C2C

COLLEGE TO CAREER GUIDEBOOK

CAREER FEST

Michigan Tech

Create the Future

www.mtu.edu/career

MICHIGAN TECH CAREER SERVICES

MISSION STATEMENT

Michigan Tech Career Services works with the campus community to provide students and alumni with career development skills, experiential learning, and connections that prepare them to develop their career opportunities and future professional network.

As a future graduate of Michigan Technological University, 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 dynamic 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 multiple 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!

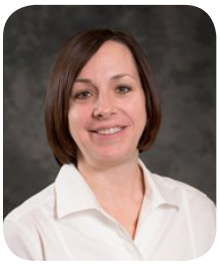
Sincerely,

Steve Patchin
Director, Michigan Tech Career Services

Michigan Technological University is an equal opportunity educational institution/ equal opportunity employer, which includes providing equal opportunity for protected veterans and individuals with disabilities.

CAREER SERVICES TEAM

Kirsti Arko, Assistant Director for Experiential Learning and Career Development



Gina Goudge, Manager of Business Operations and Student Employment

Jim Desrochers, Associate Director for Employer Relations

Adam Griffis, Office Assistant for On-Campus Recruiting and Employer Relations

Stacey Donnelly, Office Assistant for Experiential Learning

J.R. Repp, Career Advisor

Shelley Farrey, Coordinator for Career Development and Corporate Event Promotions

Julie Way, Assistant Director for Career Development Education

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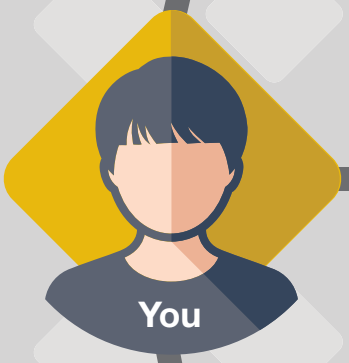


PAY ATTENTION

- Emails From
- Career Services Website mtu.edu/career
- CareerFEST
- HuskyJOBS

DEVELOP SKILLS COMPANIES WANT

- Campus Involvement
- Teamwork
- Leadership
- Communication

BUILD YOUR TOOLBOX

WITH HELP FROM CAREER SERVICES

- Personal Introduction
- Strong Résumé
- Interview Skills
- Cover Letters

REPEAT FOR MO

- Career Services
- Your Department
- Student Organizations

- Career Fair Companies
- Company Info Sessions
- Career Services Calendar of Events

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

- Find Jobs (Industry, Campus, Community)
- Be Found by Recruiters
- Company Contacts
- Company Info Sessions

- Student Organizations
- Greek Life
- Intramurals

- Enterprise
- Class Projects
- Student Organizations

- Pavlis Honors College
- Student Government
- Student Organizations
- Enterprise
- Senior Design

- Class Projects
- Interpersonal
- Written
- Presentation
- Cross-cultural

- 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
- Connect with Company, Role, or Representative
- Your Networking Initiative

Experiential Learning

Campus Experience

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

Industry or Related Experience

- Internship
- Co-op
- Shadow

Your Dream Career

opportun
opportunity
opportunity
opportun
opportunity
opportunity

RE SUCCESS

Pay Attention

It's never too early to start! And Career Services will help you every step of the way.

The end game to college is a satisfying career in your chosen field—and you can't be in a better place for that to happen.

Michigan Tech provides you with endless opportunities to participate in your own career exploration and development well before you graduate. Plus, we connect you with professionals who want to hire you.

Planning for your career is an evolving process. As you gain life experience, obtain job skills, and clarify your interests, you will change, and so will your career planning process. It's important to take advantage of the numerous and diverse opportunities available to develop personally and professionally for your success.

Much more info online, like:

- **Sample résumés**
- **Interview strategies**
- **FAQs**

Come in and see us and connect with us online:

www.mtu.edu/career

- **TWITTER**
- **FACEBOOK**
- **YOUTUBE**
- **FLICKR**
- **LINKEDIN**
- **HUSKYLINK**

Take small steps to your dream job right now…

PAY ATTENTION TO . . .

Email

1. Career Services–we'll tell you about events and opportunities you don't want to miss.
2. Your department advisors–they'll tell you about job opportunities you already qualify for and will also let you know when companies visit campus.
3. Student organizations–student orgs are a great way to get involved and find out what's going on.

Career Services Website

- Companies visiting campus
- Company Info Sessions
- Networking events and job search skills presentations
- Upcoming interview schedules
- Job postings through HuskyJOBS
- Campus and community job opportunities
- Sync your Google calendar to our calendar

CareerFEST Event Promotion

- Industry Days
- Career Fair Prep Presentations
- Résumé Blitzes
- Mock Interviews
- Career Fair
- Lunch and Learns
- Informal networking events

HuskyJOBS powered by Handshake

- Find jobs
- Be found by recruiters
- Make appointments with Career Advisors
- Obtain company contacts
- Learn about or register for an upcoming event

Pay Attention

What is CareerFEST?

It's big, free, and it's super easy. It's all about jobs! CareerFEST is a lot of different informal events leading up to and following the Career Fair. CareerFEST gives students and companies opportunities to connect during:

- **Mock Interviews**
- **Résumé Blitzes**
- **Career Prep Presentations**
- **Lunch and Learns**
- **Career Fair Cookout and Employer Information Expo**
- **Industry Days**
  - **Foundry Day**
  - **Automotive Day**
  - **Energy Day**
  - **Career Success Days**
  - **Steel Day**
  - **Information Technology Day**
  - **Mining Day**
  - **Careers in Business and Economics Day**
  - **Leaders in Communication Day**
  - **Railroad Day**
  - **Medical Careers Week**
  - **Consumer Products Day**

Why should you be interested in CareerFEST?

