As a Michigan Technological University student, you will acquire a unique set of experiences inside and outside the classroom. You will put your education to test in labs, co-ops, internships, and industrial settings. Companies recognize the value of the skills you learn at Michigan Tech. Corporate and graduate school recruiters travel vast distances to our campus to learn about you and about how these experiences can fill their intellectual needs.

Career Services helps you tell your story. We help you develop interview skills and communicate your talents through a well-crafted résumé. We help you talk about industry-valued abilities, including working in diverse groups, leading projects, and creatively applying your academic knowledge. With the support of Career Services and Michigan Tech’s Alumni Association, you will develop a professional network to help you navigate your career.

This College to Career (C2C) handbook is your roadmap to develop this set of career skills—skills you will use throughout your lifetime. Follow the guidance of C2C and you will experience personal rewards in the form of job offers, a higher starting salary, and a rewarding career with a company that shares your values.

Michigan Tech’s Career Services, our campus community, and our corporate partners are excited to help you gain skills that will aid you in this personal and professional journey!

Sincerely,

Steve Patchin
Director, Michigan Tech Career Services

“I developed a close relationship with Career Services, and it proved to be crucial for my professional development. They helped me with everything from my résumé, interview skills, grad school applications, to connecting me with employers. At the end, they gave me advice for selecting from a number of full-time offers. Because of the advantage I gained working with them throughout my college career, I had a great job before my senior year even began.”

—Brent Cousino ’16
MS Civil Engineering
BS Environmental Engineering
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PAY ATTENTION

DEVELOP SKILLS COMPANIES WANT

BUILD YOUR TOOLBOX WITH HELP FROM CAREER SERVICES

Emails From
Career Services Website mtu.edu/career
CareerFEST
HuskyJOBS
Campus Involvement
Teamwork
Leadership
Communication
Personal Introduction
Strong Résumé
Interview Skills
Cover Letters

REPEAT FOR MORE SUCCESS

Campus Experience • Enterprise • Senior Design • Class Projects • Research • Industry Days
Industry or Related Experience • Internship • Co-op • Shadow
Your Dream Career

Experiential Learning

Campus Experience
- Enterprise
- Senior Design
- Class Projects
- Research
- Industry Days

Industry or Related Experience
- Internship
- Co-op
- Shadow

RE SUCCESS

- Personal Introduction
- Strong Résumé
- Interview Skills
- Cover Letters
- Emails From Career Services
- Website mtu.edu/career
- CareerFEST
- HuskyJOBS
- Campus Involvement
- Teamwork
- Leadership
- Communication
- Experiential Learning

- Repeat for more success

Campus Experience
- Enterprise
- Class projects
- Student organizations

Industry or Related Experience
- Internship
- Co-op
- Shadow

- Find jobs (industry, campus, community)
- Be found by recruiters
- Company contacts
- Company info sessions

- Student organizations
- Greek life
- Intramurals

- Pavlis Honors College
- Student government
- Student organizations
- Enterprise

- Class projects
- Interpersonal
- Written
- Presentation

- Enthusiastic handshake
- Friendly eye contact
- Your story

- “No selling—just telling”
- Provide evidence of your skills and experiences
- Clear, concise, compelling format

- Prepare stories about your experiences
- Research the company
- Follow up with a thank you

- Make it personal—use your genuine voice
- Connect with company, role, representative, or location
- Your networking initiative

- Company networking events
- Tailgate
- Career-a-Palooza

- Company Fair companies
- Company info sessions
- Career Services calendar of events

- Industry Days
- Résumé Blitz
- Mock interviews
- Career Fair

- On-campus jobs
- Greek life

- Enterprise
- Class projects
- Student organizations

- Senior Design
- Learning Center coach

- Cross-cultural
- Learning Center coaching

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- Your networking initiative

- Repeat for more success
Michigan Tech provides you with endless opportunities for career exploration and development well before you graduate. Plus, we connect you with company representatives who want to hire you while you’re still a student.

Planning for your career will change just as you will, as you gain life experience, obtain job skills, and clarify your interests. It’s important to take advantage of the numerous and diverse opportunities available to develop your job search skills and career readiness.

Come in and see us and connect with us online:
mtu.edu/career

Take small steps to your dream job right now . . .
PAY ATTENTION TO . . .

Your Email

1. Email from Career Services—we’ll tell you when and how you can meet company reps to learn about job opportunities.
2. Email from your department—your advisors will tell you about job opportunities you already qualify for and when companies visit campus.
3. Email from student organizations—student orgs are a great way to get involved and find out what’s going on.

Career Services Website
- Career Fair companies
- Job postings on HuskyJOBS
- On-campus interviews
- Company info sessions and networking events
- Job search skills workshops
- Campus and community jobs
- Schedule of events—sync our calendar to yours
- C2C Guidebook (this book!)

CareerFEST Event Promotion
- Industry Days
- Career Fair-prep presentations
- Résumé Blitzes
- Mock interviews
- Career Fair
- Husky Talks
- Informal corporate networking events

HuskyJOBS powered by Handshake
- Find jobs
- Be found by recruiters
- Make appointments with career advisors and Learning Centers
- Obtain company contacts
- Learn about or register for an upcoming corporate networking, CareerFEST, or professional development events

“I experienced Career Services’ commitment to Michigan Tech students firsthand. They went above and beyond my expectations helping prepare me for a successful career. Their relationship with industry helped me get internships and that makes me confident I will be able to find a great job when I graduate.”

—Kat Farkas ’17, Biomedical Engineering
What is CareerFEST?

It's big, free, and super easy, and it's all about jobs!

Find out about different industries. Participate in hands-on activities. Learn how to prepare for your job search. Speak with company reps about their work and job opportunities.

- Career Blitz
- CareerFEST Kickoff
- Senior Meeting
- Co-op = Cash + Credit
- #RUReady? Career Fair
- Mock Interviews
- Résumé Blitzes
- Career Fair Cook-out
- Business Careers
- Medical Careers
- Industry Days

- Automotive
- Aerospace
- Construction and Building Systems
- Robotics and Controls
- Energy
- Steel
- Railroad
- Manufacturing
- Materials (Metal Works)
CareerFEST can help you see what it looks like to work in an industry, at a company, or in a specific job.

CareerFEST can help you get an internship, co-op, or full-time position. It’s a fun, informative, and interactive way to learn about careers in a number of different industries, and to meet people who can give you a job.

CareerFEST can help you prepare to be the stand-out candidate. Employers look for a confident introduction, effective résumé, and strong interview skills. Career Services helps you with all that and more. Many company representatives will be on campus early to help you, too.

Why should you be interested in CareerFEST?

Career Services promotes CareerFEST all over campus. Just pay attention and join the fun.

How can I participate in CareerFEST?

Visit mtu.edu/career and stop by the CareerFEST tent in the middle of campus to participate and for more information.

Open emails from Career Services
Visit our website
Attend as many events as possible
Use HuskyJOBS to find and be found

"CareerFEST was easy for me to attend because it’s right in the middle of campus—I stopped by on my way to classes and meetings. I spoke with a company rep about a future co-op position. I highly recommend CareerFEST events to all students, because it’s a great way to gain exposure and network with companies in a relaxed environment.”

—Caroline Spezia ’18, Chemical Engineering
Before
- Develop and practice your Personal Introduction.
- Create a strong résumé—check out mtu.edu/career to get started, and visit Career Services.
- Upload your résumé to HuskyJOBS.
- Download the Michigan Tech CareerFair+ app or visit mtu.edu/career often to check out registered companies, as it grows daily prior to the big event. Identify 10-15 companies you may be interested in working for. Develop a plan of attack—find out what gym they’ll be in and where you want to start.
- Attend CareerFEST events to learn about many different industries and companies, get help preparing for Career Fair, and meet and speak with company reps even before Career Fair. Check HuskyJOBS Events for the full schedule.
- Get your printed, professional name tag—they’re free and available at Career Services and during many CareerFEST events.
- Plan your wardrobe. Check this Guidebook for what’s expected and impressive.
- Buy an inexpensive “padfolio” to store and protect your résumés; provide paper for your company notes, your own class and work schedule, and to write down interviews you schedule.

