



OSU CEAT CAREER SERVICES



CAREER GUIDE



2024-2025

123 ENG SOUTH 8AM - 5PM
MONDAY - FRIDAY
DROP-INS WELCOME
405-744-3858
CEATCS@OKSTATE.EDU



What is Career Services?

CEAT CAREER SERVICES, located in 123 ENG SOUTH, is a branch of OSU Career Services in 350 - 370 Student Union. CEAT Career Services provides career development and job search resources tailored to the needs of students, academic departments and faculty in the College of Engineering, Architecture and Technology. The goal of CEAT Career Services is to help each student in the College develop the skills necessary to take charge of his or her career.

<https://ceat.okstate.edu/student-services/career-services/>

How can we help?

READY REFERENCES: Quick questions that come up in your classes or job searches can be answered by a quick email to our office. Ready References are meant to be brief, take-home answers to your typical job search. Topics could include anything from starting an internship job search to sending a thank you card after the interview.

RESUMES: Everyone will need to write a resume at some point in their undergraduate career. It is most beneficial to you and to your job search to start early. Do not write a resume last minute if you can avoid it. To avoid mistakes, discuss your individual resume needs and get your resume reviewed with a CEAT Career Coach. To get started on your resume, see pages 12-13 for resume tips and our sample resume framework. Free resume paper is available in our office for when you are ready to print.

CORRESPONDENCE: Writing any letter to an employer can be daunting. A CEAT Career Coach can help when it comes time to draft a cover letter and acceptance letter. To be most prepared, draft a cover letter early and get it reviewed by a CEAT Career Coach so that you understand a cover letter's organization and employer correspondence expectations. For free thank you cards, visit our office.

MOCK INTERVIEWS: If you have a job interview lined up but need a little polishing beforehand, make an appointment with CEAT Career Services. Mock interviews with our career coordinator will help to reduce pre-interview jitters, increase confidence, and increase your preparation for the real interview. To be most prepared, schedule a mock interview before Career Fair to gain personal confidence when interacting with industry professionals.

WORKSHOPS: CEAT Career Services, independently or in conjunction with another department, conducts regular workshops to further your professional skills. These workshops are usually in the evening and cover topics such as: study abroad, personal introductions, creating a LinkedIn profile and career fair preparation.

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Ten Steps to Career Success

LEARN MORE ABOUT YOURSELF: Identify your accomplishments, values, goals, strengths and weaknesses.

START A CAREER FOLDER: Include brochures, articles, notes, contact information, goals, etc.

IDENTIFY YOUR RESOURCES: CEAT Career Services in 123 ENG SOUTH is a branch office of OSU Career Services, 350 - 370 Student Union. Check the Career Services website, www.hireOSUgrads.com, for even more resources.

DEVELOP COMMUNICATION SKILLS: Take advantage and pay attention to English classes, workshops on resume writing, and develop your written correspondence. Also, practice your public speaking skills through student organizations or other leadership positions.

DEVELOP LEADERSHIP + TEAMWORK SKILLS: Join on-campus organizations, professional societies or volunteer in the Stillwater community. Take an active role in seeing the organization grow.

BUILD YOUR PROFESSIONAL NETWORK: Professors, alumni, mentors and classmates can all be a part of a professional network. Any contacts from the Career Fair, speakers from seminars and professionals at meetings are also included.

ATTEND CAREER FAIRS: Even if you aren't currently seeking a position it is a good idea to attend a Career Fair in order to network, research companies and understand what will happen in the future.

GET A JOB: Everyone was unexperienced in their field until that first internship. Part time positions, work-study opportunities and even volunteer work are all opportunities on the road to your first internship.

PREPARE FOR THE JOB SEARCH: Keep an updated resume on your computer for last minute opportunities that pop up. Start thinking about professionals you can ask for help from in the future and practice your interviewing skills early on.

BELIEVE IN YOURSELF: Realize that you are a valuable asset to any organization. Don't underestimate your knowledge and talents by overestimating those of someone else.

Know Yourself First

WHAT YOU DO?