CareerFEST helps you get an internship, co-op, or full-time position. It's a fun, informal, and interactive way to meet people who can give you a job. Company reps tell us all the time—they can't hire you unless they know you.

Being prepared will make you the standout candidate. Employers look for a confident introduction, effective résumé, and strong interview skills. Career Services helps you with all that and more. Research shows students who utilize Career Services become skilled job searchers and often receive more job offers.

How can I participate in CareerFEST?

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

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

Visit www.mtu.edu/career and stop by the CareerFEST tent for more info.

CAREER FAIR

It's big, exciting, and sometimes overwhelming—but it doesn't have to be. Be ready to meet company representatives who can give you an internship, co-op, or full-time position—**just follow these Career Fair Prep steps!**

Career Fest Prep

Before

- ☐ Create or update your résumé
- ☐ Visit Career Services to meet with a Learning Center Coach, Career Advisor, or attend one of the many Résumé Blitzes during CareerFEST
- ☐ Upload your résumé to HuskyJOBS
- ☐ Visit **www.mtu.edu/career** to see the list of companies coming to Career Fair. This list grows until the week before the big event, when our guidebook and map are posted
- ☐ Identify the companies you may be interested in working for

Research and Learn

- ☐ About their mission and goals
- ☐ What they do, their location(s), and size
- ☐ About their products and services
- ☐ What's being said and written about them in their industry
- ☐ Write notes and bring them with you—you can review them while you're in line
- ☐ Apply for jobs through HuskyJOBS or directly through company websites before attending Career Fair. Companies will ask you to apply before they interview you; you can tell them you already did and they'll be impressed!
- ☐ Find info sessions with your target companies through HuskyJOBS and/or our website. You'll get to meet company reps in advance
- ☐ Attend Industry Days during CareerFEST to learn about industries and companies that might be a great fit for you
- ☐ Plan your wardrobe. Check out our Dress for Success presentations and discover many ways to find affordable business attire
- ☐ Get your printed professional name tag prior to Career Fair. Name tags are free and available at Career Services (220 Administration Building) and during many CareerFEST events

During

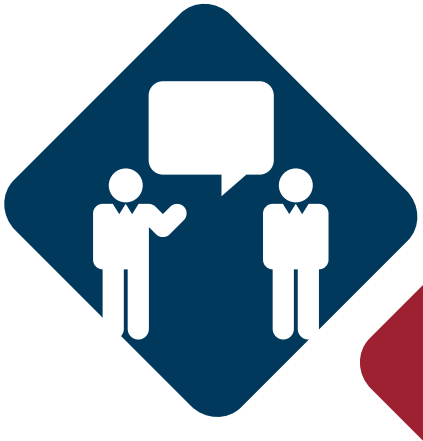
While you stand in line, review your notes and/or the Career Fair guidebook. When it's your turn, walk up to the company rep with a smile and a firm handshake. Thank them for coming (they've traveled a long way) and introduce yourself:

- ☐ Name, hometown, field of study, and class standing (20 seconds)
- ☐ Hands-on experience in industry, enterprise, research, and class projects (20 seconds)
- ☐ What you like to do outside the classroom (20 seconds)
- ☐ Then give the recruiter your résumé, and they will continue the conversation
- ☐ When your turn is over, ask for the recruiter's business card and/or their name for possible follow-up

After

When you walk away from a company booth:

- ☐ Write down the company representative's full name
- ☐ Write down two things you talked about
- ☐ Even if you don't get an interview this time, send a follow-up letter to the recruiter within 48 hours. Thank him/her for their time in meeting with you at Career Fair and reiterate your interest in their company. Plus, mention the two things you talked about. They'll appreciate your follow-up and will remember you for next time
- ☐ Attend the Fall or Spring Series Lunch and Learns held by Career Services to learn more about following-up after Career Fair and during your job search



Pay Attention

HuskyJOBS powered by handshake

HuskyJOBS is Michigan Tech's one-stop online shop for jobs and all things Career Services. It's free and available to all undergrads, graduate students, and even alumni.

HuskyJOBS is like your own career-focused social media page. You can connect with companies and industries from around the country—and they can interact with you, too. Use HuskyJOBS to help find the internship, co-op, work-study, part-time, or full-time job you want.