Research your target companies
- Learn about their products, services, location(s), size, current and future projects, etc. Explore beyond just their website to see what’s being written about them.
- Write down a few points and bring them with you—you can review notes while standing in line.
- Apply for their jobs through HuskyJOBS or on their company website before the Career Fair. You’ll always be asked to apply online, and you can tell them you already did. They’ll be impressed!
- Check HuskyJOBS Events for Information Sessions scheduled by your target companies or those you want to learn more about. Companies are coming to campus as early as the first week of classes, so check early and often so you don’t miss a thing.
During

- Try to get to Career Fair as early as possible. It’s scheduled from noon to 5:00 p.m.
- Don’t be afraid to step right up to company representatives, and:
  - Smile and extend your hand in greeting (practice your firm, three-second handshake).
  - Say “Thank you for coming to Michigan Tech.” Everyone appreciates being appreciated!
  - Introduce yourself with your practiced and confident Personal Introduction.
  - Hand the recruiter your résumé (they will want to hear your introduction first.)
- Be sure to consider smaller and lesser known companies, even if they’re not on your target list. Visit companies with short or no lines, but take a minute to check them out on your Michigan Tech Career Fair + app before you step up to introduce yourself.
- When your turn is over, ask for the recruiter’s business card or their name—for a possible follow-up.

After

When you walk away from a company booth:

- Write down the representative’s full name or better yet—ask for a business card.
- Write down two things you talked about.
- If you do get an interview, be sure to send a thank you note within 24 hours after your interview.
- Even if you don’t get an interview, send a follow-up thank you note to the recruiter within 48 hours of the Career Fair to thank them for spending time speaking to you at the Career Fair. Reiterate your interest in their company, and tell them you’d like to stay in touch . . . and then do so. Tenacity is rewarded.

“Preparation is crucial to leaving a good first impression. Your ability to prepare for a career fair is directly related to the amount of effort you are willing to put into your career. Your evident preparation will immediately separate you from students who choose not to prepare, and will likely lead to an opportunity to talk about everything else you have to offer.”

—Chris Strebel ’04, WEC Energy Group
HuskyJOBS powered by Handshake is Michigan Tech’s one-stop, online shop for corporate, campus, and community jobs, and Career Services and employer events. Undergraduate students, graduate students, and alumni all have access to HuskyJOBS.

HuskyJOBS is a powerful job board.
- Thousands of companies nationwide post their job openings with hundreds of new postings every day.
- Campus departments and local businesses also post opportunities.

HuskyJOBS is your information hub.
- Learn about Career Services and employer networking events
  - Industry Days
  - Company info sessions
  - Employer networking events
  - Career and professional development presentations and workshops
- Connect HuskyJOBS with your calendar so you don’t miss opportunities.

HuskyJOBS is your connection to Career Services.
- Schedule a one-on-one Career Advising appointment
- Schedule an on campus interview
- Find the DTE Learning Center schedule
- Schedule a presentation for your student group
- Manage your interview schedule(s)

HuskyJOBS is like your own career-focused social media page. Log in and customize your profile, and then add your résumé and other career-related documents. Recruiters use HuskyJOBS to search for the students, so be visible and make a great first impression with a complete profile. You can also search company profiles to learn more or identify a contact person.
A full-featured iPhone, iPad and Android app that puts the power to prepare for fairs in your hands.


FEATURES+

COMPLETE EMPLOYER LISTING
Search for employers based upon custom filters
Detailed information on each employer accelerates your research
Mark potential employers as favorites

INTERACTIVE FLOORPLAN
Plan your visit by showing only your favorite employers on the floor plan

EVENT DETAILS
Add prefair events to your calendar

ANNOUNCEMENTS FOR REAL-TIME UPDATES
Learn about changes to employers or events

FAIR TIPS SECTION TO HELP YOU PREPARE
Get tips and advice on your appearance, elevator speech, and general approach
Develop Your Skills

Companies are already impressed by your technical talents. They trust your problem-solving skills because of the rigorous, demanding, and relevant education you receive at Michigan Tech. Companies also seek candidates with the experience and ability to:

- Be positive, energetic, and enthusiastic
- Meet and work with new people
- Be dedicated, diligent, and hard working
- Go above and beyond expectations
- Support and develop others
- Be innovative and process-oriented
- Lead by example
- Look for and communicate ways to make improvements
- Ask for help, advice, guidance, and resources

Skills and characteristics companies want:

- COMMUNICATION
- TEAMWORK
- LEADERSHIP

In and Outside of Your Classes

One of the hallmarks of Michigan Tech is our hands-on, team-based curriculum. Consider becoming active in your classes, on campus, and in the community.

- Enthusiastically participate in groups, teams, and projects
- Attend and be prepared for team meetings
- Take a leadership or project management role
- Go above-and-beyond what's required of you

It's not always the most skilled student who gets the job, it's the most skilled job searcher who gets the job.
Networking

You've got this! You’ve been doing it since preschool—it's as simple as meeting new friends.

Networking is a buzzword that’s everywhere these days. You may wonder what it really means and how you do it.

In the case of professional networking, or networking to obtain employment, you want to meet people who have the power to give you a job, and they want to meet you, because they want to hire you. People hire people they know and trust.

Even in this digital world, personal connections between people are still powerful.

Company reps say, “I can't hire you unless I know you.”

It’s who you know

The first and most important thing you can do: tell as many people as you can you’re looking for a job. Tell your family, extended family, friends, neighbors, fraternity or sorority, acquaintances, former teachers, coaches, bosses, co-workers—anyone and everyone.

It may seem a bit awkward, but why wouldn’t you be looking for a job—that’s why you’re going to college, right?! They’ll be impressed that you’re taking action and will share the news with others. That’s how networking works.
Networking strategies

Always have your Personal Introduction (elevator speech) ready! Introduce yourself to people who can help you find an internship, co-op, or full-time job. Take advantage of these networking opportunities:

- CareerFEST events
- Industry Days
- Campus presentations
- Résumé Blitz
- Mock interviews
- Networking events
- Career Fair
- Company information sessions

Résumé: Ensure yours is attractive, easy to read, and effectively highlights your experience, both in and out of the classroom.

Cover Letter: Set yourself apart from hundreds of applicants by tailoring yours to each job to which you apply. It’s a bit more work, but it’ll get you noticed.

LinkedIn Profile: This is your virtual handshake. You want to ensure it makes a great first impression and effectively tells your story.
Emotional Intelligence

Emotional Intelligence (EQ) is the biggest predictor of career success.

What is it?

Emotional intelligence is your ability to identify and understand feelings and emotions in yourself and others in order to manage your behavior in a positive and productive way to achieve personal, academic, and professional success.

Why is it important?

Research shows those with a high level of emotional Intelligence are the most successful in all aspects of their lives, but particularly in their professional careers.

While your education and experience have traditionally been the measure and predictor of your success, it is now believed that your level of emotional intelligence is the factor that is equally, if not more, important.

BONUS! Student with high EQ are more successful at college, too. You’ll get better grades and can better handle those tough times and set-backs we all go through.

And, how about this . . . those with the highest EQ are promoted more quickly and make more money.

Emotional Intelligence is what helps you successfully deal with change, challenges, and stress, and effectively tackle and solve problems, work well on teams, resolve conflicts, and build and maintain positive relationships.

How can I get it?

The great news is you can improve your level of EQ, because it’s a set of skills that can be acquired and improved with tools and practices. You can actually change the way your brain works!

Look for Emotional Intelligence Husky Talks and other workshops at Career Services where you can learn how to raise your EQ.
Your Personal Introduction

What exactly do I say? Just some basics to get the conversation started . . . a few things about yourself.

Company reps say, “We can’t hire you unless we know you.”

Your personal introduction is what you say about yourself when you meet people . . . and you hear, “Tell me about yourself.” Add a smile, enthusiasm, and a firm handshake, and you’ll make a great first impression!

First three points = basics
1. Name and hometown
2. Major
3. Year or when you expect to graduate

Next three points = a few of your experiences
1. Internship or co-ops
2. Enterprise, Senior Design, or class projects
3. Summer jobs

Last three points = what you do outside the classroom
1. Student/Greek organizations
2. Community service
3. Activities or hobbies

Remember!
Recruiters WANT to meet you. They’ve traveled a long way to do just that, and they’re very interested and impressed with what you’re doing.
LinkedIn can be an effective and powerful tool in your job search. It’s a great way to connect with professionals in your field who might be interested in your talent.

Why it's important . . .

Your competition is on LinkedIn. Students are using LinkedIn more and more—LinkedIn has even created a LinkedIn Student App. You can use the app or the traditional platform, but you should definitely follow the wave.

