

CAREER PLANNING HANDBOOK

Career Opportunities and Employer Relations | Fall 2019



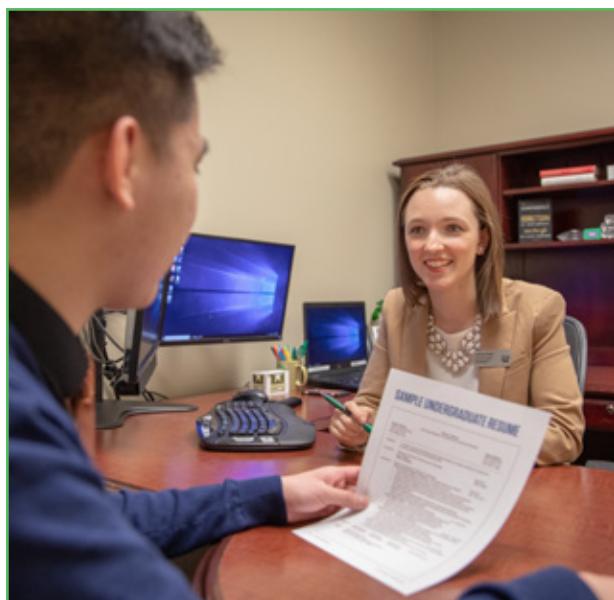
MISSOURI
S&T

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
- Practice Interviews
- Advising Appointments
- LinkedIn Profile Reviews
- Salary Negotiation
- Veteran Career Services
- Career Fairs
- On-campus Interviews
- Mentor a Miner
- Suit Closet
- Handshake Job Search Database
- GoinGlobal Job Search Database
- Professional Development Workshops
- Employer Sponsored Events
- Etiquette Dinners
- Alumni Services





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.

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

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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

- | | | |
|---|--|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Attend New Handshake Users Orientation<input type="checkbox"/> Register in Handshake and GoinGlobal<input type="checkbox"/> Create a resume and have it reviewed<input type="checkbox"/> Create a LinkedIn profile<input type="checkbox"/> Check-out career.mst.edu | <ul style="list-style-type: none"><input type="checkbox"/> Attend a COER workshop<input type="checkbox"/> Start a "Career Development File"<input type="checkbox"/> Learn about different career paths<input type="checkbox"/> Attend first-timers tour to learn Career Fair layout | <ul style="list-style-type: none"><input type="checkbox"/> Volunteer or join a design team/ student organization<input type="checkbox"/> Buy a suit or visit the COER Suit Closet<input type="checkbox"/> Write a Power Introduction<input type="checkbox"/> Network at employer information sessions and career fairs |
|---|--|---|

Sophomore

- | | | |
|---|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Update your resume and have it reviewed<input type="checkbox"/> Update your LinkedIn profile and photo<input type="checkbox"/> Re-register for GoinGlobal and update your Handshake profile<input type="checkbox"/> Join campus organizations<input type="checkbox"/> Attend COER workshops | <ul style="list-style-type: none"><input type="checkbox"/> Consider co-op, internship, and study abroad opportunities<input type="checkbox"/> Schedule a practice interview<input type="checkbox"/> Start building your online brand<input type="checkbox"/> Research companies you are interested in<input type="checkbox"/> Attend both career fairs | <ul style="list-style-type: none"><input type="checkbox"/> Develop relationships with faculty and employers<input type="checkbox"/> Begin a reference page<input type="checkbox"/> Other: _____ |
|---|---|--|

Junior

- | | | |
|---|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Become a leader in an organization<input type="checkbox"/> Update your resume and have it reviewed<input type="checkbox"/> Update your LinkedIn profile and photo<input type="checkbox"/> Re-register for GoinGlobal and update your Handshake profile<input type="checkbox"/> Secure a co-op or internship | <ul style="list-style-type: none"><input type="checkbox"/> Attend COER workshops<input type="checkbox"/> Schedule a practice interview<input type="checkbox"/> Attend both career fairs and continue networking<input type="checkbox"/> Write a cover letter<input type="checkbox"/> Investigate graduate school | <ul style="list-style-type: none"><input type="checkbox"/> Maintain your online brand<input type="checkbox"/> Communicate with your references about your job search<input type="checkbox"/> Other: _____ |
|---|---|--|