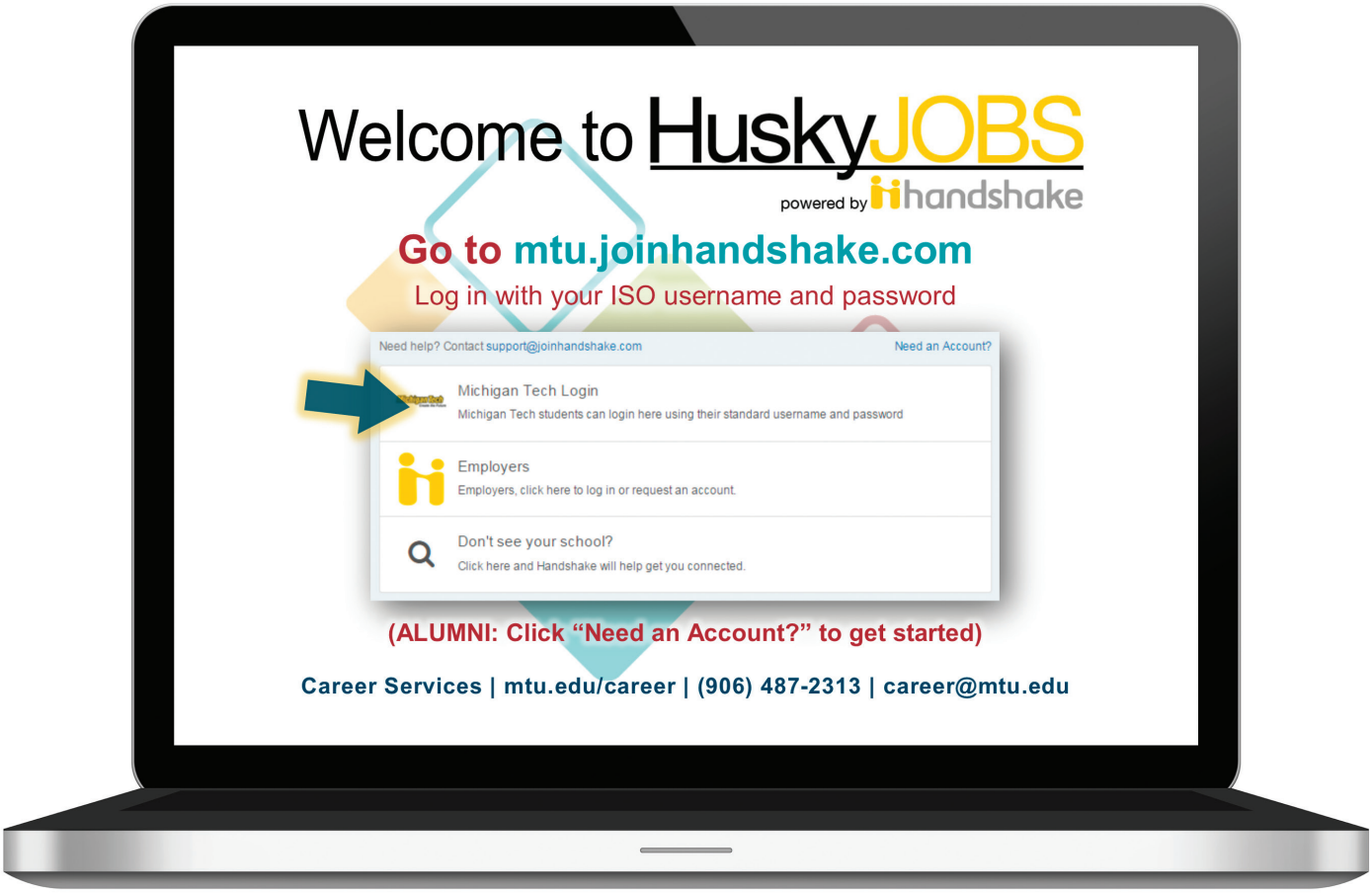
Based on what you are looking for, HuskyJOBS sends you information and opportunities most relevant to your interests and needs. Plus it's mobile—so it goes where you go. Apply for jobs, schedule interviews, make career advising appointments, and look up events you don't want to miss—wherever you are.

Thousands of current jobs are posted—be sure to log in, create and customize your profile, and upload your résumé.

Use HuskyJOBS to:

- **Schedule on-campus interviews**
- **Contact companies and employers**
- **Make an appointment with a Career Advisor or Learning Center Coach**
- **Access our interactive calendar**
- **Find employer information sessions**
- **RSVP for events**
- **Find campus and community jobs**

Companies use HuskyJOBS to find you. Make sure your profile and résumé are always up-to-date.



Develop Your Skills

Skills and characteristics companies want

- COMMUNICATION
- TEAMWORK
- LEADERSHIP

Companies are already impressed by your technical talents. They trust your problem-solving skills because of the rigorous, demanding, and relevant education you're receiving 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**
- **Support and develop others**
- **Be innovative and process-oriented**
- **Lead by example**
- **Communicate new ideas, errors, or inefficiencies**
- **Ask for help, advice, guidance, and resources**

In and Outside of Your Classes

One of the hallmarks of Michigan Tech is our hands-on, team-based curriculum. Consider becoming active 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**

Build Your Toolbox

Networking strategies and documents

It's not always the most skilled student who gets the job... many times it's the most skilled job searcher who gets the job.

Your Personal Introduction

- **Friendly smile**
- **Solid handshake**
- **Introduction about yourself (60 seconds)**

Your Résumé

Your résumé is an important component to your job search. It's a summary of your education, skills, and experiences. Make it powerful and effective by providing evidence that you possess what employers are looking for. Remember, "don't sell—just tell!"

Interview Skills

Detailed stories about experiences highlighting your skills and characteristics

Cover Letter

- **Make a personal connection**
- **Give reasons why you want the job**
- **Tell how you can meet their needs**

Career Services helps you every step of the way:

One-on-one career advising appointments

Walk-in hours at Career Services Learning Center sponsored by DTE Energy

Campus-wide skill development presentations and workshops

Résumé Blitzes

Mock interviews

UN2525 Career Development (for credit)

Build Your Toolbox

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 in a concise way, for example:

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

Communication skills—teamwork, interpersonal, writing, and presentation skills

Leadership—co-curricular; on and off campus

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

Create a clean and compelling résumé that gets attention. Employers spend less than 10 seconds reviewing your résumé before placing it in the 'yes' or 'no' pile. You've worked hard, but if your résumé isn't attractive or organized, it may never be read.