Ninety-three percent of recruiters are using LinkedIn to find their future employees, and almost 100 percent use to initially screen applicants.

What do I need to do?

1. Make a great first impression with a compelling and effective profile

Before you begin networking and utilizing LinkedIn in your job search, you should create and maintain a compelling and effective profile.

Visit our website at mtu.edu/career and go to the LinkedIn page to check out our Creating a Compelling and Effective LinkedIn Profile presentation to get started. Use our LinkedIn Profile Checklist to ensure you’re taking all the right steps.

2. Start utilizing LinkedIn's global networking power in your job search.

Now that you’ve got a great profile that provides the information others will be interested in, you can start making connections, look for jobs, join relevant groups, and learn from experts in your industry.

Go to mtu.edu/career for our Using LinkedIn for Your Job Search presentation with lots of tips and strategies, including how best to connect with those you’d like to add to your network and speak with about a job. We also tell you what to do to get them to notice you. Use our LinkedIn Invitation Request Examples to help you make your initial contact.

For more help with finishing touches and best practices, visit the Career Services Learning Center, attend Career Services Husky Talks, or schedule a one-on-one career advising appointment.

“As a chemistry major wanting to work in the business side, it was important to demonstrate my experience, skills, and character, and Career Services helped me do that. They showed me how to strengthen my LinkedIn profile and use it to contact recruiters in companies that didn’t come to the Career Fair, and this is where all my job offers came from.”

—Brian Fisk ’16, Chemistry
Your Résumé

No selling, just telling.

You’ve done a lot of really great things, especially as a Michigan Tech student, that are already highly respected and in-demand by hundreds of companies. It’s difficult to know exactly what to include on your résumé. Focus on what’s most important to employers, for example:

**Hands-on experience**—technical- and problem-solving skills, goals you’ve accomplished

**Communication skills**—examples of teamwork, interpersonal, writing, and presentation skills

**Leadership**—co-curricular; on and off campus

**Work ethic**—jobs or co-curricular involvement on and off campus

Employers spend less than 10 seconds reviewing your résumé before placing it in the ‘yes’ or ‘no’ pile for further consideration.

You’ve worked hard to gain valuable skills and experiences you want to include, but if your résumé isn’t organized to be visually attractive—it may never to read.

**Clean Layout = Attention**

“Career Services is a great place to find help—at any point in your job search. My freshman year, I felt like I had nothing relevant to put on my résumé. Career Services helped me fill a page with my strengths, and I got an internship. Three years and two internships later, I had a different problem—too much information—and they helped me condense my experiences into an appealing one-page résumé. Finally they helped me evaluate my three full-time offers.”

—Haley Crites ’16, Chemical Engineering
Make a strong visual impact

• Consistent formatting with balanced symmetry and spacing
• Bold, defined topic headings and categories
• Clean sans-serif font, such as Arial, Calibri, Helvetica, or Tahoma
• Font size of 11 or 12 (no smaller than 10)
• Information provided in as few characters as possible

Content

Write for your audience!

Yes, they’re experts in your field, but they don’t know you or your work—you must provide specific details to help them get a picture of what you’ve done.

First, describe the objective of your work, and problems you’ve worked on.

Then, provide a few action bullets with lots of specific details about what you did to accomplish your objective—how you’ve already thought and acted like an engineer, accountant, technical writer, psychologist, data analyst, chemist, anthropologist, biologist, forester, physicist, etc.
You’ve done a lot! It’s hard to know exactly what to include on your résumé—and how to write it. Use this format to get started. Career Services is here to help you brainstorm, create, organize, edit, or update your résumé.

Sample Résumé

Provide evidence with numerous and specific details.

1 SUMMARY
• Tailor to each job description
• For Career Fair, choose skills you’re most proud of.
• A few points about you:
  o Year and major
  o Co-op/internship experience
  o Enterprise, research, or project experience
  o Involvement/leadership on campus
  o Three or four specific skills

2 EDUCATION
Michigan Technological University
Houghton, MI
Your degree: Bold this; most employers are looking for specific degrees.
Use BS, MS, or PhD; these acronyms are universally understood.
Use the word “expected” if you have not graduated yet. It’s acceptable for this to change throughout your college career.
Minors | Concentrations | Focus | Certifications: Include these if you believe they will convince an employer to hire you.
Overall GPA: Even if it’s not as high as you’d like, this must be on your résumé. If it is improving, include your GPA for the past few semesters. Always include your department GPA.

3 INTERNSHIP or CO-OP EXPERIENCE
Industry experience is one of the most desirable experiences employers look for. Related experience is great, but non-related is just as important. Your ability to thrive and apply your knowledge in an industrial or business environment is valuable. You’ll do many things on the job, but project management or problem-solving experience is most valuable.

4 PROJECT EXPERIENCE
Campus-based, hands-on, teamwork, project experience: Enterprise, Senior Design, and class projects. What kinds of problems did you tackle? What goals did you achieve?
Be specific about your role.

5 COMPUTER/TECHNICAL SKILLS
Provide a bulleted list of your computer software skills, equipment and tools you’ve used, and industry-related methodologies or techniques you know or have used. No need to categorize; you can speak about application and competency levels during your interview.

6 LEADERSHIP
Companies are interested in hiring students who will help them become leaders in their industry. Provide evidence that you’ve led others to accomplish goals. List times you’ve held a leadership position. State your position, name of the organization, hours devoted, and dates. List one or two accomplishments you’re most proud of.

7 CO-CURRICULAR INVOLVEMENT
Involvement outside the classroom develops teamwork and interpersonal skills that are important to employers. They’re looking for students who will get involved on their team. List your position, the organization, hours devoted, and dates. Plus add a detail or two about your accomplishments.

8 WORK HISTORY
This is where you list regular jobs you’ve had during the summers or high school. List your position, the company, location, and dates. If you’re working on campus while going to school, list that job first and include the number of hours.

9 INTERESTS/HOBBIES
If you have room at the end of your résumé, list your non-school related interests and talents. This makes you multidimensional—one who brings a unique perspective to their field.
SUMMARY
Third-year Mechanical Engineering student with two internships and Society of Automotive Engineers Enterprise experience. Vice president of the Society of Women Engineers and member of Career Ambassadors. Skills in new product design, NVH, test validation, and lean manufacturing.

EDUCATION
Michigan Technological University
Houghton, MI
BS Mechanical Engineering | Concentration or Minor
GPA 3.0 | Department GPA 3.5
expected May 2020

INTERNSHIP/CO-OP EXPERIENCE
ABC Company
Anytown, MI
Engineering Design Intern
May-August 2015
Project: Design 16 console mats for 2017 Escape vehicles (European, Chinese, and American models)
• Analyzed performance and customer feedback, company design rules, material properties, optimal interference, supplier input, assembly features, visual appeal, and usability
• Designed separate mat component using CATIA
• Collaborated with console engineers and modified design to adapt to projected design changes

PROJECT EXPERIENCE
Project: Designed and produced a prototype for a charcoal kiln to be used in a manufacturing line for mass production and distribution in Benin, Africa (team of eight)
• Remotely identified regional materials to construct kiln and reusable biomass for charcoal production
• Simulated production times based upon thermal properties of biomass options to inform design
• Calculated necessary cool-down times using thermodynamic equations to inform design
• Designed multiple kiln possibilities using Unigraphics NX 3-D modeling software
• Created crowdfunding campaign and drafted promotional literature to promote project

COMPUTER/TECHNICAL SKILLS
• UG NX
• MATLAB
• Solidworks
• CNC Lathe/Mille Operation
• Mig and Trig Welding
• CATIA
• Powder Metallurgy
• Tension/Compression Testing
• MS Office, Excel

LEADERSHIP
President, ABC Sorority, September 2015-present (12-15 hours/week)
• Raised memberships by 50 percent with campus-wide promotional campaign
• Increased community service hours by 200 percent over two years

CO-CURRICULAR INVOLVEMENT
Career Services Career Ambassador, September 2015-present (8-10 hours per week)
• Provide support for first-ever CareerFEST
IM Broomball team member, November 2014-March 2015 (4-6 hours per week)
• Won class-B season championship

WORK HISTORY
Career Services Learning Center Coach, September 2015-present (6-8 hours per week)
• Provide first-year students with résumé help, interview skills, and Career Fair-prep guidance
Server, The Best Restaurant, Hometown, MI, May 2014-August 2015
Lifeguard, YMCA, Hometown, MI, May 2013-August 2014

INTERESTS/HOBBIES
mountain biking | ballroom dancing | Thai cooking | guitar
Your well-written, personalized, and targeted cover letter will set you apart from, and above, all other candidates. It allows you to speak directly to your potential employer using a genuine, personal voice as if you were speaking with a friend over coffee. You can still be professional and grammatically correct using a friendly and enthusiastic tone. The more you target to each specific company, the better your chance of getting attention, interest, and landing an interview.

