

TOOLS FOR
ENGINEERING
YOUR JOB SEARCH

THE MINES STRATEGY



COLORADO SCHOOL OF MINES
EARTH • ENERGY • ENVIRONMENT

COMMUNICATE | EDUCATE | COLLABORATE | EMPOWER | CONNECT



MISSION

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



THE MINES STRATEGY:

TOOLS FOR ENGINEERING YOUR JOB SEARCH

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We are grateful to the entire staff in the Career Center, Mines Executive Administration, President's Committee on Diversity, the Alumni Association, and the Mines Faculty and Staff for your wonderful support and contributions.

Colorado School of Mines Career Center staff is committed to embracing the inclusion and diversity of our campus community, thereby creating equal opportunity for everyone. We feel that acknowledging, respecting, and promoting each student and graduate, with his or her distinctive combination of age, sex, gender (including gender identity and gender expression), race, ethnicity, religion, national origin, disability, sexual orientation, veteran status or military service, and socio-economic background, brings a creative, innovative, and valued new workforce to our family of employers.

Title IX is a federal law that protects individuals from discrimination based on sex and gender in educational programs or activities, including the provision of career services. Mines takes its Title IX obligations seriously and is committed to providing a campus community free from gender-based discrimination. Gender-based discrimination, including sexual harassment, sexual violence, stalking, and domestic violence, is prohibited within the Mines campus community. It is important to note that Mines policies regarding Title IX apply to any individuals who come to the Mines campus or interact with Mines students, faculty or staff on or off campus. Through this notice, recruiters and employer representatives are advised that any form of sexual harassment and sexual violence against Mines students, faculty and staff is strictly prohibited. Similarly,

Mines community members are prohibited from engaging in sexually harassing or sexually violent behavior towards recruiters and employer representatives. If you or someone you know has been impacted by these issues within the Mines community, appropriate resources are found at: inside.mines.edu/POGO-Title-IX.

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THE MINES STRATEGY: CAREER SERVICES



Professional career development is integral to the success of Mines graduates and to the mission of Mines. All Colorado School of Mines students will benefit by working with the Career Center to acquire the necessary job search skills. 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. Career services are provided to all students and 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, located on the student's homepage of DiggerNet.

ONE-ON-ONE CAREER ADVISING

Finding your professional passion and ideal career path is a journey. The Career Advisors are equipped to help you with this process through exploration and evaluation of your interests, strengths, values, and skills.

RESUME, COVER LETTER, AND FOLLOW-UP COMMUNICATION ASSISTANCE

The Career Center staff can help you with creating a value-added resume or CV and strong customized cover letters that best present your qualifications for strong marketability and increase your conversion rate of resumes submitted to interviews obtained. Explore the resume and letter section of this manual for tips and samples.

PROFESSIONAL JOB SEARCHING AND INDUSTRY PANEL WORKSHOPS

Presented by Career Center staff and top company recruiters, over forty workshops a year are offered to all students, student groups, and in classroom presentations. Topics include: Resume Writing, Proactive Job Search, Interviewing Skills, Stand Out at Career Day, Networking, Business Etiquette, Social Media, Succeed at Your Internship, Contract Review/Negotiations, and more!

ENGINEERING YOUR CAREER PATH COURSE

This course is designed to provide the student with advanced career planning and job searching tools that are instrumental to be successful in obtaining internships, co-ops, research, and full-time positions. This 1.0 credit course is strongly recommended for all students, with classes and assignments that are designed to give the student a head start through the transition from being a Mines student to the workforce. Top guest speakers, who are leaders in their industries, impart their valuable advice and tips directly to you.

PRACTICE INTERVIEWS

Schedule an appointment for a practice interview with one of the Career Advisors, who will offer you ideas and feedback about your approach. For additional practice, the Career Center offers a convenient, free online interview system for Mines students. This mock interviewing module in DiggerNet allows you to practice from the convenience of your home.

CAREER DAY - A CAMPUS SIGNATURE EVENT

Each September and February, the Career Center sponsors a signature career fair, open to all students. Hundreds of companies, government agencies, and graduate schools bring information to exhibit. Recruiters talk about their organizations, projects, and discuss internships as well as full-time career opportunities.



ONLINE JOB SEARCH SYSTEM: DIGGERNET

DiggerNet is the Mines proactive, online recruiting system. Through this site, students can apply to jobs, keep track of Career Center events, employer interviewing schedules, and research employment opportunities.

ON CAMPUS INTERVIEWS

Industry and government representatives visit the campus throughout the year to interview students for internships, job shadowing, co-op positions, and full-time jobs. These are scheduled through your DiggerNet account.

INFORMATION SESSIONS

Information Sessions are a valuable component to the student's job search and career exploration. These are presentations where companies come to campus to invite students to learn about their company and career opportunities. A typical company information session is 1 – 1.5 hours and normally includes a company presentation, a question and answer period, refreshments, and time to speak directly with recruiters.

VIRTUAL CAREER FAIR

Held each year, Virtual Career Fairs are intense online events in which students and graduates can apply to companies with open positions without having to attend the event in person.

SPRING LAUNCH RECRUITING EVENT

This recruiting events offer a small networking time with many interviews for internship or full-time positions.

WIRED FOR WORK!

WIRED for Work is an event offering valuable practice for Career Day success. Recruiters are available for students and graduates to receive resume critiques from industry representatives and gain experience interacting with employers in advance of Career Day

OUTCOMES AND SALARY DATA

Updated annually, the Career Center collects and publishes data on the outcomes and starting salaries of all graduates, as well as internship and co-op compensation. This information is found at mines.edu/careers.

ACCESSIBILITY

Those individuals participating in Career Center activities and/or using career services, who have accessibility needs, concerns or requests are encouraged to contact Jane Cain at 303-273-3233, lcain@mines.edu.

INTERNSHIPS

Internships are an opportunity to use current abilities and skills, and develop industry-specific skills while working with professionals on projects of real value to the hiring organization. Duties vary according to degree level, courses completed, prior intern experience, and the needs of the organization. Most internships are 8-10 weeks full-time during the summer and are paid; some local ones may continue part-time into the academic year. Approximately 80% of Mines graduates each year indicate some form of relevant experience before graduation. Internships can clarify your career focus; and they are becoming more and more important for employers to see on the resume of applicants.

COOPERATIVE EDUCATION (Co-OPS)

Another option for relevant experience that is a win/win for both student and employer is the co-op, combining employment of at least six months full-time work, followed by an academic portion which earns elective credit. The longer commitment allows a student to truly integrate into an organization's staff, with more responsibility and continuity in projects. See the Career Center for more information .

RESEARCH EXPERIENCE FOR UNDERGRADUATES (REU)

Undergraduate research programs are for students wanting a more in-depth view of interesting projects, or who may already be considering graduate school as a possible future step. At schools across the country, National Science Foundation awards grants for specific projects and offers stipends for students to join research teams. Colorado School of Mines also offers research positions for undergraduates. Watch DiggerNet for these great opportunities to work alongside dedicated faculty and graduate level researchers.

JOB SHADOWING

A short-term unpaid experience to investigate a particular profession or type of industry can be very valuable when exploring your career. Visit various professionals from your chosen major – project manager, field engineer, consultant, regulator; they may all share the same major but have highly differing tasks and experiences. Approach this experience with the same job searching methods as any position.

FULL-TIME EMPLOYMENT

The ultimate goal of students at Colorado school of Mines is a great career. Taking your hard-earned skills and credentials and entering into a full-time position that is interesting and right for you brings great satisfaction. The Mines Career Center works with students and recent graduates, from B.S. to PhD, providing career services for up to twenty-four months following graduation while you are actively seeking a full-time position.

CHOOSING YOUR CAREER PATH

Whether your interests lie in the direction of industry, research, policy, health and medicine, teaching, humanitarian or non-profits, or perhaps creating and managing your own business, the skills and characteristics you develop at Mines give you a foundation for success. Seek experiences to verify your choices and build a resume that will move you forward. DiggerNet has a variety of possibilities beyond those which may be considered traditional for your major. Plan your journey.

SELF DISCOVERY AND MAPPING A CAREER PATH

You are a unique combination of factors including an innate personality type, individual talents, and your natural most effortless way to approach learning, working, and interacting in the world. Your self-awareness of these factors is critical in planning your career journey, which began by selecting Colorado School of Mines. Be sure to consider who you are and what you value while choosing your major and how and where you will create a career journey that is your own.

STRENGTHS

What if you really understood how to create more satisfaction and success in your efforts by building on your greatest talents—how you already most naturally think, feel, and behave. To know this allows you to use your energy and time in a most effective way, and will help you more clearly understand how you contribute in a team setting, and how your leadership style is manifested. A **strength** is a talent that is productively applied. It requires intention and effort, but begins with self-knowledge.

The CliftonStrengths® for Students assessment provides valuable insight into how you think and work and the most effective ways to have a positive effect. Strengths assessment and evaluation is included as part of Mines' 1-credit course, *Engineering Your Career Path*, or can be accessed for a small fee at shop.gallup.com/strengths.html. Answer the questions quickly and honestly to reveal your top talents, then come to one of the Strengths educators in the Mines Career Center for coaching in using your top 5 Signature Themes, turning them into true strengths for success.

As you understand yourself and notice the wide variety of ways that others express their talents, you will find it useful to observe both the similarities and the differences with people you interact, developing an increased appreciation of others, and find new ways of communication with your peers, faculty, and employers. An added benefit is that you may have a clearer view of who best to partner to complement your strengths for studying and projects.

Executing	Influencing	Relationship Building	Strategic Thinking
Achiever	Activator	Adaptability	Analytical
Arranger	Command	Connectedness	Context
Belief	Communication	Developer	Futuristic
Consistency	Competition	Empathy	Ideation
Deliberative	Maximizer	Harmony	Input
Discipline	Self-Assurance	Includer	Intellection
Focus	Significance	Individualization	Learner
Responsibility	Woo	Positivity	Strategic
Restorative		Relator	

PERSONALITY TYPES

Myers-Briggs Preferences		
E (Extroversion)	WAYS TO DIRECT AND RECEIVE ENERGY	I (Introversion)
Gets energy from the outer world of people and experiences. Focuses energy and attention outwards in action.		Gets energy from the inner world of reflections and thoughts. Focuses attention inwards in reflection.
S (Sensing)	WAYS TO TAKE IN INFORMATION	N (Intuition)
Prefers real information coming from the five senses. Focuses on what is real.		Prefers information coming from associations. Focuses on possibilities and what might be.
T (Thinking)	WAYS TO MAKE DECISIONS	F (Feeling)
Steps out of situations to analyze them dispassionately. Prefers to make decisions on the basis of objective logic.		Steps into situations to weigh human values and motives. Prefers to make decisions on the basis of values.
J (Judging)	WAYS TO APPROACH THE OUTSIDE WORLD	P (Perceiving)
Prefers to live life in a planned and organized manner. Enjoys coming to closure and making a decision.		Prefers to live life in a spontaneous and adaptable way. Enjoys keeping options open.

The Myers-Briggs Type Indicator (MBTI) is an assessment of our natural “preferences” that affect our comfort and success in individual situations or team interactions. Preferences have been compared to being right or left handed, as there is no “better” type or combination. MBTI offers a matrix suggesting a basic type that can help clarify why each of us tends to think and act similarly to some and differently from others. These preferences do not limit us from using some functions more common in other types (an example would be comfort with public speaking). What is typical is that we return to our true type for “energy recharging” after such situations. Speak to a career advisor if you would like more information.

INTERESTS AND VALUES

Interests and values are important indicators of how satisfied and successful you will be in a chosen career. Career Finder within DiggerNet under Resources provides a Holland code which classifies your interests in particular activities and settings, comparing answers to those of adults with satisfying careers. Suggested careers may provide a foundation for a discussion with a Career Advisor.

Realistic	Practical, physical, hands-on
Investigative	Analytical, scientific, explorative
Artistic	Creative, original, spontaneous
Social	Collaborative, supporting, helping
Enterprising	Competitive, leading, persuading
Conventional	Detail-oriented, organized, orderly

RESOURCES FOR SELF DISCOVERY

Talk with a Mines Career Center counselor and use reports from assessments to help answer the following questions: What am I good at? What is my passion? What do I enjoy doing? How do I learn? Where do I go from here?

ASSESSMENTS AND CAREER PLANNING - PUTTING IT ALL TOGETHER

Record your results with thoughts about majors, internships, and future careers.

- Record your MBTI _____ and Interest Codes _____
- List your Top 5 StrengthsQuest Themes and keywords from your report:



DAVID LAU'S ASSESSMENTS AND CREATING A CAREER EXPLORATION PLAN

"It was interesting to see my StrengthsFinder Top 5 were Restorative, Strategic, Developer, Achiever, and Input – I read my full reports and saw how they confirmed I was meant to be an engineer. In addition, my MBTI (ESTJ) and Interests (Realistic, Investigative, Conventional) matched me pretty well. I've always been taking things apart and then putting them back together (Realistic/Sensing/Restorative), wanting to understand how and why things work (Conventional/Thinking); and I like to problem-solve improvements (Strategic). It is true I spend lots of time and work hard to figure things out (Investigative/Achiever). School is going well because I do have good organizational skills (Conventional) and keep focus on my long-term goals (ESTJ/Achiever). Studying is best with my friends where I can share ideas (Developer/Input/Social); I am thinking about being a tutor, though I think I want to work out in the field, not be a teacher like the RIASEC suggests. Being only slightly Extroverted, I can pull it together to do presentations in EPICS, but then I need to take a break by going for a hike or just hanging out with one or two friends. It seems there is something in every major here that would satisfy my curiosity, but I want a job where I can be analytical ...and get my hands dirty fixing things, maybe working in a small team. A combination of looking for solutions to problems and working outside has me leaning toward the energy or environment fields. But I'm open to learn more about other majors. My plan is to apply for internships and go to information sessions to find out more."

MY ASSESSMENTS AND PLAN FOR CREATING A CAREER EXPLORATION PLAN

Use this space to summarize your assessments and some thoughts on majors and careers.

GRADUATE SCHOOL

Graduate school is another option for career development for approximately 25-30% of graduates from Mines. Continuing with a graduate program in a current major or choosing an alternative direction in engineering, science, business, medicine or law school can be part of your long-term career path. Beginning to research options in your late-Junior or early-Senior year can help career options and preparing for the application and funding process. Resources to use include your: departmental faculty, your Career Advisor, and the Mines Graduate School Department.



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 some Master's programs. Initial 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 sometime between the beginning of Junior year and the stated requirement to be accepted by the end of registration, second semester Senior year. When properly strategized, it is not unusual to begin taking Master's level courses while still completing your Bachelor's degree. Plan ahead for submitting your application to the Office of Graduate Studies and notify the Career Center when you have been accepted.
- A separate degree program at Mines or graduate school at another university may be in your plans. This may be in alignment with your undergraduate degree, or may be something completely different that uses your well-developed abilities to research, analyze, and creative problem solving. Business, law, medicine, and many other professional studies have been pursued by Mines graduates.
- Several online resources specialize in graduate school exploration:
 - www.usnews.com/best-graduate-schools
 - www.gradschools.com
 - www.phds.org/graduate-school
- Applications generally require successful completion of standardized examinations. This will vary depending on the institution and the program. Examples are listed below.

