

THE MINES STRATEGY: TOOLS FOR ENGINEERING YOUR JOB SEARCH





MISSION

The Colorado School of Mines (Mines) Career Center supports the mission, academic programs, and advancement of the Colorado School of Mines. The CSM Career Center mission is to assist students in developing, evaluating, and/or implementing career, education, and employment decisions and plans. Career development is integral to the success of CSM graduates and to the mission of CSM. All Colorado School of Mines graduates will be able to acquire the necessary skills to enable them to successfully take personal responsibility for the management of their own careers.

THE MINES STRATEGY:

Tools for ENGINEERING YOUR JOB SEARCH

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Equal Opportunity: All Colorado School of Mines Career Services are open to Mines students without regard to race, creed, ancestry, sex, religious beliefs, age, or physical disability.

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and sponsorship made this publication possible.***

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Professional career development is integral to the success of CSM graduates and to the mission of CSM. All Colorado School of Mines students should be working with the Career Center to acquire the necessary job search skills to enable them to successfully take personal responsibility for the management of their own careers. The purpose of this book is to provide you with the tools and guidance that are instrumental to be successful in your future career goals.

The Colorado School of Mines Career Center has a great many opportunities to take their job search to the next level through many services, including 1) Hundreds of job postings for internships and full-time positions in DiggerNet, 2) Individual resume and cover letter critiques as well as job search advice, 3) Video-taped practice interviews, 4) Job search workshops on successful company research, interviewing, business etiquette, networking skills, salary negotiations, etc. 5) Career Day events (Fall and Spring), 6) Virtual Career Fairs and special end of the semester recruiting events, and 7) Thousands of on-campus interviews and over one hundred company information sessions each year.

Career services are provided to all students and for all recent graduates, up to 24 months after graduation. Students must adhere to the ethical and professional business and job searching practices as stated in the Career Center Student Policy, which can be found in its entirety on the student's homepage of DiggerNet.

RESUME, COVER LETTER, AND FOLLOW-UP COMMUNICATION ASSISTANCE

It is important to have good tools for your job search. The Career Center staff can help you learn the basics of creating a value-added resume and strong customized cover letters to present your credentials for best marketability and increase your conversion rate of resumes submitted to interviews obtained. Explore the resume and letter section of this manual for samples, templates and tips. Create your first draft and then bring your resume to the Career Center for critique and comment....best to have this in a hard and soft copy.

PRACTICE INTERVIEWS

Stop by and schedule an appointment for a practice interview. One of the Career Advisors will videotape a sample of an interview conversation and offer you ideas and feedback about your approach. For additional practice, Optimal Resume, a free system for Mines students that is accessed through DiggerNet, also has a user-friendly interviewing module, which allows you to practice from the convenience of your home.



PROFESSIONAL JOB SEARCHING WORKSHOPS

Throughout the year, workshops are offered by the Career Center, through professional associations or in classroom presentations. Workshops are presented by Career Center Staff and top company recruiters. The schedule is listed in DiggerNet. Workshop topics include: Writing a Resume that Sets You Apart, Proactive Job Search, Building Career Readiness from Freshman Year, Interviewing Skills – Tips for Success, Stand Out at Career Day in 20 Seconds or Less, How to Succeed at Your Internship, Preparing for a Site Visit, Jump to the Top of the List with Company Research, Salary Negotiations, Business Etiquette and Professional Dress, and More!

ONLINE RECRUITING AND INTERVIEWING SYSTEM: DIGGERNET

DiggerNet is the CSM online recruiting system. Through this site, students can apply to jobs keep track of Career Center events, employer interviewing schedules and research employment opportunities. Easy to use and self directed, DiggerNet offers searching, job agent and schedule features.

INFORMATION SESSIONS

A valuable event for students to attend is Information Sessions., which is a presentation where companies reserve a room on-campus to invite students to come and learn about their company and career opportunities. These are a great way to learn about how your major will fit into industry. A typical Company Information Session is 1 – 1.5 hours and includes a company presentation, refreshments, a question and answer period, and time afterwards to speak directly with the recruiters.

ON CAMPUS INTERVIEWS

Industry and government representatives visit the campus throughout the year to interview students for internships (part-time during the school year and/or full-time during the summer), job shadowing, cooperative education positions, and full-time positions. Although most interviews are conducted during the first half of the fall and spring semesters, students and recent graduates at Mines are encouraged to apply for these interviews year-round via DiggerNet .





CAREER DAY

Each September and February, the Career Center sponsors a Career Fair, open to all students. Hundreds of companies, government agencies and graduate schools bring information to exhibit. Recruiters talk about their organizations, often interview on site and discuss career opportunities.

"Colorado School of Mines conducts one of the best organized Career Fairs of any school. This is made even better by the quality of students educated at CSM."

BP America's

VIRTUAL CAREER FAIR

Virtual Career Fairs are venues in which students can apply to companies with open positions and receive a quicker turn-around in response. This 2-3 day online event is available through DiggerNet.

SPECIAL RECRUITING EVENTS

Held towards the end of each semester, these recruiting events offer a small networking time with representatives from a variety of industries, as well as interviews for internship or full-time positions. Event information and application details are through DiggerNet.

WIRED EVENT

Co-sponsored by Minority Engineering Program and the Career Center, this event, held the day before Career Day, is a valuable preparation for your Career Day Success! Recruiters will be available for you to receive resume recommendations from those who are in the industry, or you can ask for a few sample interview questions! Participating companies and sign-up opportunities are available through DiggerNet.

SALARY DATA

Updated annually, the Career Center collects and publishes data on starting salaries of all graduates and internship / co-op compensation. CSM participates in national surveys; the resulting reports aid students and staff to evaluate the marketplace. Data about cost of living by state can be reviewed.

JOB SEARCH RESOURCES

To assist in your job search, the Career Center provides career resources through the DiggerNet Resource Library, Optimal Resume, Career Center website (<http://careers.mines.edu>), majors exploration worksheets, free copies of Job Choices magazine, company brochures and materials, and reference items for occupational exploration and emerging occupations. Several computers with access to printers along with a fax machine are available for student use in the Career Center.

ASSESSMENT TESTING

In cooperation with the CSM Student Development Office, profile assessments can be utilized. These tools help you to identify strengths and weaknesses, evaluate interests and clarify values. The Myers-Briggs Type Indicator and Strong Interest Inventory are offered along with interpretation.

INTERNSHIPS

Internships offer an opportunity to utilize abilities and skills you already have in a position relevant to your major and develop industry-specific skills. An internship allows you to work side-by-side with industry professionals on projects of importance to the company. Duties for the intern will vary according to your level in college, major courses you have completed, previous experience you may have, and the structure and needs of the organization. Most internships are 10-12 week full-time work assignments during the summer, though local internships can continue as part-time positions into the academic year. Most internships are paid positions, though some unpaid positions can offer fantastic connections and experience. Typically more than 80% of Mines graduates have had relevant technical experience by graduation.

JOB SHADOWING

Job Shadowing is a short-term unpaid experience to investigate either a particular profession or the type of industry where the work might occur. A good example is with project managers, field engineers, and consultant positions, who may share the same major but have very different work settings and job descriptions. Job shadow opportunities are a great way to use short school breaks or summers to further your professional development plan. It may also give you valuable experience and possibly skills for your resume.

CO-OPERATIVE EDUCATION (CO-OPS)

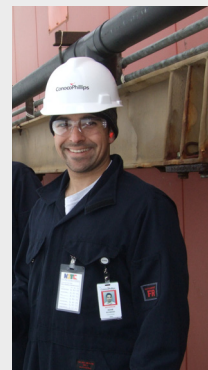


Co-Operative Education is another option for relevant experience that can be good for both the student and the company. This type of position involves an extended commitment (equivalent to 6 months of full-time work) and carries an academic format with formal agreements between the student, employer, academic department, and Mines Career Center. This longer commitment allows the student to truly integrate into an organization's system, with greater responsibility and continuity in projects, a win/win for both you and the company.

Prior to beginning such a position, the student must have completed at least three semesters at Colorado School of Mines with adequate academic and disciplinary success, acquire signatures to maintain current student status at Mines while away from campus and the potential to earn three hours of credit at the discretion of your department head. Interim employer evaluations, progress reports and a final graded technical report complete the experience. Due to the time away from classes, a Co-Op can extend graduation to a later date than originally anticipated, but, in addition to the credit earned, this can be a great option for students to get a strong connection between the academics and the realities of a career path, making future classes seem even more interesting and important.

FULL-TIME EMPLOYMENT

Full-time career positions are the ultimate goal of students at Colorado School of Mines. Whether you are interested in research, industry, public policy, or another use of your earned skills and credentials, entering a full-time position that is interesting and right for you and/or a great step towards your long-term professional development brings great satisfaction. The Mines Career Center works one-on-one with recent graduates, from B.S. to PhD. Our services are offered to graduates for up to two years following graduation.



GRADUATE SCHOOL

Graduate school is another career choice for approximately 25-30% of graduates from Colorado School of Mines. Continuing with a graduate program in a prior major, or following an alternative direction in engineering, science, medical or law school, can be part of your long-term career journey. Beginning to research your options in late-Junior or early-Senior year can accelerate your decision and application and funding process. Resources through the Career Center, your faculty, and the Mines Graduate Program are available.

The decision to continue on to grad school can be influenced by many factors – whether it is a long held goal to achieve a Master’s or PhD, or the realization that the type of career you want requires an advanced degree, it is a big decision that requires research, planning, and attention to application processes. Points to consider include:

- Colorado School of Mines has many 5-year programs, allowing a seamless entry into a Master’s program. Inquiry into the Combined Undergraduate/Graduate program is recommended by the end of the Sophomore year so that acceptance of your formal application can be made as early as the beginning of Junior year. To participate in this program, acceptance must be granted by the end of registration, second semester Senior year. Plan ahead for submitting your application to the Office of Graduate Studiesand notify the Career Center when you are accepted.
- Another degree program or other graduate school may be in your plans – this may be in alignment with your undergraduate degree, or may be something that uses your well-developed abilities to research, analyze, and use creative problem solving. Business, law, medicine, and other professional studies have been pursued by Mines graduates.
- Several on-line resources specialize in graduate school information:
 - www.petersons.com/graduate-schools
 - www.gradschools.com
 - www.gradprofiles.com
 - <http://graduate-school.phds.org/>

Applications generally require successful completion of standardized examinations. This will vary by school and your particular application situation. The most common exams are listed below:

General	GRE	www.ets.org/gre
Medical School	MCAT	www.aamc.org/students
Dental School	DAT	http://www.ada.org/dat.aspx
Law School	LSAT	www.lsac.org
Business & Management	GMAT	www.gmac.com
(Measures English Proficiency)	TOEFL	www.ets.org/toefl/

Other components typically required include transcripts from all colleges attended, essays that may be based on specific topics within your field (measuring your background and writing ability), and a Statement of Purpose. This Statement of Purpose or Letter of Intent details:

- Overall career goals and how that specific institution plays a part in those goals,
- Understanding of that school’s programs and how the program is an important step toward your specific career goals.
- Your preferred choice of faculty and research topic to pursue.

Application deadlines must be strictly adhered to. Remember that financial funding and program acceptance may occur prior to the published deadlines. Don’t be left behind.

PROFESSIONAL ETHICS AND YOUR JOB SEARCH

Professional ethics, in relation to job search, is critical. The behavior in dealing with prospective employers shapes your professional reputation now and in the future. Behaviors also reflect upon the reputation of all Colorado School of Mines students, grads, and alums. When students and grads from any university start to develop a reputation for unethical practices, the value and demand for those students decrease. This can affect job opportunities, salary averages, company participation in projects, etc. Therefore, to maintain good standing within the engineering industry, the Career Center encourages all Mines students and graduates to follow these guidelines:

Accurate and Professional Communication:

- Do not falsify or inflate your credentials on your resume, cover letter or in interviews.
- Respond to all correspondence in a timely manner. If the company gives you a deadline date, meet it or call the employer to request an extension.
- Send immediately any application forms or other materials that an employer requests.
- Return all phone messages received from companies promptly. Make your roommates aware that you are interviewing and may be receiving calls from employers. Ask your roommates to answer the phone professionally. If you have a voicemail, be sure your recording is in good taste.

Interviews:

- Notify the Career Center well in advance if you must reschedule or cancel interview appointments. This allows another student the opportunity for an interview.
- Do not sign up for interviews with companies in which you are not sincerely interested simply to get interview practice. This approach wastes your time and diverts the company from pursuing other, more interested students.
- Acknowledge invitations for site visits promptly whether you accept or decline them. Accept an invitation only when you are seriously considering a position with that employer.
- Discuss site visit costs with the employer and verify all arrangements in advance. Be prepared to present receipts for reasonable expenses. Prorate expenses if you visit more than one employer at a location.
- Notify an employer well in advance if there is any change in your site visit plans. If applicable, return plane tickets and other advances/materials immediately.