Content

Your résumé content is important because it has the potential to convince an employer that you should be considered for the job.

Companies target Michigan Tech students because of their hands-on experience and ability to apply their knowledge. Companies may never ask you to read a book or take a test—they want you to apply your knowledge to solve their problems and create new products and services.

Provide numerous and specific details of how you've already thought and acted like an engineer, accountant, technical writer, psychologist, data analyst, chemist, anthropologist, biologist, forester, or physicist.

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 no smaller than 10
- Information provided in as few characters as possible

"My résumé makes it easy for you to see I have the skills and experience you want."

Build Your Toolbox

Sample Résumé

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.

1 OBJECTIVE

Tailor your objective to different scenarios:

- Career Fair: To obtain an internship, co-op, or full-time position in the field of [your field].
- Posted Position: To obtain the position of [exact name of position and job number] at [Company Name].
- Target Company: To obtain a/an [your field] position with [Company Name].

2 EDUCATION

Michigan Technological University
Houghton, MI

Your degree: Bold this as 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 ENGINEERING 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 multi-dimensional—someone who brings a unique perspective to their field.

Your Name

Home Street Address
City, State, ZIP Code

jstudent@mtu.edu
123-456-7890

Current Address
City, State, ZIP Code

1 OBJECTIVE

To obtain a summer 2016 internship within the [your degree] field

2 EDUCATION

Michigan Technological University — Houghton, MI
BS Mechanical Engineering — expected May 2018
GPA 3.0 | Department GPA 3.5

3 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

4 PROJECT EXPERIENCE

Project: With a team of eight, designed and produced a prototype for a charcoal kiln to be used in a manufacturing line for mass production and distribution in Benin, Africa

- 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 3D modeling software
- Created crowdfunding campaign and drafted promotional literature to progress project

5 COMPUTER/TECHNICAL SKILLS

- UGNX
- MATLAB
- Solidworks
- CNC Lathe/Mille Operation
- Mig and Trig Welding
- CATIA
- Powder Metallurgy
- Tension/Compression Testing
- MS Office, Excel

6 LEADERSHIP

President, ABC Sorority, September 2015–present (12-15 hours/week)

- Raised memberships by 50% with campus-wide promotional campaign
- Increased community service hours by 200% over two years

7 CO-CURRICULAR

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

8 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

9 INTERESTS/HOBBIES

mountain biking | ballroom dancing | Thai cooking | guitar

Build Your Toolbox

Cover Letter

80% of jobs are acquired through personal connections and networking. When you're studying on campus or applying for jobs online, employers don't get an opportunity to meet you. A cover letter is a written substitute for a face-to-face meeting.

The purpose of a cover letter is to say, **"Hi, let me introduce myself and tell you why I'd really like to work for you, for your company, or in this role."** Cover letters are much more personal than résumés—the more personal, the better chance of getting attention, and landing an interview. Tell your story; include interpersonal skills, communication, teamwork, and leadership abilities. Employers receive hundreds of applications. Don't send a generic cover letter—make a personal connection with people who can give you a 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!

DATE

PARAGRAPH 1

PARAGRAPH 2

PARAGRAPH 3

Your Name

Home Street Address
City, State, ZIP Code

jstudent@mtu.edu
123-456-7890

Current Address
City, State, ZIP Code

January 1, 2016

Mrs. Jane Smith, Senior Engineer
ABD Company
Awesome City, MI 12345

Dear Hiring Team:

In the first sentence, state why you are writing, then grab their attention and make a personal connection. Include numerous and specific details:

- Why you want to work for the company (prove you have researched them)
- Positive things others have told you about the company
- Why your field of study/your experience is a great match for their needs or company
- Why you're interested in living in their location; they want you to be happy outside of work, too.

This paragraph is all about you. Include the basics: education, industry experience, hands-on projects, and technical skills. Then tell them about leadership positions, team experiences, and involvement on campus. It cannot be stressed enough—use numerous and specific details.

Reiterate your enthusiasm for the position and company, and that you believe your skills and experience will allow you to make a valuable contribution. Tell them your résumé is attached and you'd appreciate an interview at their earliest convenience. Thank them for their consideration and let them know you plan to follow-up in 7-10 days with a phone call. Finally, consider inviting them to visit your LinkedIn profile for additional information.

Sincerely,

Your name

Build Your Toolbox

References

To learn more about your character, work ethic, and skills, potential employers will 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, plus upload references with your online application. Select three to five professional references who have good things to say about you. Include supervisors from your most recent work, academic, and co-curricular experiences. Be sure to ask the people you've chosen for their permission to be listed as a reference. Also send your references a quick email with your résumé attached—this helps prepare them for a phone call.

For consistency, it's a good idea to maintain the same résumé heading on your references page.

Your Name

Home Street Address City, State, ZIP Code	jstudent@mtu.edu 123-456-7890	Current Address City, State, ZIP Code

List your references like this:

Name, Title
Company, Organization, University
Department
Street Address
City, State, ZIP Code
Phone
Email

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.

