Dec 2017 |
| M.S. Geological Engineering | GPA: 3.7/4.0 |
| <u>Thesis</u> : "The Evaluation of Long-Term Statistical Parameters of Rain Events." | |
| University of Sydney | May 2014 |
| B.S. Geological Engineering | GPA: 3.8/4.0 |
| Emphasis: Groundwater Hydrology and Contaminant Transport | |

Experience

- | | |
|---|--------------------|
| Missouri University of Science and Technology | Rolla, MO |
| Graduate Research Assistant | Aug 2018-Present |
| <ul style="list-style-type: none">• Performed research in the area of improving drinking water systems in developing areas• Summarized current literature to determine future novel research endeavors• Prepared experiments, analyzed data and created reports• Developed presentations and research papers for publication | |
| University of Sydney | Sydney, Australia |
| Graduate Teaching Assistant | Aug 2016-Dec 2017 |
| <ul style="list-style-type: none">• Instructed undergraduate introductory geology laboratory course• Assisted professor in leading/teaching a variety of geology lectures and updated lab manuals and answer keys when requested• Tutored students with assignments and understanding of geology topics• Graded labs, reports, quizzes and exams | |
| University of Sydney | Sydney, Australia |
| Graduate Research Assistant | Aug 2015- Dec 2017 |
| <ul style="list-style-type: none">• Gained experience working in laboratory environment• Prepared findings into a formal presentation and published journal article | |
| University of Sydney | Sydney, Australia |
| Volunteer- Engineers without Borders | May- Aug 2014-2017 |
| <ul style="list-style-type: none">• Provided remote assistance and travel internationally for short and long-term assignments consisting of water quality in rural and developing regions• Designed and conducted maintenance on water systems including wells, manual and power pumps and connections to access points• Applied and created sanitation methods including pit latrines, septic system design and flush toilets• Communicated effectively with people of diverse interests, values and perspectives | |

Ph.D. Resume Sample: Engineering continued

Rory T. Johnson

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Phelps County Fire Department

Rolla, MO

Firefighter and EMT

Oct 2008-Jun 2010

- Controlled, contained and extinguished fires
- Administered first aid and artificial respiration to individuals adversely affected or injured by fires, trauma or smoke
- Assessed patients' needs to determine how best to provide life support services during medical emergencies
- Answered emergency situations quickly, assessed conditions, and reacted appropriately to assist victims, contain fires and prevent escalation

Skills

Computer:

- MS Office Suite - GIS - DecisionSpace - Earth Modeling in 2D and 3D

Language:

-English - French

Publications

Johnson, R.T. and Colley, S. "The Evaluation of the Long Term Statistical Parameters of Rain Events." Geological Engineering, 15 (3), 13-25, 2018.

Smith, J. and **Johnson, R.T.** "Remediation technologies for arsenic-contaminated soils and groundwater: an evaluation" Elsevier, Vol. 3. Issues 1-5, 192-2010, 2017.

Presentation

NABG Conference: The Evaluation of Long Term Statistical Parameters of Rain Events. Houston, Texas, Oct. 2017.

Volunteerism

- Engineers without Borders
- Engineers in Action

Honors & Activities

- Geological Society of America (GSA)
- National Association of Black Geoscientist
- Missouri University of Science and Technology C.L. Dake Geological Society
- Missouri University of Science and Technology Spelunkers Club
- University of Sydney Volleyball- **Captain**

Dora E. Garcia

(573) 341-4343 · deg123@mst.edu · <http://www.linkedin.com/in/dora-the-explorer>

References

Dr. William Zwikelmaier
Director of Career Opportunities and Employer Relations
Missouri University of Science and Technology
320 W. 12th Street
Rolla, MO 65401
(573) – 341– 4343
zwikelmaierw@mst.edu

Mrs. Sara Earl
Recruiting Assistant
Missouri University of Science and Technology
320 W. 12th Street
Rolla, MO 65401
(573) – 341– 4230

Ms. Sammatha Wilcox
Experiential Learning Specialist
Missouri University of Science and Technology
320 W. 12th Street
Rolla, MO 65401
(573) – 341– 44309



Optimize Your Resume with Power Verbs

Go through our list and see which ones you can use to help describe your education and employment experiences.