General	GRE	www.ets.org/gre
Medical School	MCAT	www.aamc.org/students
Dental School	DAT	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/

APPLYING TO GRADUATE SCHOOL

In addition to the school specific application, other requirements may include transcripts from all colleges attended, letters of recommendation, essays based on specific topics within your field (measuring writing ability and background), and/or a Statement of Purpose or Letter of Intent, detailing:

- Overall career goals and how that specific institution plays a part in those goals.
- Understanding how the program is an important step toward your personal and professional goals.
- Your preferred choice of type of research topic, mentioning faculty, but without limiting options.

SAMPLE STATEMENT OF PURPOSE

"Many issues have complicated technical elements that are deeply intertwined within environmental, socio-economic, and political contexts. As an engineer aware of these realities, I hope to be involved with national environmental policy making. Meeting this goal will require my participation in environmental engineering graduate study through at least a Masters degree. This university's push to empower the next generation of civil engineering leaders makes the institution an ideal place to pursue this goal.

For example, Dr. ____'s specialization in using numerical models to predict the interactions between pollutants and water sources allows him the ability to recommend *in-situ* remediation techniques. Fluid mechanics is fascinating to me and I have always found greater mathematical descriptions of problems alluring. The research is important as it will provide policy makers technical tools and methods for environmental remediation of groundwater sources.

I hope to champion sustainable use of groundwater and help focus efforts on groundwater remediation by my role as a consulting engineering and policy maker. Talented consulting engineers have the ability to tackle challenging problems and bring public notice to technical issues. I hope to be active in developing engineering practice that will help improve the quality of our water resources, for example through focused remediation of groundwater via numerical models.

I relish the opportunity to interact with faculty like Dr. _____ who approach water resources and management from a policy standpoint and Dr. _____, who is evaluating sustainable developmental water projects in the developing world. I hope to be involved with projects like the ones Dr. _____, Dr. _____ and Dr. _____ are pursuing. Working on projects like theirs will help me challenge my preconceptions about greater water issues and aid my development of a larger-scale vantage point to approach these issues. This understanding will aid my communication of water supply problems to policy makers and the general public.

Ultimately, I hope to be involved in engineering education after a career in consulting. I desire to help develop future leaders through education... My career will be a success if I can understand the context of engineering within society, make connections between engineering practices and policy, and pass on my knowledge and experience to supplement future engineers' educations.

(Excerpt from Mines BS Civil Engineering Graduate)

REQUESTING LETTERS OF RECOMMENDATION

Throughout your years as a student and an alumni, developing good working relationships with your faculty is imperative. In addition to fostering success and enjoying your academic courses, this type of inclusion of your professors, and showing them your appreciation for their dedication to your education can result in more opportunities for you. Undergraduate research may be an option where faculty will be able to both mentor you, and assess your abilities in the field you have chosen. When asking for new letters of recommendation, it is important to remember the following:

- Be gracious and appreciative when making such a request.
- Plan ahead and allow plenty of time for the letter to be completed.
- Provide specific instructions how letter is to be submitted for the application process.
- Provide the letter writer with your most current resume or CV to highlight your past activities.

THE MINES STRATEGY: A PROACTIVE JOB SEARCH

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 career map helps to assure that you arrive at the right place on time. This section of the Career Manual is designed to give you a continual career path, starting you off on the right foot so that the time you spend in your search will be gainful. It is followed by defining the details of each step 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 ten primary steps:



SELF ANALYSIS AND GOALS

WHAT IS YOUR PASSION AND WHAT CAN YOU DO? A job search starts with yourself. Consider your values, skills, talents, strengths, and weaknesses. Write about not only your technical and soft skills and education, but what you like doing (such as designing, problem-solving, etc.) What has been your prior work experience? What are your strengths? What are your extracurricular and/or volunteer activities?

WHICH ENVIRONMENTS APPEAL TO YOU? In which kind of setting do you function best: office, field, lab, traveling, big corporation, small company, global organization? Ask yourself, what is important to you now: money, location, quality of life, career advancement? And prioritize!

Build lists of ideas, interests, and career goals and then determine how these fit into an organization. Writing down your answers to these questions clarifies your thinking and gives you a place to make adjustments and additions as you go along. Once you have begun, writing a statement of short and long term career 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 path and the next step. For this purpose your objective can be somewhat longer and more inclusive than it would be if you were to put this on your resume.

INDUSTRY AND COMPANY RESEARCH

One of the most common complaints from recruiters is that students do not research their company before an interview or when they meet them at a recruiting event. 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 will provide employment and college recruiting information. Each website is going to be a wealth of information, allowing you to identify the most important elements.



Websites, such as LinkedIn, Facebook, and YouTube, will provide you with great company information and in some cases, contacts. Other sources of information can include scientific journals, corporate annual reports, business publications, and professional journals for more inspiration. The Mines library has resources in paper and electronic form. Articles in 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 conducting an "informational interview," see page 42 or come to the Career Center. Questions to research:

- What are they best known for (their major achievements, awards, current positive news, etc.)?
- What are their services, products, and/or key projects?
- What are their locations (and how many)?
- What is the mission statement and long-term strategies?
- Who is the leadership and who are the competitors?
- What is the size of the company and the various divisions and subsidiaries?
- What type of development programs do they have for interns or new grads?

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

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

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

RESOURCES FOR ORGANIZATIONAL RESEARCH:

- DiggerNet
- Company webpages
- LinkedIn
- Information Sessions
- Career Day Program Guide
- Glassdoor
- YouTube
- Google
- Yahoo
- Facebook
- Forbes
- Trade journal articles
- U.S. Chamber of Commerce
- Company annual reports

IMPLEMENTING A STRATEGIC JOB SEARCH

When implementing a job search, it is important to remember the five "P's: *planning, preparation, practice, personal appearance, and performance*. As with any activity, the more effort you put into your job search with the five "P's, the better the results. 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". To implement a strategic job search, ask yourself the following questions:

- How much time are you spending in the search? Like your study time, it is best to set a standard time each week to perform your job search activities.
- What follow-up techniques are you using?
- Are you calling or emailing when you say you will?
- Are you taking the initiative or waiting for companies to call?
- Are you sending thank you letters after interviews and networking events?
- Are your marketing materials (resumes, letters, LinkedIn profile, emails) of high quality, accurate and professionally presented? Sometimes updating these materials and sending a revised version to reconnect with employers will give you an edge.
- And finally, attend job searching workshops and make an appointment with the staff in the Career Center to discuss individual alternate strategies and ideas.

Keep on top of the main recruiting times. Although the first week of recruiting for each semester starts at Career Day, you should be working on your job search strategy and tasks in advance. The best goal is to be prepared for this first week well in advance. These huge Career Day events are held in February and September of each year and are heavily attended by company representatives seeking to hire students for positions. In addition, many information sessions and on-campus interviews will start that week. Refer to DiggerNet and the Career Day Tips sections of this guide on strategies for standing out during this first week of the semester. Other networking and recruiting events through the semester are also vital to a proactive search if you are seeking a job.

In addition to DiggerNet, external job search websites can offer other sources of postings. Be sure to join the Career Center LinkedIn Group, as employer reps are also part of our group and talk about their company and/or jobs. Finally, a contact through your personal "network" (family, 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 informational 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, contact person and their title, email address and the date of contacts.

ADVICE FROM A STUDENT....

"I was not really the type of student who was "super proactive" about job searches, but after attending a Career Center presentation and reading The Mines Strategy book, it really put me in gear for finding a job."

D.S, Bachelor of Science Geology and Geological Engineering

APPLYING FOR JOBS AND DIGGERNET

The Mines Career Center offers many ways to connect with employers and apply for jobs. Students and recent graduates should actively use DiggerNet, where companies who value the high quality of Mines' education post internships, co-ops, and entry-level full-time jobs. Apply here for jobs and register to attend information sessions and workshops that will get you ahead. Search efficiently and successfully!

HOME

This page features announcements from the Career Center and quick links to jobs and interviews for which you qualify, career-related events, summaries of your job search activities, notifications of new postings for your favorite employers, and more!

JOBs

Use the **Jobs I Qualify For** link, then create an **Advanced Search** and **Saved Search**, setting it to alert you of new jobs by email. Read job descriptions and, if they seem right for you, click on the **APPLY** button, or save for later review by clicking on the star. Remember, a good cover letter will give you an advantage. If instructed, also complete any accompanying corporate application. Since it is a separate database, be sure you repeat the **Saved Search** process using **On-Campus Interviews I Qualify For**. After applying, and as the date nears, you will be notified if you are **Invited** (first to choose an interview time), **Alternate** (if any slots remain), or **Pending/Not Invited** (networking at information sessions may still help you acquire an interview.)

PROFILE

All students are uploaded with a brief profile. To begin using DiggerNet, go to the **My Account** tab, accept conditions in the Policies and complete all items with an asterisk. Be sure to use your Mines email. Contact the Career Center for any changes that need to be made in DiggerNet for your listed Degree, Major, and Graduation Date. The system pulls this information for relevant jobs. **Profile** is an optional area to complete as you wish; it is not seen by others unless you actively send a link.

DOCUMENTS

A quality resume must be uploaded to see the **APPLY** button. For additional impact, use customized cover letters to highlight your strengths and interest. Examples are in this manual. Additional documents may also be uploaded.

EMPLOYERS

More than 5,000 companies and organizations are represented in DiggerNet; **Employer Directory** is a great resource for research.

RESOURCES—DOCUMENT LIBRARY

The Career Finder, Mock Interviews, Career Day Guides, and more resources are available here.

THE MINES STRATEGY: RESUMES

RESUME BASICS

Now that you have started your college career, it is time to create your professional resume. 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 graduates at Mines, an industry resume. This is a condensed, easy to read summary of your qualifications and achievements. 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 intentional "white space" in order to make it easy to read. The three primary styles of industry resumes are chronological, functional, and combination.

CHRONOLOGICAL

Experience is listed in reverse chronological order by date and company. List your most pertinent work experience into categories such as "Professional Experience" and listing less important work into a second category, "Other Employment."

FUNCTIONAL

Focus is on the individual's qualifications and skills with less emphasis on dates and company affiliation. The skills-based functional format can often be effectively utilized by people without work experience directly related to their current job objectives.

IMPORTANT TO INCLUDE

- Use action verbs and keywords!
- Check for accurate spelling, grammar and punctuation (proofread).
- Use concise sentences and avoid over-writing.
- Neatness counts. Standardize the look and feel of each section with prior sections.

IMPORTANT "DON'TS"

- Don't use a photograph, logos, or graphics.
- Don't falsify information.
- Don't have personal data, such as height, weight, marital status, condition of health.
- Don't include personal references on your resume! This is a separate document.
- Don't use underlines or italics on resume... sometimes these don't scan correctly.

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 package. This should have your name, address, email, phone number, and LinkedIn address.

OBJECTIVE/SUMMARY

An objective is an optional component to a resume and not necessary. This can be negative if too customized. 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; seeking an internship rather than full-time). For someone with 5+ years of experience, using a professional summary format with goals included is more effective than an objective.

Resume Tips from Recruiters...

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

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. High school will only stay on your resume until you earn a college GPA.
- 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 you have not officially declared your major, just list Bachelor of Science versus undecided.
- GPA's are a way for some recruiters to determine quickly whether or not you qualify for a job. If a GPA is 3.0 or higher it should be displayed in a prominent place in this section. 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.

TECHNICAL AND PROFESSIONAL SKILLS

This section is designed to highlight your strengths to the company and set you apart from the list of applicants. Recruiters realize that you are a current college student or recent grad with basic level skills. Even so, they want to gain a brief idea about your abilities, so it is important to list these and keep them up-to-date. Skills can be obtained through classes, labs, projects, sports, clubs, previous employment, etc. Keep in mind that recruiters search resumes using industry-specific keywords. Engineering and technical skills can be listed at the top of this section; professional and general skills are important and should be listed, but at the end of the list. To save room, skills should be grouped together. Certifications, languages and even work authorization can be listed in this section if applicable.

WORK EXPERIENCE

The purpose of this section is to include all applicable work experience, paid and unpaid, full-time and part-time. Various titles can be used, such as Work Experience, Engineering Experience, Professional Experience, or Other Experience. Begin with the most recent experience. 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. Stress your accomplishments and the skills used to get results. Start with an action verb to give an action-oriented description of your work. If you were in a non-related job, stress the skills that are transferable. Your accomplishment must grab the reader, and quantify the results; Were you responsible for a project? Did you increase profits?

PROJECTS

Mines students have a great opportunity to start gaining valuable team project experience as soon as their freshman year through design courses; some students obtain project experience even before they come to Mines through engineering camps, high school, etc. A variety of titles can be used, such as Project Experience, Engineering Projects, Team Project Experience, or Technical Projects. List the class and project title in bold and your role on the team. Start with an action verb to give an action-oriented description of the project tasks, requirements, your work, and results.

OTHER SECTIONS

These sections are very important as they show that you go over and beyond just your basic academics and work. List no more than the most important 3 – 4 items for each section.

- **Associations** – List the full name. If you are an officer or on a committee, this is important to mention.
- **Volunteer Work** – List the name of the organization, the activities, and if it is a project-oriented event.
- **Awards and Achievements** - Keep these to a minimum.

ACTION VERBS TO EMPHASIZE SKILLS AND 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 marketing of your value lies in the action words: verbs. Use action words to clearly describe your experience and accomplishments. Here are a few actions words* to get you started:

achieved	composed	edited	informed	originated	reviewed
acquired	condensed	eliminated	installed	oversaw	revised
adapted	conducted	enabled	integrated	performed	selected
addressed	constructed	enforced	interpreted	planned	separated
administered	contracted	established	interviewed	prevented	set up
analyzed	converted	evaluated	launched	produced	simplified
assembled	coordinated	expanded	led	programmed	solved
assessed	created	explained	maintained	promoted	surveyed
assisted	cultivated	forecasted	managed	provided	staffed
audited	demonstrated	formed	marketed	publicized	strategized
boosted	designed	founded	minimized	published	structured
budgeted	developed	generated	motivated	recommended	supervised
built	devised	guided	negotiated	recruited	taught
calculated	delivered	hired	obtained	reorganized	tested
changed	discovered	implemented	operated	reported	trained
coded	dissected	Improved	ordered	researched	transformed
collaborated	drafted	improvised	organized	resolved	utilized

*National Association of Colleges and Employers (NACE) recommended list.

BASIC SKILLS YOU COULD OBTAIN AS A FRESHMAN

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

ADDITIONAL SKILLS YOU MIGHT ADD AS A SOPHOMORE

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

Resume Tips from Recruiters...

"Stick with one page, be prepared to elaborate on prior internships and do not overstate your roles and responsibilities, be prepared to discuss the details of recent projects and accomplishments."

Weber Metals

"The goal of a resume is to get you an interview, not the position."

Woodward



RESUME BASICS

A recruiter will typically spend 20-30 seconds on each resume. It should give just enough information so that the reviewer wants to find out more about you. He or she should see a fit between your skills and the company's needs. 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 with no bright colors. Mines Career Center tips are based upon direct input from employers who seek top students from Mines.

Include both current and your permanent address if looking for jobs near home!

You have many of the skills and good qualities employers want—OWN THEM!

Arrange your resume for a true purpose. For example if you need scholarships, service, classes, and leadership will be more detailed and higher on the page.

Look for additional opportunities such as active campus clubs, volunteer work and student associations. Watch your enjoyment and experience grow!