Prepare your stories

Hiring managers want to get to know you better. They look forward to hearing professional, academic, and personal stories about your experiences. Most likely, you'll experience a behavioral-type interview where most questions are not questions at all—they're a request for stories about your accomplishments, experiences, and of how you've handled setbacks or failure.

Many of your stories are way in the back of your memory, so prepare and practice your stories before the interview. Choose stories and examples you're most proud of.

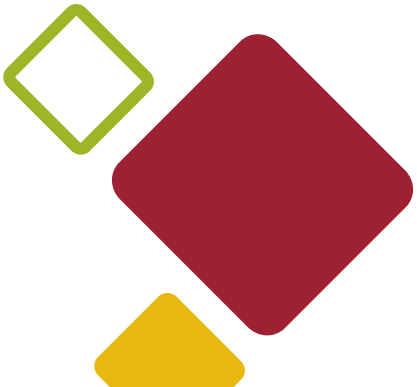
Recruiters tell us they want to hear specific detail. Use the STAR method to cover everything they want to know.

Do your research

Know about the company's products or services, what their goals are, where they're located, and about their competition. 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. They want to see that you're excited about their company and the opportunity. Your interviewer is a really nice person—they 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

Build Your Toolbox

Sample interview questions

General

Tell me about yourself.

How did you choose your major and why did you choose Michigan Tech?

What do you consider your strengths? Weaknesses?

Do you prefer to work 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?

Behavioral

Tell me about an accomplishment you're most proud of.

Give me an example of a time when you went above and beyond what was expected of you.

Describe a time you failed. What was the outcome? How did you handle it?

Describe a time you managed several tasks at once.

What's the biggest challenge you've had to overcome?

Tell me about a time you had a conflict with another individual.

Company-specific

Why are you interested in working for us?

What do you know about our company and our competitors?

Why are you interested in this job/work?

Why should we hire you over the other candidates?

Be prepared to ask questions, too

It's critical that you prepare three to five questions to ask. It's okay to write them down and bring them with you. Here are examples of questions you might ask at the end of the interview:

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? What will be my priority?

What does a typical day look like? Is there a typical day?

Can you tell me more about the projects I might be working on?

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

S	**SITUATION**	Introduce the scenario to your interviewer. Include: Where What When Why Who
T	**TASK**	State what they've asked you to describe A problem you solved A goal you accomplished A challenge you overcame A conflict you resolved Teamwork or leadership experience
A	**ACTION**	Tell what you did to solve your problem, meet your goal, or overcome the challenge First action you took What you did next Steps after that
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.

Employers want stories with lots of details.

Build Your Toolbox

Interview Strategies

You have one chance to make a good first impression.

- Greet your interviewer with a friendly smile, confident introduction, and firm handshake. 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.
- 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.

Thank you

- 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?!
- Anyone can write an email and your interviewer gets many every hour. 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.

What to Wear to Your Interview

Like it or not, 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) or
- 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 our career fairs, and interview with recruiters on campus.

Or, it can be a bit more work because your major may not be sought after at the 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.

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!

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

Networking

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

You've actually been networking since preschool. It's as simple as meeting new friends and then meeting their friends. In the case of professional networking, or networking to obtain a job, 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.

Sometimes it's a very quick and direct link, such as networking at a career fair. Sometimes there are more links involved, but it is truly the most effective way to get a job. Even in this digital world, personal connections between people are still powerful.

It's not what you know

Half of the adage "It's not what you know, it's who you know" is really true. Employers fill the majority of jobs with people they know, with no public posting or advertisement.

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.

"Hi, my name is (blank) and I study Mechanical Engineering at Michigan Tech. I'd really like to get an internship this summer. Do you know of anyone in (blank) industry/company? Do you have advice on finding an (blank) internship?

After you've told the people you're closest to, intentionally ask others to introduce you to specific people who work at a company or in an industry you're targeting. Be open and meet lots of different people—you never know how a connection might help you land a job.

Network on campus

- Industry Days
- Info sessions and meet and greets
- Professors and campus staff
- Professional development events including the Etiquette Dinner, EWI, and Career Services presentations
- Become a Career Services Career Ambassador

Network away from campus

- LinkedIn, Facebook, and Twitter
- Interviews and job shadowing
- National and regional professional organizations and conferences
- Michigan Tech Alumni Relations

Be ready when your networking works!

- Brief personal introduction
- Detailed stories about your experiences
- Updated résumé
- Professional interview attire

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 experiences on and off campus. Experiential learning includes direct, relevant, real-world experiences to increase your knowledge about your field.

Develop technical, interpersonal, and professional skills that are in such high demand through internships, co-ops, research, coursework projects, study abroad, and professional development.

Try out a career

One of the best ways to determine if a major is right for you is to give it a try. Experiential learning is the most valuable strategy for career exploration. You find out what you like, and just as important, you find out what you don't like.

The Enterprise Program, undergraduate research, and project experience provides experiential learning right on campus.

The benefits

Gain hands-on, practical industry-related experience

Build company or industry relationships while working in a professional setting

Clarify interests, skills, strengths, and potential career paths

Earn a salary that can help with your education costs

Industry-based Internships and Co-ops

An internship is an industry-based work experience that typically occurs in the summer when you're not enrolled in school. This summer-long job is arranged by you and the company and is not for academic credit.