Senior

- | | | |
|--|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Adapt your resume to each job you apply for<input type="checkbox"/> Update your LinkedIn profile and photo<input type="checkbox"/> Re-register for GoinGlobal and update your Handshake profile<input type="checkbox"/> Purchase professional attire | <ul style="list-style-type: none"><input type="checkbox"/> Attend the COER Etiquette Dinner<input type="checkbox"/> Research average starting salaries for your major<input type="checkbox"/> Attend both career fairs and continue networking<input type="checkbox"/> Take graduate school entrance exams | <ul style="list-style-type: none"><input type="checkbox"/> Evaluate job offers; seek assistance from COER Career Advisor if needed<input type="checkbox"/> Report your post-graduation plans to COER<input type="checkbox"/> Other: _____ |
|--|---|--|

Cover Letters

(EXAMPLES ON PP. 4-5)

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. 6-7)

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. 8-11)

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 12)

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.

Undergraduate Cover Letter Sample: Engineering

Taylor Jones

<http://www.linkedin.com/in/taylor-e-jones>

School Address

1234 W. Drill Avenue
Rolla, MO 65401
[career@mst.edu](mailto:carrer@mst.edu)

Home Address

304 N. Oak Pkwy.
Arnold, MO
(573) 341-4343

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.S. in Mechanical Engineering, and I am interested in the full-time Mechanical Engineer 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 Mechanical Engineer position. Some of my abilities that would be useful in this position include:

- Excellent academic performance in Machine Dynamics and Engineering Design coursework
- Internship with supervisory and design experience
- Hands-on experience with small engine restoration and repair
- Leadership experience on Formula SAE Team
- Extensive mechanical drawing and modeling experience
- Ability to solve practical and theoretical problems

I would greatly appreciate a few minutes of your time to look over my enclosed resume and the opportunity to talk with you about a full-time position with **NAME OF COMPANY**. You may reach me at (573) 341-4343, or by email at: name@mst.edu. I look forward to hearing from you soon.

Sincerely,

Your Name

Undergraduate Cover Letter Sample: CASB

Alex Miller

<http://www.linkedin.com/in/alex-t-miller>

School Address

12345 University Way
Rolla, MO 65401
career@mst.edu

Home Address

589 Victoria Blvd
San Antonio, TX
(573) 341-4343

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 Jones

<http://www.linkedin.com/in/taylor-e-jones>

School Address

1234 W. Drill Avenue
Rolla, MO 65401
Career@mst.edu

Home Address

304 N. Oak Pkwy.
Arnold, MO
(573) 341-4343

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

Education Missouri University of Science and Technology (Missouri S&T)
B.S. Mechanical Engineering

May 2025
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 S&T — Formula SAE Team Rolla, MO
Chief Engineer Aug 2024 – present
• Managed all aspects of design, construction, and testing of formula car
• Reviewed designs submitted by group leaders and encouraged knowledge sharing
• Defined and guided the overall concept and development of car
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 simulation program
• Calculated damper curves for car, 4-post tested on Ohlin's shaker rig and improved set up
• Researched ways to minimize damper friction
• Collaborated with 10 students on modeling, design and analysis of suspension uprights

BEST 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 paint on 1961 Ford tractor
• Rebuilt motocross bike and various other small engines
• Custom-fabricated boat trailer and truck bumper

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

Honors & Activities Pi Tau Sigma – National Honorary Mechanical Engineering Society
Tau Beta Pi – Engineering Honor Society
Phi Eta Sigma – National Honor Society