Experts say that only three percent of job applicants write personalized cover letters and that those applications go directly to the “yes” pile for further consideration.

Be in the three percent! Your cover letter shows your enthusiasm for the company and job opportunity. Companies want to hire people who want to work for them... not just for anyone or in any job.

**Cover Letter**

**Yes, you have to write one—even if it’s “optional”**.

Your well-written, personalized, and targeted cover letter will set you apart from, and above, all other candidates. It allows you to speak directly to your potential employer using a genuine, personal voice as if you were speaking with a friend over coffee. You can still be professional and grammatically correct using a friendly and enthusiastic tone. The more you target to each specific company, the better your chance of getting attention, interest, and landing an interview.

Experts say that only three percent of job applicants write personalized cover letters and that those applications go directly to the “yes” pile for further consideration.

Be in the three percent! Your cover letter shows your enthusiasm for the company and job opportunity. Companies want to hire people who want to work for them... not just for anyone or in any job.

**Cover Letter Dos**

- Write and submit a cover letter even if it is not required. It will help you stand out.
- Use business letter formatting even if you submit electronically or embed in an email.
- Harness the power of your cover letter to network. Unsolicited or cold-call cover letters show initiative and a desire to work specifically for that company. Remember, the vast majority of jobs are never posted. Jobs are often filled by candidates the company already has a relationship with. Introduce yourself—that person can be you!

**Cover Letter Don’ts**

- Don’t use the words “I’d love” or “I hope” or “I’m passionate about.”
- Don’t claim you have excellent skills without evidence to support. In fact, just provide the evidence—give enough detailed and relevant information that helps them see that you’re a good fit.
- Don’t used exaggerated claims that you’re perfect for the job. Don’t sell, just tell.
January 1, 2017

ABD Company
12345 Paradise Road
Awesome City, MI 12345

Dear Ms. Smith; or Dear Hiring Team:

Paragraph 1—Answer questions you might be asked in that conversation over coffee . . .

Why are you writing and how did you learn about this opportunity?

• Consider: I am writing to apply for the position of [exact position and any provided number]. I learned of this opportunity through [HuskyJOBS, company website, national job board, etc.]

• Also mention you know others who work in the company and positive things they may have told you about the company, or that you know the company has a tradition of hiring Michigan Tech students.

Why do you want to work for my company?

• Research the company. Go beyond their website to find something unique and impressive, like current or future projects and goals. Be specific—it shows you’ve done your research.

Why are you interested in this job?

• Read and understand the job description requirements, and tell why your education, experience, and skills is a match for their needs.

• “I believe my mechanical engineering studies, two internship experiences, and skills in FEA, test design, and new product design are a good match for your needs.” (provide more details in your second paragraph).

How do you feel about living in our city, town, area?

• Do your research to find things you like and ways you might participate in your interests or hobbies in the area.

Paragraph 2—Tell me about what you’ve done that’s similar or related to what I need you to do.

• Read and understand the job description to identify learn about the role’s responsibilities. Choose three from the top of their list and provide detailed examples of similar or related work you’ve done. It’s okay if examples come from your résumé, just not in bullet form.

Paragraph 3—How have you developed teamwork, communication, and leadership skills?

• Tell about your industry, coursework and enterprise team experiences, as well as your co-curricular involvement and leadership on campus and in the community.

Paragraph 4: Consider using these words:

• My résumé is attached for your consideration. I respectfully ask for the opportunity to interview with you at your earliest convenience. I will call to follow-up in seven to 10 days and look forward to speaking with you then. In the meantime, I invite you to visit my LinkedIn profile for more information (provide URL). Thank you for your consideration.

Sincerely,

Your name
To learn more about your character, work ethic, and skills, potential employers want to communicate with people who know you and your work. You may be asked for references at any point during the job search process, but it is common practice to provide references after the interview.

- Create a page of references and bring printed copies to your interview.
- Select supervisors from your most recent work, or academic and co-curricular experiences.
- Be sure to ask those you’ve chosen for their permission to be listed as a reference.
- When they agree, send your résumé and re-send every time you update—this helps them to be prepared for a phone call.
- Make sure you send a thank you note when you get your job!

**Use your same résumé contact information header for consistency.**

**Your Name**

<table>
<thead>
<tr>
<th>Home Street Address</th>
<th><a href="mailto:youremail@mtu.edu">youremail@mtu.edu</a></th>
<th>Current Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State, ZIP Code</td>
<td>123-456-7890</td>
<td>City, State, ZIP Code</td>
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</tbody>
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**REFERENCES**

<table>
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<tr>
<th>Name, Title</th>
<th>Company, Organization, University</th>
<th>Department</th>
<th>Street Address</th>
<th>City, State, ZIP Code</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
</table>

Choose three to five professional references; supervisors or advisors from your most recent work, or academic or co-curricular experiences.
Interview

It’s the interview that clinches the offer.

Congratulations! You’ve impressed the recruiter with your skills and experiences. They believe you can do the work, now they want to meet to see if you’ll be a positive and productive addition to their team, department, and company.

Your stories

- Hiring managers want to get to know better through your professional, academic, and personal stories.
- Most likely, you’ll experience a behavior-type interview where most questions aren’t questions at all—they’re requests for stories about your past accomplishments and experiences.
- Many of your stories are way back in your memory, so recalling, preparing, and practicing is key to interview success. You get to choose stories and examples you’re most proud of.
- Recruiters tell us they want to hear specific details. Use the STAR method to tell your stories and cover everything they want to know.

Do your research

- Know about the company’s products or services, where they’re located, and who their competition is.
- Read the job description for information about the work you’ll be doing.
- Look beyond their website for information, articles, and industry news.

It’s go time

- An interview is a conversation—not a test. Your positive attitude, energy, and enthusiasm are the most important factors.
- Your interviewer wants to see you’re excited about their company and the opportunity.
- Try to relax—they look forward to meeting you and really want you to do well.

You don’t have to do it alone. Visit Career Services—we can help you:

- Learn what to expect in the interview
- Answer practice interview questions (even the tough ones)
- Identify and tell your stories

“I just had an interview with DuPont for my dream job. My one-on-one appointments with Career Services helped me understand what to expect from an all-day, on-site interview... types of questions, what to wear, what to expect at dinner. We did mock interviews to help me practice—and I got the job!”

—Leanne Bregni ’16, Chemical Engineering
Sample interview questions

General
Tell me about yourself.
Why did you choose your major/Michigan Tech?
What do you consider your strengths? Weaknesses?
Do you prefer working on teams or alone? Why?
Do you work well under pressure?
Tell me about qualities you like and dislike in a co-worker.
How would a previous employer describe you?
What do you do in your spare time?

Behavioral
Tell me about an accomplishment you’re proud of.
Give me an example of a time when you went above and beyond what was expected of you.
Describe a time when you failed. How did you handle it? What was the outcome?
Describe a time you managed several tasks at one time.
What’s the biggest challenge you’ve had to overcome?
Tell me about a time you had a conflict with another individual. How did you handle it?
Give examples of ideas you’ve had or implemented to solve a problem or improve something.
Give me an example of something you did that motivated or helped build enthusiasm in others.

Company-specific
What do you know about our company (and/or competitors)?
Why are you interested in this job/working for us/our company?
Why should we hire you over the other candidates?

Want tips about how best to answer interview questions?
Visit Career Services during walk-in hours or schedule a one-on-one career advising appointment through HuskyJOBS. For more sample questions, visit mtu.edu/career/students/toolbox/interviews
Be prepared to ask questions, too

It’s critical you prepare three to five questions to ask at the end of your interview. It’s okay to write them down and bring with you.

- What's the biggest challenge for the company, department, or team right now?
- Can you tell me more about the work you’d like me to do or projects I might be working on?
- What does a typical day look like? Is there a typical day?
- What are your immediate needs?
- Can you tell me more about the team I might be working with?
- What’s the most important thing I can do to meet or exceed your expectations?