Freddy T. Freshman
<http://www.linkedin.com/pub/freddiefreshman/9/9>

Thomas Hall 323
Golden, CO 80401 303-273-3233
ffreshm@mymail.mines.edu

EDUCATION

Colorado School of Mines, Golden, CO **B.S. May 2020**
Major: Mechanical Engineering GPA Pending

Ponderosa High School, Farmington, NM **Diploma May 2016**
Honors and AP Courses GPA 3.94

SKILLS & STRENGTHS

Computer: Microsoft Excel, Word, PowerPoint; SolidWorks
Laboratory: Safety measures, chemical preparation, titrations, documentation
Communication: Public speaking, technical writing
Other: Organized, quick learner, problem-solver, strong team and leadership skills
Citizenship: U.S. Citizen, current passport, bilingual English/Spanish

RELEVANT EXPERIENCE

CSM EPICS I Course: Oil Distillation Unit for Kenyan Micro-Economy

- Researching best use of materials available, for limitation of low cost and portability of unit.
- Designing model using SolidWorks; constructing prototype to 1:2 scale for demonstration.
- Presenting proposal in technical paper and public presentation.

First Robotics Competition: Battlebot

- Worked with team and professional engineer advisors to prepare for competition.
- Designed, prepared blueprints, and constructed functional unit, programmed for specific tasks.
- Successfully competed in regional competition Spring 2015; awarded Second Place.
- Presented project to local middle schools to promote interest in STEM education.

COMMUNITY SERVICE

- San Juan Regional Medical Center Hospital – Volunteer
- Nicodemus Wilderness Project – Apprentice Ecologist
- Farmington Habitat for Humanity Project – Painter/Landscaper

EMPLOYMENT

Colorado School of Mines Career Center - Student Assistant **Aug 2016 - Present**

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

Wild Willy's Catering, Farmington, NM - Set-Up/Server **Summers 2014 – 2016**

- All tasks from event service to in-store preparation, cooking, cashier.

ACTIVITIES

- American Society of Mechanical Engineers (ASME)
- Mines Taekwondo Club National Honor Society Treasurer
- Farmington High School Lacrosse Club

INTERESTS

- Outdoors:** Skiing, mountain biking, camping, rock climbing
- Mechanical:** Cars, engines – repair and maintenance

Include your LinkedIn on the header.

Most of your high school information will be dropped after your first year at Mines.

Projects done in high school will remain on resume until you have newer college-level projects.

Jobs like these show responsibility, plus strong work ethic, and people skills.

UNDERGRADUATE RESUME SAMPLE

UNDERGRADUATE RESUME SAMPLE - FOR SCHOLARSHIP

Steve Student 999 College Drive Golden, CO 80401	720-888-3434 sstudent@mines.edu	EDUCATION Colorado School of Mines, Golden, CO Major: Mechanical Engineering Awards & Honors: <ul style="list-style-type: none">Heierman Scholarship.National Dean's List. WORK EXPERIENCE Colorado School of Mines, Golden, CO Fall 2017 – Present Mechanical Engineering Department Labs & Teaching Assistant <ul style="list-style-type: none">Supervise laboratory sections, answer lab and homework questions, assist professor with improving lab procedure documents.Grade homework assignments. National Gas & Petroleum, Denver, CO May 2017 – Aug 2017 Polyethylene Pipe Fusionist <ul style="list-style-type: none">Fused fifty-foot polyethylene pipeline sections and positioned natural gas pipeline. ENGINEERING & TECHNICAL SKILLS <ul style="list-style-type: none">Fluids, thermodynamics, material strength testing, machine design, circuits, process development, conduction and convection heat transfer methods, finite element analysis, signal processing.Project management, budgeting, scheduling, work break-down structure development, experimental stress analysis, graphical programming, and computer-aided data acquisition.Safety measures, chemical preparation, titrations, multidisciplinary experimentation and instrumentation documentation.SolidWorks, COSMOSworks, Mathcad, C++, Patran, Nastran, Visual Nastran, Matlab, Minitab, Labview & Mathematica.Microsoft Excel, Word, Project, Outlook, PowerPoint & Publisher.	TEAM PROJECT EXPERIENCE EPICS II: Demo-Satellite Payload - Team Leader - Design, fabrication, and flight of a Demo-Satellite. Designed a satellite capable of absorbing and measuring Albedo radiation. Responsible for electrical components. Created prototype with SolidWorks. EPICS I: Mars Rover Prototype - Team Designer - Conceptual design, analysis, and fabrication of an autonomous, solar powered Mars Rover Prototype. The prototype was successfully completed and fully operational.	PROJECTS EPICS II: Demo-Satellite Payload - 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 - Conceptual design, analysis, and fabrication of an autonomous, solar powered Mars Rover Prototype. The prototype was successfully completed and fully operational.	PROFESSIONAL ACTIVITIES & VOLUNTEER WORK <ul style="list-style-type: none">American Society of Mechanical Engineers.People to People Student Ambassador Program.Engineers Without Borders USA (EWB-USA).
Shadi Scholar 875 Washington Street Lakewood, CO 80401	sscholar@mymail.mines.edu 838-244-1624	EDUCATION Colorado School of Mines, Golden, CO B.S. May 2018 Major GPA: 3.80 Cumulative GPA: 3.24 Minor: Public Affairs - McBride Honors Program PROFESSIONAL ASSOCIATIONS AND LEADERSHIP <ul style="list-style-type: none">American Association of Drilling EngineersSociety of Petroleum EngineersPI Epsilon Tau Honor SocietyMines International Student Council – Outreach ChairMuslim Student Association – TreasurerNational Society for Leadership – Inducted Member, Leader of Success Networking Team COMMUNITY SERVICE AND EXTRACURRICULAR INVOLVEMENT <ul style="list-style-type: none">Islamic Center of Golden – Construction project assistantHabitat for Humanity – Mines team volunteer for project in DenverJoshua Station – Service for the homeless in downtown DenverMines Club Soccer EMPLOYMENT Colorado School of Mines Petrophysics and Rock Physics Lab 2015 – 2016 <ul style="list-style-type: none">Research Assistant to perform measurements and tests to determine rock porosity.Formatted results and submitted to reports to supervisor. Colorado School of Mines Alumni Association 2014 – 2015 <ul style="list-style-type: none">Completed phone calls to Mines alumni and parents to provide school news and raise funds.Attended classes in professionalism organized by the Foundation to improve communication skills SKILLS <ul style="list-style-type: none">Engineering: Project economics, core analysis, well control and log interpretationComputer: CMC, Techlog, Surfer, OFM, Grapher, VBA, Microsoft Excel, PowerPoint, WordCommunication: Technical writing, public presentations; multilingual – English/Arabic/basic FrenchOther: Creative problem solver, strong team skills with emphasis on maximizing individual efforts ENGINEERING EXPERIENCE Petroleum Engineering Field Sessions <ul style="list-style-type: none">Well exploration and development techniques, reservoir engineering activities in Colorado and UtahSurvey of various oil and gas business models - operators/service companies, domestic/global ACTIVITIES AND INTERESTS <ul style="list-style-type: none">Service projects, recreational sports, music (guitar and piano, songwriting)			

TWO-COLUMN RESUME SAMPLE

GRADUATE STUDENT WITH ACADEMIC PROJECTS

CHRISTOPHER M. CHEMICAL

WWW.LINKEDIN.COM/IN/CMCHEMICAL

CONTACT	EDUCATION	EXPERIENCE	PROJECTS	AWARDS AND ASSOCIATIONS
314 Circle Drive Golden, CO 80401 303-555-8888 cchemE@mymail.mines.edu	Colorado School of Mines, Golden, CO Major: Chemical Engineering Minor: Economics and Business BS: May 2018	ConocoPhillips, Houston, TX Exploration & Production Engineering Intern May 2016 - Aug 2016	CSM EPICS Team Project: Water Desalination Unit Design • Worked in Chemical Engineering department synthesizing palladium alloy membranes for hydrogen separation & production • Analyzed membranes used to supply hydrogen gas for fuel cells or chemical processing • Studied biomass oil, heavy oil and their properties	2016 ConocoPhillips S.P.R.I.T. Scholar
SUMMARY	Colorado School of Mines, Golden, CO Major: Chemical Engineering Minor: Economics and Business BS: May 2018	Colorado School of Mines Undergraduate Research Aug 2015 - May 2016	CSM EPICS I: CO₂ Emissions Project • Researched the primary causes and contributors of CO ₂ emissions • Analyzed the most effective methods for reducing CO ₂ emissions • Determined and presented the effectiveness of several proposed emission regulation standards	American Institute of Chemical Engineers (AIChE) Society of Women Engineers Blue Key Honors Society Dean's List 2015 - 2016
SKILLS	Laboratory: Laboratory scale eight stage distillation column, shell and tube heat exchanger and condensing steam heat exchanger, dehydrations, recrystallizations, safety measures, titrations, and documentation	Computer: Aspen Plus, Consol, Spartan, Visio, Mathematica, Excel, Word, Project, Outlook, PowerPoint, SolidWorks	Communication: Technical writing, reports, and presentations	Running, mountain biking, skiing, climbing
OTHER	Other: Organized, efficient, project management, analytical, effective team member, and strong leader	Other: Organized, efficient, project management, analytical, effective team member, and strong leader		

MIRANDA MASTERS	EDUCATION	INDUSTRY EXPERIENCE	PROJECT EXPERIENCE	PROFESSIONAL SKILLS	PROFESSIONAL ASSOCIATIONS
	Colorado School of Mines, Golden, CO Engineering and Technology Management	Tetra Tech, Louisville, CO • Overseaw drillers during monitoring well development and cone penetrometer testing (CPT) • Dewatered and maintained observation and gas recover wells using nitrogen and compressed air • Participated in low-flow groundwater sampling, analysis, and reporting of results • Streamlined aspects of data entry and analysis through creation of data parsers and worksheet macros	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 • Documented information and prepared technical paper/presentation for industry conference	Field: Geologic mapping, pH/conductivity meters, discharge meters, CHEMetrics, piezometer installation, tracer testing, well development, water sampling	American Water Works Association Association of Environmental & Engineering Geologists Engineers without Borders Society of Women Engineers
	Colorado School of Mines, Golden, CO Geology and Geological Engineering			Management: Project management, optimization, corporate finance, engineering economics • Minitab, @ RISK, Microsoft Excel, Project, PowerPoint, Word Communication: Oral presentation skills, technical writing – reports, memos, government forms • International: Brazilian Citizenship; F1 Visa with 24-month U.S. employment authorized (OPT); Multilingual: English/Portuguese/Spanish	

THE FEDERAL JOB RESUME

One special resume format is for application to Federal positions. Detailing projects, abilities, and experiences to demonstrate a wide variety of qualities is desirable and may expand a resume to three pages or more. It is best to utilize the resume builder at usajobs.gov while tailoring it to a specific job description's tasks, skills and qualifications. Save this and revise it to match the details of other positions you are interested in. It is extremely important to match desired skills with your experience (paid and unpaid experience is valued). **Pathways** is a program specifically for current students and new graduates, with federal opportunities including internships for BS, MS, PhD current students, full-time **Recent Graduates Program** for BS, MS, PhD graduates up to two years following graduation, plus a very competitive **Presidential Management Fellows Program** for MS and PhD applying within two years after degree completion. The Mines Career Center staff can assist you in understanding this very specialized form of a resume. Another resource that is specifically dedicated to helping you effectively apply for federal jobs is www.government.org.

VETERANS

Those with U.S. military experience can be assured that their skills and character are appreciated by employers recruiting at Mines. You will find names of many of the companies attending Mines Career Days and posting positions in DiggerNet on any list of top military-friendly organizations. For veterans seeking non-government careers, being aware of how tasks performed in the military context can be translated to transferable skills is important. Although some companies might understand and value terminology used in military service, it is better to avoid abbreviations or acronyms. Focus on actions and developed abilities that are valuable in a civilian context. For those wanting to pursue civilian careers in U.S. Government, the website www.fedshirevets.gov answers frequently asked questions, with a listing of federal agencies and specific contacts at those agencies.

THE EXPERIENCED APPLICANT TRANSITIONING TO A NEW CAREER

For anyone returning to earn a degree in a totally different career field, the resume must clearly state the career transition, and show the value of prior experience in a concise way that employers will read and quickly be engaged to learn more. For this, a "less is more" rule prevails in order to focus the skillset on the needs of the employer, though a two-page resume may still result. Work with the Career Center to highlight the most relevant transferable skills.

- Insert a summary of your current career path, and mention a few skills from your previous job experience that particularly match the employer's needs.
- Lead with Education, but create a layout of skills and employment based on the job priorities.
- Be ready to develop more than one resume if your interests include varied expressions, e.g. an aerospace resume, an energy/utilities resume, a non-profit resume.
- Quantify responsibilities/ accomplishments. For example: "Proposed and tracked \$500K annual departmental budget. Only division to meet deadlines and budget during past three years." Such wording of achievement reveals problem solving and leadership abilities clearly.

ADVANCED RESUMES—M.S. AND PHD

Putting together an effective resume for a Master's or PhD student with significant experience is very different than constructing one for a typical B.S. or M.S. student without industry internships. With greater experience, your resume should showcase your advanced knowledge and research skills that will demonstrate what you can deliver to solve problems or contribute to performance and profitability. It is very important that you customize your resume to display your skills and experiences that will align with the organization's needs.

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 submission of a CV for when applying for positions in the fields of academia and research, this expanded document may be expected when applying for positions with organizations outside the United States. Clarify if this is true if employers use the term "CV" in a posting, or if a more concise "resume" is actually requested. An experienced candidate often brings a history of actions and proven results that will expand a CV to much more than two pages. Be sure the length is appropriate. Below your contact information on the CV will be listed, in varying amounts of detail and in order dependent on the position type (academia or industry), many of the following sections:

- | | |
|--|---|
| <ul style="list-style-type: none">• Objective specifying career path.• Summary of relevant qualifications.• Education beginning with graduate degrees earned, then undergraduate degrees.• Listing of all relevant course work.• Experience in research.• Description of dissertation.• Publications (those already published, in process, or pending submission) in proper form, with dates.• Presentations.• Professional licenses and certifications. | <ul style="list-style-type: none">• Technical skills.• Professional memberships.• Academic and/or professional awards.• Continuing education seminars.• Grants and fellowships.• Committee involvement and leadership.• Work experience – paid or unpaid.• Community service and volunteer work.• International experience, foreign language, current passport.• References. |
|--|---|

Here are some tips to consider, as you take the sum total of your experience and organize or customize your CV for application to a specific position:

- For the summary, specify three or four skills that match the employer's needs. This summary may be structured as either a short introductory paragraph or with the highlights in a "bullet" format.
- Determine the layout based on the priorities of the position sought: academia, research, or industry. For example, instructional experience, mentoring, and research will float to the top when seeking a teaching position, but will be considered "Other Experience" if it is a position in manufacturing that is targeted for your career path.
- When there is extensive experience critical to the position sought, lead with this relevant experience, rather than educational background. Place "Education" lower on the CV, noting degrees and dates.
- Thesis work is described depending on purpose of the CV - the same activity could be described either as practical tasks for an industry position, or with more theory and results for a research position.