Job Offers:

- Do not accept a job offer until you are confident of your decision.
- Never renege on an accepted job offer. Such behavior will give you a negative reputation throughout the industry...and you have just lost a job for a fellow Mines student.
- As soon as you have accepted a job and are no longer available, notify all other companies to whom you have applied.
- Acknowledge every offer by letter or phone call, whether you accept, decline or request an extension for consideration. Request extensions from employers if you need more time to consider offers. Let other employers know you have an offer. This information may encourage the employer to formulate theirs in time for your consideration.
- Notify the Career Center when you accept a job offer by email, check out form or drop in.

As we have high expectations of professional ethics from Mines students and graduates, we also hold the same expectations for our employers. Please inform the Career Center if you believe you have received unfair or inappropriate treatment by a company.

SELF ANALYSIS AND MAPPING YOUR CAREER PATH

By making the choice of attending Colorado School of Mines, you have already begun the first step in planning your career journey. You may have come to Mines with an idea of what you want to major in. All majors at CSM are valued in the work world. To determine what is best for you involves exploring and understanding both yourself and the multitude of potential paths available. A satisfying career is one where your natural abilities, interests, and style intersect with work that is meaningful and enjoyable.



Self-awareness is critical, including knowledge of your individual innate personality type indicating how you perceive the external world and your mode for functioning in it, your most effortless and enjoyable styles of learning and working, and your own personal strengths and assets. Some of this is clarified as you have more and more experience and interactions, but you can learn much already about your basic innate self. This can offer direction as you move through the ongoing process of professional development. Colorado School of Mines offers assessments and means for self assessment including CSM 101, Wellness PA class and individual counseling.

MYERS-BRIGGS

A good place to start is with the well-known system called Myers-Briggs calibrated by use with millions of individuals world-wide. Myers-Briggs offers a matrix of basic personality/psychological types that we all are born with and develop early in life.

MYERS-BRIGGS		
Extraversion (E) many friends, active time with others	<i>How we are energized.</i>	(I) Introversion fewer deeper friends, quiet time alone
Sensing (S) facts and numbers	<i>How we gather and interpret information.</i>	(N) Intuition theoretical, gut feelings
Thinking (T) detached, logical	<i>How we make our decisions.</i>	(F) Feeling concern for all impacted
Judgment (J) TJ appears logical; FJ more empathetic - in general wants matters to be settled	<i>How we act and appear to the external world. Defines what our more dominant mode is.</i>	(P) Perception SP appears concrete; NP more abstract - in general likes options open

Knowing your Myers-Briggs “code” can give clarity to why you prefer to think and act similar to some people and different than others. Understanding these basic differences and using them to strengthen success individually and in teams is very useful. Four pairs of dichotomies combine to form a matrix of 16 possibilities. There is no “better” combination of styles or preferences...it is sometimes compared to the simple differences between being right or left handed. Operating within the context of our natural way of being is usually easier and more enjoyable, whether in work or play. Take the assessment to find your “type” and then let’s explore it.

HOLLAND CODE

Another useful bit of information is to discover where you find yourself on the Holland Code spectrum, a system of viewing your personal “style” which can be correlated to information of what kinds of careers have been happily and successfully lived by people with similar “RIASEC” codes. Finding the top three for you, of the six personality and work environment types noted below, can help further refine your career considerations. This information is one of the assessments utilized when taking the Strong Inventory, offered by the Student Development Office.

Realistic	Practical, physical, hands-on
Investigative	Analytical, scientific, explorative
Artistic	Creative, original, independent, chaotic
Social	Collaborative, supporting, helping
Enterprising	Competitive, leading, persuading
Conventional	Detail-oriented, organizing, clerical

Now that you have this information, you can be more clear and purposeful as you figure out how to be successful in your studies and happy in your life at college. This will also help when you look at all the great job possibilities for internships, and on graduation, a full-time job that matches who you are.

- Do you see yourself in an office **or** in a laboratory **or** out in the field?
- Will you be working within a team (large or small?) **or** working independently?
- Will you work mainly with machines **or** interact with people – coworkers, clients, officials.
- Will you be planning and designing solid, practical items **or** stretching the bounds of science?

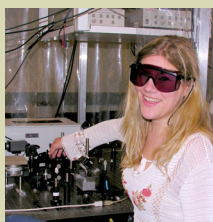
Begin your journey by understanding the positive aspects of your own personality type and preferences. Find information about these and take a free Humanetrics survey at http://careers.mines.edu/Stu_Plan_Res.html. Another important research to do about yourself is to understand your strengths. Individuals who focus on developing and utilizing their strengths tend to be more professionally successful and personally satisfied than those who spend more time focusing on faults or weaknesses.

SELF ASSESSMENT WORKSHEET	
My Meyers-Briggs type is:	
My Holland (RIASEC) code is:	
At this time, I can imagine my work in:	
My top three strengths/assets include:	
Example of where this has shown:	
A weakness I have is:	
Steps to turn weakness into a strength:	

MAJORS EXPLORATION

Investigate majors by talking with faculty and upper classmen, visiting departments and studying details of what they involve and how they are applied in various settings of work and research by using the resources at <http://careers.mines.edu> – Click on *Student tab*, then *Career Planning: Choosing a Major*. Explore and learn all you can about the various options .

Another online resource is the Sloan Career Cornerstone Center. You also gain a stronger understanding of the various career paths possible as you take core classes and find certain ones really get you excited. Explore during Freshman year and declare a major in time to connect with your major's unique flowchart and courses; remember that this may develop over time and changing majors and adding minors can be part of your successful journey. These assessments do not guarantee your success and/or happiness in a particular field, but are only a guideline for your own exploration. All majors at CSM are valued in the work world. Where you take yourself is up to you!



MINES UNDERGRADUATE MAJORS WITH MYERS-BRIGGS AND HOLLAND TYPES

Major	MBTI Codes	Holland	Majors Exploration Action Taken
Chemical Engineering / Biochemical Engineering	ISTJ, ENTJ, ESTJ, INTJ	IRS	Visited the website ____ department ____
Chemistry	INTP, ENFP	IRC	Visited the website ____ department ____
Economics & Business	ISTP, INTP, ENTJ	ICE	Visited the website ____ department ____
Engineering – Civil	ISTJ, ESTJ	RIC	Visited the website ____ department ____
Engineering – Electrical	ISTJ, ESTJ, INTJ, INTP	IRC	Visited the website ____ department ____
Engineering – Environment	ISTJ, ESTJ	IRC	Visited the website ____ department ____
Engineering – Mechanical	ISTJ, ESTJ, INTJ, ENTJ, ISTP	IRC	Visited the website ____ department ____
Geology/Geological Eng.	ENTP, INTJ, INTP, ISTJ	IRE	Visited the website ____ department ____
Geophysics/Geophysical Eng	ENTJ, INTJ	IR	Visited the website ____ department ____
MACS – Computer Science	ESTJ, ISTJ, ENTJ, ENTP	IRC	Visited the website ____ department ____
MACS - Mathematics	INTJ, ISTP	ICA	Visited the website ____ department ____
Metallurgical/Materials Eng.	ISTJ, ESTJ, INTJ, ENTJ	IRE	Visited the website ____ department ____
Mining Engineering	ENTP, INTJ, INTP, ISTJ	IRE	Visited the website ____ department ____
Petroleum Engineering	ISTJ, ESTJ, ENTP, ENTJ	IRC	Visited the website ____ department ____
Physics	INTP	IR	Visited the website ____ department ____

MAJORS I AM INTERESTED INCLUDE:

REASON:

TOOLS, STRATEGIES AND TACTICS

Finding a job is often compared to planning a trip. The process requires deciding on your destination and your means of transportation. A very good map helps to assure that you arrive at the right place on time.

This section of the Career Guide is designed to give you that road map, to start you off on the right foot so that the time you spend in your search will be profitable. It is followed by defining the tools for engineering your job search, such as: resume and letter writing, interviewing, standing out at Career Day, dressing for success, and business etiquette and ethics. A proactive job search is really a series of 5 primary steps:



SELF ANALYSIS

A job search starts with yourself. The questions you have to answer boil down to: 1) Who am I? and 2) What can I do? Build lists of ideas, skills and career goals. Writing down your answers to these questions clarifies your thinking and gives you a place to make adjustments and additions as you go along. Things to think about are:

WHO AM I? Consider your values, skills, talents, strengths, and weaknesses. In which kind of environment do you function best? Ask yourself, what is important to you now? Money? Power? Location? Family? Career advancement? And in what priority?

WHAT CAN I DO? Write about not only your technical / soft skills and talents, but your education. What has been your previous work experience? Where have you volunteered? What are your hobbies?

Once you have begun to define your career goals and objectives, writing a formal job objective or statement of goals may be very useful. Although you may not want to put an objective on your resume, the practice of writing one will be extremely valuable in helping you to identify your career goals. For this purpose your objectives can be somewhat longer and more inclusive than they would be if you were to put them on your resume. This will allow you to cover more subject areas and make the objectives a greater asset to your planning.

COMPANY AND INDUSTRY RESEARCH

One of the most common complaints from recruiters is that students don't research their company before an interview or when they meet them at Career Day. Don't let that be you! Employer research is critical! There are many ways to conduct company research. First, DiggerNet will allow you to see who is currently hiring, coming to Career Day or a recruiting event, and holding information sessions. The system will also link directly to the company's website. Most companies provide information about their products, services and business locations on their website. While viewing the company's website, you can make note of the company mission statement, current projects, size of company, etc. Most provide employment and college recruiting information. Each website is going to be a wealth of information.



Social Media sites such as LinkedIn will provide you with company information and even contacts. Other sources of information can include professional and scientific journals, business publications, business websites and professional journals for more inspiration. Articles on the business sections of newspapers can also suggest leads. One of the best ways to learn about a particular area of work is to talk to people doing that work. For guidance on how to conduct an "informational interview," come to the Career Center.

EMPLOYERS GIVE YOU THE SCOOP....STUDENT BLUNDERS IN THEIR JOB SEARCH

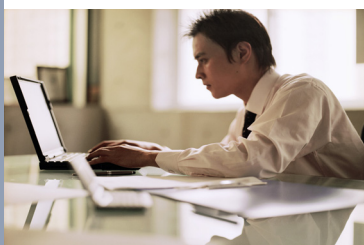
"First sentence: 'Are you hiring freshmen?'. Instead, introduce yourself and mention you're a freshman majoring in X and are interested in internship opportunities. Then, demonstrate some awareness of our company."

Marathon

"Asking 'So what does your company do?' or 'Where are your locations?' or something similar which suggests you have not done any homework. Compare this to those students who have done their research and you know very quickly whose resume moves to the A list and who is on the B list."

Goldcorp

APPLYING FOR JOBS AND NETWORKING



The Mines Career Center offers several ways to network with employers and apply for jobs. A sound strategy will enable you to use your time most efficiently, and will be essential to the successful outcome of your job search. First and foremost, students and recent graduates (up to 2 years after graduation) should always actively use DiggerNet, the user-friendly, online recruiting tool / job bank for internships, co-ops and entry-level full-time jobs. Direct account access is through

the DiggerNet icon at the top of your student page in Trailhead. DiggerNet allows you to submit your resume for on-campus interviews, as well as RSVP for information sessions and workshops. Setting up your job search agent will allow you to receive emails on the latest postings. Come into the Career Center for a one-on-one tutorial.

For a job, you may notice that two options of application are required... the first is applying through DiggerNet, which is as simple as a click of a button. These resumes are forwarded directly to a recruiter with a vested interest in hiring from Mines. Second, some companies require that you also apply directly on their website, this is in the interest of granting equal opportunity to all candidates and they may not consider nor review your resume without this step. However, the advantages are that your resume and qualifications are now viewable by other hiring managers at that company.

APPLYING FOR JOBS AND NETWORKING CONTINUED...

The first networking event of each semester is Career Day. These huge events are held in February and September of each year and are heavily attended by company representatives seeking to hire students for positions. Refer to the Career Day Tips section of this guide on strategies for standing out. Other networking and recruiting events such as company information sessions, Virtual Career Fair, The Nick of Time and Spring Launch Recruiting events can be vital if you are seeking a job.

Job search websites such as MonsterCollege, America's Job Bank, and even LinkedIn can offer other sources of postings. Links to search sites can be found at: http://careers.mines.edu/Stu_Web3.html. Finally, a contact through your personal "network" (social, academic or professional) may lead to a "key" person within a company who knows of a position. You may be able to arrange for an interview just to discuss general topics without having a specific job opening in mind. Sometimes such meetings may lead to the perfect match of abilities and need or, at the very least, to a referral to another lead.

Record keeping is very important to carefully maintain your contacts. Set up a spreadsheet to record your information. Include the name of the company, URL, address, phone number, contact person and his/her title, email address and the date of contacts. Record each connection with an individual name, company name and notes to yourself about the next contact to be made.



INTERVIEWS AND FOLLOW-UP:

Many students initially find this step the most daunting of their job search. But like any talent, it must be practiced. Mines students have the opportunity to take advantage of the convenience of interviewing on campus with employers who have openings consistent with your career goals. The interviewing section of this guide will elaborate on methods for success.