**STAR—Situation, Task, Action, Result**

<table>
<thead>
<tr>
<th>S</th>
<th>SITUATION</th>
<th>Introduce the scenario to your interviewer. Include:</th>
</tr>
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<tbody>
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<td>Where</td>
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<table>
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<tr>
<th>T</th>
<th>TASK</th>
<th>State what they’ve asked you to describe</th>
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<tr>
<td></td>
<td></td>
<td>A problem you solved</td>
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<td></td>
<td>A goal you accomplished</td>
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<td></td>
<td>A challenge you overcame</td>
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<td></td>
<td>A conflict you resolved</td>
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<td></td>
<td></td>
<td>Teamwork or leadership experience</td>
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<table>
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<tr>
<th>A</th>
<th>ACTION</th>
<th>Tell what you did to solve your problem, meet your goal, or overcome the challenge</th>
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<tbody>
<tr>
<td></td>
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<td>First action you took</td>
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<td></td>
<td></td>
<td>What you did next</td>
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<td></td>
<td></td>
<td>Steps after that</td>
</tr>
</tbody>
</table>

| R | RESULT | Good, or not so good. Sometimes not-so-good results or mistakes are our greatest lessons. Be sure to explain what you learned and how you might apply that lesson in your future work. |

"At the end of an interview, I'm looking for students to tell me straight up, 'I really want this job.'" —Britta Jost ’04 ’06, Caterpillar
Build Your Toolbox

Interview Strategies

You have one chance to make a good first impression.

• Greet your interviewer with a friendly smile and firm handshake, and thank them for meeting with you.
• Bring copies of your résumé and references in a portfolio with paper and a pen. This is where you can write your questions.
• Bring and offer additional information: résumé addendum, technical drawings or reports, poster visual, etc.
• Maintain good posture and eye contact throughout your interview. Don’t be afraid to smile and laugh.
• When the interview is finished, ask your interviewer for their business card and ask what the next step will be. Smile, offer another firm handshake, and thank your interviewer for their time.

Write a thank you note

It’s the right thing to do, shows your professionalism, and is expected and appreciated.

• Upon leaving, find a place to jot down two or three items you spoke about in your interview—the more personal, the better. Include these details in your handwritten thank you note.
• A thank you note is a professional courtesy that is appreciated and sometimes expected. It can also make a difference in whether or not you’re hired. People hire people they like—who doesn’t like being appreciated?!
• Email vs. Handwritten?
Your interviewer gets dozens of emails all day, every day, but most likely, they don’t get much, if any, personal mail. Demonstrate extra effort—handwrite your note and send it through the mail. If you’re not confident in your penmanship, type your note in proper business letter format, hand sign it, and hand address it.
• Remember—send your thank you within 24-48 hours of your interview.

“Talk me through the résumé; what did you learn? Were you a leader? What role did you play? I can read the bullets on the résumé, but I really want you to bring it life—tell me your story. Our interview will allow you to highlight soft skills in addition to your engineering skills. We want to make sure the people that join our team have motivation, drive, and the ability to learn, grow, and work in teams, as well as alone. Being able to exhibit that in an interview or during a career fair is important.”

—Sarah Maday, Nexteer Automotive

30 | College to Career Guidebook
What to Wear to Your Interview

Right or wrong, first impressions are based on appearance, so conservative business attire is your best bet.

MEN
- Black, navy, gray, or taupe business suit
- Dress shirt (solid white/light color/subtle print)
- Contrasting tie (blue, red, plain, stripe, or plaid)
- Dress pants without jacket
- Dress shirt (solid white/light color/subtle print)
- Belt
- Dark dress shoes or good-quality loafers
- Avoid tight or revealing clothing
- Style freshly cut hair
- Groom facial hair
- Apply light cologne
- Consider covering piercings and/or tattoos
- Use mints—not gum—for fresh breath

WOMEN
- Black, navy, gray, or taupe business suit
- Jacket and pants or knee-length skirt
- Dress pants or skirt with no jacket
- Simple blouse (solid white/light color/subtle print)
- Belt
- Dress shoes with two-inch heel or less
- Avoid tight or revealing clothing
- Wear conservative shoes
- Add a few pieces of conservative jewelry
- Style hair away from your face
- Apply light make-up and perfume
- Consider covering piercings and/or tattoos
- Use mints—not gum—for fresh breath
Build Your Toolbox

Targeted Job Search

Searching for an internship, co-op, or full-time position can be easy; upload your résumé on HuskyJOBS, prepare for and attend Career Fair, and interview with recruiters on campus. Or, it can be a bit more work because your major may not be sought after at Career Fair. Maybe you want to work in a unique industry or work for a specific company or position—you may even want to live in a special part of the country.

Plan, Prepare, and Pounce

### PLAN
- Target and research companies you’d like to work for, or find companies that need your talent
- Find posted job opportunities you qualify for on HuskyJOBS
- Find contacts within those companies using LinkedIn, Career Services, HuskyJOBS, Alumni Relations, and your personal and professional network
- Attend career fairs at other universities—Career Services may be able to help

### PREPARE
- A strong résumé with specific details about your skills and experience
- A cover letter that outlines specific reasons why you want to work in your target industry, company, or geographic location
- A brief, confident personal introduction
- A powerful LinkedIn profile with a compelling headline and summary
- Interview skills, including detailed stories about your experiences: academic, professional, and personal

### POUNCE
- Apply to specific job opportunities
- Network with contacts by inviting industry and company representatives to connect via LinkedIn
- Reach out to hiring managers and connections through “cold call” cover letters
- Say yes to their interview invitation

Keep a record of your job search efforts. Track companies, contacts, application submission dates, and correspondence sent (letters, emails, LinkedIn invitations, phone calls, interviews, thank you notes and any kind of follow-up), so you remember how you’ve connected when they call to schedule an interview.

You don’t have to search for your ideal job by yourself—Career Services is happy to help. Let’s get started early!
At Michigan Tech we believe that a student's success is measured by more than GPA, and within the Pavlis Honors College, we are redefining honors education to reflect this belief.

Here, honors education is about the self-motivated, independent thinking student who takes charge of their education and full advantage of all that Michigan Tech has to offer.

In our programs, students design their own path through the honors program that expands their learning outside the classroom to strategically support their personal and professional goals.

Through interdisciplinary collaboration, experiential learning, and deliberate reflection, we address society’s need for thoughtful, passionate, authentic students who will go on to positively impact the world as innovative scholars and leaders.
Experiential Learning

What is Experiential Learning?

I hear and I forget, I see and I remember, I do and I understand.
—Confucius

Tell me and I forget, teach me and I remember, involve me and I will learn.
—Benjamin Franklin

There is an intimate and necessary relationship between the process of actual experience and education.
—John Dewey

Experiential learning is simply learning by doing. It’s active learning through hands-on experience on and off campus. It’s direct, relevant, real-world experiences that increases your knowledge about your field and helps your personal and professional development.

Ensure you’ll be in demand by developing your technical, professional, and personal skills through internships, co-ops, research, coursework projects, study abroad, volunteer work.

Benefits:

• Gain skills and experience employers want, ultimately helping your full-time job search.
• Clarify your interests, skills, strengths, and potential career path.
• Identify what you want to do . . . and what you don’t.
• See career path opportunities by trying on a few yourself through numerous and diverse internships and co-ops.
• Help determine your degree schedule—learn which courses will help you advance your chosen career path.
• Future courses become easier because you may have already applied to industry problems.
• Gain a full-time offer from your internship or co-op company. About 85 percent do.
• Earn money that can help you pay for school—the average wage is $20/hr. This means fewer student loans to pay when you graduate!

“I knew I wanted an internship right after my first year, so I went into Career Services to help me prepare for Career Fair. We worked on my personal introduction, résumé, and interview skills, and after just four weeks of school, I had a co-op position for the next summer and fall. I did three more internships and accepted a full-time offer with a company that paid for my last year of school, including tuition and living expenses”

—Olivia Munoz ’16, Chemical Engineering
Internship vs. Co-op

- Internships and co-ops are very similar in that they’re both valuable, hands-on, industry-based work experiences related to your field of study. Usually, the only way they differ is in length and University course credit:

  - An internship typically occurs in the summer, when you’re free from classes, and is arranged by you and the company. You’ll likely receive an official offer. While there is no administration to be done through school, we would appreciate you reporting your job on HuskyJOBS.