A co-op, or cooperative education, is a joint venture between you, the university, and your employer. It usually occurs during a fall or spring semester and frequently includes a summer internship. As a co-op student, you'll work for an employer and earn academic credit in the process. Work assignments are intended to be related to your major, but are varied to provide a range of experience and training. Employers must provide co-op students with challenging paid work. You'll work closely with your supervisor to learn and complete required evaluations. You'll also be enrolled in a Canvas course requiring online discussions, written assignments, evaluations, and a final report. These courses are offered in fall, spring, and summer semesters for undergraduate and graduate students.

Once you receive an offer letter for a co-op, apply for co-op credits through Career Services. Application materials and the complete list of requirements are available here.

Co-ops are usually easy to fit into your time here at Michigan Tech, but please speak with your advisors. They will help you fit them into your course/degree schedule.

Co-op Requirements

Undergraduate Students

- Minimum GPA 2.2
- At least second-year standing (30+ credits)
- Good academic and social standing

Graduate Students

- Minimum GPA 3.0
- Full-time student while applying and participating
- Good academic and social standing

The job search and application process for co-ops and internships is similar to other jobs. Companies use the job title to indicate whether they are searching for full-time, co-op, or internship positions. HuskyJOBS will also make this clear in the job posting. Submit all of the documents—including current résumé—for the job posting.

MyPlan Career Advising

Find Your Path

It's okay to change it along the way.

Questioning your major? Some students do after their first year, or even after their first semester. Sometimes classes may not match your interests or strengths. Other times, students participate in an internship in their field of study and realize the actual work is not what they'd like to do.

Re-evaluating your career path can be challenging, exciting, and a little bit scary—but you don't have to do it alone. Career Services offers individual appointments with our career advisors. Let us assist you in exploring careers and choosing a major you're excited about.

MyPlan

MyPlan is a career-planning tool offering online skill assessments, an interest inventory, and personality assessments. MyPlan helps you explore options whether you're planning ahead or thinking about a change. Complete the easy assessments and explore current career information to see what best fits you. In addition to the online component, our advisors meet with you to discuss the results and help you plan your next step.

MyPlan is free and available to all Michigan Tech students, alumni, staff, and faculty. Sign up and register with your Michigan Tech email address.

Get started

Create an account and start planning or re-evaluating your career path:

- Navigate to the Michigan Tech MyPlan home page
- Click 'Create Free Account'
- Register for an account using your Michigan Tech email address and complete the rest of the form.
- Choose any username and password; it does not need to be connected to your information at the University, in fact we advise against using your Michigan Tech ISO password.
- Select 'Share results with career advisor?' if you would like to discuss your results with Career Services.
- Then enter license code: VAP48M9R
- Once you complete the registration process, you'll receive a confirmation email containing your account information.

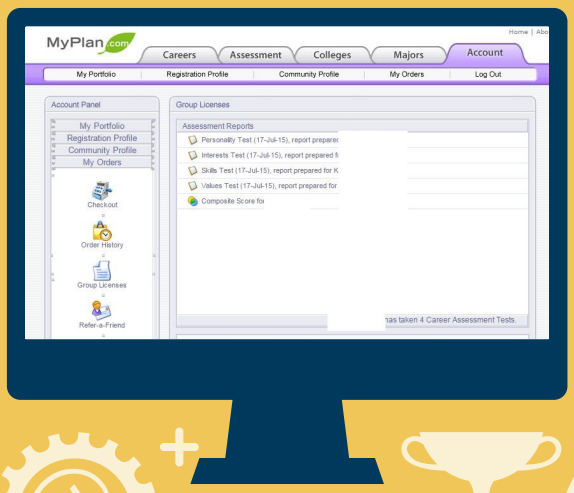
Based on your results, these MyPlan reports provide a list of potential career matches.

Personality Test

Find out your personality preferences and what tasks may best suit your preferences.

Interests Test

Discover your vocational personality type, which is different from your personality.



Skills Test

These results come from your self-assessment of skills—including basic, social, problem-solving, technical, and resource-management skills.

Values Test

Based on how you sorted your work needs, these results can predict which motivators may best predict your job satisfaction.

Composite Score

Having taken all of your results into account, this provides your overall best career matches.

Get help interpreting your results. Contact Career Services and a career advisor will assist you.

Graduate Students

Career development during graduate school is similar to the undergraduate process if your goal is to work in industry. As an MS or PhD student, your résumé can be very much the same as an undergraduate résumé. Focus on details about the work you've done that translates to the work your potential employer wants you to do. This includes professional experience, internships and co-ops, research and hands-on projects. Because you've done more than an undergraduate student, it's perfectly acceptable that your résumé become two pages—or you may want to create an addendum to your one-page résumé.

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

RÉSUMÉ	CURRICULUM VITAE (CV)
Used for jobs in professions outside of academia	**Used for academic positions**
Establishes a professional identity	**Establishes a scholarly identity**
Summary of skills and experiences that directly relate to industry work	**Detailed overview of your academic work and accomplishments**
1-2 pages in length	**No limit in length (typically 3-5 pages)**
Alterable for the specific position you apply for	**Stays consistent, but can be organized depending on position (research, teaching, or administrative)** **Requires constant revising to ensure your teaching and research is always current**
• Name and contact information • Education • Professional experience (in field, including 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)

Personal Statements

A personal statement or statement of purpose is required to apply to nearly every graduate school in the United States. This is your opportunity to personally introduce yourself to the graduate or professional school. Typically, many different documents are required for graduate school (transcripts, test scores, résumé or CV, and more), but a personal statement is the one opportunity to provide some of your personality, your unique story, your intellectual life, and evidence that you have done a careful self-reflection, are prepared for the academic rigors of graduate school, and know how it will help you attain your career goals.