No Interviews - What Do You Do? The two things which most frequently stall a job search are not investing enough time on it and not following up carefully on contacts. Follow-up may be managed by phone, letter and/or email. Further details can be found in the section titled "Business Communications and Follow-up". If you receive no offers or inquiries from your job search, first ask yourself the following questions:

- How much time am I spending in the search?
- What follow-up techniques am I using? Are you calling or emailing when you say you will? Are you taking the initiative or are you waiting for companies to call you? Are you sending thank you letters for interviews?
- Are my marketing materials (resumes, letters, email communications) of high quality, accurate and professionally presented?
- Make an appointment with the Career Center Staff to discuss alternate strategies and ideas.

NEGOTIATING AND DECIDING:

The last steps in a successful, proactive job search are receiving the job offer and compensation package, negotiating any items, and finally accepting the opportunity you will take. Reviewing offers and negotiating salary requirements is never easy, but if done right will leave both parties feeling satisfied. Please review the section on Salary Negotiations for further details, and stop by the Career Center for assistance.



Career Day...you hear other students, faculty and even your parents talking about the importance of this...but what exactly is this and how can it help your career exploration and job search? Plain and simple, Career Day consist of a group of employers, and a few grad schools, who are actively marketing to new candidates for a variety of positions.

Career Day is a great opportunity for students to discover what types of companies they would like to work for because you have such a vast variety. If you aren't looking for a job, this is a valuable time to practice your networking skills and also explore majors if you are undecided.

PREPARE FOR CAREER DAY

Create or update your 1-page resume. Use the Career Center assistance. Print plenty of copies. Upload in DiggerNet.

- Review the Career Day Program Guide. Choose your top 14 – 20 companies to visit.
- Perform basic research on each company through DiggerNet, program guide, and company websites. If they have jobs posted, apply in advance.
- Create and practice your personal 30-second commercial. Include a hook statement. This should be slightly customized for each company. If the company can't take your resume, use it as a talking point!

"At Career Day, start with your least interested position for pitch practice and to help boost your confidence"

Sierra Nevada Corporation

"Know what you want, be confident in your abilities; seek those who fit what you are looking for; and make a personal connection with whomever you are speaking "

Hayward Baker

"Treat each encounter with a company like an interview. Prepare an "elevator speech" prior to the fair - important to stand out in the recruiters' minds so we remember you."

Frito Lay

"Dress in a suit or business casual as a minimum. Don't chew gum."

Ellwood Group

STAND OUT DURING THE EVENT

- Dress professionally—suits are preferred; no less than business casual.
- A smile and solid eye contact enhance your first impression.
- Be confident in your presentation. Practice your verbal introduction.
- Make sure you know who you're speaking with. Review your company notes just before speaking with the recruiters.
- Talk about what interests you about the company; what you have achieved in the past; and how your experience fits the company's needs.
- Ask questions!
- Ask for a business card at the end. If the recruiter does not hand those out, make sure you write down the full name of the person as soon as you are finished at the booth.
- Turn the cell phone off...no texting...put the iPod and iPad away!!
- Finished quickly? Think outside the box. Be open to speaking with a company not on your list.



STRONG FOLLOW THROUGH

- Show the recruiters you appreciated their time by sending a thank-you, with resume attached, following the event.
- View and apply for jobs through DiggerNet. Check for companies who are interviewing on-campus.
- Attend the company Information Sessions after Career Day. These will be listed in DiggerNet.

THE 30-SECOND INTRODUCTION

Clearly know what to say in any situation where you meet someone who may lead you to an interview. This includes Career Day, info session, any social event.

- Begin with a simple hello, quality handshake, your name, school, major.
- Briefly describe your background to show enthusiasm and your skills that match their industry.
- Highlight your three top qualities and how this relates to you being a good employee.
- Tell them what you know about the company and describe the type of job you are interested in.

“30-Second Introduction”



"Hello. I'm David Lau and I'm a junior Engineering Physics major (at Colorado School of Mines). I chose this discipline because it is one of the majors that gives me a deep understanding of the way things work and then great skills to apply to a variety of needs for industries from aerospace to energy and manufacturing. This summer, I had a fantastic time in our field session, using oscilloscopes and vacuum equipment and followed that with an internship where I could, in addition to my technical abilities, use my experience working with diverse teams, problem solving, and ability to be organized and detail oriented. I'd like to talk with you about the company's latest project in Wyoming that I saw on your new emphasis on setting the industry standard in both safety and high production. ching those goals."

MY 30-SECOND INTRODUCTION:

[illegible]



DIGGERNET

DiggerNet is the Colorado School of Mines Career Center customized online jobs posting system. Because of the reputation of the rigorous education students receive here at Mines, and the reputation of the character and quality of students who choose to attend this university, employers throughout the world come to seek interns and full-time employees here. These individuals purposefully seek out applicants from

Mines...and use the DiggerNet system to do it. We always recommend you begin your job search by using **DiggerNet**.

MY ACCOUNT – PROFILE

When you first begin at Colorado School of Mines, you are uploaded into the DiggerNet system, with a brief profile. By updating information that you are able to change, and alerting the Career Center of any changes needed for the Major, Degree you are working towards, anticipated Graduation Date, and Citizenship/Visa fields in your Profile, you begin the process. (Note: Non-degree seeking students are uploaded, and able to view events on campus, but are not involved in job searching activities until fully enrolled in a degree-seeking program.)

MY ACCOUNT – MY DOCUMENTS

By uploading a quality resume that displays your experience and skills, you become eligible to apply for positions and potentially be selected for interviews. Employers also value customized cover letters which highlight your specific relevance to them. The Career Center offers many workshops to help you prepare these documents skillfully. We also welcome you to bring your initial draft in for one-on-one, personalized assistance in the Career Center office. You can also get a great start by using the Optimal Resume feature to help you design your basic resume which can be further formatted from the Word document.

INFORMATION SESSIONS AND CAREER EVENTS

Keep your eye on this DiggerNet for the many great workshops presented by the Career Center and employer volunteers, information sessions where the companies meet with you to show you how it would be working with them, and other special events. Information sessions offer valuable details to help you when selecting a major, or when preparing for an interview with the company; if you were not previously selected, it is an opportunity to network with the company representatives... and many times will lead to an interview!

RESOURCE LIBRARY

DiggerNet offers information to guide you in your career development by providing an online library of publications covering many topics...from working on campus, pursuing Federal jobs, to negotiating contracts. Check here for advice and suggestions, plus sample resumes, cover letters, reference pages, tracking sheets, and more for your career journey.

JOB SEARCH

Create a job search with the type of position you are looking for and your major – if undeclared, you can create a search using any major. This shows you what companies have current openings that you may qualify for (employers choose criteria of majors/graduation date/citizenship when posting their positions). Save your search and create the matching job agent – this will generate an email to you from DiggerNet when the Career Center receives a new position that is relevant to your search. When you see an email like this, open your Trailhead account, then click on the link in the email.

Job postings submitted by the employers should be read thoroughly before you apply by submitting your resume. You will be able to view the specifics of the job and the criteria selected by the employer to determine if this is a job for you...furthermore, you will see if special action is required on your part, such as a required cover letter with specific information, or completing a corporate online application in addition to clicking on the *Submit Resume* button.

When you click on *Submit Resume*, it will allow you to select which cover letter you want to include, and often a text box so that you can personalize a message to accompany your referral to the employer's email. Use this box to make a brief statement that indicates why you are particularly interested in that company (see section on Company Research). Going the extra small step can make a difference.

If the job title in your Job Search Results has a blue bubble, it means this is connected to on-campus interviews scheduled for a set date. By submitting your resume and cover letter via the *Request Interview* button, you are included in the group from which the employer will select:

- Accepted (pre-selected as the first to choose an appointment time)
- Alternate (if any timeslots remain, a first come/first served opportunity exists)
- Not Selected (consider this a “not at this time” - and try again later)

During the busiest recruiting seasons of August - November and January - May, you can quickly see the *Interviews I Qualify For* by clicking on this tab at the top of DiggerNet. Both Job Search and Interviews will allow you to see these, and the match the employer-determined criteria your major / grad date / citizenship will determine if you can apply.

DIGGERNET Colorado School of Mines Online Recruiting System

Fun Fact: by clicking on the DiggerNet banner at the top of the website, you will be instantly transported into the Career Center website at careers.mines.edu where you will find a treasure trove of useful information!

REPORT-A-HIRE

Because the Career Center gathers information on hiring trends, average salaries, etc.

which helps students when considering their career paths, it is essential that students provide us with this information. This data is held confidential for you and the company, and is rolled into statistics which are available to students, employers, and national statistical agencies. It is very important that we have good data and we hope that you will continue the tradition set by Mines students and graduates who came before you, offering you that information.

DRESS TO IMPRESS

It is said, "You never get a second chance to make a first impression." The first impression can be that of a professional ready to join the company; or it can be someone who is not taken seriously and passed over for a different candidate. When you are job seeking and at any type of function where recruiters will be attending (career fair, networking dinner, interview, etc.), it is always best to give consideration to your appearance. Employers want employees who dress appropriately for the job, are well groomed, and who are hygienic.

FOR WOMEN

- Blouse (watch button formation) or nice scooped neck shirt.
- Dress slacks or skirt (appropriate length).
- Suits are great.
- Flats or low heels are best.
- No open toed shoes; no overly high heels.
- Minimal jewelry.

DO



DON'T



FOR MEN

- For business casual, long-sleeve button-down shirt or a plain polo style shirt with khaki slacks.
- For interviews and job seeking career fair attendees, slacks and sport jacket, or of course suits are best.
- Neckties are a good choice.
- Socks should match pants.
- Shoes (match or darker).

DO



DON'T



FOR BOTH

- Check your attire in the rest room just before your interview for a final check of your appearance...make sure your shirt is tucked in, hair combed, everything in place!
- Clean and polished dress shoes or dress boots.
- Well-groomed hair.
- Cleaned/trimmed fingernails.
- Fresh breath.
- Minimize your use of cologne or perfume (make sure that you smell free of natural body odors, and other odors such as cigarette smoke).
- No visible body piercing beyond the conservative.

"Dress is important, not because we need you to look nice, but because if you put effort into being prepared, we'll put effort into helping you join our company"

BP Americas

"Business casual is always good for events such as the career fair. Business professional is usually most appropriate for interviews. When in doubt - dress business professional."

ArcelorMittal

"Dress up! The first impression is what makes you stick out."

Whiting Petroleum

NETWORKING

The old saying, “It’s not what you know, but who you know.” contains some element of truth. Networking is an important part of anyone’s career life. Your network is everyone you know....and who knows you. Many jobseekers learn of job opportunities or get ideas leading to a position because of the influence of someone in their “network” – this is why it is essential to grow and maintain a healthy network of formal (professional) and informal contacts. Networking is more than a job search strategy – it is a strategy for a strong life.

JOIN STUDENT ORGANIZATIONS

- Student professional organizations – for each major, there are on-campus branches that are part of national professional organizations offering meetings with speakers who are successful in the field, social events, leadership training, scholarship opportunities, and conferences to expand your knowledge and circle of business acquaintances. Joining is convenient and cost-effective. Check out all of the groups at Celebration of Mines and <http://studentactivities.mines.edu>.

ATTEND NETWORKING EVENTS

- Many opportunities exist on-campus where you will meet employer representatives and Mines alumni. Ask for business cards after your conversations.
- Have your self-introduction ready and well-practiced before you ever need it.
- Actively encourage people to talk about themselves, their jobs, role in the company, and interests that you may share. Watch for future opportunities to be of help to them.
- Note keywords on the back of the business card after walking away – send follow-up emails, reminding the person who you are, reflecting the conversation and reminding that you are actively job searching.
- Follow up and keep your connections updated. Let everyone know how the job search is going – continue interactions even after you have a job – maintain positive relationships.



USE SOCIAL MEDIA FOR NETWORKING

- Facebook – be aware that employers Google and check out your online “resume” to get a feel for your fit and professionalism. Be sure you know what others see is what you want to project.
- LinkedIn – this is THE professional social media. Create your resume through the Profile, with keywords in the Summary and Specialties sections; select a few Groups to join, including the Colorado School of Mines Career Center to expand your connections; using the Companies and Jobs searches to see their recent hires and find more connections (plus going directly to corporate websites to see more positions) provides you with literally a world of possibilities.
- Twitter – noting such things as projects completed, relevant activities, or goals (e.g. schedule 3 informational interviews), will get you noticed. Many organizations are beginning to tweet out their job openings. Being a listener, even if you seldom tweet, can be very valuable.

RESUME BASICS

Now that you have started your college career, it is time to create your professional resume. A resume is a critical document for your job search that markets your strengths and skills, allowing you to stand out quickly and present a strong first impression to a prospective employer. The purpose of your resume is to get you an interview.