  - A co-op typically occurs during an entire semester, fall or spring, with time added during the summer before or after the semester. A co-op is an official course you’ll register for. Even though it’s only 1 or 2 credits, it allows you to remain a full-time student in good standing when you leave the University for a semester of work.

  - You can re-take a co-op course as many times as you wish, and they can easily fit into your time at school. We highly recommend you meet with your academic advisor to discuss how a co-op will affect your degree schedule.

  - Register for your co-op at Career Services. There are minimal co-op course requirements that are fulfilled online throughout your time on the job.

  - For complete co-op information, go to mtu.edu/career/students/jobs/co-ops

How to Have a Successful Internship or Co-op

- honesty
- integrity
- look for ways to help
- smile
- email etiquette
- “can do”
- respect
- humility
- open communication
- friendliness
- initiative
- responsible
- accountable
- positive attitude
- listen
- gratitude

Numerous and diverse internship or co-op opportunities are available and can be found during CareerFEST, at Career Fair, on HuskyJOBS, national online job boards, LinkedIn, company websites, and through your networking efforts.

For help finding your internship or co-op, visit the Career Services Learning Center or schedule a one-on-one career advising appointment.
Career Advising

Find Your Path

It’s okay to change it along the way.

Everyone is at a different place in their career development, and the professional career advisors at Career Services are happy to help you with every aspect of your career and professional development. A one-on-one meeting provides you special attention to your specific needs—it’s easy, informative, and can make all the difference in your job search and progress towards your desired career.

Still Deciding?

Not everyone comes to college knowing exactly what they want to do when they graduate. We offer numerous resources to help you figure it all out. A career advisor will take the time to get to know you and help you identify your strengths, skills, and values. You’ll gain a deeper insight into your own career desires, and the campus resources to help you get there.

Changing Your Mind?

It’s Okay!

Even if you were certain about your major and career choice when you started, it’s perfectly fine and very normal to change your mind along the way. Classes, projects, experiences, and exposure to industries may have helped you discover a new passion. Meet with a career advisor to learn about employment opportunities and industry trends, as well as make alumni connections who can give you more information about your new path.
Meet with a career advisor!

Look for a special job, company, or location:
- Conduct an off-campus job search, including networking skills
- Attend career fairs in certain locations
- Connect with employers or alumni in specific companies

Apply to grad school (including med school):
- Determine how grad school will help you attain your career goals
- Write application essays
- Sharpen interview skills
- Evaluate programs and application requirements

Apply for jobs in academia:
- Write application essays
- Develop effective networking, interviewing, and presentation skills

Evaluate offers:
- Analyze and negotiate the terms of your offer, including salary and benefits
- Juggle concurring offers—request offer deadline extensions

Evaluate offers:
- Analyze and negotiate the terms of your offer, including salary and benefits
- Juggle concurring offers—request offer deadline extensions

Call Career Services to schedule your appointment with a career advisor. Be sure to let us know that you’d like help with a career choice or change, or with anything from above.
Graduate Students

You want to work in industry

Career development during graduate school is similar to the undergraduate process. Your job search can include career fairs, networking efforts, and online applications, most of which require a cover letter.

As an MS or PhD student, your résumé should focus on the hands-on work you’ve done that relates to the type of work your potential employer wants you to do. This includes professional experience, internships and co-ops, research, and projects.

Because you’ve done more than an undergraduate student, it can be difficult to fit everything on one page. Consider creating a one-page résumé, as well as a lengthier résumé addendum with many more details. You can upload online applications or offer in addition résumé material at the end of your meeting with a potential employer.

You want to work in academia

Doctoral students interested in working in academia will develop a curriculum vitae, or CV, highlighting previous academic experience (research, publications, presentation, and teaching experiences). Curriculum vitae are typically much longer than résumés, and include numerous details.

Applications for academic positions will typically require a personal statement, statement of research interest, or teaching philosophy—sometimes all three. Your networking efforts should start early at conferences you attend or where you present. Optimize your LinkedIn profile and utilize it effectively in your networking efforts, as well.

<table>
<thead>
<tr>
<th>RÉSUMÉ</th>
<th>CURRICULUM VITAE (CV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Used for jobs in professions outside of academia</td>
<td>Used for academic positions</td>
</tr>
<tr>
<td>Establishes a professional identity</td>
<td>Establishes a scholarly identity</td>
</tr>
<tr>
<td>Summary of skills and experiences that directly relate to industry work</td>
<td>Detailed overview of your academic work and accomplishments</td>
</tr>
<tr>
<td>One to two pages in length</td>
<td>No limit in length (typically three to five pages)</td>
</tr>
<tr>
<td>Alterable for the specific position you apply for</td>
<td>Stays consistent, but can be organized depending on position (research, teaching, or administrative)</td>
</tr>
<tr>
<td>Requires constant revising to ensure your teaching and research is always current</td>
<td></td>
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</tbody>
</table>

- Name and contact information
- Education
- Professional experience (in the field, co-ops and internships)
- Field-related project experience
- Other work experience
- Leadership
- Awards and honors

- Name and contact information
- Academic interests/expertise
- Education, including thesis and dissertation titles
- Grants, honors, and awards
- Publications and presentations
- Academic and related employment (teaching, editorial, administrative)
- Research details
- Professional development
- Departmental and community service
- Scholarly and professional memberships
- References (optional)

For more information about your job search, résumé, résumé addendum, and CV examples, application essay guidance, and our graduate school application checklist, visit mtu.edu/career/students/advising/graduate
You’re an undergraduate student considering applying to grad school

Career Services can help you with your grad school application process, including required documents. We highly encourage you to begin early! Follow our graduate school application checklist to begin and move through the process.

For more on the graduate school application checklist, guidance, and résumé and CV examples, go to mtu.edu/career/students/advising/graduate

Career advisors are happy to help you with your job search or grad school application needs. Schedule an appointment on HuskyJOBS.

Personal Statements

Nearly every grad school and many academic job applications will require a personal statement. It allows them to get to know you—personally—outside your test scores, transcripts, and résumé. They especially want to know why you want to attend their graduate program or want to become a post-doc or professor in their department. This is your opportunity to talk about what you’ve done in the past, how you’ve prepared for further study or work, and what you’d like to do in your future.

Your personal statement should be conversational, but clear, concise, and meticulously edited.

IMPORTANT! Every department/program will have their own requirements (length, topic, questions to address, etc.). One personal statement will not work for all applications.

What to include:

Your personal story—why you study what you do, how you got to where you are, and maybe a little something unique

Your career goals

Why you want to attend their program and how it will help you attain your goals (be specific and detailed; provide evidence you’ve done your research and chosen wisely)

How you’ve prepared for graduate school—academically and personally

Remember to:

Follow each school’s exact requirements for content and length

Be genuine—use your authentic voice (think about what you would say to them over coffee)

Grab their attention in the first paragraph with your personality and unique personal story

Keep it positive and enthusiastic

Write what you’d like them to know about you—not what you think they want to hear

“I felt I could be a strong candidate for top grad schools if I presented myself well enough. Even though I had read some guides, I was still having trouble figuring out where to start. Career Services not only helped guide me through the application process, but they really pushed me to produce the best representation of myself and bring my application to the next level.”

—Sam Casey ’17, Chemical Engineering
International Students

The Job Search Process

You’ve worked hard for your academic and professional success, but it can be challenging to find employment in the US. Even though companies are well aware of and appreciate your high level of knowledge and skills, many are unable to hire international students because of immigration regulations.

Find Opportunities

On campus: HuskyJOBS, CareerFEST, and the Career Fair—utilize every opportunity to network with company representatives who come to campus to help you learn about their industry and company, as well as recruit you for their job opportunities. Target companies who are able to hire international students.

Off campus: National job boards, LinkedIn, and recruiting companies—connect with representatives from companies who need your talent.

Résumé and Cover Letter for US Employers

Create a strong and effective one-page résumé that highlights your hands-on, practical experience. If you have vast experience, you may want to consider creating a résumé addendum with additional details.

Cover letters are almost always required with any online application (they are not needed at a career fair), and they should be tailored for every job you apply for.

Networking Skills

Create and practice your personal introduction, as well as your firm handshake and friendly approach to ensure you make a great first impression.

Create an effective profile—your professional online impression—before utilizing this powerful networking and job search platform for your long-distance job search.