Each graduate school will have different application requirements, so unfortunately, creating one general personal statement for all your applications isn't possible. It's vital you carefully review the criteria, including length. If they do provide specific questions for the personal statement, be sure you craft your response directly to those questions.

A personal statement is all about you—it's not a résumé. Academic writing style isn't required, however, your personal statement should be clear, concise, and meticulously edited.

What to include in your personal statement:

Your personal story—something unique about you

How you prepared for graduate school—academically and personally

Your career goals

Why you want to attend graduate school and how it will help you accomplish your career goals

Why you want to attend the graduate school to which you're applying

Remember to:

Be genuine—use your authentic voice (think coffee with a friend)

Show your personality

Grab their attention in the first paragraph

Provide insight into your thought process

Keep it positive

Write what you they need to know about you—not what you think they want to hear

International Students

Job Search Strategies

Some companies can easily hire international students for co-ops and internships, but it may be more difficult for students to find a full-time position without work authorization. Meet with a career advisor to ensure you engage in a job search that matches your unique needs.

Résumé and Cover Letters for US Audience

Résumés and cover letters should be written for the intended geographic audience. Learn how to write an effective résumé and cover letter in the Career Services Learning Center sponsored by DTE Energy. Also seek assistance during our CareerFEST Résumé Blitz sessions.

Interview Strategies

Interviews are culturally specific, so ensure you understand the expectations by seeking support from our Learning Center, career advisors, and during CareerFEST mock interviews.

Phone Interviews

Many companies require students to go through a phone interview before a face-to-face interview. These types of interviews have specific challenges and best practices. Career advisors are available for support.

Job Search and Networking Using LinkedIn

LinkedIn is a powerful networking and job search tool. Discuss strategies for an effective profile with our career advisors.

Job Offers

Make the best decision with the help of Career Services. We'll help you evaluate offers, understand terminology, requirements, and benefits.

Co-ops and Internships for International Students

Career Services oversees the Cooperative Education Program. This program is available to undergraduate and graduate students and provides university credits for professional work experience in your field. Credit is earned through a combination of experience and an online course requiring discussions, written responses, evaluations, and final reports. With an F-1 status, international students may be eligible to work as a co-op through Curricular Practical Training (CPT). While co-ops vary in length, the co-op period should align with the university semesters.

Eligibility

Students are eligible for co-ops and internships after being enrolled full-time for at least one full academic year. Co-ops are only available prior to the completion of your degree program. Students must be in good academic and social standing.

Employment is approved by your academic advisor and must directly relate to your major. Register for full-time cooperative education credits (undergraduates two credits; graduate students one credit) through Career Services.

Process

Paperwork for the Cooperative Education Program is available online or at Career Services. A checklist, informational form, and Cooperative Education Agreement (to be signed by employer) is included the packet. Completed paperwork should be submitted to Career Services (by email or in person) along with a copy of the offer letter. The offer letter must include the terms "co-op" or "internship" plus start and end dates. Anticipate three weeks for processing after you submit paperwork.

Q&A

Frequently Asked Questions

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.

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.

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 that 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.

How can I find a job in a company or industry that doesn't come to campus or our career fairs 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: 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. 93% of recruiters are using LinkedIn to find and hire talent.

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 him that you're still very interested in the position and ask if there's anything you can do to help move forward to joining his 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've 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 you best. Maybe you think they'd all be great opportunities and wish you could accept them all.

Even if it's your dream job/company, we encourage you to take time to closely evaluate their 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 time to evaluate and compare.

Internships and Co-ops

- Because internships are short term, time off is rarely granted. Arrangements should be discussed during the interview process (like time off for your cousin Eddie's wedding).
- Job location
- Housing arrangements, stipend, or relocation expenses
- Expected start and end dates

Full-time

- Job description—what kind of work will you be doing
- Competitive salary—Career Services has credible starting salary data
- Benefits package details:
  - Out-of-pocket health insurance expenses
  - Vision and dental
  - 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

Companies typically permit two weeks to respond to their offer. We encourage you to evaluate and allow for time to receive other offers. Be careful of exploding offers where you're asked for an immediate commitment.

Career Services can help you write requests, manage offers, and make the best informed decision. 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, at least five to seven days before the initial deadline.
- Respectfully request an accelerated job offer. This can be awkward, but companies are usually happy to hear from you and many are able to expedite the offer process so they don't lose you.

When 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, even if you haven't yet received a written offer or signed a contract.

It's unethical to continue speaking with other companies about job opportunities. Discontinue your job search and contact other employers you've interviewed with to let them know you've accepted an offer. Never accept new interview invitations.

We expect you to be completely ethical throughout your entire job search especially in keeping your commitment once you accept an offer. It is unethical to renege on an accepted offer. Uphold Michigan Tech's integrity—as well as your own—and keep your commitment once you accept an offer.

Always maintain the University's ethical standards in all aspects of your job search process.

Career Services Learning Center

Sponsored by DTE Energy

DTE Energy®

Career Advice

Like other learning centers on campus, the Career Services Learning Center has a staff of undergraduate and graduate coaches. These peer coaches are available for scheduled appointments and walk-ins. Consider utilizing our learning center for your career development needs including résumés, cover letters, interviews, personal introductions, and job search strategies. Make appointments through HuskyJOBS, email career@mtu.edu, or call our office (906-487-2313).