- What do I like the most about my major?
- What would I most like to be doing in my job?
- Do I want to work with people, data, or things?
- Do I want to do mental work or physical work?

WHAT ARE YOUR SKILLS?

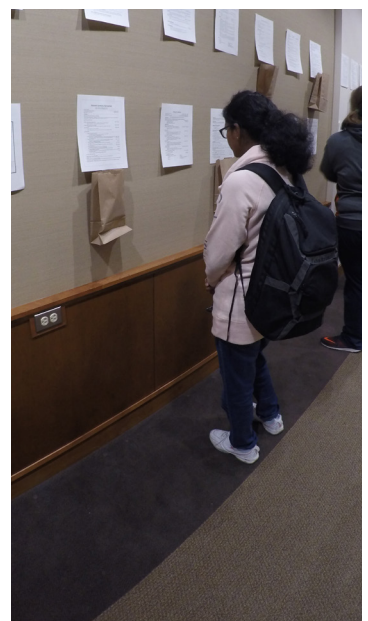
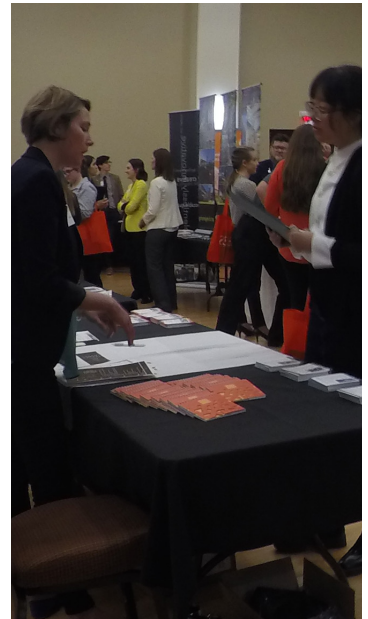
- What are my strongest/most useful skills?
- What are other skills/traits I have that could help me in my job?
- What are skills/traits others tell me I have?
- What skills/traits would I like to develop or improve?
- Are there skills I'd like to attain in order to move toward my final goal?

WHAT DOES THE JOB LOOK LIKE?

- What is my ideal work environment? Do I want to work for a small business, large company, government agency, non-profit organization, other?
- Do I prefer a desk job, an outdoor job, or a combination?
- Do I want an office position or one that involves travel?
- Do I have a geographic preference?
- Do I want to stay in a particular city long-term, or do I want to relocate?
- Do I want to work as part of a team or by myself?
- Do I want to follow directions or direct others?
- Do I prefer to be self-guided or closely supervised?
- Do I want a nine-to-five job or one in which I can set my own hours?
- Do I thrive in a high-stress atmosphere, or would I prefer something a bit more laid-back?
- Do I prefer projects or regular routines?

WHAT IS IMPORTANT TO YOU?

- What type of compensation is most important to me? How do salary, benefits, job security, opportunities for advancement, opportunities for continuing education/professional development, and creative authority rank in order of importance?
- Do I want a set salary, or would I prefer to work on commission?
- What kinds of working conditions do I want?
- What are 3 - 5 occupations I would consider after college and why does each of these occupations interest me?
- Who has a job I would like to have, what do they do, and why is it appealing to me?
- Career-wise, where do I want to be in five years? In ten years?





First Year Checklist

Academic

- Research majors and minors** in course catalog: <http://registrar.okstate.edu/>
- Meet** with academic advisor
- Meet with faculty** to learn more about your major(s) and/or minor(s)
- Take a variety of courses**; explore your interests
- Find a mentor** in a major you're considering
- Investigate Study Abroad** opportunities: <https://global.okstate.edu/studyabroad/>
- Visit the Mathematics Learning Success Center (MLSC)** to improve mathematical success: <https://mlscokstate.com/>
- Visit the Writing Center** to improve writing skills: <http://osuwritingcenter.okstate.edu/>

Activities/Leadership

- Join clubs/organizations:** Hall Government, Relay for Life, SUAB, etc.
- Peruse Campuslife** to find clubs/organizations: <http://campuslife.okstate.edu/>