Achievement

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

Administrative

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

Analyze

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

Assist

| | | | | | |
|--------------|-------------|-------------|--------------|-----------|-----------|
| advised | contributed | enlisted | helped | referred | sustained |
| bolstered | consulted | facilitated | located | served | |
| collaborated | cooperated | fostered | participated | supported | |

Communicate

| | | | | | | |
|--------------|--------------|--------------|-------------|------------|-------------|------------|
| addressed | conducted | demonstrated | informed | narrated | proposed | responded |
| advertised | contacted | edited | interpreted | negotiated | publicized | spoke |
| answered | conveyed | entertained | interviewed | persuaded | published | suggested |
| arbitrated | corresponded | explained | lectured | prepared | recorded | translated |
| briefed | debated | expressed | listened | presented | reported | |
| communicated | delivered | facilitated | mediated | promoted | represented | |

Counsel/Instruct/Learn

| | | | | | | |
|-----------|-------------|--------------|-------------|------------|------------|-------------|
| adapted | cared | demonstrated | guided | led | promoted | substituted |
| advised | charged | educated | helped | listened | read | taught |
| advocated | clarified | enabled | implemented | maintained | reinforced | validated |
| aided | coached | enlightened | influenced | modified | restored | |
| applied | comforted | established | informed | motivated | saved | |
| assessed | conducted | exercised | inspired | observed | shared | |
| assisted | consulted | explained | interpreted | perceived | solved | |
| briefed | coordinated | fostered | lectured | persuaded | spoke | |

Create/Develop

| | | | | | | |
|-----------|-------------|-------------|-------------|------------|-----------|-------------|
| acted | composed | devised | facilitated | initiated | perceived | staged |
| adapted | conceived | discovered | formulated | innovated | performed | streamlined |
| authored | constructed | drafted | founded | instituted | planned | substituted |
| built | corrected | eliminated | generated | introduced | revamped | updated |
| changed | created | encouraged | illustrated | invented | revised | visualized |
| charged | designed | established | improved | launched | shaped | |
| clarified | developed | expanded | influenced | originated | solved | |

Financial

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

Help/Teach

| | | | | | |
|-----------|--------------|-------------|------------|--------------|---------|
| advised | collaborated | educated | guided | modeled | trained |
| clarified | consulted | explained | helped | participated | tutored |
| coached | counseled | facilitated | 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 | united |

Cover Letters, Resumes, References

Negotiate

| | | | | | |
|-----------|------------|-----------|-----------|------------|------------|
| advised | arbitrated | expedited | merged | negotiated | reconciled |
| advocated | bargained | 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 | classified | copied | identified | prepared | revamped | tabulated |
| arranged | collated | correlated | located | prioritized | revised | updated |
| assembled | collected | detailed | methodized | processed | scheduled | |
| balanced | compiled | developed | obtained | programmed | solved | |
| built | composed | facilitated | organized | ranked | streamlined | |
| cataloged | coordinated | gathered | planned | recorded | structured | |

Plan/Organize

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

Research/Analytical

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

Serve

| | | | | |
|----------|---------|-------------|-----------|------------|
| assisted | cared | delivered | furnished | maintained |
| attended | catered | facilitated | listened | prepared |

Technical

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

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
- » **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 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!

Feminine

- A solid color suit and tailored blouse
- Skirts no shorter than just above the knee
- Basic dress shoes with modest heel height
- Modest amount of jewelry and make-up



Masculine

- 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



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:

- Hi, my name is _____.
- I'm a ___ (year) studying ___ (major) at Missouri S&T.
- Last semester, I participated in _____ (club/design team/internship) where I learned _____.
- This semester I'm involved in _____ (project/class/internship).
- I'm very interested in _____ (company/position) because of _____.
- I'm looking for a _____ (position type) for _____ (term and year) and am excited to learn more about opportunities at _____ (company).