There are several different kinds of resumes for different purposes. This first section will talk about the most commonly used resumes for students and new grads at Mines, an "industry resume". An industry resume is a condensed, easy to read summary of your qualifications and achievements... it's not an autobiography. A recruiter will typically spend 20-30 seconds on each resume, so it should give just enough information so that the reviewer wants to find out more about you because he or she sees a fit between your skills and their company's needs.

For most graduates, one page is the best length. If you have five years of industry experience and / or a graduate level degree, you may need to use two pages, but not more than two pages total. Do not crowd the page; leave some "white space" in order to make it easy to read. The three primary styles of industry resumes are chronological, functional, and combination. Although chronological is the most popular, choose the one which best highlights you.

Chronological

Work experience is listed in reverse chronological order by date and company. You may arrange your headings in various ways, depending upon what aspects of your background you wish to stress. When describing your jobs, rank order work functions according to their importance rather than the frequency with which they were performed. This principle may be applied to a chronological resume by placing your most pertinent work experience into categories such as "Work Experience" or "Technical Work Experience" and listing less important work into a second category entitled, "Other Work Experience."

Functional

Focus is on the individual's qualifications and skills with less emphasis on dates and company affiliation. Job titles, employers, and date of employment should be listed in a separate section. The skills/functional format can often be effectively utilized by people without work experience directly related to their current job objectives.

Combination (Chronological and Functional)

By far the most common format, this combination allows emphasis on skills and accomplishments within the traditional chronological context.

Resume Tips from Recruiters...

"Try to phase out accomplishments from High School. By being accepted to Colorado Mines we know that your previous academic records were very good. We want to see what you have accomplished during your time at Mines."

ArcelorMittal

"Include EPICS projects, labs, senior projects etc. that would give us a better idea of their technical knowledge."

Ball Aerospace

"Make sure to list your accomplishments and previous internships. Show yourself off."

URS

Several layouts may be used but in general the resume should be neat, easy to read, and printed on one side only of good quality paper. Paper should be white or off- white. No bright colors. Paper with background flecks or marble patterns may not Xerox or fax clearly.

DO:

- Use Action Verbs! Remember to use these verbs to describe your skills and accomplishments when writing your resume and cover letters -- to increase the strength of your writing and make potential employers take notice! Refer to sample action verb list on page 21.
- Use Keywords. Keywords are nouns and phrases that highlight technical and professional areas of expertise, industry jargon, achievements, projects, job titles, etc.
- Have accurate spelling, grammar and punctuation (get someone to proofread it for you).
- Use concise, unambiguous sentences and avoid over-writing.
- Neatness counts. A poorly structured, badly typed resume is a negative reflection of the applicant.
- Standardize the look and feel of each section with prior sections (example: if date is to the right in education, should be the same for work experience).



DON'T:

- Enclose a photograph of yourself!
- Falsify information...all information on your resume should be accurate.
- Include personal data, such as height, weight, marital status, condition of health
- Include personal references on your resume!
- Use underlines or italics on resume... sometimes these don't scan well.

HEADER

A header is the first part of your resume. This header will also be used for cover letters, thank-you letters, and reference lists, allowing for a professional, cohesive look to your job search documents. This should have your name, address, email, and phone number. Although the layout is personalized, here are a couple of tips and examples of a header:

- Font should be slightly larger than the rest of the body of your resume.
- The header should be evenly balanced on the right and the left.
- Matching the font style of your name and your section headers is a great look.

OBJECTIVE

An objective is an optional component to a resume and not a “huge value-add” (HVA). This can be negative if too customized and tends to take up much needed space. If the resume is formatted correctly and/or accompanied by a great cover letter, an objective isn't needed. An exception is when the goals of the job searcher are different than what the resume may convey (i.e. just graduated and going on to grad school, so for an internship rather than full-time). However, if an objective is used, here are some pointers:

- Brief and value-oriented a forward thinking action statement.
- Catch the reader's attention by stating how you can benefit the company.
- Summary or keyword usage - convey the scope of your experience, background and to indicate to the reader your key strengths and areas of expertise.
- A professional summary format with goals included is better than an objective for someone with 5+ years of experience.

EDUCATION

For college students and recent graduates, this section should be at the top. This allows the recruiter to see which field the individual is seeking and what type of employment they are looking to obtain. Tips:

- Current school is listed at the top....Colorado School of Mines is a HVA so the school name should be listed before major for Mines students.
- High school will only stay on your resume until you achieve a GPA at Mines, then it can be taken off. The recruiters know you did well in high school, because you made it into Mines. However, you can include special achievements, awards and technical skills from this time period in other sections.
- List the grad date, justified to the right of the school name, not the date of attendance. This quickly lets the recruiter know if you are looking for full-time or an internship.
- List the title of your degree or diploma with your major field of study if it applies to your career objective. If you have not officially declared your major, just list Bachelor of Science versus undecided.
- GPAs are a way for some recruiters to determine quickly whether or not you qualify for a job (if they have a minimum GPA requirement). Feedback on whether to list or not list your GPA is so diverse, that we suggest a recruiter “majority rules” approach. If your GPA is 3.0 or higher it is a HVA and should be displayed in a prominent place in this section, such as under the grad date on the right-hand side. GPAs that are 2.5 – 2.9 are good and should be on your resume, but perhaps under the major. If your GPA is under 2.5, it should not be on the resume. You should not be applying for jobs with a minimum requirement (2.5 or higher) and this may raise unnecessary red flags with recruiters who don’t ask for a GPA.

TECHNICAL AND PROFESSIONAL SKILLS

The skills section is an important HVA. It is designed to highlight your strengths to the company and hopefully short list you from the list of applicants. Recruiters realize that you are a current college student or recent grad with basic level skills. Even so, they still want to gain a brief idea about your abilities....so it is important to list these out and keep it up-to-date. Tips:

- Skills can be obtained through classes/labs taken, projects, previous employment, etc.
- Keep in mind that recruiters search resumes using industry-specific keywords.
- Engineering and technical skills should be listed at the top of this section; professional and general skills are important and should be listed, but at the bottom of this section.
- View the skills list for each program to make sure you are capturing everything.
- To save room, skills should be grouped together.
- Certifications, languages and even citizenship can be listed in this section.

WORK EXPERIENCE

The purpose of this section is to draw attention to each position you have had, impress the reader with the results and accomplishments, while keeping the descriptions as brief as possible. This includes all applicable work experience, paid and unpaid, full-time and part-time. Various titles can be used, such Work Experience, Engineering Experience, Professional Experience, or Other Experience (additional non-related section).

- Begin with the most recent experience. Stress your accomplishments and the skills used to get results.
- List the company name, the title of the position you held, the location of the employer, and the dates in which you held the position.
- Give an action-oriented description of your work. Your accomplishment must grab the reader, and quantify the results...Were you responsible for a project? Did you increase profits? Did you save the organization time and/or money?
- Focus on information that's relevant to your own career goals
- If you were in a non-field related job, stress the skills are transferable.

PROJECTS

Mines students have a great opportunity to start gaining valuable team project experience as soon as their freshman year through EPICS; some students obtain this even before they come to Mines through engineering camps, high school, etc. A variety of titles can be used, such Project Experience, Engineering Projects, Team Project Experience, or Technical Projects. In this section is an opportunity to focus the reader on your accomplishments during the course of your work history

- List the class and project title in bold.
- List your role on the team.
- An action-oriented description of the project tasks, requirements, your work, and results.
- If your team places in a project expo/competition, this should be listed.

OTHER SECTIONS

Depending upon other involvements that you may have there are other sections that can be included on your resume. These sections are very important as they show that you go over and beyond just your basic academics and work. These can show that you are committed to making a difference in your community, professional development, etc. List no more that the most important 3 – 4 items for each section.



- **Associations** – Listing the full name and acronym of any student or professional association you belong to. If you are an officer or belong on a committee, this is important to mention. *Space saving idea...if only related to school, this can also be listed under education in lieu of having its own section.*
- **Volunteer Work** – Listing the name of the organization and the activities are great. If it is a project oriented event, you can also briefly list the goals obtained. *Space saving idea...if this is field related, such as job shadowing, this should be listed under work experience in lieu of having its own section.*
- **Awards and Achievements** - Keep these to a minimum. Only list high school achievements if they are on a state, regional or national level. *Space saving idea...if only related to school, this can also be listed under education in lieu of having its own section.*

KEYWORDS

Though keywords may impress a computer enough to get your resume to the hiring manager's desk, you still have to impress that live human being enough to keep it out of the trash. As any writer will tell you, the key to compelling prose lies in the action words: verbs. Use action words to describe your experience and accomplishments. Some actions words* to get you started:

achieved	composed	drafted	improved	originated	resolved
acquired	condensed	edited	informed	oversaw	reviewed
adapted	conducted	eliminated	insured	performed	selected
addressed	constructed	enforced	interpreted	planned	separated
administered	contracted	established	interviewed	prevented	set up
analyzed	converted	evaluated	launched	produced	simplified
anticipated	coordinated	expanded	maintained	programmed	solved
assembled	created	explained	managed	promoted	surveyed
assisted	cultivated	forecasted	marketed	provided	staffed
audited	demonstrated	formed	minimized	publicized	supervise
budgeted	designed	founded	motivated	published	taught
calculated	developed	generated	negotiated	recruited	tested
centralized	devised	guided	obtained	reorganized	trained
changed	discovered	hired	operated	reported	used
collaborated	doubled	implemented	organized	researched	

*As featured in JobWeb.com—Career development and job-search advice for new college graduates. National Association of Colleges and Employers

BASIC SKILLS YOU COULD OBTAIN AS A FRESHMAN

- Computer: SolidWorks, Mathematica, Microsoft Excel, Outlook, Word, PowerPoint.
- Laboratory: Safety measures and documentation.
- Communication: Excellent public speaking, technical writing.
- Other: Organized, problem-solver, good team and leadership skills.

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SKILLS YOU MIGHT ADD AS A SOPHOMORE

- Computer: software, hardware, programming languages (including Python and C++).
- Laboratory: sample preparation.
- Other: Independent research.

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WORKSHEET FOR ADDITIONAL SKILLS YOU COULD HAVE BY THE TIME YOU GRADUATE

- To view the complete updated list of technical skills by major go to: DiggerNet Resource Library or http://careers.mines.edu/Stu_Resumes2.html

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STEVE STUDENT

**5585 Graduate Lane
Golden, CO 80401**

**(720) 555-7056
ssudent@mines.edu**

EDUCATION:

Colorado School of Mines, Golden, CO

B.S. May 2012

Major: Engineering – Mechanical Engineering

GPA: 3.1

Area of Special Interest: Economics & Business

Awards & Honors:

- Heiserman Scholarship.
- National Dean's List – Fall 2010
- Honor Roll – Fall 2010

ENGINEERING & TECHNICAL SKILLS:

- Solidworks, COSMOSworks, Mathcad, C++, Patran, Nastran, Visual Nastran, Matlab, Minitab, Labview & Mathematica.
- Machine Design, Finite Element Analysis, Signal Processing, Feedback Control, Systems, Graphical Programming, Computer Aided Data Acquisition, Budgeting, Scheduling, Work Break-Down Structure Development, Failure Modes & Effects Analysis & Proposal Writing.
- Microsoft Word, Excel, Project, Outlook, PowerPoint & Publisher.

TEAM PROJECT EXPERIENCE:

- **Engineering Senior Design Program: Team Leader** - NASA funded project involving the conceptual design and fabrication of an automated rock thin-section device for space exploration. The team successfully engineered and built a prototype capable of autonomously producing a geological rock thin-section, prepared for the analysis of its origin and evolution.
- **EPICS II: Demo-Satellite Payload Team Leader** - A project involving the conceptual design, fabrication, and flight of a Demo-Satellite Payload funded by the Colorado Space Grant Consortium & NASA. The principal mission objective was to survey landing terrain during the payload's descent, essentially mimicking the landing control subsystems of both Mars exploration rovers, Spirit & Opportunity. Presenting of project data at the Jet Propulsion Laboratory in Pasadena, California.
- **EPICS I: Mars Rover Prototype Team Leader** - The conceptual design, analysis, and fabrication of an autonomous, solar powered Mars Rover Prototype. The prototype was successfully completed and fully operational.

WORK EXPERIENCE:

Online Marketing Fusion, Arvada, CO

May 2008 – Aug 2010

Search-Engine Marketing Analyst/Technical Support Consultant

- Search-engine marketing optimization, keyword generation & management of client accounts.
- Worked with Google advertising, Yahoo search marketing, MSN advertising, Ask Jeeves advertising.

Colorado Gas Gathering & Petroleum, Rifle, CO

Summer 2007

Polyethylene Pipe Fusionist

- Fusing fifty-foot polyethylene pipeline sections and laying natural gas pipeline.

PROFESSIONAL ACTIVITIES & VOLUNTEER WORK:

- American Society of Mechanical Engineers - student member.
- People to People Student Ambassador representing the U.S. in England, Ireland, Scotland, & Wales.
- National Student Leadership Conference elementary school revitalization project in Washington D.C.
- Mission Trips: Montana Blackfeet Native American Reservation & Wyoming church camp revitalization.