Career Services Learning Center is made possible by the generous support of DTE Energy.

Make your appointment via HuskyJOBS today.

CAREER AMBASSADORS

The Career Services Career Ambassadors program is housed within Career Services and is an official Michigan Tech student organization. We give you information about career development events and corporate networking opportunities. We'll also help you develop great job-search skills through presentations, coaching, and mentoring.

Consider becoming a Career Ambassador and network with employers, develop your own professional and job search skills, and help other students with their career development. To join, please contact onmunoz@mtu.edu

"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 Ehite '16

Corporate Partnerships

Corporate partners are companies who are so impressed with your talents they target Michigan Tech in their recruiting efforts. They want to hire Michigan Tech students to accomplish their goals, keeping 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 support 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
- Mercury Marine
- Meritor
- Oshkosh Corporation
- Plexus
- Polaris Industries
- Schlumberger
- Target
- Thrivent Financial
- Titan International
- Visteon
- WEC Energy Group

SILVER PARTNERS

ArcelorMittal

BLACK & VEATCH

GREENHECK
Building Value in Air.

JACKSON
NATIONAL LIFE INSURANCE COMPANY

nexteer
AUTOMOTIVE

SYSTEMS CONTROL
People. Power. Partnerships.

UNION PACIFIC
BUILDING AMERICA

GOLD PARTNERS

quality. green. safe. smart.

At Ford, we go further
to make our products better, our
employees happier, and our planet
a better place to be.

Ford

www.careers.ford.com

DTE Energy®

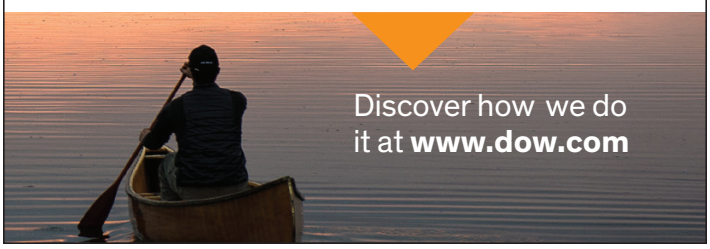
"My internship at DTE Energy was the critical factor in securing employment, and was an invaluable part of my overall educational experience."

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

DOW®

The science to your success.

How can water rebuild a city?



"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

NUCOR

Other Resources

Students with Disabilities

For students with disabilities, the job search process can be challenging. Career Services supports students with both visible and non-visible disabilities.

Disclosure

Under the Americans with Disabilities Act (ADA), you are not obligated to disclose your disability unless it directly affects job performance. Inform the employer when you realize you will need an accommodation during the hiring process. Review the Equal Employment Opportunity Commission web page for information on disclosing a disability to a potential employer **http://www.eeoc.gov/facts/jobapplicant.html#potential**.

Timing

The employer's first contact with you will typically be through your cover letter and résumé. Both documents should outline your relevant skills, experiences, and education as related to the position for which you are applying. However, this may also be an opportunity to bring up your disability. Carefully consider where the information is placed and how it is stated. Above all, make sure employers have a solid understanding of your suitability for the position.

The Interview

Seek assistance from Career Services if you need assistance preparing for your interview or making arrangements with a potential employer. Additional assistance and information can be obtained at Disabilities Services **http://www.mtu.edu/deanofstudents/students/disability/**.

Veterans

It's difficult to explain to civilians what it's like serving in the armed forces. Only those who have served understand the dedication, hard work, and level of commitment that goes into serving our country. You've gained skills and experiences through your service that give you a competitive edge over other candidates. Leadership, discipline, attention to detail, organization, management of people, and technical skills are just a few of the qualities veterans develop while serving our country. These qualities look great on a résumé. If you need assistance preparing your résumé or telling your story in a cover letter, make an appointment with Career Services.

Resources for Veterans

Michigan Technological University Veterans Services Office

mtu.edu/registrar/students/veterans/

Pure Michigan Talent Connect Veterans Services

mitalent.org/Veteran

Alumni

Michigan Tech Alumni Association

Real connections start here.

Michigan Tech Alumni Association is your career search partner, providing:

Exclusive Alumni Benefits

- HuskyJOBS powered by Handshake, the latest job search technology
- Easy transcript ordering
- News publications to keep you informed
- Continuing education opportunities
- Discount programs and Tech gear

Undergraduate and Graduate Student Networks

- Network with over 69,000 alumni in more than 100 countries
- Find mentors in your field of study

Opportunities to Connect Professionally

- Via HuskyJOBS, LinkedIn, and Facebook
- Active regional alumni chapters

Stay connected

website	**www.mtu.edu/alumni**
email	**alumni@mtu.edu**
Facebook	**www.facebook.com/MichiganTechAlumniAssociation**

What's Your Dream Job? Find it here!

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!

September

- 3 - Foundry Day
- 10 - Automotive Day
- 16 - Petroleum Day
- 17/18 - Career Success Days
  Powered by Presidential Council of Alumnae
- 23 - Steel Day
- 26 - Football Tailgate Party
- 26 - Information Technology Day
- 28 - Career Fair Cookout & Info Session
- 28 - Going Global Information Seminar

October

- 7 - Mining Day
- 8 - Careers in Business and Economics Day
- 20- Leaders in Communication Day

Learn more about these events:

www.mtu.edu/career
(906) 487-2313
220 Administration Building