VETERAN WITH TRANSFERABLE SKILLS

GRADUATE STUDENT WITH INDUSTRY EXPERIENCE

MATTHEW R. MILITARY

1600 Elm Street, Golden, CO 80401	linkedin.com/in/janom-mil	mmil@mymail.mines.edu	303-333-3333
EDUCATION			
Colorado School of Mines (MINES) - Golden, CO	BS May 2020	720-888-8888	www.linkedin.com/in/ee
Major: Engineering – Electrical Engineering	GPA: 3.42		
Minor: Public Affairs – McBride Honors			
Institute of Electrical and Electronics Engineers (IEEE)			
Red Rocks Community College (RRCC) - Lakewood, CO	Spring 2017		
Pre-Engineering	GPA: 4.0		
	Certification 2002		

PROFESSIONAL EXPERIENCE

XCEL ENERGY, Denver, CO - Electric Distribution System Performance Intern

- Developed large outage follow-up program to improve system performance.
- Created financial model to determine when to repair or replace equipment.
- Leveraged critical number model to prioritize equipment maintenance.

U.S. Navy - First Class Petty Officer – Honorable Discharge

- Maintained 100% accountability of more than 1300 dosimeters.
- Flawlessly maintained radiation exposure records of over 700 personnel.
- Reactor Training Supervisor - USS NIMITZ - San Diego, CA
 - Developed, planned, and supervised over 300 training scenarios.
 - Authored over 40 reactor continuous training examinations.
 - Instituted high standards of work resulting in 33% decrease in administrative and technical deficiencies.
 - Supervised and mentored 37 personnel improving morale and quality of work.
- Naval Nuclear Power Instructor - NPTU Charleston - Goose Creek, SC
 - Assisted in implementing new training program that increased efficiency by 8%.
 - Molded 14 classes of junior recruits into efficient nuclear operators.
 - Instrumental in successful completion of 10 audits by supervisory organizations.

ENGINEERING TEAM PROJECTS

Mechanical Engineering Department Senior Design

- Developed vehicle that wirelessly determines its routes to user designated locations within a room.
 - Delivered working prototype with detailed documentation of hardware and software used for design goal.
- Engineering Practices: Introductory Course Sequence (EPICS)
- Completed projects on four-member teams, delivered finished reports and oral presentations to client.
- EPICS I: Developed plan for subdivision including street layout, recreation center and utilities. Personally responsible for electrical, gas and water system designs, including proposed budget.
 - EPICS I: Designed a satellite system intended to measure Earth's albedo at 100,000 feet of altitude. Personally responsible for sensor system, data storage system, and system integration.

ENGINEERING SKILLS/CERTIFICATIONS

- Electric machine design, circuit analysis/design, signal processing, filter/amplifier design, Computer Aided Data Acquisition, State Machine Design/ Implementation, Microcontroller Interfacing
- Verilog, C/C++, PSpICE, Mathematica, MATLAB, LabVIEW, HCS12 Assembly, Solidworks, AutoCAD
- Technical Writing, Public Speaking, Oral Presentation Experience
- Microsoft Office Excel, Word, Publisher, Visio, PowerPoint, Access, VBA
- Passed Fundamentals of Engineering (FE) Exam – October 2017

Elliot Experience

1600 Maple Drive Golden, CO 80403	720-888-8888	eeper@mymail.mines.edu	www.linkedin.com/in/ee
EDUCATION			
Colorado School of Mines, Golden, CO	December 2015		
Masters of Engineering in Petroleum Engineering	GPA: 3.94		
Pennsylvania State University, University Park, PA	May 2012		
Bachelor of Science in Chemical Engineering	GPA: 3.37		
SKILLS			
Computer: Aspen Hysys, MatLab, Wolfram Mathematica 7, Schlumberger PIPESIM, TechLog: Ingenious ProPlan, Minicom/Ventix Ellipse, Ventix MineMarket; Microsoft Excel, PowerPoint, Word, Outlook, Publisher, Project, SQL; SolidWorks, AutoCAD, Adobe Photoshop			
Laboratory: CMS 300 Corelabs, Core Flooding Analysis, FRT 6100 Core Flooding Apparatus; mass spectrometer, nuclear NMR spectrophotometer, infrared-UV spectrometer; gas chromatography, PVT cell analysis, kinematic viscometer, differential scanning calorimeter, rising bubble apparatus, distillation, mud and cementing simulation			
Communication: Oral presentation skills, corporate presentation experience, technical writings – laboratory reports, corporate product documentation, international and multi-discipline group management			
International: Multilingual! Indonesian/Malay/English/Japanese/basic French, Indonesian Citizenship			
RELEVANT EXPERIENCE			
Colorado School of Mines Petroleum Engineering Department	August 2013 – Present		
• Teaching Assistant for Gas Measurements and Formation Evaluation Lab			
Berea Sandstone and Multiphase Flow Independent Study	July 2013 – Present		
• Designed and established a successful core flooding system for multiphase flow			
• Researched rock properties of Berea sandstone and Bakken shale samples			
• Operated rock properties analysis apparatus and analyzed data for 3-D simulation			
• Responsible for programming of multiphase flow simulation for further study			
PT EMS Paramitra – Mining Supply Chain & IT Business Analyst	September 2012 – December 2012		
• Selected as team leader for a program development project			
• Responsible for product development research, customer relations, and supply chain programming			
• Featured as the new employee of the month for successful execution of a core company project			
• Prepared documentation for program – product overview, operational manual, and technical manual			
Schlumberger-Kuwait PVT Lab Intern	June 2010 – July 2010		
• Selected as team leader due to the quality of research results and overall improvements in group performance			
• Led internationally diverse group of interns researching PVT fluid properties and reservoir sample determination			
• Prepared technical report documentation and presented to managers and non-laboratory personnel			
• Received training for 6 Sigma lab safety training and implemented LEAN management practices in lab			
RELATED COURSES			
Economic and Evaluation of Oil/Gas Projects, Petroleum Production, Petroleum and Biofuel Processing Plant Design, Mechanics of Oil Production, Flow Performance Analysis, Advanced Phase Behavior Analysis, Drilling and Completion Fluids, Reservoir Rock and Fluid Properties., Chemical Plant Design, Structural Geology, Experimental Physical Chemistry, Biospurations, Environmental Engineering			
ACTIVITIES AND INTERESTS			
Society of Petroleum Engineers (SPE)/American Institute of Chemical Engineers (AIChE)			
• Indonesian Student Association (PERMMAS PennState) - Treasurer 2009-2012			
• Habitat for Humanity Thailand, Club Celebrity Fitness Indonesia, CrossFit America			

PHD GRADUATE CV (2-PAGE LAYOUT EXAMPLE - MAY BE 3 OR MORE PAGES, AS NEEDED)

<p>Patrick H. Davis, Ph.D., EIT</p> <p>700 Maple Street, Golden, CO 80401 720-720-7772</p> <p>phd@mymail.mines.edu</p>	<p>PROFILE</p> <p>Geoscience professional with industry experience, public speaking and client interaction skills; background in water resource law, seeking position with global natural resources firm to provide hydrologic expertise.</p> <p>EDUCATION</p> <p>Colorado School of Mines, Golden, CO Geophysical Engineering, Hydrogeophysics Emphasis Science, Technology, and Engineering Policy Minor</p> <p>Colorado School of Mines, Golden, CO Geological Engineering, Hydrogeology Emphasis</p> <p>Virginia Polytechnic Institute and State University, Blacksburg, VA Geology, Geotechnical Engineering Emphasis Mathematics Minor</p>	<p>INDUSTRY EXPERIENCE</p> <p>Golder Associates, Lakewood, CO - Staff Engineer</p> <ul style="list-style-type: none">Developed water usage strategies and abstraction plans for copper and molybdenum mining.Presented project results to secure \$500,000 in new contractual work agreements.Designed and implemented hydrologic monitoring and telemetry network to measure hydrologic variables in real-time, parameterize and improve water balances, and analyze surface evaporation dynamics from tailings dams, tailings ponds, and water storage reservoirs.Developed 2D ground water model for large unconfined aquifer to probabilistically evaluate long-term well field sustainability given episodic monsoon flooding events.Modeled fissure erosion in earthen dams, and head-cutting and abrasion-erosion in concrete spillways and hydraulic jump stilling basins to assess failure potential and develop remedial strategies for clients.Developed GIS databases to plan and support field studies, enhance data processing methods, improving geospatial accuracy and certainty of analytical and numerical ground water models. <p>TZA Water Engineers, Lakewood, CO - Intern</p> <ul style="list-style-type: none">Performed pump tests at municipal well-fields and domestic wells to characterize aquifer hydraulic properties from distance/time drawdown and aquifer recovery data.Developed GIS databases and interpreted Colorado aerial photography to 1) analyze stream depletions due to well pumping, 2) map conveyance infrastructure and ditch irrigation systems, and 3) to research historical diversion and irrigation and land use practices in Colorado.Assisted senior engineers in developing water court applications and related documents for water rights exchanges, consumptive use analyses, augmentation plans, substitute water supply plans, and injury calls placed on Colorado's water resources.	<p>RESEARCH EMPLOYMENT EXPERIENCE</p> <p>May 2011 – Present</p> <p>NSF-IGERT SmartGeo Fellowship, Golden, CO - Researcher</p> <ul style="list-style-type: none">Performed time-lapse geophysical monitoring during laboratory and field research projects with time-lapse self-potential, electrical resistivity tomography, temperature, and seismic refraction tomography.Developed novel monitoring methodology to detect initiation of anomalous seepage in earthen dams, and to hydraulically characterize preferential ground water flow in real-time using tracers.Contributed geophysical and hydrogeological expertise to multi-disciplinary research teams. <p>PhD May 2016 3.44 GPA</p> <p>M.S. December 2012 3.49 GPA</p> <p>B.S. May 2008 3.20 GPA</p> <p>United States Geological Survey, Denver, CO - Student Contractor</p> <ul style="list-style-type: none">Provided field support, data processing and 2D numerical modeling for hydrogeophysical survey of large earthen dam, performing self-potential, electrical resistivity tomography, and electro-magnetic induction surveys at field site.Interpreted field data to discover new seepage zones, communicated findings and recommendations for safety measures to client.Published survey methods and findings in peer-reviewed geophysical engineering journal, co-authored two USGS Open File Reports. <p>Applied Geophysical Experience, Santa Fe, NM - Undergraduate Researcher</p> <ul style="list-style-type: none">Acquired, processed and interpreted transient electro-magnetic data to determine subsurface resistivity structure and investigate foundation seepage beneath Pueblo de Cochiti earthen dam.Acquired and interpreted seismic reflection and refraction data to map faults of Rio Grande Rift, and map distribution of Kivas at an archaeological site.	<p>HONORS AND PROFESSIONAL AFFILIATIONS</p> <p>Best in Geophysics Presentation, Conference on Earth, Energy and Environment, April 2013</p> <p>Colorado School of Mines Graduate Student Association</p> <p>Tau Beta Pi Honor Society</p> <p>Society of Student Geophysicists (SSG)</p> <p>Environmental and Engineering Geophysical Society (EEGS)</p>	<p>SELECTED TECHNICAL PUBLICATIONS AND PRESENTATIONS</p> <p>Davis, P., and A. Researcher. 2013. Time-lapse self-potential due to heat convection through a preferential flow path. Water Resources Research. In submission.</p> <p>Davis, P., A. Researcher, and O. Researcher. 2012. Dammed if you do, dammed if you don't: Tensions between ensuring dam safety and maximizing Colorado's water supply. Proceedings of the Association of State Dam Safety Officials 2012 Conference on Dam Safety, September 2012, Denver, Colorado.</p> <p>ACTIVITIES AND PERSONAL INTERESTS</p> <p>Volunteer at Denver Urban Gardens, Delaney Community Farm – Consultant</p> <p>Habitat for Humanity – Construction Volunteer and Speaker's Bureau</p> <p>Backpacking, snowshoeing, rock climbing</p> <p>Piano, percussion</p>
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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 cover letter, including thank you and discussion letters that continue the conversation, your job search will end with your acceptance or a declining letter. Every step of the way, your professional communications convey a great deal about you to your possible future employer.

COVER LETTER (INITIAL CONTACT)

A customized cover letter can be the first factor in determining who will receive an invitation to interview. Projects and skill sets may appear similar amongst applicants, so a well-written cover letter, tailored directly to a company's needs, presents value including vital communication skills, organization and attention to detail, enthusiasm and clear intention, business sense and strong work ethic, and enhancement of valued parts of the resume.

THANK YOU NOTES (FOLLOW-UPS)

Every interaction with an employer, from an interview to a networking event, merits a short but timely thank you note. These are typically sent in the form of an email, with a clear subject line and concise but interesting text that includes something previously referenced. Include your resume to give the receiver ease in forwarding your information to others. An additional handwritten, mailed note may be appreciated and viewed as expressing exceptional interest.

OTHER COMMUNICATIONS

Other types of written communication can enhance connections with employers, such as to reconfirm interest when significant time has passed since a conversation was initiated or an application was submitted. It is of great importance to reply to job offers with appropriate questions to allow firm decisions to be made, and to decline offers in a congenial manner. Another proactive approach is to initiate contact with a preferred organization with no job postings.

RULES FOR EFFECTIVE COMMUNICATIONS

Utilizing cover letters and other written communications is important both to emphasize your value to the employer and to maintain a record of discussions. In order for these letters and emails to be effective, they must be of high quality, with adherence to the following principles:

- Base it on research of employer's values.
- Stating why you want to be part of team.
- Long enough to engage but concise.
- Well-formatted with correct spelling.

STEPS TO CREATING THE PERFECT COVER LETTER

As you begin your application process, be sure you have the elements you need to write a cover letter. Use your resume header for a professional and cohesive look. Keep the letter to one page, with three or four well-organized paragraphs:

- Introduction: what job applying for, who you are, and specific reasons why you want to be an employee of their company.
- Matching tasks/skills: what specific experiences and skills meet their needs.
- Additional relevant assets or experience: including "soft skills."
- Ask for the interview: Thank them for consideration, and request further discussion.

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

ConocoPhillips

SAMPLE JOB DESCRIPTION

We are seeking a full time Geologist – New Graduate to join our team to perform feasibility, design, field engineering, and construction management services on a variety of projects. In addition, this team member will conduct field mapping and subsurface investigation, including permitting, drilling, sampling, assisting the Project geologist in preparation of work plans and reports, and maintenance of regulatory relations associated with geotechnical and engineering geology projects. Qualifications for this position include:

- Bachelor's Degree in Geology, Earth Science or related major required
- Master's Degree in Engineering Geology, Geological Engineering, or related major desired
- Proficiency in Microsoft Office including Word, Excel, PowerPoint and Outlook
- Knowledge of software suitable for analyzing and presenting geologic data
- Ability to pay attention to the minute details of a project or task
- Ability to use thinking and reasoning to solve a problem
- Ability to communicate effectively (written and verbal)
- Desire to pursue Professional Geologist or Civil Engineering registration

Date your letter, and enter the company address, using the term Hiring Manager if you do not have an individual's name.

Know exactly what the company needs and in what order they value it. Use their own language to describe your fit.

Thank the reader for the time to consider you and ask for an opportunity to talk further (an interview).