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
- ✓ **Practice** your introduction until it is perfectly crafted
- ✓ **Be friendly**, confident and enthusiastic

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

Common Interview Questions

Personal

- » Tell me about yourself.
- » Describe your ideal job.
- » Of which three accomplishments are you most proud?
- » Who are your role models? Why?
- » How does your college education or work experience relate to this job?
- » What motivates you most in a job?
- » Have you had difficulty getting along with a former professor/supervisor/co-worker? How did you handle it?
- » Where do you want to be in 5 years? 10 years?
- » Since attending college, what is the toughest decision you have had to make?
- » Why do you think you are the best candidate for this position?

Education

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

Career Goals

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

Experience

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

COER'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.

Preparing for a Behavioral Interview



Behavioral-based questions are used as a way to indicate your future performance from previous behavior.

- » **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, 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 an 'A' on our project.



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) 341-4343, or by email at: amiller@mst.edu. Once again, thank you very much. I look forward to hearing from you soon.

Sincerely,
Alex Miller

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 would be a great fit for me and my desire to help create change in today's world. I believe 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,
Alex Miller

Thank You Letters

A thank you letter, or email, 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.

⊘ The Don't's of Thank You Letters

- ⊗ **Don't** start with 'hey' — avoid informal language with any business interaction.
- ⊗ **Don't** address your note to more than one person — send individual thank you notes to each interviewer.
- ⊗ **Don't** wait 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.
- ⊗ **Don't** write an essay — don't write more than 3-4 sentences thanking your interviewers for the experience, they have work to do.
- ⊗ **Don't** send gifts — the note is sufficient and any extras can make you seem desperate.
- ⊗ **Don't** get the names wrong— misspelling the name of your interviewer? Addressing them by the wrong name? A definite no.

COER'S TIPS

- » Proofread
- » Be formal
- » Be brief

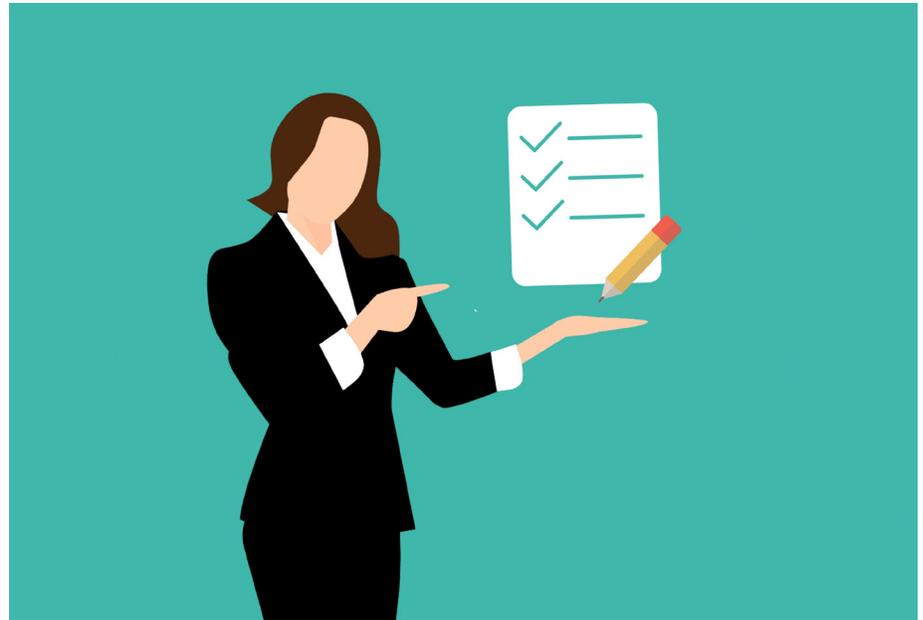
Questions to Ask After an Interview

The Do's

- ✓ **Prepare** three to five questions ahead of time
- ✓ **Write** these down in your padfolio
- ✓ **Don't forget** to send a thank you note or email within 24-48 hours after your interview!