UNDERGRADUATE RESUME (FRESHMAN)

First Semester Freshman

newatcsm@mines.edu

303.273.3233

6345 Saguaro Rd
Farmington, NM 83333

Thomas 123
Golden, CO 80401

Education

Colorado School of Mines, Golden CO

B.S. May 2015

Major: Engineering – Mechanical Specialty

Ponderosa High School, Parker CO

Diploma May 2012

Honors and AP Courses

GPA 3.84

Skills / Strengths

- **Computer:** Microsoft Office (2003 - 2010): Excel, Outlook, Access, Word, PowerPoint.
- **Laboratory:** Safety measures, chemical preparation, titrations, documentation.
- **Communication:** Excellent public speaking, technical writing.
- **International:** Current US Passport, Bilingual English/Spanish.
- **Other:** Organized, problem-solver, good team and leadership skills.

Relevant Experience

CSM EPICS I Engineering Team Project: Oil Distillation Unit for Kenyan Micro-Economy

- Researching specifications of materials available, cost, and portability for unit
- Designing model using SolidWorks
- Constructing prototype to 1:2 scale for demonstration purposes
- Presenting proposal in technical paper and public presentation

Employment

Colorado School of Mines Career Center

August 2010- Present

Student Assistant

- Assisting walk-in students with questions and logistical issues
- Interacting with employers in a professional and helpful way
- Assisting with set-up of information sessions and other events

Wild Willy's Catering Company, Parker, CO

Summers 2008 – 2010

Catering Employee

- Worked as prep cook and line cook

Activities/ Community Service

- National Honor Society
- Volunteer – Parker Hospital, Parker Task Force, and Civil Air Patrol
- Civil Air Patrol, Activities Director on Cadet Staff
- Lacrosse

Interests

- **Outdoors:** Skiing, Mountain Biking, Camping, Rock Climbing, Trail Running, Hiking
- **Mechanical:** Cars, Engines, Aerospace
- **Science/Biology:** Disease research, Biomechanics/biotech, DNA research

Ima Masters

1600 Maple Street #37
Golden, CO 80401

303-273-3235
myemail @mines.edu

OBJECTIVE:

Colorado School of Mines Geological Engineering major with excellent field, laboratory, and technical writing skills, seeks summer internship to apply skills to the goals of environmental consulting company.

EDUCATION:

Colorado School of Mines

Hydrological Science and Engineering

M.S. May 2012

3.45 GPA

Geology and Geological Engineering

B.S. May 2011

3.5 GPA

Affiliations: Engineers without Borders, American Water Works Association,
Association of Environmental & Engineering Geologists, Society of Women Engineers

RELEVANT EXPERIENCE:

Colorado School of Mines Research Project: Effects of Mine Discharge Into Clear Creek Headwaters

- Field study in conjunction with US Geological Survey professionals
- Designed and installed piezometer network
- Measured physical parameters including stream discharge, cover, and sediment size
- Collected water samples for laboratory analysis
- Assembled and sorted benthic macroinvertebrates
- Documented information and prepared technical paper/presentation for industry conference

CSM EPICS Team Project: Water Desalination Unit Design

- Researched with team of five to determine logistical, material and cost specifications
- Designed model of desalination unit, using SolidWorks
- Constructed 1:10 scale prototype
- Presented final product in demonstration with technical paper to faculty judges
- Personal contribution: 75% of SolidWorks design, project management/time organization

SKILLS:

- **Field:** pH and conductivity meters, discharge meters, CHEMetrics, piezometer installation, tracer tests, geologic mapping
- **Laboratory:** Micromilling, benthic invertebrate subsampling, water sample preparation
- **Computer:** PHREEQC, WARMP, Hydrus 1-D, Modflow, SolidWorks, Autocad, Mathcad, Sigmaplot, Minitab
- **Communication:** Public speaking, oral presentation skills, technical writing
- **International:** US/Italian Citizenship; current passport. Multilingual: English/Italian/Spanish

RELATED COURSE WORK:

Hydrogeology, Aqueous Geochemistry, Watershed Hydrology, Forest Hydrology, Analytical Hydrology, Petrology, Sedimentary Systems and Processes, Mathematical Modeling of Groundwater Systems

ACTIVITIES/INTERESTS:

Running, mountain biking, skiing, climbing

ADVANCED RESUMES—MASTER’S & PHD

Putting together a resume for a typical student or recent graduate is very different from constructing an effective document for a Master’s or PhD student with significant experience. With more experience, your resume should be a showcase of your track record, demonstrating to a potential employer what you can deliver to solve their problems or contribute to performance and profitability. However, there are different ways to showcase your assets that will depend on what your purpose is and who your audience is.



THE CURRICULUM VITAE (CV)

A proper Curriculum Vitae is something that every professional should develop and carry through the years, adding to it as more experience and relevant activities are acquired. In addition to using a CV for advanced positions (particularly in the fields of academia and research), such an expanded resume may be more appropriate when applying for positions outside the United States, as international employers expect a more detailed document than is utilized typically in the U.S. Below your name and contact information on the CV will be listed, in varying amounts of detail and in order dependent on the receiver of the document, many of the following:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Objective specifying career path. • Summary of relevant qualifications. • Education beginning with your post-grad, grad, then undergrad degrees. • Listing of all relevant course work. • Experience in research. • Description of your dissertation. • Publications (published, in process, and under submission) in proper form, with dates. • Presentations. | <ul style="list-style-type: none"> • Professional licenses and certifications. • Professional memberships. • Academic or professional awards. Continuing education seminars. • Grants and fellowships. • Committees, community involvement • Work experience – paid or unpaid. • Technical skills. • International experience, foreign language. • References. |
|--|---|

Tailor each resume to include the accomplishments that relate to a particular employer’s needs. Prepare an inventory of achievements from which you individualize each resume version. Here are some tips to consider:

- Determine the layout based on the priorities of the position.
- When writing the summary, specify three of four skills that match the employer’s needs. These highlights can appear either in a short introductory paragraph or a “bullet” format.
- Lead with relevant experience, rather than educational background.
- List responsibilities and define with accomplishments in a quantifiable manner. Describe the outcome. For example: “Proposed and tracked \$500K annual departmental budget. Only division to meet deadlines and operate within budget during past three years.” Such a statement of achievement reveals your problem solving and leadership abilities.
- Determine your resume’s length based on accomplishments. An experienced candidate often brings a history of definable actions and proven results to expand the resume to more than two pages. Do not fall prey to the folly of a 14 page CV listing every award, membership or accomplishment. It may dilute the focus with too much information.

Grant Grad Student

3333 33rd Avenue, Denver, CO 80220

303-333-3333

sgstudent@mines.edu

PROFILE

PhD chemist with experience in polymer and nano-materials science seeking full time industry position.

EDUCATION

Colorado School of Mines – Golden, Colorado
Applied Chemistry - Material Science Minor

M.S. May 2011

PhD December 2013
GPA 3.86

University of Arizona – Tucson, Arizona
Chemistry - Math/Physics Minor

BS May 2003

SKILLS

Instrumentation: Static and dynamic light scattering, single particle optical sensing, nuclear magnetic resonance, UV-Vis spectroscopy, differential refractive index, FTIR, inductively couple plasma optical emission spectroscopy, atomic adsorption, transmission electron microscopy, scanning electron microscopy, matrix assisted laser desorption/ionization time-of-flight mass spectrometry (MALDI-TOF MS), thermal gravimetric analysis, differential scanning calorimetry, energy dispersive x-ray fluorescence

Separation techniques: Thermal field-flow fractionation, asymmetrical and symmetrical flow field-flow fractionation, high performance liquid chromatography (HPLC), liquid chromatography at critical conditions (LCCC), size exclusion chromatography (SEC), gas chromatography

Communication: Technical and grant writing, oral conference, seminar and research update presentations (US and international). Published in *Progress in Polymer Science* and *Analytical Chemistry* (Full list available).

Computer: Origin Pro, ASTRA V and 4X, Chrom & Spec, Origin GPC, Facility Net, Delta, Microsoft Office

RELEVANT EXPERIENCE

CSM Chemistry Department

Chemical mechanical planarization (CMP) slurries

- Developed general particle metrology platform to detect and characterize low populations of particles > 0.3 μm in diameter present in nanoparticle formulations.
- Developed platform addresses lack of technology available to assess critical particle size range of 0.2 – 2 μm .
- The platform has broad reaching impacts in the semiconductor to help improve integrated circuit manufacturing by reducing chip surface defects and pharmaceutical industries to monitor protein aggregates

Postdoctoral Research

9/09 – Present

CSM Chemistry Department

Nanoscale materials

- Simultaneous composition, architecture and molecular weight characterization of polymers in a single analysis
- Validation of theoretical models predicting the effect gold nanorod (GNR) size on optical properties
- Improved MALDI-TOF detection of low molecular weight polymers (< 1 kDa) using nanoparticle matrices

Doctoral Research

8/04 – 9/09

Thesis: Thermal Field-Flow Fractionation of Polymers with High Molecular Weight and Complex Architectures

Methods/instrumentation development

- First time theoretical prediction of optimum thermal field-flow fractionation (ThFFF) separation conditions
- Established guidelines for coupling online dynamic light scattering with ThFFF
- Created novel ThFFF instrument design decreasing analysis time 8-fold while sustaining resolution
- Developed fractionation method to sort GNRs into distinct populations with shape dependent optical properties

Colorado Petroleum Products Company

Chemist

7/01 – 8/04

- QA/QC and formulation manager for nationally branded automotive and specialty lubricants
- Logistics manager incoming raw materials, outgoing bulk products and packaging lines

Raytheon Missile Systems

Engineer

5/00 – 5/01

- Component chemical, contamination and failure analysis in support of existing production lines
- Collaboration with multidisciplinary teams to develop new projects and products

Grant Grad Student

3333 33rd Avenue, Denver, CO 80220

303-333-3333

sgstudent@mines.edu

PUBLICATIONS

Student, G.G. An overview on field-flow fractionation techniques and their applications in the separation and characterization of polymers. *Prog. Polym. Sci.*, **2009**, *34*, 351-368.

Student, G.G. Field-Flow Fractionation: Addressing the Nano Challenge. *Anal. Chem.*, **2011**, *83* (3), 634-642 (Feature article).

Student, G.G. A Theory-Based Approach to Thermal Field-Flow Fractionation of Polymers. *Anal. Chem.* Submitted October 29, 2010.

Student, G.G. Photon Correlation Spectroscopy for Polymer Separation by Field-Flow Fractionation. Chapter in Handbook of Spectroscopy - Section IX: Applications 2: Polymer Analysis, Wiley- VCH (in preparation).

PRESENTATIONS

Student, G.G. Thermal Field-Flow Fractionation of Polymers with High Molecular Weight and Complex Architectures. Colorado School of Mines, Department of Chemistry and Geochemistry, March 2009.

Student, G.G. Fractionation of Gold Nanorods using Asymmetrical Flow Field-Flow Fractionation: Investigation of Effective Radii, Aspect Ratio and Optical Properties. 6th Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy, Chicago, March 2009.

Student, G.G. Evaluation of Polymer Thermal Diffusion Theories Using Thermal Field-Flow Fractionation. Fourth International Symposium on the Separation and Characterization of Natural and Synthetic Macromolecules, Amsterdam, January 2009. (Top 10 poster).

Student, G.G. Flow-Through Photon Correlation Spectroscopy as a Detection Method for Liquid Phase Separations. Fourth International Symposium on the Separation and Characterization of Natural and Synthetic Macromolecules, Amsterdam, January 2009. (Top 10 poster).

Student, G.G. Nanomaterial Separation and Characterization. Cytec Industries, August 2008.

Student, G.G. Development of a novel thermal field-flow fractionation method for compositional analysis polystyrene-polyacrylate copolymers. 55th Pittsburgh Conference on Analytical Chemistry and Applied Spectroscopy, New Orleans, March 2008.

Student, G.G. Characterization of Quantum Dots by Flow Field-Flow Fractionation and Photon Correlation Spectroscopy. 20th AIChE Rocky Mountain Regional Meeting, Denver, August 2007.

Student, G.G. Thermal Field-Flow Fractionation of Acrylic Copolymers. 13th International Symposia on Field- and Flow-based Separations, Salt Lake City, June 2007.

Student, G.G. Non-Traditional Matrices for Polymer Analysis by MALDI-TOF Mass Spectrometry. 232nd ACS National Meeting, San Francisco, September 2006.

Student, G.G. Flow-through photon correlation spectroscopy as a detection method for liquid phase separations. 232nd ACS National Meeting, San Francisco, September 2006.

Student, G.G. Matrix Assisted Laser Desorption Ionization: Matrices and Mechanisms. Colorado School of Mines, Department of Chemistry and Geochemistry, October 2005.