1600 Maple Street
Golden, CO 80401

Miranda Masters

www.linkedin.com/in/mmasters

303-273-3235

mmasters@mymail.mines.edu

February 17, 2017

Condor Earth Technologies
21663 Brian Lane
Sonora, CA 95370

Dear Hiring Manager:

As a recent graduate from Colorado School of Mines with a B.S. Degree in Geological Engineering, and now completing my M.S. Degree in Engineering and Technology Management, I am very pleased to apply for your Staff Geologist Engineering Division position, posted in the Mines DiggerNet system. I am especially interested in being part of the Condor Earth Technologies organization because of your emphasis on quality and integrity and the innovation of your diverse staff. As I researched, I was intrigued with the variety of the projects Condor Earth Technologies has completed from the critical repair of a failing dam to the geologic investigation, design, construction and repair of more than 200 tunnels in the wine caves of California.

I believe the foundations of the education I have received and my experiences meet your needs as follows:

- Experience with field investigations involving mapping of sites, sampling of earth materials and water, and reporting of observations and laboratory results – experience gained through industry internship and through geologic research project in conjunction with U.S.G.S.
- Utilization of geologic and civil engineering software including AutoCAD Civil3D, ArcGIS, Groundwater Vista, as well as extensive use of Microsoft Word, advanced Excel, and PowerPoint in the preparation and presentation of projects, including public presentation of technical paper at industry conference. Outlook has also been the system used in work settings.
- Ability to thoroughly perform work and dedication to quality and attention to detail, as well as good organizational skill with emphasis on timeliness for deadlines, as noted by GPA of 3.56.
- Strong sense of importance of team relationships and appreciation for the value of diverse team input in problem solving; ability to work independently or in team settings.
- Professional goal of achieving Professional Engineer licensure; successful completion of FE Exam April 2016, with EI in process following submission of transcript following graduation.

In addition to a technical match for the specifications of this job, I believe my commitment to making a difference in both my professional and personal life fits with the philanthropic attitude that I see your company believes in. My own participation in service projects in the community through Engineers Without Borders, the Association of Environmental and Engineering Geologists, and Society of Women Engineers is only the start of what I hope will be a career where service of many kinds is accomplished.

Thank you for considering my application. I have applied through DiggerNet and through your website. I look forward to talking more with you about my fit for your position or any other you may feel I would serve well in. I am not looking for just any job, but one where I can grow and believe your company is a fit for my passions and interests.

Sincerely,

Miranda Masters
Geological Engineering 2016
Engineering & Technology Management 2017

Using your personal header for ALL your documents shows professionalism.

Introduce your status as a Mines student and which position you are applying for. Say what interests you about this company.

If you see more about the company culture you fit, add relevant information in a paragraph. You may make good specific connections.

LETTER SAMPLES - INITIAL COVER LETTER

LETTER SAMPLES - INITIAL COVER LETTER

Steve Student

222 College Drive, Golden, CO 80401
720-888-3434 | sstudent@mines.edu

January 10, 2017

Hiring Manager Pharmaceutical Division
Swanson Corporation
9333 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 from Colorado School of Mines, with an M.S. in Chemistry, my background, experiences and skills closely match your expectations for this position. I am particularly interested in Swanson because I have learned from both news item and conversations with physicians I know, that your group is at the forefront of important medical research relating to metabolic diseases.

Since your position requires both laboratory technical competence and good written communication skills, I believe my experience and abilities 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 a wide variety of basic laboratory tasks, as well as specific research projects; a large part of success completion of these projects has been submitting high quality technical reports, and making public presentations. These experiences were in collaboration with a diverse group of graduate students, faculty, and administration. I am pleased to know of your company's initiatives to promote diversity, as I have seen innovation and excellent problem-solving that results from having a team that brings different perspectives to the project.

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 as I hope to provide more information to show how my skills meet your needs. Thank you.

Sincerely,

Steve Student

Steve Student

999 College Drive
Golden, CO 80401

720-888-3434
sstudent@mines.edu

March 12, 2017

Ms. Maria Nelson
Manager of Human Resources
Luftail Energy Systems
1600 Maple Street
Golden, CO 80401

Dear Ms. Nelson:

As a current senior in Engineering Physics at Colorado School of Mines, I was pleased to see the position of Turbine Technician in the DiggerNet job system. Reading the job description, I recognized many of my skills gained at CSM and my goals; I would consider it to be both a great fit and an honor to work with Luftail, one of the leaders in bringing efficient energy options to the global marketplace. I am impressed with the technology advancements, the safety emphasis, and the passion with which your business is run. In fact, I enjoy your website and how it's a virtual textbook on the reasons for and means of moving toward sustainable energy to power people's lives throughout the world. I believe that my own dedication to the mission of addressing the needs of the future, as well as my engineering background would make me an exceptional addition to the Luftail team.

As an Engineering Physics student with project experience, my skills match your stated needs as follows:

- Attention to detail and commitment to safety have been factors that prior internships have given me high marks in. The importance of doing things correctly and well is an important value to me.
- Ability to plan, manage, and execute projects evidenced by leadership of multidisciplinary design team in creation of fuel-cell vehicle prototype; multiple other projects as contributing member, including an early wind energy feasibility project that initially encouraged my interest in the industry.
- Ability to collect and analyze data displayed by troubleshooting tasks in recent internship, with technical reports of analysis and recommendations submitted to supervisors.
- Engineering Physics major combines many elements of the electrical and mechanical fields, with firm understanding of underlying causes and effects. Extensive lab and shop instrumentation skills.
- Interest in field position with background in jobs involving customer service, and meetings with project clients in EPICS and Senior Design courses. Great communication skills as Mines ambassador.
- Willingness to travel; current U.S. passport; interest in languages with basic German skills.

While my education has developed my technical 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 maintaining a positive attitude has been instrumental in the success of these projects.

Thank you for considering me for this position. My resume highlights my mechanical and electrical skills. I have completed the online application, as directed. I look forward to further discussing my fit for your organization.

Respectfully,
Steve Student

LETTER SAMPLES - FOLLOW-UP EMAIL

LETTER SAMPLES - THANK YOU EMAIL

To: Cchapman@centraltech.com
From: Sstudent@mines.edu

Subject Line: Thank You from Steve Student Chemical Engineer at Mines

Dear Mr. Chapman –

It was a pleasure to meet and talk with you at the Career Day held at Colorado School of Mines last week. I appreciate the time you took to talk with me about the information I had previously read regarding new developments in Central Technology's line of products for the chemical and pharmaceutical industries. Your pride in the company's 50+ year history and the constant search for providing better products encouraged me to really think about applying my developing engineering skills to the summer internships you had mentioned.

As a sophomore in Chemical and Biochemical Engineering at Mines, I have begun to really focus on the skills that would be useful to your company. I am very eager to demonstrate my technical abilities and my strong work ethic as a summer intern with Central Technology and I have already completed your application online. Though I gave you my resume at Career Day, I am also attaching it here for your convenience.

Again, I wish to express my thanks to you and your colleague, Frank, for taking the time to come to Career Day and talk with me as I know it must have been a very tiring day. I look forward to talking with you again soon.

Best regards,

Steve Student,
Chemical and Biochemical Engineering 2016

To: MMichaels@worldsteel.com
From: Sstudent@mines.edu

Subject Line: Steve Student Interview for Project Engineer

Dear Mr. Michaels –

I appreciated the opportunity to interview with you yesterday on the Mines campus and discuss my skill set for your Project Engineer position. Your insight as an alumnus from the WME Department, and our common experiences while involved with the McBride Honors program at Colorado School of Mines, made me even more confident that I would be a good fit for the staff at World Steel and useful for the company goals of creating exceptional materials for the new automobiles being developed now.

Our discussion of the company's commitment to safety and developing teams that really focus on great communication and appreciation of individual contributions to problem solving convinces me that I would want my career to be with World Steel. I understand the next step is a potential site visit that I am hopeful for.

Again, I wish to express my thanks to you for your time and interest. 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 updated resume is attached for your convenience.

Best regards,

Steve Student,
Mechanical Engineering 2016

LETTER SAMPLES - JOB OFFER RESPONSE

LETTER SAMPLES - REQUEST FOR CURRENT STATUS

To: Wweatherby@simpson.com
From: Sstudent@mines.edu

Subject Line: Project Engineer Job 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 Simpson Service Company, to be based in San Antonio, TX. From my interview experiences with the members of your team, and a visit to your headquarters, 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. Before I make my decision on this exciting offer, I must respectfully 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 is 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 in a very short period of time, this is very important to me to make the arrangements quickly.
- I need to ask if there is any flexibility in the stated annual base salary. May we discuss this item?
- In view of the questions that I have prior to making my decision, I must respectfully request additional time to respond. I would like to discuss this with my mentor and family, and am hopeful that the February 28 response date could be moved to March 15, following Spring Break.

I will phone you to be sure that you have received this email, and see if you would like to schedule a time to discuss these questions, do appreciate your understanding and want to reaffirm that I am very appreciative and excited about the possibility of joining your great company. I hope you understand that this is a very important decision that I am excited to be discussing with you. Thank you again and I look forward to talking with you.

Best regards,

Steve Student,
Mechanical Engineering 2016

To: ESimpson@walters.com
From: Sstudent@mines.edu

Subject Line: Project Engineer Job Offer

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 on October 3rd. Knowing that you have been evaluating applicants for this position since the recent closing date, I am writing to you because I have received a full-time job offer today and am facing a short decision deadline. Because I am very interested in Walters Corporation, and value your commitment to quality and safety, I am hesitant to make a decision on the offer in front of me without first knowing my status with you, one of my top choices in starting my career. Therefore, I must respectfully ask if you can please let me know if I am currently being considered for the Project Engineer position.

I am a person who thinks carefully before making any decision because I honor my commitments. This is why I am hoping you can give me input from the Walter's perspective on my fit for your company. Please let me know if there is any other information I can provide you, and if you know what your timeframe for deciding your hiring decision will be. I hope it is not inconvenient for you to contact me soon. Attached is my resume for your convenience.

I appreciate your understanding of the short amount of time I have to return my decision on the offer that stands before me. Thank you very much.

Best regards,

Steve Student,
Mechanical Engineering 2016

LETTER SAMPLES - DECLINING OFFER

LETTER SAMPLES - RESTORING CONTACT

To: ESimpson@walters.com
From: Sstudent@mines.edu

Subject line: Project Engineer Job Offer

Dear Ms. Simpson –

I would like to express my appreciation again for the opportunity to be considered for the Project Engineer position. All of my research of Walters Corporation and my interactions with the members of your staff, who I met at Career Day and in the interviews that followed, further reinforced my appreciation for the high ideals of quality service and social responsibility of your company.

It is with 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 very best in your endeavors to find a great fit for this position, as well as for the Walters Corporation's continued success.

Again, thank you.

Best regards,

Steve Student,
Mechanical Engineering 2016

To: Pnielsen@lufthall.com
From: Sstudent@mines.edu

Subject line: Mechanical Engineer with interest in Lufthall Corporation

Dear Mr. Nielsen –

As an upcoming B.S. graduate in Mechanical Engineering who had the great pleasure of interviewing with your staff last fall, I am very pleased to see the recent media reports that your company is growing, with new orders coming in for your wind turbines to fuel electricity for a large portion of the southeastern U.S.. Since my earlier contact with members of your staff, I have continued to follow your company with great interest and in the possibility of being a future member of your team. I am attaching my updated resume with some additional relevant project details added for work I am doing this semester. I hope that you will be able to come to the next Career Day at Mines or for on-campus interviews again this spring, but I am proactively watching your website to apply now for jobs I have the skill set for. In addition, I am following your company on LinkedIn to observe the technical conversations there.

I want you to know that I am not looking for just any job, but for a career with a company that has the same passion that I have for the daily work of making life better for others. I believe Lufthall is that company. I look forward to another discussion with you regarding my fit for your company. Thank you in advance for any suggestions you may have for furthering my application process.

Best wishes for your success,

Steve Student,
Mechanical Engineering 2016

CAREER PORTFOLIO

A career portfolio is an organized collection of documents which will highlight your knowledge, skills, and abilities from a range of different experiences. Sample documents may include: awards, testimonials, academic achievements, recommendations, designs, publications, etc. This should be available in an electronic format and a hard copy in a professional binder.

Career portfolios have multiple purposes and can be used throughout every step of the professional's career path. A career portfolio is used to: 1) market your talents, experiences, and results during job search activities; 2) showcase your attributes during the application process for grad schools; 3) give you the distinct advantage of thorough documentation when preparing for a performance evaluation, negotiating a raise, or seeking a promotion; and 4) supply you with the quality and quantity of essential information needed to compile a professional bio used in company staff summaries, proposals, conferences, or publications.

The primary reason to have a career portfolio early in your professional career, however, is to enhance your desirability as a job candidate, which can help you obtain a great offer. Because this tool can become very large, very quickly, it is best to be selective about the documents prior to presenting them in an interview or review. Prior to displaying your portfolio, make sure that the information relates to the questions asked, and then inquire if it is acceptable to share specified samples from your portfolio. These can be great visuals and a relief from constant eye contact.

CONTENTS OF A CAREER PORTFOLIO

Career portfolios should be organized and include the best examples of your:

- Professional bio and picture
- Summary of accomplishments
- Awards and commendations
- Academic achievements
- Samples of professional achievements
- Testimonials
- Transcripts
- Letters of recommendations.
- Non-confidential technical reports
- Project samples and designs
- Proposal examples
- Publications and published articles
- Certificates of achievements
- Professional licenses and certifications

EXAMPLE OF A PROFESSIONAL BIO – STEVE GRADUATE

Steve Graduate is a young professional who recently graduated from Colorado School of Mines with a Bachelor of Science in Mechanical Engineering. Currently he is working for Orbital ATK as a Hardware Systems Engineer. From a young age Steve expressed a strong interest in engineering and aerospace fields. This interest has led him to pursue a diverse work history in the robotics, aerospace technology and software. As a student, Steve has worked on a variety of projects including an Albedo Radiation Satellite Collection Device for Lockheed Martin, a robotic landmine detector in response to the Cambodian Landmine Protection Agency, and as project team leader for the design, fabrication and flight of a Demo-Satellite Payload funded by the Colorado Space Grant Consortium and NASA.



In addition to his work, Steve is actively involved with American Society of Mechanical Engineers (ASME), People to People Student Ambassador Program, and Habitat for Humanity.

RECOMMENDATIONS & REFERENCES

An important component of a career portfolio is references and written recommendations. A recommendation can dramatically increase your chance of moving from a "prospective" candidate to "the employee" an employer has been seeking. The importance of references increases the further you move upwards in your career. Never use a name or contact as a reference without their permission. Remember to ask politely and know the person long enough before asking for the reference. Talk with your references so they are prepared to describe your positive attributes. Make sure you have good contact information and keep it updated. Send a thank you note when someone provides a recommendation. There are four types of references: personal or character reference, academic reference, project reference, and most commonly, a work or professional

ACADEMIC REFERENCES

An academic reference is for confirmation of learned experience, learning style or learning ability. An academic reference should be a college professor or some other teacher whose guidance you received.

PERSONAL REFERENCES

A personal reference is someone who is not related to you and has not worked with you, but can vouch for your integrity.. A mentor, minister or other advisor who has known you at least a year could provide a strong character reference.

PROFESSIONAL REFERENCES

Your employer or direct supervisor, co-workers who worked closely with you, a client and/or a vendor can be used as a professional reference.

PROJECT REFERENCES

Another great opportunity for engineering students to show strong teamwork skills is to provide project references. Who better to state your team contributions than someone whose project grade and completion was contingent upon your good collaborative work efforts.