The Don't's

- ✗ **Don't** avoid questions that could be answered by a quick Google search
- ✗ **Avoid** asking about the day-to-day responsibilities when they are listed within the job description
- ✗ **Avoid** overly personal questions that will leave the interviewer feeling uncomfortable
- ✗ **Avoid** me-focused topics (salary, health insurance, vacation, etc.) in the initial interview stages



Correct Examples

What characteristics do you look for in an employee to represent the company values?

What are the top three traits you think will help someone succeed in this position?

What does success look like in this position and how do you measure it?

How would you describe company culture?

What is the biggest challenge someone will face in this job in the first six months?

How do you think an employee in this position could best impact the company?

What is the timeline for filling this position? When could I expect to hear back by?

Applying to Graduate 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 two semesters 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.



» Create a Resume or Curriculum Vitae (CV)

A CV is a longer synopsis (compared to a resume) of your educational and academic background as well as teaching and research experience, publications, awards, presentations, honors, etc. Individuals who are applying for academic, scientific, or research positions should use a CV. Individuals who are applying for industry positions should use a resume, though some International employers may request a CV instead of a resume.

» 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.

Resume Sample: Curriculum Vitae

JOAN MINER

(573) 341-4343 • jmine@mst.edu

EDUCATION

Doctor of Philosophy in Civil and Environmental Engineering Expected Fall 20XX
Missouri University of Science and Technology (Missouri S&T)
Dissertation Title: “Visualizing Geotechnical Engineering Principles”
Advisor: Professor Ted S. Visor

Bachelors of Science in Civil Engineering May 20XX
Universidad Nacional de San Juan, San Juan, Argentina (UNSJ)

RESEARCH INTERESTS

Investigations to improve seismic force-resisting systems through simulations and various visualization techniques

RESEARCH EXPERIENCE

Graduate Research Assistant 20XX-Present
Department of Civil Engineering, Missouri S&T

- Design and execute small-scale testing to validate control algorithms derived to simulate seismic force-resistance
- Contribute to multi-disciplinary project aimed at developing visualizations and simulations to predict seismic force damage to various materials
- Collaborate and coordinate with faculty, staff scientists, and fellow graduate students across departments

Undergraduate Consultant 20XX-20XX
Departamento de Ingeniería, UNSJ

- Selected by General Director of City Planning Department of San Juan to participate in structural analysis and seismic assessment of Dr. Guillermo Rawson Hospital
- Collaborated with team members to execute a nonlinear static analysis of the structure in agreement with FEMA 356 pre-standard for Seismic Rehabilitation of buildings

TEACHING AND MENTORING EXPERIENCE

Teaching Assistant, Introduction to Structural Engineering 20XX-Present
College of Engineering, Missouri S&T

- Prepare lecture and class activities on the analysis of determinate and indeterminate structures for 15-25 freshman and sophomore level undergraduates
- Create and grade course assessments to track student comprehension and progress

Instructor, Latinx Culture 20XX-20XX
Anthropology Department, Missouri S&T

- Integrated multimedia approaches and used instructional technology to enhance pedagogical approach
- Explained challenging concepts using planned lessons, assignments and targeted discussions for 75 freshman and sophomore students

Graduate Mentor, Missouri Summer Research Opportunities Program 20XX-20XX
The Graduate College, Missouri S&T

- Mentored two undergraduates students in data collection and analysis to visualize the properties of various geotechnical materials

MINER | 1

- Guided the students in preparation and presentation of research findings

HONORS AND AWARDS

| | |
|--|------|
| Fulbright Scholarship Recipient, PhD Program | 20XX |
| Outstanding Graduate Student Award | 20XX |
| Advanced Dissertation Development Award | 20XX |
| Flag Honor Guard Member | 20XX |

GRANTS

| | |
|---|-----------|
| Granting Agency, "Title of Grant", \$00,000 | 20XX-20XX |
|---|-----------|

PUBLICATIONS

- Miner, J.**, other authors. (Year). Title. *Journal, Volume (Issue)*, page numbers.
Miner, J., other authors. (in press). Title. *Journal, Volume (Issue)*, page numbers. Manuscript submitted for publication.