Interview Skills

The interview is what will clinch your offer, so you want to prepare and practice! Understand what to expect in a typical US interview—usually it’ll be a behavioral type.

Many companies will ask for a phone or virtual interview before moving on to the face-to-face stages. Each type of interview has specific challenges and best practices.

Job Offers

Career advisors can help you evaluate offers, request acceptance deadline extensions, understand terminology, requirements, and benefits.
Co-op Internships

Career Services oversees the Co-operative Education Program, and these job opportunities are available to you after you’ve completed two semesters. You’ll work in a co-op position through a CPT (Curricular Practical Training) visa. A co-op is a university course, where you’ll receive credit for the professional experience you’ll gain. You must get approval from your advisor and complete and submit the proper registration forms available on the Career Services website or in our office.

Full-time Positions

Work full-time upon your graduation through your OPT (Optional Practical Training) visa.

- Direct Hire: You may receive an offer directly from a company, where your salary and benefits are distributed directly from the employer.

- Contract Recruiting Company: You may work through a third-party contracting company hired by another employer to source and hire the talent they need to fill their positions. Even though you will be interviewed by and work for that employer, you will officially be an employee of the contracting company, and they will distribute your pay and benefits. There are a number of contract recruiting companies that are highly reputable and respected, and utilized by large employers. They are an valuable way for you to secure employment in the US. For a list of contracting companies used by the big three automakers, visit: mtu.edu/career/students/advising/international

BEWARE

Please be careful when dealing with recruiting companies; there is a significant rise in fraudulent companies contacting our international students. Investigate their website, location (many are using/renting virtual business offices to appear legitimate), customers, and job opportunities (ensure the job opportunity is with a legitimate client company). Don’t provide any identification numbers and never send or transfer money. If you suspect a company is not legitimate, please contact Career Services and provide any information documentation you’ve been sent, so we can help you vet the company and/or opportunity.

For help with your job search, application documents, LinkedIn, networking, and interview skills, visit the Career Services Learning Center, sponsored by DTE, or schedule a one-on-one career advising appointment through HuskyJOBS. And, check out our online resources at mtu.edu/career.

“One of the best things about Career Services is their online resources. I was on HuskyJOBS often to find job opportunities, workshops and presentations, employer networking events, and to check out who was coming to the next Career Fair. I also visited Career Services for help to prepare, but before I went, I utilized their extensive online resources. They have advice about résumés, interview skills, LinkedIn, and other job search tips. It was really great to get it anytime I needed it.”

—Srinivasa Ippili ’16, MS Mechanical Engineering-Engineering Mechanics
Frequently Asked Questions

Don’t see your question? Make an appointment or walk into Career Services. We’re glad to help.

If I don’t know what questions I’m going to be asked, how can I prepare for an interview?
A: You may not know the exact questions you’ll be asked, but you can prepare detailed stories of your experiences focusing on your strengths, accomplishments, problem-solving skills, and teamwork and leadership skills. Another great approach to interviews is to determine three points you want to make about yourself; find opportunities during the interview to share those. It’s very important to research the company and have a couple questions prepared regarding the company and/or position. Schedule a mock interview with Career Services to practice.

I have a job offer deadline coming up, but I’m still waiting for offers from other companies. Can I get an extension on my first offer deadline?
A: You can call or email to ask for more time before you give an answer. Ask for two weeks, add that to your original date, and tell them the exact date you’ll respond. Most companies will give you extra time, but you may want to contact the companies you’re waiting on to tell them you have an offer.

Do I have to include my GPA on my résumé if it's not as high as I’d like it to be?
A: Yes; some employers have company-wide minimum GPA requirements. Even if a company doesn’t, recruiters tell us it is inconvenient and uncomfortable asking for a student’s grade point average. List a department GPA or one from the last two semesters, if it’s improving.

How can I find a job in a company or industry that doesn’t come to campus or Career Fair to recruit, or one in a special location, like Colorado or Oregon?
A: Schedule an appointment with Career Services. We’ll help you identify the best strategies for a specialized job search. We have regional contacts who help us make connections in your targeted location. You’ll need an effective LinkedIn profile—it’s becoming the one of the best ways to network.

What can I work on in the Career Services Learning Center?
A: You can work with our coaches to create or update your résumé or cover letter, develop and practice your personal introduction, prepare for Career Fair, practice interview skills, write thank you notes—and any other career-related work you need assistance with.
I’m just a college student—do I need to be on LinkedIn?

A: Ninety-three percent of recruiters are using LinkedIn to find and hire talent. It’s highly recommended you create an effective LinkedIn profile while you’re in college. Establish a professional image and start building a network now.

How do I sign up for a co-op?

A: A student checklist, student information form, and cooperative education agreement are required for co-op registration. These are available online or in person at Career Services and need to be completed and returned. Also send Career Services a copy of your offer letter, including definitive start and end dates.

Can I, and how do I, negotiate the salary in my offer?

A: You can ask your employer if they’re willing to negotiate the salary offered. If they are, be ready with the amount you want and reason you should receive that amount. A career advisor provides you with industry-standard salary rate and can help you ask for a match to other salaries you’ve received.

What can I work on in a one-on-one appointment with a career advisor?

A: Anything career related! Career advisors can help you choose a major, explore career options, create your résumé, improve your LinkedIn profile, conduct a job search, prepare graduate or medical school application materials, evaluate job offers, negotiate a salary—and more.

Do I submit a cover letter when I apply for jobs online?

A: Yes, unless specified to submit résumé only. Even if it’s noted as optional, it’s a good idea to write and submit a cover letter.

My recruiter told me I would hear back from them two weeks after my interview, but it’s been three weeks and I haven’t heard from him. What should I do?

A: Definitely call to follow up. Tell them you’re still very interested in the position and ask if there’s anything you can do to help move forward to joining the team/company. Your follow-up efforts will impress your recruiter and may make a difference.

What if I received more than one offer for an internship or co-op?

A: You’ll have to decide which one to accept, but ensure you contact the other company to respectfully decline their offer. Ask if you can stay in contact with them in case there may be a possibility for you to work for them in the future. Most companies are happy to consider you again; the key is to stay in touch.
Job Offers

Congratulations!

You received a job offer . . . or maybe more than one.

Sometimes it’s an easy decision because your favorite company made an offer. Often, it’s a tough decision because you’re unsure which offer fits for you best. Even if it’s your dream job/company, we encourage you to take time to closely evaluate the offer—Career Services can help. The salary and benefits may be immediately evident, but there are many other considerations you should think about. Immediately thank the representative for the offer, ensure you have complete details, then take the time to evaluate and compare.

What you'll want to know and evaluate:

Internships and Co-ops
- Because internships are short term, time off is rarely granted. Arrangements for time off should be discussed during the interview process
- Job location
- Housing arrangements, stipend, or relocation expenses
- Expected start and end dates
- Drug and physical testing requirements

Full-time
- Job description
- Salary and benefits package details
- Out-of-pocket health insurance expenses
- Vision and dental coverage
- 401K retirement company contributions
- Bonuses, award basis, and historical amounts/percentages
- Job location
- Cost of living
- Moving or relocation expenses
- Signing bonus
- Formal training program
- Potential for lateral or vertical movement

"After I got help with my résumé, I interviewed with Nalco for an internship. They followed up with a verbal offer, but then after going back and forth quite a few times, I didn’t hear from them again. When the semester was almost over, I asked a career advisor how to follow-up; she actually called her contact with the company! It resulted in finalizing my internship in Seattle and ultimately accepting their full-time offer before I even left my internship. My senior year was stress free!"

—Dani Blake ’16, Mechanical Engineering
Accepting and Declining Offers

Companies typically permit two weeks to respond to their offer. We encourage you to evaluate and allow for time to receive other offers. Once you’ve accepted, you’ve accepted. Just as a verbal job offer from the employer is considered a commitment from them, a verbal acceptance is a firm commitment from you, even if you haven’t yet received a written offer or signed a contract.

We expect you to be completely ethical throughout your entire job search, upholding your own integrity, as well as Michigan Tech’s. Once you’ve accepted a job offer, you must keep your commitment. Discontinue any further job search—it is unethical to renegotiate on an accepted offer.

It is professional courtesy to contact the companies who have extended you an offer with a respectful declination. If you have had consistent contact, decline with a phone call. If you’ve had limited contact, you can decline with an email. Career Services can help you with what to say.