REFERENCE FORMAT

Use your resume header for a professional look. For example:

STEVE STUDENT	
http://www.linkedin.com/pub/stevestudent/9/101	
55 M-Climb Rd. Golden, CO 80401	303-273-3233 sstudent@mymail.mines.edu
<hr/> LIST OF REFERENCES <hr/>	
Name	
Title	
Organization	
Mailing Address	
Phone	
Email	
Name	
Title	
Organization	
Mailing Address	
Phone	
Email	
Name	
Title	
Organization	
Mailing Address	
Phone	
Email	

STEVE STUDENT		
http://www.linkedin.com/pub/stevestudent/9/101		
55 M-Climb Rd. Golden, CO 80401	303-273-3233 sstudent@mymail.mines.edu	
<hr/> LIST OF REFERENCES <hr/>		
Name: _____	Phone: _____	Email: _____
Company: _____	Title: _____	
How You Know This Person: _____		
Name: _____	Phone: _____	Email: _____
Company: _____	Title: _____	
How You Know This Person: _____		
Name: _____	Phone: _____	Email: _____
Company: _____	Title: _____	
How You Know This Person: _____		

SOCIAL MEDIA AND PERSONAL BRANDING

A huge component in your job search effectiveness is how an employer's online search of various social media sites reflects your professionalism, communications style, and career experience. These sites are used both to "prescreen" those who have applied to their positions and to proactively find you. Managing this presence in a way that will draw employers to want to know you better is important. Be sure that the message you send is consistent, positive, and most importantly, professional.

YOUR ONLINE PRESENCE

- **LinkedIn** – this is THE professional social media. Create your resume in the Profile, with keywords in both Summary and Specialties sections; select a few Groups to join, including the Mines Career Center to expand connections and see job discussions; do an Advanced Search of Companies and Jobs, using the relevant keywords they use. Cross-reference companies and jobs in DiggerNet and utilize all resources. LinkedIn offers a world of possibilities, plus recruiters may look for you on LinkedIn.
- **Facebook** – be aware that employers Google and check out your online "resume" to get a feel for your fit and professionalism. You may be tagged by others. Be sure you know what employers see is what you want to project. Caution in privacy settings is no guarantee of good impressions.
- **Twitter** – noting such positives as projects completed, goals progressing (e.g. if you schedule 3 interviews), will get you noticed. Make every Tweet professional. Observing is good, too, as many global organizations tweet current news, job openings, new projects, etc.
- **Instagram** - As with others, companies use this forum to enhance awareness, branding, and check online profiles.
- **Google+** – create visual images of your projects to enhance your branding.
- **Blog** – whether you develop your own blog, or comment on the writings of industry bloggers you are following, you may be noticed for your insightful posts and active involvement.

CONSTRUCTING ONLINE POWER

It is not enough to have LinkedIn, Facebook, Twitter, or other accounts. Devoting some attention to implementing your strategy with these important tools will produce in a positive result. Listed below are top tips to create an effective online presence.

- Build profiles that focus on your strengths and attach samples of the work mentioned on your one-page resume, or even your 3-4 page CV. Be clear and concise on what you have to offer to all the prospective employers, in technical and transferable skills.
- Be very proactive in connecting with others. Seek out classmates, professors, colleagues, but more importantly, join relevant groups. The Mines Career Center and Alumni LinkedIn groups consists of students, grads, faculty, alumni, and many recruiters who value the Mines-educated job seeker.
- Give, as well as take, offering encouragement and links to ideas or articles.
- Actively participate with companies you have an interest in: "Follow" on LinkedIn, "Like" on Facebook and Instagram, and "Tweet" if you have a professional comment.
- Use the Jobs sections – plus notice if jobs are mentioned in discussions on the media sites.
- Don't ask directly for a job in emails or in the discussions. Maintain a positive, productive presence focused on strengths, achievements, and interests.
- Plan, prepare, and practice. Set regular times to manage your social media sites for best results.

YOUR LINKEDIN PROFILE

LinkedIn is the social media most dedicated to career building. Use it effectively to support your job search and continue to use it for professional networking throughout your career.



Undergraduate student majoring in Engineering Physics, with research experience in computational modeling of materials. Looking for full-time summer internship in computational or experimental plasma physics. Has been a part of numerous extracurricular clubs including Society of Physics Students, Blaster Hackers Electronic Club and Mines Energy Club. Extensive experience in programming, electronics, and vacuum systems. This profile is a prototype for Mines students and use for training purposes only.

Experience



Research Intern
Colorado School of Mines
Jan 2016 – Present • 2 yrs 1 mo

Constructed a beamline darkroom to facilitate experiments.
Experienced building and monitoring vacuum systems.



Career Center Student Assistant
Colorado School of Mines
Aug 2015 – Present • 2 yrs 6 mos
Golden, CO

Work with the staff at the Career Center to assist students on their job searching activities.

Education



Colorado School of Mines
Bachelor of Science (B.S.), Engineering Physics
2015 – 2020
Activities and Societies: Society of Physics Students, Treasurer, Mines Energy Club (Minergy), Mines AIAA

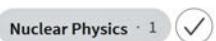
Volunteer Experience



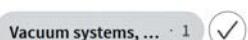
Student Volunteer
People to People Student Ambassador Program

People to People International's mission is to enhance international understanding and friendship through educational, cultural, and humanitarian activities involving the exchange of ideas and experiences directly among peoples of different countries and diverse cultures.

Featured Skills & Endorsements



You have endorsed Phillip for this skill



You have endorsed Phillip for this skill



You have endorsed Phillip for this skill

TIPS FOR YOUR LINKEDIN PROFILE

- Use a professional-looking photograph and an eye-catching headliner under your name, such as: "Chemical Engineering Master's Student at Colorado School of Mines."
- Backgrounds that are relevant and not too busy will add a great visual that will help you to stand out among your peers.
- Expand resume details for the Profile. You can attach your resume, while deleting contact information.
- Ask for and offer recommendations and endorsements.
- Search for Connections. Invite others but protect your friends: Do not let LinkedIn access your email; instead, use the "Invite by individual email" link to add friends.

Accomplishments

2 Projects

Colorado School of Mines -EPICS II: Demo-Satellite Payload
Aug 2017 – Dec 2017

Team Leader - 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.

Colorado School of Mines -EPICS I: Mars Rover Prototype
Jan 2016 – May 2016

Team Designer - Conceptual design, analysis, and fabrication of an autonomous, solar powered Mars Rover Prototype. The prototype was successfully completed and fully operational.

Accomplishments

9 Courses

ANALOG ELECTRONICS • ASTRONOMY AND ASTROPHYSICS • ELECTROMAGNETISM • INTERMEDIATE MECHANICS • MATHEMATICAL PHYSICS • MODERN PHYSICS II: BASICS OF QUANTUM MECHANICS • PHYSICS II-ELECTROMAGNETISM AND OPTICS • SEMICONDUCTOR CIRCUITS-DIGITAL • THERMAL PHYSICS

Interests



Colorado School of Mines
35,986 followers



Sierra Nevada Corporation
29,543 followers



National Renewable Energy Labor...
54,335 followers



Colorado School of Mines Career C...
2,893 members



ConocoPhillips
574,819 followers



Lockheed Martin
585,795 followers

THE MINES STRATEGY: CAREER DAY TIPS



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 consists 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 there is 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.

PREPARE FOR CAREER DAY

- Create or update your resume. Have the Career Center review. Print plenty of copies. Upload in DiggerNet.
- Review the Career Day Program Guide. Choose your top 10-15 companies to visit.
- Perform basic research on each of the companies through DiggerNet, program guide, and company websites. If they have jobs posted, apply in advance.
- Create and practice your personal 30-second commercial. Your introduction 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 30-second commercial.
- Make sure you know who you are 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, no calls, no sending Snapchats!!
- Go to the Resume Drop area for opportunities.
- 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.
- Continue to apply for jobs through DiggerNet and 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, information sessions, organization meetings, and any social event.

- Begin with a simple hello, quality handshake, your name, degree, major, grad date (or level).
- 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 website, and the company’s new emphasis on setting the industry standard in both safety and high production. I’d like to actively help in reaching those goals.”

My 30-SECOND INTRODUCTION:

(This section contains 15 blank lines for writing practice.)

THE MINES STRATEGY: NETWORKING

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 professional development. In addition to career fairs, examples of networking events include company information sessions, virtual career fairs, alumni functions, professional association events, industry conferences, project showcases, social media, and recruiting events. These are vital for career advancement.



INFORMATION SESSIONS

Information sessions are presentations where companies invite students to come and learn about their company and career opportunities. These are a perfect opportunity to network with the recruiters prior to an interview, or to obtain an interview if one wasn’t offered. Students should dress business casual, as well as bring a pen, notebook, and a resume. It is best to sit a couple of rows from the front, take notes, and ask one or two brief technical questions at the end. As soon as all questions are finished, proceed to the front of the room to meet the recruiters, shake his or her hand, and give your 30-second commercial (sell yourself).

ATTEND NETWORKING EVENTS AND PROFESSIONAL CONFERENCES



- Many opportunities exist on and off campus where you will meet employer representatives and Mines alumni. Always ask for business cards.
- 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 for you to be of help to them.
- Write keywords on the back of the business card after walking away – send follow-up emails, reminding the person who you are, reflecting some details of the conversation and reminding them that you are actively job searching.
- Connect with the person on LinkedIn.
- 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.

JOIN STUDENT ORGANIZATIONS

For each major, there are on-campus branches of student organizations 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 studentactivities.mines.edu.

DRESS TO IMPRESS

"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.

FULL TIME JOB SEARCH

- Professional appearance.
- Suit or sport coat, jacket with dress slacks/ skirt/ dress (appropriate length of skirt).
- Dress shirt, blouse or plain shirt.
- Dress shoes, nice flats or heels.
- Minimal jewelry. Hair/ make up should be conservative.



INTERNSHIP SEARCH

- Professional appearance
- Nice slacks, khakis, or skirt
- Casual jacket, cardigan, sport coat
- Nice shirt, sweater, blouse, or polo
- Dress shirt with or without tie
- Shoes and accessory rules still apply



DRESS FOR LESS

- Clothes that are clean and fit well, not too tight or too loose.
- Clean and polished dress shoes or dress boots.
- Well-groomed hair.
- Cleaned/trimmed fingernails.
- Clean teeth and 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.
- 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!

Goodwill, resale stores, and thrift shops can be a great resource for inexpensive business clothes. Be picky, take your time to go through the racks, and make sure it fits and is made well. Look through the items for damage. Take the clothing to the cleaner prior to wearing.

"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

INTERVIEWS

Each year, an average of 3,000—3,500 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 full involvement and competence in the interview process.

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, have good questions to ask the interviewer.

Watch DiggerNet in advance to submit applications with your resume and cover letter, then await recruiters' pre-selection to discover if you have been chosen to interview. If an information session is offered, it is critical to attend and gain information that will improve content of your interview answers. If you were not selected for an interview but do believe you are a good candidate, it is especially important for you to attend the information session to show the recruiter you would be a good candidate. Qualities that employers evaluate during interviews include:

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

“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 a kid standing on a chair to help my dad work on cars, he called me “the engineer.” I came here



from Washington State, appreciating Mines as the toughest (and best) school around. I chose my major from the many at Mines because it gives me a deep understanding of practical lab and shop skills, plus the fundamental way things work. I saw that this can apply to a variety of industries and am especially interested in manufacturing since my field session class toured your Littleton plant, seeing similar equipment to what we are using here at Mines, and learned more about the amazing projects you are involved in. I really enjoyed our classes using oscilloscopes and vacuum equipment, especially the team projects. In addition to my technical abilities, I offer your team my experience working with diverse groups both through school projects and my involvement in a number of student organizations. I have an extremely strong work ethic, as I am quality driven and very detailed oriented and organized. That's why I'm glad to be here discussing an internship with you, Lockheed Martin, because I'd love to be part of important work your teams are doing, and I've been looking at your projects on your website.

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THE STAR TECHNIQUE

S	Situation	Explain the why/when/where of this experience.
T	Task (or Trouble)	Describe the project and/or challenges faced.
A	Action	Detail your own efforts to make the experience successful.
R	Result	Report positive outcomes, including success and/or learning.

ANSWERING AN INTERVIEW QUESTION USING THE STAR TECHNIQUE:

"In my EPICS Team Project course, our multidisciplinary team of freshmen interested in physics, computer science and mechanical engineering were assigned a project for a local businessman wanting to improve utility costs (**S**). Our task was to investigate and evaluate an option of a small wind turbine to be installed on a site in the middle of Golden. At first this seemed overwhelming to us as new students, but we dived in to see what we could find. One of the difficulties we countered is that of our team of five, there were two individuals who, for whatever reason, were unable or unwilling to devote the amount of time that was clearly needed. (**T**) I had been chosen by the team to be the Team Lead, which primarily meant that I interacted with the client, scheduled our team meetings, and made sure we stayed on top of deadlines. I also realized that I had to do my best to motivate and encourage the ones who were not attending, so I tried various means to communicate - sending emails so all times were clear, texting and phoning, and even went tried to catch them in the cafeteria to talk with them about the needs for the team. (**A**) In the end, I was able to find out that one was worried about other classes and helped get him to tutoring for that; the other was not agreeable, and so three of us divided up those tasks to add to our own, for the sake of the project. As a result, our project was completed in time to present to the judges in both a well-compiled technical report, and a public presentation. What I learned about this is how important it is to establish communication early... as soon as a problem is noticed, and work together to fix it. (**R**)"



MY PERSONAL STORIES / EXPERIENCES

This is a worksheet to allow you to write down a few keywords that illustrate answers in interviews.

	Situation	Task	Actions	Result
Choice of Mines/Major:				
Team Projects:				
Individual Projects:				
Taking Initiative:				
Ethical Dilemma:				
Top Strengths:				
Experience with Diversity:				
Weakness / How Corrected:				
Time You Failed:				

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? And a weakness?
- 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 ability 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?

QUESTIONS THAT YOU CAN ASK IN AN INTERVIEW

- 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 value 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?
- What are the significant trends in the industry that affect this company the most?
- 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 this year. What needs to happen for us to have that conversation?.
- What is the next step in your hiring process? Will you be the one who will be contacting me?
- May I have your email address (if you have not received a business card—for sending a thank you).

QUESTIONS NEVER TO ASK THE INTERVIEWER

- What does your company do?
- How long is the vacation? How about sick days?
- Would I have to work overtime in this job?
- How much would I get paid?
- When could I move to a different job in the company?
- Does your company do drug tests? Or credit checks?
- Does your company look at Facebook before hiring?



ADVICE FROM A STUDENT....

“The interview section was a great help. I found that the biggest help I received from the book was the “30-Second Introduction” Expanded to 2 Minutes for the Interview. Two of the questions listed under “Typical Interview Questions” were asked of me during the interview and, since I had prepared to answer any of the questions, the interview was much less stressful and came across to the person I was interviewing with as professional and prepared.”

D.S, Bachelor of Science Geology and Geological Engineering

ONE-ON-ONE INTERVIEW

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

Before the Interview:

- 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 and pen. Use a simple but attractive padfolio to organize materials and convey professionalism.

When You Arrive:

- 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 of water from your interviewer.
- Turn off your cellphone. Unless there is a true impending emergency, it will wait.