Career Development: Self-Assessment

- Create a Hire System account** at www.hireosugrads.com
- Talk with a career consultant**
- Identify your values, interests, skills, and personality preferences (MBTI):** <http://www.hireosugrads.com/StudentsAlumni/ExploreCareers-Assessment.aspx>
- Create a rough draft of your resume** and bring it in to CEAT Career Services to have it reviewed
- Join Professional associations** such as AIChE, IIE, and SAE
- Attend CEAT Career Fair**
- Join LinkedIn, Twitter**
- Build career-related experience:** Non-paid internships, Work-Study, summer jobs, community service volunteering, and employment during winter breaks



Second Year Checklist

Academic

- If still undecided, read Catalog:** Check upper-level courses that interest you <http://registrar.okstate.edu/>
- Narrow choice of majors; List majors that interest you
1. _____ 2. _____
Explore _____
- Cultivate mentoring relationship** with at least one faculty member in your major
- Examine Study Abroad** programs studyabroad.okstate.edu. Visit the Study Abroad office 242 Student Union.
- Visit the Hire System** for internship opportunities www.hireosugrads.com
- Talk with others in your major**
- Apply for professional school**

Activities/Leadership

- Assume more active roles** in clubs or organizations to which you belong
- Join a professional organization** (national/international) OUTSIDE of the University that is related to your major (ex. AIChE, IIE, SAE, etc.)
- Commit to Community Service**, such as Big Brothers/Sisters, Habitat for Humanity, etc.

Career Development Foundations

- Be intentional with Work-Study**, summer jobs, and winter breaks to strengthen skills
- Take your resume to CEAT Career Services** to be reviewed in 110 ENG NORTH
- Participate in two Mock Interviews**
- Shop for a suit**
- Attend CEAT Career Fair**
- Talk with professionals in your degree**
- Look for summer internships**
- Become familiar with work settings and job descriptions**



Third Year Checklist

Academic

- Discuss internship and study abroad possibilities with your professors
- Discuss graduate school options with faculty <https://gradcollege.okstate.edu/>
- Focus on major classes
- Attend seminars/conferences related to your major
- Take the GRE, GMAT, LSAT, etc. Utilize gre.org to take a practice test and see grad school options
- Ask your professors/employers to serve as references or to write recommendations for you. Assist them by providing a resume.
- Complete a degree check
- Visit the MLSC and the Writing center to improve your academic success skills. If you are doing well in these Areas, inquire about being a tutor yourself!

Activities/Leadership

- If you have not yet, join a club/organization or community service activity on-campus, do it now!
- Assume leadership roles in the clubs or organization to which you belong
- Participate in a multicultural event or program
- Continue Leadership involvement

Career Exploration

- Take your resume to CEAT Career Services to be reviewed in 110 ENG NORTH
- Attend Information Sessions
- Attend CEAT Career Fair
- Plan a professional wardrobe consistent with the organization culture of where you are applying
- Participate in Mock Interviews- schedule an appointment with Career Services
- Apply for internships, work study, etc.
- Research employers; develop an employer prospect list for internships



Fourth Year Checklist

Academic

- Meet with your advisor to ensure you have met graduation requirements
- Complete a degree check
- Take the FE after all Engineering Science classes are completed
- Discuss graduate school options with faculty
- Check timeline to apply to graduate school. Take entrance exams. Use www.gre.org for a practice test
- Take the GRE, GMAT, LSAT, etc. Utilize www.gre.org to take a practice test and see grad school options
- Join a professional organization related to your major if not done so already
- Ask your professors and employers to serve as references or to write recommendations for you. Assist by providing a resume and a job description if possible. Give your professors enough lead time!