GREG GRAD STUDENT

Ph. D Student
 1212 W. 12th Avenue
 Longmont, CO 801212
 303-222-2222
<http://www.linkedin.com/in/ggstudent>

SUMMARY

11 years of experience; continuous process integration engineering management & improvement, quality control analysis & management, chemical-biological-environmental engineering research & development, process and pilots, water, sustainable and renewable energy technologies.

EXPERIENCE AND ACCOMPLISHMENTS

AICHe, Denver Urban Gardens, Cole Art & Science Academy 2008 - current
 Technical Society and Community Leader

Private Renewable Energy Company, Golden CO July 2008 - January 2009 (contract)
 Process Modeling, Bioprocess & Fermentation Engineer

Developed process modeling techniques for a 2nd generation biofuels start up company that involved working with ASPEN Plus, Excel, Visto and proposing the use of new modeling software. Evaluated process schemes in terms of mass and energy balances as well as cost effectiveness. Performed development work in the areas of processes, scale-up, pretreatment, fermentation and product separations. Mentored development engineers when appropriate. Worked closely with research and analytical groups to develop research strategy for 2nd generation biofuels technology, performed related literature searches and then implemented ideas based upon management feedback.

Merrick & Company, Aurora CO January 2007 - June 2008
 Process Design Engineer II (hired as Process Design Engineer I)

Professional design and procurement tasks related to design of a large (1000 DTPD) cellulosic gasification to ethanol process; familiar with feed handling through fractionation and purification systems, also maintained a process description. Team review, analysis, back check and specification of equipment or skid packages represented by an ASPEN Plus model and P&IDs. Process lead for evaluation of a municipal solid waste (MSW) to ethanol process that involved championing investigation of SuperPro Designer as novel company software to perform mass and energy balances for a 1 DTPD pilot plant. Performed sensitivity analysis of developed models upon variation of operational conditions. Developed design of experiment for initial hydrolysis studies, reviewed results and coordinated pilot development with a third party research facility.

CEMEX, Lyons CO August 2003 - May 2006
 Quality Analyst

Supported process improvement by establishing, testing, and implementing quality metrics in the quarry, production areas, and the QC laboratory. Conducted characterization, physical and chemical tests (including x-ray fluorescence) of cement, and raw materials. Responsible for the upkeep of quality control (QC) standards and Standard Operating Procedures (SOPs). Managed and trained a quality control staff of six, reviewed daily results and reported at a daily morning meeting. Project work: Re-implement clinker microscopy program in coordination with corporate technical. Coordinated quality assurance testing of load out cement.

Colorado State University, Fort Collins CO
 Research & Teaching Assistant

January 2002 - August 2003

Developed and characterized optoelectronic enzymatic biosensors (recombinant *E. coli* based) for field and medical development. Developed electron paramagnetic resonance spectroscopy (EPR) techniques for phytoremediation of antibiotics research involving: elicitation of *Pistia stratiotes* with methyl jasmonate and salicylic acid to produce reactive oxygen species. In depth refereed literature review of several topics; current metabolic engineering of plants and microorganisms for the production of fuels and chemicals, process design options for transgenic *Nicotiana spp.* protein recovery, systems biology mathematics based grant proposal. Teaching assistant and mentored five undergraduate students in aspects of biosensor research.

Coke Cola High Country, Rapid City SD
 Quality Control Lab and Assurance Manager

October 2001 - June 2002

Managed quality control laboratory and plant wide quality programs for a food grade bottling facility. Responsible for environmental testing, state and federal regulatory compliance for facility water systems; production, waste, and sanitation. Implemented plant-wide Good Manufacturing Practices (GMP). Assured that QC standards were met during equipment sanitation, aseptic microbiological testing, and clean in place system operations. Served as point of contact for customers that resulted in coordination with the public, corporate offices, management, and legal services. Project work included: improving production efficiencies with statistics control methods that resulted in a 2% to 5% improvement in production, responsible for work order management, designed a tamper evident system for bulk water packages, managed preventative maintenance for water purification systems. Designed framework for ISO system and prepared QC documentation. Developed Visual Basic application to more quickly calculate daily production efficiencies.

Tate & Lyle North America (Formerly AE Staley), Decatur IL
 Cogen Area Production Engineer

May 2000 - July 2001

Managed water treatment for a 60MW cogeneration facility (demineralization, cooling tower, waste water, condensate and steam treatment). Also responsible for monitoring of and engineering of emissions systems. Production shift staff of six in a supervisor role. Monitored control systems: Allen Bradley Programmable Logic Controllers (PLC), boiler feed water instrumentation, and data acquisition systems (CIM, Intellution, and OSI Pi). Project work: design and installation of an automatic bleach system replacing chlorine gas for cooling tower water treatment, preliminary heat exchange system design to cool compressed aeration basin gases, designed condensate contamination detection system and implemented preventative maintenance and troubleshooting procedures. Constructed utility area Budget of Materials (BOM).

INTERNSHIPS

Minnesota Corn Processors Columbus, NE Summer 1999
Dow Corning Corporation Carrolton, KY Jan 97 - Aug 99

EDUCATION

Colorado School of Mines - Chemical Engineering PHD 2013
Colorado State University - Chemical and Biological Engineering M.S. 2006 GPA 3.62/4.0
University of Colorado - Engineering Management / Sustainable Engineering 2003 GPA 4.0/4.0
South Dakota School of Mines and Technology - Chemical Engineering B.S. 2000 GPA 3.1/4.0

PRESENTATIONS AND PUBLICATIONS

Presentations:

November 9th, 2010. Annual AIChE Meeting. Case Study: A Semester Class on Sustainable Management. The Town of Erie Colorado's Sustainable Water Treatment Management Project. Greg G. Student and Ima Master.

August 5th 2010. Colorado School of Mines. The Department of Environmental Science and Engineering-Mining and the Environment. Brief Overview of Biological and System Based Approaches for Engineering SMART Methods-Processes for Recovery of Heavy Metals. Greg G. Student.

March 23rd 2010 AIChE Spring Meeting. Biofuels and Sustainability Session. Process Development of Aquatic Macrophyte based Water Treatment and Biomass Processes: Towards Biofuel Sustainability Metrics. Greg G. Student.

December 10th, 2009. Colorado School of Mines Division of Engineering Colloquium. Development of Optoelectronic Enzymatic Biosensors. Greg G. Student.

November 19th 2009. ASCE Colorado Section Student Research Night. Biofuel Process Modeling and Sustainable Metrics, Integrating ASPEN Plus. Greg G. Student.

Posters:

June 2011. 3rd International Microbial Fuel Cell Conference, Leeuwarden Netherlands. Working Towards Innovation in the Water Energy Nexus with the Cheese Industry. Greg G. Student. Colorado School of Mines, Division of Engineering.

June 22nd -24th, 2009. Holistic Green Bioprocess and Genomics: GTL, Prepared for Bioenergy Sciences Retreat. Asheville NC, USA. Greg G. Student.

Publications:

In progress, LCA of a "Green School" Indoor Green House. Greg G. Student, Ima Master.

In submission, experimental work req'd. Analysis of Elicitation of Pistia stratiotes with Methyl Jasmonate and Salicylic Acid with Electronic Paramagnetic Resonance. Greg G. Student. Current address; Colorado School of Mines Division of Engineering.

In preparation. Mathematical Models of Optoelectronic Enzymatic Biosensors. Greg G. Student-present address: Correspondence: gstudent@mines.edu.

Technical Reports:

Sustainable Design Project: Innovating Urban Green School Outreach and Life Cycle Analysis. Greg G. Student. Division of Engineering, Colorado School of Mines, Golden CO.

Framework & Considerations for Sustainable Development: Attention Given to Anaerobic Digestion as an Example. Greg G. Student. Division of Engineering, Colorado School of Mines.

Computer Simulation Model 1.0 - Development with ASPEN PLUS, Simultaneous Saccharification Fermentation Design Criteria for Pilot Plants (Greg G. Student).

PROFESSIONAL ACTIVITIES

AIChE 2012 Leadership Development Conference Chair
Fall 2011 AIChE Meeting Co-Chairs: Sustainable Building Materials, Sustainable Water Use and Management
NCEES ChE PE Exam, Pass Standardization Committee (2011)

NSF sponsored Center for Sustainable Engineering Workshop, Syracuse, NY (2011)

AIChE Sustainable Engineering Forum Planning Committee (2011)

Sustainable Building Workshop Green Associate Exam Preparation (2010)

Co-Chair AIChE Fall 2010 Meeting #09G01 Sustainable Building Design Sessions I & II

Colorado School of Mines Graduate Student Activities Social Co-Chair (2010)

AIChE & RMI 10xE Planning Committee (2009)

Rocky Mountain AIChE Student Liaison - Programming (2009-current)

Licensed Professional Engineer in the state of Colorado (2009); #121212

MEMBERSHIPS

The American Institute of Chemical Engineers (AIChE)

American Chemical Society (ACS)

United States Green Building Council (USGBC)

Society of Industrial Microbiologists (SIM)

Association of Energy Engineers (AEE)

Society of Petroleum Engineers (SPE)

RECOGNITIONS

NSF Humanitarian Scholarship Program

Colorado Energy Strategy Group Scholarship

NSF ICOSSE-11 Student Travel Award (#1048263)

AIChE Local Section Shining Star Award (2010)

Colorado School of Mines Graduate Student Travel Award (2010)

Colorado Graduate Grant Awardee (2009, 2010)

Inductee, South Dakota School of Mines & Technology Leadership Hall of Fame (2000)

VOLUNTEER WORK

Denver Urban Gardens (D.U.G.) Master Composter Training (2011)

Cole Arts and Science Academy - Urban Garden & Indoor Green House Infusions (2010)

Alliance for Sustainable Colorado Volunteer

Alpha Chi Sigma - Alumni Secretary, Chemistry Tutor

Colorado State University Men's Soccer Club - Captain

Colorado Mathematics, Engineering, Science, Achievement (MESA)

Colorado Outdoors Volunteer events organized by REI

Habitat for Humanity

WEBSITES

<http://www.aiche.org/YoungProfessionals/ypab/officers.aspx>

<http://cheneched.aiche.org/author/student/>

BUSINESS COMMUNICATIONS

Business communications are an extremely important part of the job search strategy. From the initial contact through the response to an offered contract, written communications can be the key to your success. Beginning with a value-added cover letter, and including thank you and discussion letters to continue the conversation, your job search ends with your acceptance or decline letter. Each step of the way, professional communications convey a great deal to your possible future employer.

THE COVER LETTER (APPLICATION LETTER)

Although an individual company representative may say, “I never read cover letters,” approximately 60% of employers find a customized cover letter to be an important deciding factor between you and your closest competitor in determining who receives an invitation to interview. In any job market, you want to stand out and convince the employer that you are the right person for the job. For entry level applicants, projects and skill sets may appear similar. A good cover letter, personalized to the company and job itself, offers information that even a well-designed resume cannot:

- Communication skills that are vital to every organization.
- Organization and attention to detail as you address the company’s needs.
- Enthusiasm and clear intention in your focused career journey.
- Business sense combined with work ethic – going the extra step.
- Enhancement and enticement to look more closely at valued parts of the resume.

Keys to writing cover letters...Research the company’s products/services/mission statement and job description before beginning the cover letter. Know why you care about the company and job.

- Focus on the company’s needs and your specific abilities to address those needs.
- Use your resume header for a professional and cohesive look to your documents.
- Be clear, honest, totally error-free in writing. Proofread before sending.
- Keep the letter to one page, with three or four well-organized paragraphs:
 - **Introduction:** who you are, what job applying for, why you want the company.
 - **Matching tasks/skills:** what specific experiences and skills meet their needs.
 - **Additional relevant assets or experience:** including “soft skills.”
 - **Ask for the interview:** Thanks for consideration, request more discussion.



OTHER BUSINESS COMMUNICATIONS

Throughout your interactions with employers, there are opportunities to enhance the connections with good communications. Every time you meet with or speak with an employer, it is a time to send an email or, a delivered handwritten letter. Preparing each carefully will ensure that your letters are relevant, high quality, composed well, and without errors. These business communications include thank you notes, letters to revive a contact when time has passed, responses to job offers prior to actually accepting an offer, letters to other companies to inquire about status, and letters declining an offer while maintaining a positive business relationship.

“Make sure it's addressed (the cover letter) to the company that you are applying to - I saw several to other companies.”

ConocoPhillips

“Thank you letters are a rare treat and I am delighted to receive them.”

Caterpillar

Steve Student

999 College Drive
Golden, CO 80401

720-888-3434
sstudent@mines.edu

June 18, 2011

Hiring Manager
Pharmaceutical Division
Swanson Corporation
9933 Swift Street
Claire, MT 87233

Dear Hiring Manager:

In response to your posting for a Chemist on DiggerNet, I'm enclosing my resume. As an upcoming graduate with an M.S. in Chemistry from Colorado School of Mines in December 2011, my background, experiences and skills closely match your expectations for this position. I am particularly interested in Swanson because I have learned through both media and conversations with physicians I know of the importance of your medical research relating to Alzheimer's and Parkinson's diseases.