Undergraduate Resume Sample: CASB

Alex Miller

<http://www.linkedin.com/in/alex-t-miller>

School Address

12345 University Way
Rolla, MO 65401
[career@mst.edu](mailto:carrer@mst.edu)

Home Address

589 Victoria Blvd
San Antonio, TX
(573) 341-4343

Objective	To obtain a full-time position in the field of history		
Education	Missouri University of Science and Technology (Missouri S&T) B.A. History Minor: Spanish	May 2025 GPA: 3.5/4.0	
Experience	Missouri University of Science and Technology Study Abroad Participant — Universidad Politécnica de Madrid <ul style="list-style-type: none">Successfully adapted to new culture and living environmentCommunicated effectively with people of diverse interests, values and perspectivesImproved Spanish language skills through daily interactions with local peopleAnalyzed business situations and work projects from a different cultural frame of referenceLearned to identify social and political implications of decisions and to be resourceful in accomplishing projectsAdapted to rapidly changing situations and learned to allocate time effectivelyGained valuable historical, cultural and political knowledge of host country through formal tours, social gatherings and independent research	Rolla, MO Aug–Dec 2023	
	Public Relations Officer — Women in Business Organization <ul style="list-style-type: none">Coordinated with five Executive Board members to develop fundraising ideasGenerated marketing plan and created materials for fundraising eventsMaintained contacts with local newspaper, radio and television personnelAttended monthly organization meetings and recruited new members	Jan–May 2023	
	Resident Assistant — Residential Life Department <ul style="list-style-type: none">Developed community of 35 women and advised them on personal and academic issuesAssisted floor leaders in planning programs and community activitiesPerformed weekly safety and security rounds for complex of 900 studentsCompleted administrative reports for supervisory communication and building occupancyPromoted diversity issues through programming and community development	Aug 2022–May 2023	
	Participant — Chancellor's Leadership Academy <ul style="list-style-type: none">Acquired valuable leadership skills through interactions with the Chancellor and alumniParticipated in team-building activities and service projectsLearned public speaking skills through presentations made to groups of 25-35 people	Jan–Dec 2022	
Computer Skills	Adobe Photoshop Microsoft Publisher	Microsoft Word Microsoft Outlook	Microsoft Excel Adobe InDesign
Honors & Activities	Missouri S&T Spanish Club Activities Missouri S&T Chapter of Toastmaster's International Missouri S&T Intramural Women's Softball		

Graduate Resume Sample: Engineering

Remi M. Clark

<https://www.linkedin.com/in/remi-m-clark-5599/>

5657 Sandy Dr.
Rolla, MO 65401

(573) 341-4343
career@mst.edu

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	
	B.S. Mechanical Engineering Minor: Aerospace Engineering	Dec 2018 GPA: 4.0/4.0	
Experience	Tesla Power Engineering Intern <ul style="list-style-type: none">Designed, tested and prototyped mechanical and electrical components and systems for current and future Tesla product programsAssisted on mechanical, electrical and software projects, which introduced challenges requiring creative solutions to affect rigorous quality and cost-down targetsCollaborated with cross-functional partners, external vendors and suppliers	Fremont, CA May 2019-Aug 2019	
	Honeywell Mechanical Engineering Co-op <ul style="list-style-type: none">Aided in the development and design of product components and subassembliesAssisted in the development of test methods and instrumentation instructionsPerformed tests and diagnosed problemsAnalyzed and interpreted test dataFamiliar with applicable certification requirements	St. Louis, MO Aug 2018-Dec 2018	
	Missouri University of Science and Technology Team Leader- Formula SAE Team <ul style="list-style-type: none">Organized and managed team of 30+ members to aid in the design, build, and presentation of the formula carFacilitated meetings throughout the 2017 academic yearScheduled, managed logistics and participated in competitionsServed as Formula SAE Team Representative by maintaining relationships between the team, university and external entitiesCollaborated with other committee members to organize and schedule special events and presentations for the university and within the community	Rolla, MO Jan-May 2017	
Skills	<u>Computer:</u> MS Office Suite	MATLAB	Labview
	<u>Language:</u> English	German	Python
Honors & Activities	American Society of Mechanical Engineers (ASME) - President Missouri S&T Student Diversity Club Missouri S&T Aerial Swing Dancing		