During the Interview:

- Keep answers honest and positive, using specific examples to illustrate and to leave a clear impression. The STAR technique can help keep you on focus, concise, and timely.
- Smile, have good but relaxed posture, eye contact, and enjoy the conversation.
- Allow yourself time to pause and consider before formulating answers. Breathe!
- Have good questions to ask the interviewer about the company, job, and your fit for the team.
- Close the interview by telling the interviewer 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:

- Prepare as for any interview with current research of the company and review of your resume.
- Choose a location to insure that reception (and battery) will not present difficulties. Mines Career Center can help schedule a private interview room with a landline phone or Skype set-up.
- Have a few bulleted notes on research, resume and support materials in clear sight in front of you.
- Listen carefully to questions, take brief notes to keep answers focused on the stated questions.
- Answer concisely but thoroughly, giving specific examples to illustrate qualities and skills. Use STAR.
- Be aware of body language even if the interviewer cannot see you: have good posture, smile while talking to give voice inflection and interest, and 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.
- Ask questions you have developed from your research for the company to show your interest.
- Ask for the interviewer's contact information and about the next step in the hiring procedure.
- Do follow-up promptly within 24 hours.

PANEL INTERVIEWS

Group interviews are generally conducted by three or more people, representing various 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 with information for the interviewer. Schedule a “practice session” with Career Center staff to help you to present in a natural and focused way.

CASE INTERVIEWS

Many management consulting and financial firms are using case interviews for at least part of the recruiting process. In a case study interview, the applicant is introduced to a company business problem. The candidate is asked to analyze the business case, identify key challenges, and present potential or proposed solutions to the problem. Case interviews are used to evaluate crucial skills and abilities, such as analytical, problem-solving, communication, and critical thinking. Additionally, candidates need clear and well organized approaches to communication that demonstrate competencies in leadership, strategy, and vision to defend and persuade their clients to identify risks and look at points of consideration towards innovation and change when needed.. Two good company links with examples are: www.mckinsey.com/careers/interviewing and www.bcg.com/careers/path/consulting/practice-interview-cases.aspx.

INFORMATIONAL INTERVIEWS

Informational interviews are not a tactic for acquiring a position, however, they 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 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, and expand your network of business acquaintances. Sample questions to ask:

- 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?
- What advice do you have for someone considering this industry?
- Who else do you suggest I talk with to explore this career?



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. Whether accepting or declining a visit, it is important to acknowledge all invitations for site visits in writing. Only accept invitations from employers in whom you have a genuine interest.

PREPARING FOR THE VISIT

Contact the recruiter to gather all travel details. Write down this information or have it sent in writing. Be certain that you clarify the date, itinerary of the visit, lodging, local transportation, on-site contact person's information, travel/flight information, and reimbursement procedure. In addition, it is important to find out what you need to bring and prepare (such as a presentation) prior to the visit.

Carefully consider your wardrobe for the on-site visit. Plan to bring outfits appropriate for the environment. 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 (such as steel-toed boots or safety goggles). Other items to bring can include coursework for evenings or lulls in travel, extra resumes, career portfolio, padfolio, extra money, water bottle, pens, and pencils, travel clock, and laptop.

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 additional company research so you know what work is done or products manufactured at the specific location you are visiting. Review your resume, career portfolio materials, personal experiences, projects, and prior interview questions.

THE SITE INTERVIEW FORMAT

Anticipate a full day or weekend 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 individuals may be from other schools. Keep in mind that you are not only being measured against these other applicants, but also assessed on how well you might work on a team with the other candidates. You should always retain your professional poise.

Be prepared 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 doing a project. 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 as an individual and/or a team. 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 the individuals with whom you met. Also, quickly settle travel expense repayments - make a copy of all receipts before sending them to the employer.

ETIQUETTE AND MANNERS FOR THE BUSINESS PROFESSIONAL

Throughout your job search and professional career, you will experience various social settings and business events that will require the use of good manners and proper etiquette. Although this topic is vast and cannot possibly be contained in a small chapter, this section is designed to provide you with a quick reference to a few key principles of professional etiquette in the U.S.

Prior to attending a function, contact the organizer. Confirm the proper dress code; who the attendees are going to be (if recruiters, you may want to do a little research); and verify location and agenda of the event. Plan to arrive 10 minutes early (not too early and never late). Greet the hostess or reception table personnel with courtesy and respect. Turn off your cell phone.

ATTENDING THE EVENT - TIPS FOR MEETING PEOPLE

- Have your self-introduction ready and well-practiced before you ever need it ...always give your name (many times forgotten). Your 30-second commercial can work great.
- Watch your posture, eye contact, smile, and body language.
- Your verbal communications should be easy to understand with clear diction; have a lower pitch and clear tone; and it should be well-paced, but not monotonous.
- Use a proper handshake, which is firm, but not bone-crushing; lasts about 3 seconds; may be "pumped" up to four times from the elbow; is released after the shake, even if the introduction continues. Avoid giving a cold, wet handshake by keeping your drink in the left hand, and don't shake hands if you are ill or after handling food.

PROTOCOL FOR INTRODUCING PEOPLE

- Remember to use titles when introducing people.
- Explain who people are when you introduce them and give relevant information.
- The order in which one person should be introduced to another is: 1) Younger person to an older person, 2) Peer in your company (or school) to a peer in another company (or school), 3) Junior executive to a senior executive, and 4) Company executive to a customer or client.

CONVERSATION TIPS

- Include everyone in the conversation if there is a group.
- Ask people about themselves...3 – 5 good questions.
- Be a good listener (don't interrupt) and have good eye contact during the conversation.
- Be aware and respectful of speakers if there is a presentation.
- Don't gossip or tell inappropriate jokes. Be careful of negative conversations or comments.
- It is normal to be nervous. If someone asks you a tough question, take a moment and don't rush to answer. If you draw a blank, deflect the question by asking them to rephrase it. Or, start your response by saying something like, "That's an interesting question..." Both methods will buy you time to compose yourself.
- Carry business cards and ask for business cards.

CONCLUSION OF THE EVENT

- Verbally thank your host or hostess prior to leaving.
- Say goodbye's to your table companions.
- Send a thank you letter/note.



BASIC BUSINESS DINING TIPS: PROFESSIONAL EASE AT THE TABLE

- Upon being seated at the table, purse and personal items should be placed behind you or on the floor.
- The napkin should be placed in your lap once you are seated, folded in half with the fold towards your waist.
- Demonstrate good posture, sit up straight and close to the table, elbows should be off the table, and try to control nervous habits (such as tapping fingers on the table).
- If at a restaurant, don't order the most expensive item on the menu.
- In most cases it's not suggested that you order an alcoholic drink at a business event. However, if in doubt about the appropriateness, follow the lead of the host or hostess. Do not order a drink if you are under the legal age limit, and do not drink too much.
- Do not start eating until everyone has been seated or served. You can begin if your host tells you to proceed.
- Do not refresh your makeup (lipstick is okay) or tidy your hair at the table.
- Cut your food up in to bite size pieces, taking smaller bites. Bread or rolls should be broken in quarters and butter each piece separately.
- Close your mouth when chewing food, don't talk with your mouth full, and use your napkin often.
- If you leave the table, ask to be excused and gently place your napkin on your seat.
- When you are finished with a course or the meal, place the knife and fork across the plate, parallel with the handles in the four o'clock position and ten o'clock position; the blade of your knife should face inward. This position indicates that you have finished and the plate can be taken away.

CONTINENTAL/EUROPEAN OR AMERICAN STYLE OF EATING

- In the American style, one cuts the food by holding the knife in the right hand and the fork in the left hand with the fork tines piercing the food to secure it on the plate. Cut a few bite-size pieces of food then lay your knife across the top edge of your plate with the sharp edge of the blade facing in. Change your fork from your left to your right hand to eat, fork tines facing up.
- In the European or Continental style, you cut your meat by holding your knife in your right hand while securing your food with your fork in your left hand. The difference is your fork remains in your left hand while eating, tines facing down, and the knife in your right hand.

THE TABLE SETTING

1. Napkin
2. Salad Fork
3. Dinner Fork
4. Dinner Plate
5. Salad Plate
6. Soup Bowl
7. Dinner Knife
8. Salad Knife
9. Dinner Spoon
10. Soup Spoon
11. Butter Knife
12. Bread Plate
13. Dessert Spoon
14. Dessert Fork
15. Water Goblet
16. Red Wine Glass
17. White Wine Glass



THE MINES STRATEGY: DIVERSITY / INCLUSION

DIVERSITY & INCLUSION AWARENESS

An important quality employers value in prospective employees is diversity and inclusion competence. The success of a company will depend on a team's ability to work and communicate with those who are different. Development of this valuable skill is imperative for all who work within the 21st century global economy.

EMPLOYMENT PERSPECTIVES

- Industry and federal organizations have employment opportunities and actively seek out underrepresented candidates with relevant skills for their positions.
- Federal legislation supporting diversity employment, including that involving disabilities (the largest minority in the U.S.), also increases opportunities.
- Seek out these organizations and work with counselors to clarify your fit for particular positions and strengthen your personal branding strategy.
- Those who focus their job search on organizations whose values match their own find increased satisfaction at work.

DIVERSITY ORGANIZATIONS

- International Student Organizations: refer to the International Student & Scholar Services Office 'website for a list of Mines international student groups)
- Women in Science, Engineering & Math (WISEM)
- Society of Women Engineers (SWE)
- President's Committee on Diversity
- Multicultural Engineering Program (MEP) AISES, NSBE, oSTEM, SASE, SHPE

DISABILITY RESOURCES

- disabilities.mines.edu



There are many types of diversity within school and the workplace; some differences are obvious and others are less easily observed:

- **Visible:** Gender, age, generation, ethnicity, nationality, native language, and physical disabilities.
- **Less Visible:** Cultural, varied ways of thinking and communicating, sexual orientation, non-visible disabilities (learning disabilities, health issues, mental disorders).

Awareness of the many expressions of diversity and recognition of an individual's unique abilities, goals, values, and ways of communicating is a very important skill for everyone. Advancing your own diversity competence and communication skills may be a learning area that requires thoughtful consideration, and perhaps even taking a step or two outside your comfort zone.

- Review personal strengths, learning styles, communication modes, etc., in the chapter on Self-Discovery to increase positive interactions.
- Look for more opportunities in current job settings, extra-curricular activities, and class projects to increase your experiences.

COMPANY DIVERSITY STATEMENTS

“...a policy that spells out our intentions to have a workforce reflective of different cultures, genders, generations, ethnic groups, abilities, all the other unique differences that make each of us individuals.”

ArcelorMittal

DIVERSITY IN THE WORKPLACE

- Diversity in the workplace has been shown to have great benefits including increasing productivity by enhancing creativity and more effective problem solving through introduction of different perspectives.
- The overwhelming evidence is that companies using clear initiatives and practices when building diverse teams are companies that function well and are perceived as desirable by both the general public and by the employees. It is a good element for improving a company's branding in the global economy, and also results in increased profitability.

INTERVIEWS

Diversity skills are often a consideration in job interviews where the candidate's ability and adaptability are noted through both specific and casual conversations. Prepare yourself for diversity-based interview questions similar to the following:

- How has your experience and background prepared you to be effective in an environment with a company that has strong diversity values and initiatives?
- Tell me about the experiences you have had working with others who have different backgrounds, cultures, or abilities than your own?
- How have you handled a situation when you observed a colleague not demonstrating acceptance of others' diversity? What could you have done in the situation?
- What does it mean to have a personal commitment to diversity and how do you see yourself further developing and applying your diversity commitment at this company?

"MY PERSONAL STATEMENT OF INCLUSION AND DIVERSITY"



"To me diversity is the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin, and political beliefs. The ability to be open minded and sensitive to others, never talking down to anyone who does not believe in the same things or even approach problems in the same way I do, is very important in today's society. This semester I saw a great example of diversity in my Energy and Society class. As a mechanical engineer at Mines, the vast majority of my classes are with people very similar to me, but this class included a lot of petroleum engineers, mining engineers, ex-military, and other people from a variety of backgrounds. I found that the discussions that resulted in the class were very interesting and opened my eyes to just how many differing viewpoints there are on things. Diversification is very important to me because I, myself have had times I felt different and excluded because of it. My personal plan for increasing my diversity awareness and inclusion competence is to take part in international clubs and other organizations, and to be more proactive in meeting new people from different paths."

MY PERSONAL STATEMENT OF DIVERSITY / INCLUSION:

A diversity and inclusion statement will include a personal definition plus examples from your experiences in academic, professional, and social settings. It should also include your own plan of action for the future.

WORKING INTERNATIONALLY

The reputation of Colorado School of Mines is not restricted to the United States, but is known throughout the world. Employers from across the globe seek students and graduates of Colorado School of Mines because of the rigor of the curriculum and Mines' mission focused on solving the biggest problems that face the world. As stated on the Mines website:

Mines has distinguished itself by developing a curriculum and research program that is geared towards responsible stewardship of the earth and its resources. In addition to strong education and research programs in traditional fields of science and engineering, Mines is one of a very few institutions in the world having broad expertise in resource exploration, extraction, production and utilization.

Whether one has goals to influence the future of the world or a love of travel and exploring the diverse cultures of the world, Mines students have opportunities to pursue a career in an international setting.

EMPLOYMENT

Students have attended Career Day and used DiggerNet to find great global opportunities, including these two Chemistry students who interned in Africa. Possibilities include with organizations in industry, U.S. government, the Peace Corps, and non-profit NGOs.

- Many employers who recruit at Mines have locations world-wide. Some are hiring for U.S. locations, but with global training locations or even full-time jobs. Often these global positions are available after a period of U.S. experience. Company research helps you know what companies may do this.
- Some countries are opening visa processes for skilled labor, such as Australia's Special Visas (Subclasses 400, 457, or 476); be sure to follow instructions carefully before going!
- www.immi.gov.au/Visas/Pages/476.aspx

TIPS FOR SUCCESS

- Seek out global companies at Career Day and talk with them at information sessions.
- Study Abroad! Explore your options at oip.mines.edu. and visit the Office of International Programs.
- Register for LAIS language courses.
- Seek out international fellow students to socialize with and find fun ways to practice each others' languages.
- Talk with professors and upperclassmen about their international experiences.

MAKING A DIFFERENCE IN THE WORLD

All majors can have a positive impact on the many challenges facing our world: medical, energy systems, use of natural resources, etc. Seek out humanitarian projects, mission trips, and other activities in order to match action to your goal of a meaningful career.

RESOURCES TO EXPLORE BEFORE YOU GO

International Business Etiquette, Manners, Culture

- www.cyborlink.com/
- www.international-business-center.com/
- www.goingglobal.com/

U.S. Department of State: Resources, Tips, Advice - Information for both U.S. Citizens and Internationals

- <http://www.state.gov/travel/>

INTERNATIONAL STUDENTS WORKING IN THE U.S.

Colorado School of Mines' reputation makes it an important destination for many international students seeking an excellent education. Although most come with the intention of taking their skills and abilities back to their home countries, many seek the opportunity to work with a U.S. company. Employers vary in their hiring plans but often are aware of the benefits of hiring internationals, increasing the diversity within their company and gaining highly skilled employees. Whether you are seeking an internship while studying at Mines to use the experience in your home country, or hoping to stay in the U.S., the Mines Career Center has resources, events, and opportunities for you.