Since your position requires both laboratory technical competence and good written and verbal communication skills, I believe my experience and skills are a great match for this position. As a chemist, my experience and interests have involved the use and maintenance of instrumentation for characterizing and analyzing a variety of compounds, performing and attaining research goals. My current research has been directed towards the biological sciences and assimilation of neuropeptides and their unique properties. As an undergraduate at Mines, I excelled and gained much interest in analytical and physical chemistry along with other disciplines. During this time, I managed a research lab where I maintained instrumentation, organized experiments and documentation processes, and trained and supervised other lab assistants. My experience in these areas has given me the opportunity to perform basic laboratory tasks, as well as specific research projects, preparing technical reports, and making public presentations. These experiences were in collaboration with a diverse group of graduate students, faculty, and administration.

I appreciate your consideration of my resume and other credentials and look forward to discussing my various projects and experiences that relate to this position. Please contact me by email or by phone and let me know if there is additional information I can provide to show how my skills meet your needs. I look forward to talking with you soon.

Sincerely,

Steve Student

Paragraph Cover Letter

Steve Student

June 18, 2011

Ms. Mary Lou Nelson
Manager of Human Resources
Hammond Corporation
2900 Rosemont Boulevard
Rosemont, IL 60018

Dear Ms. Nelson:

As a current senior in Engineering Physics at Colorado School of Mines, I was pleased to see the position of Test Engineer in the DiggerNet job system. Reading the job description, I recognized myself and skills gained at CSM and would consider it to be both a great fit and an honor to work with Hammond, the company that provides the most complete integrated business software and hardware systems to clients around the world. I believe that my analytical, computational, experimental, and collaborative background would make me an exceptional addition to Hammond's team. Specifically, my skills match your needs as follows:

Team Needs	Relevant Qualifications/Experience
• Ability to define problems, plan, manage and execute projects.	• Lead design team as Project Leader in creation of alternative fuel (solar) garage
• Ability to collect data, establish facts and draw conclusions.	• Troubleshooting and analytical abilities. Reports, specifications, recommendations
• BS Degree in Engineering – Mechanical pref.	• B.S. May 2009 – Engineering – Mechanical
• Ability to travel internationally, especially to China.	• Current U.S. Passport; Have studied Chinese for two years.
• Ability to communicate with dealers, retail customers, engineers.	• Excellent communication skills; Student Body President, Mines Ambassador, Project Lead.
• Familiarity with DOT and EPA processes and regulations.	• Lead design team constructing model for entry in eVehicle race. Member of CSM Auto Club.
• Entrepreneurial attitude and spirit.	• Supported college education through wilderness guide business in summer.

While my education has developed my hard skills, it has also honed my soft skills. The success of a project depends on many components. Involvement in leadership activities has let me practice strong work ethics, time management, and outstanding communication skills with diverse, multi-disciplinary teams, and positive attitude.

Thank you for considering me for this position. I hope for a one-on-one opportunity soon to address any questions you have and further discuss my fit for this position.

Sincerely,

Steve Student

Sample Application Cover Letter

To: mweatherby@worldtech.com
From: sstudent@mines.edu

Subject: Project Engineer Position Offer

Dear Mr. Weatherby –

I was very pleased to receive your email of September 30 with an offer of employment as a Project Engineer for the World Tech plant located at Semolina, CA. From my interview experiences with the members of your team, and a visit to your laboratory in Semolina, I am very impressed with the company and the employees. I know it would be both an honor and a good fit for my skills; however, before I make my decision on this exciting offer, I must request some additional information. This is an important decision for me and I want to make a well-informed one, as I honor my commitments.

The specific questions that I would like to discuss include the following:

- I would like to review the full benefits package, to fully understand all the details, including my out-of-pocket costs for items such as medical insurance.
- During the interview, it was mentioned that relocation assistance was one of the benefits, however I did not see it mentioned in the offer letter, as starting at this location would necessitate transporting my belongings and acquiring an apartment with utilities at least a week prior, this is important.
- I need to ask if there is any flexibility in the stated annual base salary.
- In view of the questions that I have prior to making my decision, I must request additional response time. I would like to discuss this over the Fall Break with my mentor and family and respectfully ask if the October 10 response date could be moved to October 20.

I will phone you to be sure that you have received this and see if you would like to schedule time to discuss the points above. As some of the qualities we discussed in my interviews were an attention to detail and commitment to seeing the best for all involved, I hope you understand that this is an important decision for me because, once decided, I keep my agreements. Thank you again for this great offer to join your team.

Sincerely,

Steve Student

Sample Offer Response Email

To: mweatherby@worldtech.com
From: sstudent@mines.edu

Subject: Steve Student Application – Project Engineer

Dear Mr. Weatherby –

I appreciated the opportunity to talk with you yesterday on the Colorado School of Mines campus about my fit for your Project Engineer position. Your insight as an alumnus from the MME department and our common experiences as team leads in both intramural sports and Senior Design projects made me even more confident that my skills would be useful to World Tech. Our discussion of the company's commitment to increasing health and safety through nanotechnology in medical applications convinces me that I would want my career to be with World Tech.

I understand that the next step is determination of who will be invited for a site visit at the Tulsa, Oklahoma office. If there is anything else I can provide you to convince you that I am the person for this job, please let me know. My resume is attached for your convenience. I look forward to hearing from you soon.

Respectfully,

Steve Student
B.S. Engineering Physics
Colorado School of Mines

Sample Thank You Email

Steve Student

999 College Drive
Golden, CO 80401

720-888-3434
ssstudent@mines.edu

June 18, 2011

Elizabeth Simpson
Biochemetrics Division Director
Henshaw Corporation
3333 North 11th Avenue
San Antonio, TX 72224

Dear Ms. Simpson:

I would like to express my appreciation for considering me for the Project Engineer position. All of my research of the Henshaw Corporation, and my interactions with the members of your staff who I met at Career Day and the interviews that followed, further reinforced my appreciation for the high ideals of quality service and social responsibility of your organization.

It is with the utmost respect and some regret that I must inform you that I have made the decision to accept an offer with another organization that more closely fits my career direction at this time. Please remove me from your list of candidates. I wish you the best in your endeavors to find a great fit for this position and for Henshaw Corporation's continued success.

Again, thank you.

Sincerely,

Steve Student

Sample Decline/Remove from Consideration

Steve Student

999 College Drive
Golden, CO 80401

720-888-3434
ssstudent@mines.edu

June 18, 2011

Elizabeth Simpson
Biochemetrics Division Director
Henshaw Corporation
3333 North 11th Avenue
San Antonio, TX 72224

Dear Ms. Simpson:

I would like to thank you again for the opportunity to be considered for the Project Engineer position for which I interviewed at Colorado School of Mines in May. Knowing that you are evaluating applicants for this position since the May 31 closing date, I am writing to you because I have recently received an offer and am facing a decision deadline. Because I am very interested in Henshaw Corporation and value your commitment to quality and safety, I am hesitant to make that decision without first asking if there is any input you could give me at this time regarding your timeline for notifying me if I am still under consideration for the Project Engineer position.

I am a person who thinks carefully before making a decision because I do honor my commitments. Please let me know if there is anything else that you need from me at this time, to determine if I am a fit for the needs of your company. I appreciate your understanding of the short amount of time I have to return my decision on the offer in place.

Respectfully,

Steve Student

Other Offer Pending – Status Request

REFERENCES

A good job reference can dramatically increase your chance of moving from a "prospective" candidate to "the employee" an employer has been looking for. The importance of references increases the further you move upwards in your career. References are power hitters in the hiring process because they provide validation of your claims to be a superior performer and candidate. Many people take references for granted, but having a person's name on your list is not a guarantee of a good job reference. Even if the interview went well, you're likely to miss out on the job opportunity if you receive a less than glowing recommendation.



Never use a name or contact as a reference without their permission. Common sense works well when it comes to references. Always remember to ask politely and know the person long enough before asking for the reference. Talk with your references so they have the tools in hand to describe your core and exceptional attributes that support your career targets and choices. Offer talking points and job descriptions as resources, along with your resume or information of how your goals/skills relate to the qualifications of a position. Make sure you have good contact information and keep it updated, as people move and phone numbers change. Keeping good references also means keeping good friends, and in the world of work we need good friends sooner or later. Send a thank you note if someone serves as a reference for a specific position for which you are a finalist, regardless of the outcome for you.

REFERENCES

There are three types of reference: personal or character reference, academic reference, and most commonly, a work or professional reference.

ACADEMIC REFERENCE

When employers ask for an academic reference they are looking for confirmation of learned experience, learning style or learning ability. An academic reference should be a college professor or some other teacher under whose guidance you trained or learned a certain skill.

PERSONAL REFERENCES

When a personal or character reference is asked for, an employer is interested in responsible people who know you and can vouch for your good sense. Basically, a personal reference is someone who is not related to you and has not worked with you. A mentor, minister or other respected peer or advisor who has known you at least a year could provide a strong character or personal reference. A personal reference would obviously not be in a position to comment on your professional skills and capabilities and should never be listed unless requested.

PROFESSIONAL REFERENCE

A professional reference is somebody who was your employer, overseer or supervisor, while a work reference is a peer or co-worker, although these terms are sometimes blurred. (If you are not sure what the employer is looking for, simply ask.) They tell the employer directly about what kind of an employee to expect. Supervisors who have helped you learn and grow can make great professional references. To show your team skills, co-workers who worked closely with you as an individual, or even co-workers in other departments who admired your work are good choices.

REFERENCE FORMAT

Use your resume header for a professional look. Two examples of reference page formatting follow.

STEVE STUDENT	5585 Graduate Lane Golden, CO 80401	(720) 555-7056 sstudent@mines.edu
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REFERENCES

Name	Phone	How you know this person.
Title as applicable Company	email	
Professor Dept Colorado School of Mines	Phone Email	Advisor for
Mr.	Phone Email	Supervisor, work study
Ms.	Phone Email	Coach

STEVE STUDENT	5585 Graduate Lane Golden, CO 80401	(720) 555-7056 sstudent@mines.edu
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REFERENCES

Title	Title
Mailing Address	Mailing Address
Phone	Phone
Name	Name
Organization	Organization
Email	Email
Title	Title
Mailing Address	Mailing Address
Phone	Phone
Name	Name
Organization	Organization
Email	Email

INTERVIEWS

Each year, an average of 3,500 - 4,000 on-campus interviews occur at CSM, scheduled by the Career Center. Types of interviews include initial one-on-one, panel, phone, video (including Skype), second, and on-site interviews. From freshman to PhD, acquiring an internship or full-time position usually depends on involvement and competence in the interview process.



Watch DiggerNet well in advance to submit an interview request by your resume and cover letter, then await the recruiter's pre-selection decision to discover if you have been chosen to interview. If an information session is offered before the interview date, it is critical to attend, offering additional information that will improve the content of your interview answers, or even a possibility to earn an interview timeslot if you were not originally chosen by the employer. Workshops throughout the

academic year to help you increase your interview skills, as well as live and online resources provided through the Career Center can make a big difference in the content and the confidence of your interview conversations. Qualities employers seek to evaluate during interviews include:

- Self-confidence, realistic assessment of strengths and limitations, goal setting, initiative.
- Mature behavior and judgment in handling assignments and situations.
- Communications skills, the ability to interact with others, and listen actively.
- Leadership potential, demonstrated both in extra-curricular activities and on the job.
- Personality, enthusiasm, poise, cheerfulness, flexibility, sense of humor.
- Patterns of accomplishment.
- Problem solving and analytical abilities.
- Interest in and knowledge of your career field.
- Work ethic, acceptance of responsibility, ability to keep commitments.
- Appearance, dress, and grooming.

REMEMBER THE 5 P'S OF SUCCESS:

Plan	Know the time, location, have the proper attire clean/pressed, documents ready.
Prepare	Review company research and the details of your own projects, skills, qualities.
Practice	Practice (do not memorize) your greeting and responses to typical questions.
Personal Appearance	Arrive on time (10 minutes early), dressed for success.
Performance	Listen well, respond confidently.

USE STAR TECHNIQUE:

S	Situation	Explain the why/when/where of your short story.
T	Task (or Trouble)	Describe the project and/or challenge.
A	Action	Detail your contribution to make it successful.
R	Result	Positive outcomes, including success and/or learning.

ONE-ON-ONE INTERVIEW

Employers use a variety of interview techniques and settings to determine your skills and fit. The face-to-face interview is the most common.



Before the Interview:

- Do have your “dress for success” clothes ready, and gather extra resumes, list of references, unofficial transcript, the job description, a few examples of technical writing, Excel use, SolidWorks, and notepad/pen. Use a simple but attractive padfolio to organize materials and convey professionalism.

When You Arrive:

- Do arrive 10 minutes early (not too early and **never** late). Greet the receptionist or assistant and all representatives of the organization with courtesy and respect.
- Don't chew gum. Do accept a small drink (water) from your interviewer!
- Do turn OFF your cellphone. Unless there is a true impending emergency, it will wait.