Graduate Resume Sample: CASB

1234 Bob Circle
Rolla, MO 65401

Devin T. Brooks
<https://www.linkedin.com/in/devin-t-brooks>

(573) 341-4343
career@mst.edu

Objective	To obtain a full-time position in the field of Industrial Organizational Psychology		
Education	Missouri University of Science and Technology M.S. Industrial Organizational Psychology Emphasis: Leadership in Technical Organizations	May 2020	GPA: 3.9/4.0
	Old Dominion University B.S. Psychology Minor: Human Services	May 2018	GPA: 3.7/4.0
Experience	Missouri University of Science and Technology Graduate Research Assistant - Psychological Department <ul style="list-style-type: none">Managed multiple research projects including experimental researchUtilized Microsoft Word, PowerPoint, Excel and SPSS to organize and complete tasks effectivelyExperienced with data coding, data entry transcribing, data analysis and write upsContributed to discussions on research directions with faculty, staff and peer assistants	Rolla, MO Aug 2018- Present	
	Old Dominion University Human Resources Intern - Sentara Princess Anne Hospital <ul style="list-style-type: none">Assisted department in retrieving, printing, copying, filing and ensuring proper reports and paperwork were complete and up-to-dateCreated new hire packets and maintained employee/freelance and intern filesManaged project work in the fields of talent acquisition and performance managementPresented results of project to the Director of Sentara Princess Anne Human Resources Department	Norfolk, VA May 2017- Aug 2017	
	Undergraduate Research Assistant <ul style="list-style-type: none">Assisted with research projects on and off campus, involving a virtual patient simulatorConducted data collection and data analysis utilizing SPSSImplemented knowledge of laboratory procedures to ensure confidentiality among participants	Aug 2014- Dec 2014	
	Payless ShoeSource Sales Associate <ul style="list-style-type: none">Offered customers assistance with locating store merchandise and accurately processed sales transactionsAssisted with weekly in-store sales promotions set-up and inventory audits	Virginia Beach, VA Jan 2013- Jan 2017	
Computer Skills	MS Office Suite	Adobe InDesign	SPSS
			R Studio
Honors & Activities	Society for Industrial Organizational Psychologists (SIOP) Old Dominion University Marching Band- Drum Major Old Dominion University PSI CHI/APS Honor Society- Treasurer		

Ph.D. Resume Sample: Engineering

5678 Private Dr. 123
Rolla, MO 65401

Rory T. Johnson
<https://www.linkedin.com/in/mockexample-55992235/>

(573) 341-4343
career@mst.edu

Objective	To obtain a full-time position in the field of Geological Engineering		
Education	Missouri University of Science and Technology Ph.D. Geological Engineering <u>Dissertation:</u> "Developing Improved Strategies of Remediating Arsenic Contaminated Aquifers."	May 2020 GPA: 3.9/4.0	
	University of Sydney M.S. Geological Engineering <u>Thesis:</u> "The Evaluation of Long Term Statistical Parameters of Rain Events."	Dec 2017 GPA: 3.7/4.0	
	B.S. Geological Engineering Emphasis: Groundwater Hydrology and Contaminant Transport	May 2014 GPA: 3.8/4.0	
Experience	Missouri University of Science and Technology Graduate Research Assistant <ul style="list-style-type: none">Performed research in the area of improving drinking water systems in developing areasSummarized current literature to determine future novel research endeavorsPrepared experiments, analyzed data and created reportsDeveloped presentations and research papers for publication	Rolla, MO Aug 2018-Present	
	University of Sydney Graduate Teaching Assistant <ul style="list-style-type: none">Instructed undergraduate introductory geology laboratory courseAssisted professor in leading/teaching a variety of geology lectures and updated lab manuals and answer keys when requestedTutored students with assignments and understanding of geology topicsGraded labs, reports, quizzes and exams	Sydney, Australia Aug 2016-Dec 2017	
	Graduate Research Assistant <ul style="list-style-type: none">Gained experience working in laboratory environmentPrepared findings into a formal presentation and published journal article	Aug 2015- Dec 2017	
	Volunteer- Engineers without Borders <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 regionsDesigned and conducted maintenance on water systems including wells, manual and power pumps and connections to access pointsApplied and created sanitation methods including pit latrines, septic system design and flush toiletsCommunicated effectively with people of diverse interests, values and perspectives	May- Aug 2014-2017	
	Phelps County Fire Department Firefighter and EMT <ul style="list-style-type: none">Controlled, contained and extinguished firesAdministered first aid and artificial respiration to individuals adversely affected or injured by fires, trauma or smokeAssessed patients' needs to determine how best to provide life support services during medical emergenciesAnswered emergency situations quickly, assessed conditions, and reacted appropriately to assist victims, contain fires and prevent escalation	Rolla, MO Oct 2008-Jun 2010	