Before accepting an offer, get help from Career Services to:

Evaluate and Negotiate Your Starting Salary
You’ll need to provide credible evidence as to why you believe you should receive a higher salary. Career Services can provide industry-standard salary data and help you leverage other offers to negotiate with your target company.

Request An Offer Deadline Extension
An extension buys you time to evaluate offers, negotiate salaries or start times, and receive offers from other companies. It’s critical to ask for the extension in a reasonable time frame—about five to seven days before the initial deadline.

Request An Accelerated Job Offer
While this is an awkward situation, consider contacting companies you’re still waiting to hear back from to tell them about other upcoming offer deadlines. They’re usually happy to hear from you and many are able to expedite the offer process so they don’t lose you. Career Services can help you write this email.
Career Services Learning Center

Sponsored by DTE Energy

Career Advice

Get help from student coaches who have "been there, done that."

Coaches can help you with:
- Your personal introduction and networking skills
- Résumé and cover letter writing
- Interview skills
- LinkedIn
- Job search strategies
- Professional emails
- Interview thank yous
- Offer deadline extension requests
- Offer acceptance or declinations

Check the walk-in schedule at mtu.edu/career/students/advising/appointment/walkin.html

Schedule an appointment through HuskyJOBS.
Being a founding member of the Career Services Career Ambassador program has been a great leadership opportunity for me. I network with employers in the office and during events. This experience is going to give me more career opportunities than I ever imagined. I’m already really enjoying my internship with Oshkosh this summer.

Rachel Kolb ’17

I didn’t know where to start editing my résumé and Alex at the Career Services Learning Center helped me decide what I should highlight. She also helped me format it, so it looks really professional. Plus I got lots of tips on how to prepare for the Career Fair.

Ekramul Haque Ehte ’16

Career Ambassadors

The Career Services Career Ambassadors program is an official Michigan Tech student organization. We’re trained in career and professional development and job search skills. We’re on the pulse of everything Career Services, and can provide you with information about career development events and corporate networking opportunities. We’ll also help you develop great job-search skills through presentations, coaching, and mentoring.

Have the Career Ambassadors present to your organization. We’ll be happy to visit your student org, classroom, or residence hall to present on career and professional development planning, guidance, and advice your members want to learn. To have a Career Ambassador speak to your organization, please visit: mtu.edu/career/students/advising/ambassadors

Become a Career Ambassador to:

• Network with employers
• Develop your own professional, leadership, and job search skills
• Help other students with their career development
• Have fun and make new friends

Email careerambassadors@mtu.edu to join us! Look for us on campus in our bright green shirts during:

• O-Week
• CareerFEST and Industry Days
• K-Day
• Veterans Day
• Presentations to student orgs, residences halls, and classrooms
Corporate Partnerships

Corporate partners are companies so impressed with your talent they target Michigan Tech in their recruiting efforts. They want to hire Michigan Tech students to accomplish their goals and keep them competitive and successful.

Our Corporate Partners provide students, and the entire university, with generous financial, advisory, and volunteer support. They sponsor student programming and resources like the Career Services Learning Center and Career Ambassadors program. Corporate partners travel a long way to support your career development. Our esteemed partners invest in your future—be sure to recognize and thank them!

Look to our Corporate Partners first in your job search:

**COPPER PARTNERS**

3M
Bemis
Buhler-Prince
Caterpillar
Chrysler
Cliffs Natural Resources
CN North America Highway
Cone Drive Operations
Continental
Controltec
CooperStandard
Cummins
Dematic
Denso
FM Global
General Motors
Gerdau
Kimberly-Clark
Kohler
Marathon Petroleum
Meritor
Mercury Marine
Oshkosh Corporation
Plexus
Polaris Industries
Schlumberger
Target
Thrivent Financial
Titan International
Visteon
WEC Energy Group

**SILVER PARTNERS**

[Images of corporate logos]
At Ford, we go further to make our products better, our employees happier, and our planet a better place to be.

careers.ford.com

“My internship at DTE Energy was the critical factor in securing employment, and was an invaluable part of my overall educational experience.”

Meg Guillaumin '03
Chemical Engineering Fuel Supply Manager, DTE Energy

The science to your success.

How can water rebuild a city?

Discover how we do it at dow.com

“At Nucor, you are in the driver’s seat. There’s no limits on what you can learn or where your career can go.”

Max Rebottaro, Mechanical Engineering '14
Preparing for Your Job Search

Being proactive and well prepared is critical, and Career Services can help you identify and communicate your strengths through career advising, workshops, and career plan development. One of the best ways to be the stand-out candidate is to gain valuable hands-on skills in internships, co-ops, Enterprise, research, and course projects. In addition, ensure you develop your professional skills with co-curricular involvement on campus—get involved!

Know Your Rights

Under the American with Disabilities Act of 1990, it is unlawful for an employer to discriminate against any qualified employee because of disability. The law also requires employers to provide reasonable accommodations. You are free to search for any job for which you’re qualified, but depending on your disability, you may feel more comfortable starting your search within organizations dedicated to hiring and assisting those with disabilities. Visit the Social Security Ticket to Work website: ssa.gov/work/ and go to the Career Services website for other online resources: mtu.edu/career/students/resources/disabilities.

Disclosing Your Disability

Disclosure of a disability is a personal choice, as is the timing of your disclosure. You may choose to wait until you are in the hiring process, after you’ve been hired, or any time in between. If you do choose to disclose, ensure you understand and can explain how it may affect the specific job functions, as well as potential accommodations you require.

Your skills and experience are highly respected and sought after in industry. A number of companies have initiatives focused on hiring veterans, because they understand the value you can add to their company.

Sometimes, however, it’s a challenge to know how to communicate the dedication, hard work, and commitment that goes into serving our country. You’ve developed valuable skills—leadership, teamwork, technical, organization, people and resource management—that give you a competitive edge over other candidates.

We can help you communicate those skills to potential employers, both on and off campus, on your résumé, cover letter, LinkedIn profile, and at networking events, including career fairs. Make a one-on-one appointment with a professional career advisor using HuskyJOBS to get help with all your career development needs.
Resources for Alumni

Career Services provides career and professional development services to alumni throughout their entire careers. By partnering with Michigan Tech Alumni & Friends, we can help you with all your career development needs:

Alumni benefits include:

• Assistance with job search skills: résumé updates, cover letter writing, and networking skills, including LinkedIn (phone or virtual meetings with a career advisor). Call 906-487-2313 to schedule an appointment.
• Career change help, including use of the MyPlan career assessment tool
• Help connecting you with corporations that recruit on our campus
• Use of HuskyJOBS, the latest job search technology, featuring a job board with hundreds of new jobs posted daily, as well as contact information for recruiting companies
• Ability to attend our bi-annual Career Fairs and any CareerFEST events on campus.

More Benefits:

• Easy transcript ordering
• News publications to keep you informed
• Continuing education opportunities
• Discount programs and gear

Network with fellow Huskies:

• HuskyLink: Network with more than 69,000 alumni in more than 100 countries
• Meet fellow alumni and friends in your area. Check the list of regional alumni events!
• Social network groups
• Alumni-student networking
• Future alumni
• International alumni
• Michigan Tech Retired Employees Association

Stay connected

website    mtu.edu/alumni
email      alumni@mtu.edu
Facebook   facebook.com/MichiganTechAlumniAssociation
LinkedIn    Michigan Tech Alumni Association
Come and join us this fall for Industry Days! These fun and interactive events are sponsored by Career Services and your academic departments. Network with companies on campus so you can learn more about finding your dream job and what it’s like to work in their industry.

No résumés needed! Grab some food, stop between classes, and meet company representatives who are interested in you – our Michigan Tech students!

**Spring 2017**
- Medical Careers Week
- Consumer Products Day
- Pitch Perfect (Practice Personal Introduction)
- Grad School Fair
- Résumé Blitz
- Mock Interviews
- RU Ready? Career Fair Prep
- Spring Career Fair
- MTU vs NMU Hoop Zone Corporate Networking
- Graduating Senior Series

**Fall 2017**
- Automotive Day
- Materials (Metal Works) Day
- Energy Day
- Manufacturing Day
- PCA Days
- Business Careers Day
- Career Fair Cookout
- Fall Career Fair
- Rail Day

Learn more about these events:
mtu.edu/career
(906) 487-2313
220 Administration Building