During the Interview:

- Do keep answers honest, positive, using specific examples to illustrate and to leave a clear impression. The STAR technique can help keep you on focus, concise, and timely.
- Do smile, have good but relaxed posture, eye contact, and enjoy the conversation.
- Do allow yourself time to pause and consider before formulating answers. Do breathe!
- Do have good questions to ask the interviewer(s) about the company, job, your fit for the team.
- Do close the interview by telling the interviewer(s) that you want the job and ask what the next step is.

Follow-Up for Any Interview Situation

- Assess the experience, making notes of particular conversation items that either strengthened your interaction, or that you feel you can add more comment to. Send a thank you within 24 hours, personalizing it to reference the conversation so that they can better recall who you are.

PHONE INTERVIEWS



Screening and sometimes more in-depth interviews may be conducted over the phone to help employers determine if you meet the basic qualifications for a position. Screening interviews are generally handled by a representative of the HR team and tend to follow a set format, often asking behavioral or situational interview questions. General rules for interviews still apply:

- Do prepare as for any interview with full research of the company and review of your resume.
- Do request a time that is ideal and choose a location to insure that reception (and battery) will not present difficulties. Mines' Career Center can help schedule an interview room with a landline phone.
- Do have a few bulleted notes on research, resume and support materials in clear sight in front of you.
- Do listen carefully to questions, take brief notes to keep answers focused on the stated questions.
- Do answer concisely but thoroughly, giving specific examples to illustrate qualities and skills. Use STAR.
- Do be aware of body language even if the interviewer cannot see you: good posture, smile while talking to give voice inflection and interest, perhaps stand to give voice depth.
- Do not hesitate to ask for repetition or rephrasing If you cannot understand the interviewer's question; repeat back the question to be sure you answer appropriately.
- Do ask questions you have developed from your research for the company to show your interest.
- Do ask for the interviewer's contact information and what the next step in the hiring procedure is.
- Do follow-up promptly within 24 hours.

PANEL INTERVIEWS

Group interviews are generally conducted by three or more people, presenting varied departments with the company. Representatives generally ask questions that relate to their areas of interest and expertise.

- Do gather business cards and arrange in front of you in configuration of their seating in the room.
- Do direct your answer to the person who asks the question, but maintain eye contact with others.
- Do consider it an enjoyable conversation and chance to get to know several people.
- Do send a thank you note to each of the participants, personalizing with comments or questions specific to that individual or division.



SKYPE OR VIDEO CONFERENCE INTERVIEWS

With the increase of technology and also increase in time demands on employers, more distance interviews are being conducted. The Mines Career Center can provide you with a professional setting for these types of interviews, scheduling location and time for you and the employer. If you receive notice from a company that they will be utilizing this form of interview, contact the Career Center immediately with contact information for the interviewer. Scheduling a “practice session” with Career Center staff can help you to present in a natural and focused way.

LUNCHEON INTERVIEW OR “SOCIAL EVENT”

The purpose of a less formal setting to “get to know you” is still an interview, as you will be observed to determine both your fit for the team and to assess how well you handle yourself in social situations. You could be dining with your potential boss and co-workers along with HR professionals. Wear appropriate attire, staying more conservative and professional. Choose your food carefully, and select light, healthy and easy things to eat. Steer clear of spaghetti or other potentially messy foods. Gracefully declining, or at least minimizing alcohol even if others drink, is best. Have your “30-second introduction” ready as you meet various members of the group.



INFORMATIONAL INTERVIEWS

This is not a tactic for acquiring a position – it can clarify your career direction into a particular industry, or type of position by having conversations with workers already in these positions. The advantages include learning more about the realities of working in a particular occupation or field to confirm or clarify your preconceived ideas, discover areas you can improve in your resume or interview skills, expand your network of business acquaintances.

- How did you get interested in your career? Would you make the same choice again?
- What knowledge, skills and experience are necessary?
- What education and training are useful beyond the degree that I have now?
- What do you do in a typical day?
- What do you like best about your career choice? Dislike?

“Be interested and knowledgeable about the company so you can ask questions not limited to training program or location. Make your answers thoughtful and more than one word. Ask for business cards so you can follow up with a thank you email or letter. Never be afraid to interview the interviewer!”

Marathon

“30-SECOND INTRODUCTION” EXPANDED TO 2 MINUTES FOR THE INTERVIEW



As you can see by my resume, I am currently a junior in Engineering Physics. From the time I was six years old standing on a chair to help my dad work on cars and air conditioners, he called me “the engineer.” I came here from Washington State, appreciating Mines as the toughest (and best) school around. I chose this major because it gives me a deep understanding of the way things work and great skills to apply to a variety of industries from aerospace and manufacturing to energy of all sorts. I toured your Littleton plant, seeing similar equipment to what we are using here at Mines, and learning more about the amazing projects you are involved in. This summer, I really enjoyed field session, using oscilloscopes and vacuum equipment. I know that, in addition to my technical abilities, I offer your team my experience working with diverse groups both through school projects and my extracurricular involvement in SPS; I have an extremely strong work ethic, as I am quality driven and very detailed oriented and organized. That’s why I’m here and why I am very interested in an internship with you, Lockheed Martin, because I’d love to be part of the important work you are doing such as the Orion project.

TYPICAL INTERVIEW QUESTIONS

- Tell me about yourself.
- What was it about our job description that attracted you to apply for this job?
- Why did you choose this school and the major you are studying?
- Tell me about a time that you worked with a team – what was your role?
- Tell me about a project that did not turn out very well – what did you do to improve it?
- What would you say are your top qualities that you would bring to our team?
- How about a weakness? What would that look like and how do you overcome that?
- Tell me a time that you had to make an ethical decision...or a risky one...or an unpopular one.
- Why should we hire you instead of one of the other School of Mines applicants?
- How will you gain the respect of the employees who have been in the company a long time?
- Do you think your GPA is a good indication of your academic achievement and type of employee you are?
- How do you work under pressure, or with multiple projects and deadlines?
- How would a past employer describe you?
- What are you most proud of...what are your major accomplishments?
- Where do you see yourself in five years?

For a complete list of interview questions go to:

**[http://careers.mines.edu/
Stu_Interviewing.html](http://careers.mines.edu/Stu_Interviewing.html)**

QUESTIONS THAT YOU CAN ASK THE INTERVIEWER

- Can you explain a typical project that I would be working on?
- What would “a day in the life” of this position look like?
- Why did you come to work with this company? What is it that YOU most appreciate about this company?
- What do you see as the qualities or concepts that the company most values in an employee?
- How are employees’ leadership responsibilities and performance measured? By whom?
- What is the organization’s plan for the next five years, and how does this department fit in?
- What do you think is the greatest opportunity facing the organization in the near future? New products or services? New geographical areas?
- Now that we’ve had a chance to talk, is there anything else I can tell you to show I would be a good fit.
- Twelve months from now, I want you to tell me that hiring me was the best decision you have made the whole year. What needs to happen for us to have that conversation?.
- What are the significant trends in the industry that affect this company the most?

QUESTIONS TO NEVER ASK THE INTERVIEWER

- What does your company do?
- How long is the vacation?
- How many sick days do I get?
- If I work through lunch, can I get off early?
- Would I have to work overtime in this job?
- How much would I get paid?
- How long would I have to work in this position to apply for a different one in the company?
- Does your company do drug tests? Or credit checks?
- Are there other jobs available that I might like better?
- Does your company look at Facebook before making hiring decisions?



MY PERSONAL STORIES / EXPERIENCES

This is a worksheet to allow you to jot down a few keywords that illustrate answers to help you begin your STAR.

Situation	Task	Actions	Result
Choice of Mines:			
Choice of Major:			
Favorite Class:			
Team Projects:			
Team Projects:			
Individual Projects:			
Taking Initiative:			
Risky Decisions:			
Accomplishments:			
Top Strengths:			
Top Strengths:			
Top Strengths:			
Weakness / How Corrected:			
3-5 Year Plan:			
How I will ask for the job:			

SITE VISIT INTERVIEW

A site visit is an invitation to travel to the employer's location to be further evaluated. The primary purpose is to allow the employer to get a better idea of you as a member of the "team," to screen you for fit. Much of the hiring decision at this point will result from good personal chemistry, whether the additional employees you meet are comfortable with you and can envision easily interacting with you in the workplace. It is important to acknowledge all invitations for site visits in writing (whether accepting or declining a visit). Only accept invitations from employers in whom you have a genuine interest.

PREPARING FOR THE VISIT

Clarify all travel details with the employer. You may want to have a pad of paper and pen near your phone so you can jot down this information during a phone call with an employer. Be certain that you clarify the date itinerary of the visit, lodging, local transportation, site contact person's information, travel/flight information, and reimbursement procedure (if applicable).

Mentally summarize your on-campus interview. What went well or was well-received? Whatever it was will give you clues to what the company is really looking for in a candidate. Conduct some additional company research so you know what work is done at the specific location you are visiting. Review your resume, personal experience/projects, and interview questions from prior section.

Consider your wardrobe for the visit carefully. Plan to wear an outfit appropriate for the visit. Normal business attire such as you wore to the campus interview is appropriate. You will also want to ask your contact person for additional wardrobe suggestions or requirements. Other items to bring can include carry-on luggage; coursework for evenings or lulls in travel; extra resumes, transcripts and reference lists; padfolio, pens, and pencils; travel clock, writing samples, project and/or summer reports; and boots or any type of outdoor wear needed.



THE INTERVIEW

Anticipate a full day of interviews, meeting people, seeing facilities, and gaining a glimpse of the community. Plan to make notes of pertinent facts and impressions about the visit whenever you have the opportunity. You will be exposed to a lot of information and insights into the job. Many employers schedule several candidates for visits each day. Some of these persons may be from other schools. Keep in mind that you are being measured against these other applicants and you should retain your poise and professional bearing.

Be prepared also for a very busy schedule while you're with the company. You can expect to be asked the same questions over and over. Occasionally you may be interviewed by a group of people or find yourself one of a group of candidates being interviewed. An employer may outline a problem which the company is currently facing and ask you for suggestions on how to solve it. Remember, most employers won't really expect a brilliant solution, but they will be interested in how you approach the problem to analyze possible alternatives. Stay calm and think carefully about your answers. Take your time. Your performance will be a measure of your maturity in difficult situations.

After the visit, make sure that you write a thank you note to those individuals with whom you met as soon as possible. Also, settle travel expense reimbursements - make a copy of all receipts before sending them to the employer.

JOB OFFERS

Receiving a full-time job offer (or multiple job offers) can be very exciting. However, one should proceed with great caution. How you handle receiving an offer is very important. When first notified that you will be receiving an offer, be enthusiastic, appreciative, but stop short of accepting the offer. Look always for the win/win, as the relationship with the company that may become your new employer is of greatest importance. Knowing your personal values and facts before you receive offers is very helpful, but definitely as soon as you begin to receive offers you must do your research. As shown on the chart, start with what is most important to you.

CONTRACT EVALUATION

Let the employer know that you are pleased to consider the offer and need to see the entire package so that you can make an informed decision. Once you have made a decision to accept a position, it is very important that you honor your word, so know the details ahead of time. Things to watch for include:

- Job title, and location, primary duties.
- Base salary and any bonuses or other moneys not included in the base salary.
- Out-of-pocket expenses for any items including monthly health insurance premiums.
- Timing of reviews with performance rewards clarified.

Factor	Importance to You (1-5; 1 highest)	Rating for the Company (1-5; 1 = highest)
Geographic location		
Good benefits package		
Salary		
Stability of the company		
Scope of work (tasks,setting)		
Integrity		
Diversity		
Atmosphere		
Social conscience		
Opportunity for advancement		
Challenging work		

Resources to utilize in your “reasonable salary” research can include the most recent published Colorado School of Mines Outcomes Survey, available in the Mines Career Center or at <http://careers.mines.edu>; www.salary.com, www.careeronestop.org, www.payscale.com. Information received from these sources should be considered only a suggestion...modes of data collection vary and it is best to consider the range – not specifics or averages. Initial salary offer may be influenced by many factors:

- Type of industry or size of company (may influence starting salary offer).
- Geographic location (use resources to determine cost of living variations).
- Level of responsibility (a lower position may be a good stepping stone).
- Law of supply/demand – many applicants for a desirable position.

RULES OF SALARY NEGOTIATION

- Use integrity and negotiate only for a position you would accept – not as a way to increase another offer.
- Do notify other companies that you have an offer in hand to allow their timely reaction.
- Know your acceptable range for the position.
- Discuss negotiations with respect, confidentiality.
- If base salary is not negotiable, other items may be, e.g. signing bonus, extra vacation.
- Know when to stop discussing and make a decision.
- On accepting an offer, notify other companies that you are no longer available.

[illegible][illegible]



RESUME & SKILLS



INTERVIEWS



MAJOR CHOICE



CAREER EVENTS



CONOCOPHILLIPS



DIGGERNET



OPTIMAL RESUME



MINES' SALARIES



STAFF CONTACTS



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