Ph.D. Resume Sample: Engineering continued

Rory T. Johnson
Page 2

Skills	<u>Computer:</u> MS Office Suite	GIS	DecisionSpace	Earth Modeling in 2D and 3D
	<u>Language:</u> 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 S&T C.L. Dake Geological Society Missouri S&T Spelunkers Club University of Sydney Volleyball- Captain			

Reference Sample

Alex Miller

<http://www.linkedin.com/in/alex-t-miller>

School Address

12345 University Way
Rolla, MO 65401
[career@mst.edu](mailto:carrer@mst.edu)

Home Address

589 Victoria Blvd
San Antonio, TX
(573) 341-4343

REFERENCES

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Rolla, MO 65401
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dhartman@gmail.com

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200 Toomey Hall
(573) 341 – 4343
mneely@mst.edu

Mr. Stan Rodgers
Athletics Director
My Town High School
1526 Pine Street
My Town, MO 69558
(573) 341 – 4343
rodgerss@mytown.k-12.edu

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	

Cover Letters, Resumes, References

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	
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
- » **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 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 sleeve 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

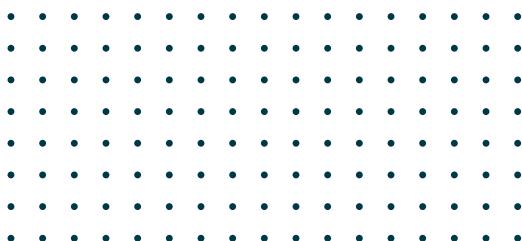
- » What appeals to you about the job for which you are applying?
- » Do you prefer to work under supervision or on your own?
- » What other types of positions are you considering?
- » Are you able to work on several assignments at once?
- » How do you feel about working overtime?
- » How do you feel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



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.

🚫 Avoid Common 'Thank You Note' Mistakes

- » **Starting with 'Hey'** — avoid informal language with any business interaction.
- » **Addressing your note to more than one person** — send individual thank you notes to each interviewer.
- » **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.
- » **Writing an essay** — don't write more than 3-4 sentences thanking your interviewers for the experience, they have work to do.
- » **Sending gifts** — the note is sufficient and any extras can make you seem desperate.
- » **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) 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

COER'S TIPS

- » Proofread
- » Be formal
- » Be brief

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)

Individuals who are applying for industry positions should use a resume, though some International employers may request a CV instead of a resume. 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.

» 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

Missouri University of Science and Technology (Missouri S&T)

Expected Fall 20XX

Dissertation Title: "Visualizing Geotechnical Engineering Principles"

Advisor: Professor Ted S. Visor

Bachelors of Science in Civil Engineering

Universidad Nacional de San Juan, San Juan, Argentina (UNSJ)

May 20XX

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

Resume Sample: Curriculum Vitae continued

- 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
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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
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TOSS Ingeniería, La Paz, Peru

- 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
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College of Engineering, Missouri S&T

- 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
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Office of International Services, Missouri S&T

- 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

CV Sample Adapted from The Graduate School- University of Illinois

MINER | 3



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).

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:

- \$4,129 average employer/company cost per University hire (2016)
- 94.5% of employers rate "Professionalism" as an essential competency in candidates



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
Mentor a Miner program?
Sign up at career.mst.edu.**