Activities/Leadership

- Assume a leadership role in professional organizations and in the community
- Participate in multicultural events or programs
- Volunteer in a community service program such as Big Brother/Big Sisters. See Joyce Montgomery for more information in SU 211G; <https://lcl.okstate.edu/volunteer/>

Career Preparation

- Have your resume and cover letter reviewed at Career Services
- Participate in Mock Interviews, available as scheduled
- Attend CEAT Career Fair
- Attend Information Sessions
- Research Employers; develop an employer prospect list: hireOSUgrads.com
- Plan a professional wardrobe that corresponds with the climate of your organization
- Find a job or apply for grad school
- Research employers; develop an employer prospect list for jobs



Cooperative Education (Co-Op)

WHAT IS A CO-OP?

Cooperative education is full-time work experience during your college career. A normal Co-Op lasts for three terms with the same employer. These full-time work terms are alternated with semesters on-campus. During the work terms, you earn college credit while earning a salary and gaining valuable experience.

WHAT ARE THE BENEFITS?

- Competitive edge for obtaining a career upon graduation and a potentially higher, more competitive starting salary
- A year's worth of engineering experience under the supervision of another engineer
- An established relationship with a company, which could potentially lead to full-time employment
- Development of skills such as job search techniques, resume writing, and interviewing that will be required upon graduation
- Professional development, including such soft skills such as time management, etiquette, technical writing, and communication that will assist you in becoming a successful engineer
- An opportunity for a break from the routine of classes while reinforcing academic knowledge

WHAT ARE THE DISADVANTAGES?

- Delays graduation up to one year
- Potential costs of relocation, housing, etc.
- Disruption of campus and social activities

GETTING STARTED

- For more information on the Co-op Program, contact CEAT Career Services.
- To be eligible for co-op, the following qualifications must be met:
 - Have a minimum 2.5 cumulative GPA
 - Completed 60 credit hours in courses related to your major



Study Abroad

GETTING STARTED

Many students think studying abroad in engineering will set them behind in their school but this is not always the case. While most engineering majors do have a strict course order - meaning classes are usually taken in a certain order and if you miss a class, you have to wait for the following year - proper advance planning can prevent a student from falling behind in studies. Speak to your advisor or the Study Abroad office to begin planning your study abroad adventure.

THOUGHTS TO CONSIDER

1. Consider where you want to go, for how long you want to go and when you want to go.
 - See CEAT Career Services or the Study Abroad office for a list of colleges around the world that support engineering classes abroad.
 - A full semester or year abroad will be the adventure of the lifetime, but also includes increased costs and involves significant planning to run smoothly. Short, faculty-led programs are also available from 1—3 weeks long. An eight week summer course may also be an option.
 - Going early once you get to OSU will disrupt your class schedule less, but keep in mind that in many cases, program may require 60+ credit hours to be eligible.
2. Attend an Information Session hosted by the OSU Study Abroad office. These usually occur on a weekly or bi-weekly basis and are hosted all over campus. See the study abroad website for specific dates.
 - A reciprocal exchange program gives you the opportunity to the “Study Abroad” university and pay regular tuition to OSU. However, a reciprocal exchange program is not always available. If OSU does not offer the program you want, consider enrolling directly into the exchange university and transferring the credits earned back to OSU. To ensure that you find the best opportunity, investigate both options.
3. Consider non-English speaking countries in your search. Many universities offer programs in the native language and in English. If you want a long stay in country, learning the language will likely happen naturally so do not be afraid to pick a country that speaks another language.
4. Plan early. Scholarships for the fall semester are due in January and visas, passports and other official documentation can take up to two months to process. Consider these timetables in your trip planning.

WANDERLUST AWAY

Still need some inspiration? Try Go Abroad (<http://www.goabroad.com/>) a website dedicated to getting students out-of-country. They have blogs, travel programs and even cheap plane flights for when you make the final commitment.

Building a Resume

STARTING OUT

The strength of a good resume rests on its selection and presentation of basic content. As you organize your resume, keep in mind the needs of the employer who will be reading it. Consider what (s)he is looking for in a candidate and make it easy for the reader to pick out those skills by selecting appropriate categories, using formatting techniques and presenting relevant experience and skill areas higher on the page. Use the format sheet to the left and the worksheet on the following pages to get your resume started. Once you have a resume started, bring a draft into CEAT Career Services for a review. A trained CEAT Career Coach will walk you through the various content areas if you have any questions.