PRESENTATIONS

Oral Presentations

- Miner, J.** (Year, Month). Title. Minisymposium on subject, Meeting, City, State.
Miner, J., other authors. (Year, Month). Title. Meeting, City, State.

Poster Presentations

- Miner, J.** (Year, Month). Title. Poster session presented at Meeting, City, State.
Miner, J., other authors. (Year, Month). Title. Paper presented at Meeting, City, State.

PROFESSIONAL EXPERIENCE

| | |
|--|-----------|
| Civil Engineer in Consulting Firm | 20XX-20XX |
| TOSS Ingeniería, La Paz, Peru | |
| <ul style="list-style-type: none">• Selected as lead engineer to manage implementation of seismic validation at La Paz Central hospital• Developed extensive modeling and visualization algorithms to expedite validation | |

UNIVERSITY SERVICE

| | |
|---|-----------|
| Session Facilitator | 20XX-20XX |
| College of Engineering, Missouri S&T | |
| <ul style="list-style-type: none">• Participated in the organization of Principal's Scholar Program 20XX GEAR UP College Bound Summer Program• Organized a bridge design competition using popsicle sticks and glue for children to demonstrate teamwork skills and creativity | |
| Student Assistant | 20XX-20XX |
| Office of International Services, Missouri S&T | |
| <ul style="list-style-type: none">• Assisted with check-in procedures for incoming international students• Provided incoming international students with information on procedures and resources on campus | |

Resume Sample: Curriculum Vitae continued

TECHNICAL SKILLS

Programming Languages/Mathematical Packages: Matlab, Mathematica, C, C++
Computer Aided Design/Engineering: Optical Imaging, AutoCAD, Patran, Abaqus
Other: SPSS, Linux (openSUSE, Ubuntu), Mac OS, Windows OS

LANGUAGES

Spanish: Fluent
English: Fluent

REFERENCES

Ted S. Visor, Professor and Graduate Programs Head
Department of Civil Engineering
Missouri University of Science and Technology
email@mst.edu
(573) 341-4343

John D. Faculty, Assistant Professor
Department of Civil Engineering
Missouri University of Science and Technology
email@mst.edu
(573) 341-4343

Barbara A. Smith, Associate Professor
Department of Civil and Environmental Engineering
Universidad Nacional de San Juan
email@unsj.edu
(573) 341-4343

Joseph B. Car, Senior Civil Engineer
TOSS Ingeniería, La Paz, Peru
email@toss.edu
(573) 341-4343



What is Reneging?

Failure to carry out a promise or commitment.

Risks:

- Being black-listed by your employer
- Damaging your professional reputation (viewed as unprofessional)
- Taking someone else's dream job
- Turning your employer away from hiring Missouri S&T graduates
- Loss of COER services (case-by-case basis)

Other Strategies:

- Wait to say "yes" until you've reviewed the official offer letter
- Ask any questions about location, benefits, or salary before signing
- Be objective; avoid making decisions based on emotion
- Contact other employers to inform them of your offer and inquire about your status
- Request an extension on your deadline (when appropriate) to decide if you need more time
- Stop looking after accepting an offer and don't continue interviewing with other employers
- Negotiate when appropriate; don't say "yes" to an offer you're unhappy with
- Respectfully decline offers you are no longer interested in

Statistics:

- \$6,110 average employer/company cost per University hire (2020)
- 94.5% of employers rate "Professionalism" as an essential competency in candidates

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).

Notes

The page contains a large area for writing notes, consisting of numerous horizontal teal lines. On the left side of this area, there are two vertical teal lines that create a margin for writing.

A large area of horizontal teal lines for writing notes, with two vertical teal lines on the left side.



COER SERVICES DON'T STOP JUST BECAUSE YOU GRADUATED.

As an S&T alum, you'll receive lifetime access to S&T Career Fairs as well as additional services. 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 Miner Network program? Sign up at career.mst.edu.

Career Opportunities and Employer Relations (COER)
Third Floor, Norwood Hall
573-341-4343 | career.mst.edu