QUICK FACTS FOR INTERNATIONALS

- International students who are in a full degree-seeking program at Mines have access to Career Center services and the full use of DiggerNet.
- International students here in a non-degree status have access to Career Center assistance and use of DiggerNet to learn of Career Center events including information sessions to meet recruiters, job search workshops, and Mines Career Days.
- Companies with U.S. government contracts are often restricted to hire only U.S. citizens or students with permanent resident status.
- All international students must abide by rules and regulations of the United States Citizenship and Immigration Service (USCIS).
- Work closely with the International Scholar office to be sure that proper paperwork is maintained at all times.



JOB SEARCH TIPS FOR INTERNATIONALS

- Attend workshops or schedule an appointment with the career advisors to learn about skills for Career Day and job applications.
- Prepare a top-notch resume in the style that Mines recruiters prefer. Make sure you know what a U.S. resume includes.
- Work with the Career Center to create customized cover letters to send with your resume. Get help with grammar and punctuation, if needed.
- Use DiggerNet to set a saved Search Agent for "Jobs I Qualify For" and apply.
- Attend Company Information Sessions and stay to talk with representatives about your skills.
- Before a potential conversation with an employer, talk to the International Office and know the visa conditions so you can discuss details clearly with employers.
- Learn about interview skills, and practice interviewing.
- Be involved in organizations beyond your own peer or cultural group to expand your Mines and U.S. network.
- Look for occasions to develop and demonstrate teamwork and leadership.

BEYOND ACADEMICS - INVOLVEMENT ON CAMPUS

Contact with the International Student & Scholar Services Office (ISSS) and Multicultural Engineering Program (MEP) to get advice about various international or cultural groups at Mines.

- mines.edu/issss/
- mep.mines.edu/

In addition, we encourage you to be actively involved in organizations, both professional connected to your major and in areas of personal interest.

PROFESSIONAL ETHICS AND INTEGRITY IN 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. An individual's behaviors also reflect upon the reputation of all Colorado School of Mines students, grads, and alums. When a university develops a reputation for having students with unethical job search practices, the value and demand for those students decrease. Therefore, to maintain good standing within the engineering industry, the Career Center encourages all Mines students and graduates to approach the job search process with integrity.

TEST YOUR PROFESSIONAL WORK ETHIC IQ....

- Why is an ethical job search important?
- Will anyone know if you fudge on your GPA?
- Should you list skills you don't have (why or why not)?
- Should a student change his major or graduation date to qualify for an interview with a company?
- A junior has an interview with a company on campus but decided not to show up. Who does this impact?
- If a student has accepted a job offer, should he still apply for other jobs just to see if there is something better?
- A graduate student has accepted a good job offer, but has now received another—what should she do?

VALUE OF AN ETHICAL JOB SEARCH

- When looking at which schools from which to recruit, companies primarily evaluate the majors and degrees offered, the academic excellence of the curriculum, the global reputation of the college, hands-on experience with job-relevant projects or internships, and the passion as well as the ethical integrity of the students.
- The impact that one person's unethical practices can have on the rest of the students may result in missed job opportunities, less job postings and interviews, lower average salaries for grads and interns, fewer scholarships and research opportunities, and perhaps not as many sponsors for projects or events.
- As a professional, you should be known for your high standards of integrity. Your industry peers should never doubt your word or honesty. This reputation follows you throughout your career.

ACCURATE COMMUNICATION

- Do not falsify or inflate your credentials on your resume, cover letter or in interviews. Employers will verify your GPA and skill level.
- 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 any application forms or other materials that an employer requests as soon as possible.
- Return all phone messages received from companies promptly.
- Alert your roommates or family members that you are interviewing and may be receiving calls from employers. Ask them to answer the phone professionally.
- Be sure your voicemail states your name, is professional and in good taste.

HONEST INTERVIEWS

- Notify the Career Center in advance if you must reschedule or cancel interviews. This allows another student the opportunity.
- Do not sign up for interviews in which you are not sincerely interested simply to get interview practice. This wastes your time and diverts the company from pursuing other students.
- Acknowledge invitations for site visits promptly whether you accept or decline them.
- Notify the contact well in advance if there is any change in your site visit plans. If applicable, return the plane tickets, monetary advances, and confidential company documents immediately.
- If an on-campus or site interview is cancelled, send a note of apology to the recruiter.



HONORABLE ACCEPTANCES

- Do not accept a job offer until you are confident of a firm 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.
- Acknowledge every offer by letter or phone call, whether you accept or decline.
- Request extensions from employers if you need more time to consider offers.
- As soon as you have accepted a job and are no longer available, notify all other companies under consideration.
- Let other employers know you have an offer. This information may encourage the employer to formulate their offer quicker.
- Notify the Career Center when you accept a job offer by email, check out form or visit.

CODE OF ETHICS: MY STATEMENT OF PROFESSIONAL INTEGRITY

A professional statement of integrity is based on certain ethics or morals, thereby doing what is right or wrong. This is the code that top professionals live and work by. Simplify it by targeting your most essential declarations. This statement should encompass your plan for developing a relationship of professional trust with others, a sense of responsibility, an emphasis on quality of work, and can include goals.

SAMPLE STATEMENT OF PROFESSIONAL INTEGRITY FROM A RECENT MINES GRADUATE

"It is my recognition that the modern engineer is tasked with projects that are far bigger than the individual, or even the firm, company, or corporation for which he or she is employed. These can range from skyscrapers and bridges in the center of urban areas to remote platforms in the Gulf of Mexico. Regardless, the projects often have direct impacts on society for decades. It is for that reason that I find it necessary to put forth a statement to identify my personal dedication to integrity as an engineer. This starts with the assertion that safety will form the foundation of any work that I should have the privilege of collaborating on. The importance of safety that has been instilled within my core by professors and my past experiences as a roughneck is something that I could never ignore. This includes not only the application of safe practices during the implementation of a project, but also the safety of the finished product.

The other highlight is my drive to develop professional trust among my colleagues and supervisors. This trust is the end result of many actions that I believe are requisite for a successful career of tangible contributions. I can ensure to each of my co-workers that I will not be a "copy and paste" engineer, and will analyze each project on a case by case basis. I also vow to recognize my shortcomings and seek collaboration and advice from those who have expertise in areas where I do not. It is critical to get a wide range of diverse perspectives on any problem in order to insure the integrity of the finished solution.

In addition to the two pillars of my integrity outlined above, I will always hold a strong dedication to honest communication, accurate results, steadfast confidentiality, continued learning and development, and open sharing of any knowledge that I have to offer. My code of ethics leans heavily on each of these assertions, and has been cemented through all of my experiences up to this point. I can only hope that this makes me easily identifiable as an individual whom others would be proud to work with."

J.T. Walz, BS Petroleum Engineering

THE MINES STRATEGY: JOB OFFERS & SALARY

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. This is the time for extensive information gathering so you can make a solid decision. 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 need to see the entire package so that you can make a well-informed decision. Once you have made the decision to accept a position, it is very important that you honor your word, so ask questions. Items to watch for include:

- Job title and primary duties
- Location and if there is relocation help
- Base salary plus additional compensation that may affect your annual income
- Out-of-pocket expenses other taxes that reduce your income (monthly health insurance costs)

Factor (Rate factors 1-5)	Value to You	Rating Company #1	Rating Company #2
Passion for Job/Challenge			
Scope of Work (Duties)			
Good Benefits Package			
Salary			
Stability of Company			
Geographic Location			
Integrity			
Diversity/Inclusion Policy			
Atmosphere/Environment			
Social Conscience			
Advancement Potential			
Other			

SALARY CONSIDERATIONS

For “reasonable salary” research, use the most recent Colorado School of Mines Outcomes Survey, available in the Career Center or at careers.mines.edu. Career Center staff contact graduates to request base salary information, arriving at an average for each major. The information is held confidential for all students and the companies that extend offers. When considering offers, be aware that it is not all about the salary - look for the best fit!

Why are the ranges in the Mines Salary Survey so wide?

- Low offers may not show other factors such as bonuses, over-time, travel reimbursements, special rates, that are not predictable over a year.
- High offers may be “exempt” where overtime hours are expected without additional compensation.

Other sites to research average salary information include: salary.com, payscale.com, glassdoor.com, careeronestop.org. Modes of data collection may vary. It is best to consider the range. The initial salary offer may depend on several factors:

- Geographic location (use a cost-of-living calculator under Work/Life to compare options).
- Level of responsibility (a lower position may pay less but may be a good stepping stone).
- Type of industry or age or size of company.

OFFER DETAILS

Common phrases that you may encounter and need to understand in the offer include such items as:

- Standard Phrase: “employment at will” - Either employer or employee may choose to terminate at any time. However, you may be required to reimburse such employer expenses as signing bonus, relocation reimbursement, specialized training, or customized uniforms in full if leaving before a stated time period.
- Confidentiality Agreement - Details about plans, processes, prices, lists of clients are to be held in strictest confidentiality; this agreement usually lasts even after you have left the company’s employment.
- Noncompetition Agreement - The employee agrees that for a specified time after leaving the employer, he or she will not work for a rival or similar organization, or in a geographical region). Consider carefully.
- Intellectual Property - Any creation of articles or ideas that are done within the scope of the job belong to the company, not to the employee. These trade secrets are part of standard confidentiality and ethics.

Though at-will employment, confidentiality, and intellectual property clauses are very standard, it is important to discuss everything with the potential employer that you do not fully understand and agree to. The Mines Career Center can help you read through the details of an offer, but we do not offer legal counseling for your decision process.

RULES OF SALARY NEGOTIATION

- Notify other companies with whom you interviewed that you have an offer, to allow their response.
- Attitude is everything. Be confident, humble, respectful, enthusiastic.
- Request full details in writing, and additional time, if needed.
- Maintain confidentiality for each and every employer involved.
- Use integrity and negotiate only for positions in which you are truly interested and would accept if the conditions were agreeable, not as leverage.
- Keep salary phrased as a range, “I was looking for a salary in the range of \$ _____ to \$ _____.”
- If base salary is not negotiable, other items may be, including a signing bonus, extra vacation, or early review. Parking or mass transit options are good perks.
- Know when to stop talking and make your informed decision. Notify other companies that you are no longer available. Be polite in declining.
- Be extremely cautious with renegeing after accepting a position, when a better offer appears. Unethical behavior will cause negative repercussions that will follow you in your career. Additionally, this keeps fellow students from a job they really wanted. Companies say reneged offers by students affects their respect of the school and their interest in future recruiting there.

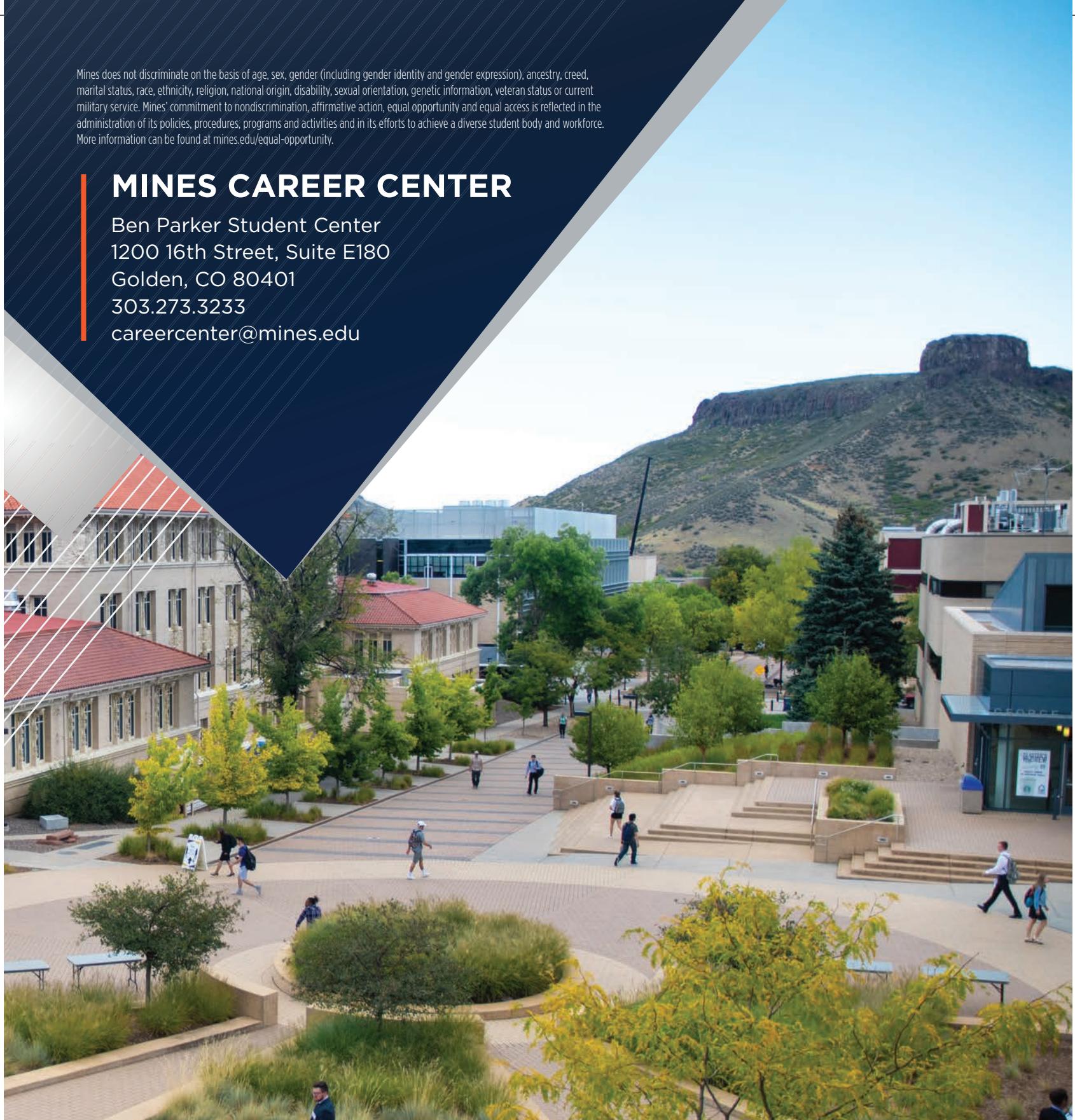
FINAL STEPS AFTER ACCEPTING A POSITION

- Please contact the Career Center to provide all details of your offers. For internships, use DiggerNet. For full-time jobs, complete the Post-Graduation First Destination Survey Form at careers.mines.edu.
- If accepting an internship or temporary position, keep DiggerNet active until you have a full-time job. Then we recommend DiggerNet be inactivated to eliminate excess emails. Settle in and create a great start for your career. If you need our services later (within 2 years), contact us; we are here to help.
- Celebrate! But if you are still in school, keep your focus and finish the year with your high goals met!
- Attend Career Day to connect with friends and network as a professional (but not to job search).

Mines does not discriminate on the basis of age, sex, gender (including gender identity and gender expression), ancestry, creed, marital status, race, ethnicity, religion, national origin, disability, sexual orientation, genetic information, veteran status or current military service. Mines' commitment to nondiscrimination, affirmative action, equal opportunity and equal access is reflected in the administration of its policies, procedures, programs and activities and in its efforts to achieve a diverse student body and workforce. More information can be found at mines.edu/equal-opportunity.

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CAREERS.MINES.EDU
Tools for engineering your job search