RESUME CONTENT AREAS

OBJECTIVE OR PROFILE:

The objective is one of the most important parts of a resume and should not be overlooked. It informs potential employers of what you are looking/eligible for, and serves as a focal point from which to review and analyze your resume. It should be brief and clearly stated.

Example: *Seeking a mechanical engineering career in the automotive industry*

EDUCATION:

Include the full title of your degree (ex. Bachelor of Science in Mechanical Engineering), institution(s) attended, date of expected graduation, minors or certifications and your GPA. If you have not completed a full semester at OSU, list your high school graduation information as well. Once you receive an OSU GPA, remove your high school experiences.

(WORK) EXPERIENCE:

Many students have limited work experience, but have been involved in internship, volunteer or campus leadership experience. These experiences are important to the employer and help demonstrate your skills. Be sure to include all significant work experience in reverse chronological order. Describe your work responsibilities with an emphasis on achievements using action words to communicate your skills. List the most important and most closely related responsibilities first.

SKILLS:

Hard skills such as computer softwares, languages (spoken or otherwise), machinery knowledge and certifications will accumulate while at OSU. Make sure to list all relevant skills under your work experience.

ACTIVITIES, HONORS, AND LEADERSHIP:

These are important categories to include. If the activities involved work or leadership responsibilities, note it in some detail. The employer is interested in the skills you have developed, whether through volunteer or paid experiences. If you were elected to offices or committees, mention it.



Local Address
City, State Zip
Phone

NAME

Permanent Address
City, State Zip
Email Address

OBJECTIVE Name the position you are seeking

EDUCATION
Bachelor of Science in area of study
School Name, City, State
expected month, year
GPA:

EXPERIENCE
Your job title
Most recent Organization Name, City, State
month, year – month, year

- List your proudest accomplishment for this job.
- Give a brief sentence starting with an action verb that describes the work you did.
- Give another brief sentence, using a different verb that describes a different aspect.

Job title
Next most recent Organization Name, City, State
month, year – month, year

- Proudest accomplishment
- Action verb sentence
- Alternative action verb sentence

ACTIVITIES
Organization Name
Position in Organization
month, year – month, year

- Duties and leadership experience

Organization Name
month, year – month, year

- Events the organization puts on

Organization Name
month, year – month, year

SKILLS
List any skills required for your occupation
You might list computer skills
Any certifications



Abridged Action Verbs List

Accelerated	Designed	Initiated	Recorded
Accomplished	Detailed	Inspected	Recovered
Adapted	Detected	Installed	Reduced
Adjusted	Determined	Instituted	Refined
Administered	Developed	Instructed	Rendered
Admitted	Devised	Integrated	Repaired
Advertised	Diagnosed	Introduced	Retrieved
Aided	Directed	Invented	Reviewed
Anticipated	Discovered	Inventoried	Scheduled
Applied	Dispensed	Investigated	Simplified
Appraised	Displayed	Judged	Specified
Arbitrated	Distributed	Launched	Stabilized
Arranged	Documented	Lectured	Streamlined
Assembled	Drafted	Maintained	Strengthened
Assessed	Edited	Measured	Studied
Assisted	Educated	Merged	Suggested
Attained	Employed	Modeled	Summarized
Audited	Enforced	Modified	Supervised
Budgeted	Engineered	Monitored	Supplied
Calculated	Established	Observed	Surveyed
Clarified	Estimated	Obtained	Tabulated
Coached	Exceeded	Operated	Tailored
Combined	Expedited	Optimized	Trained
Communicated	Explained	Outsold	Transferred
Compiled	Expressed	Perfected	Transformed
Composed	Extended	Performed	Translated
Computed	Fabricated	Piloted	Tutored
Conducted	Facilitated	Prepared	Uncovered
Constructed	Formed	Prescribed	Updated
Conserved	Founded	Presented	Upgraded
Consulted	Gathered	Processed	Utilized
Coordinated	Guided	Produced	Verified
Counseled	Hired	Programmed	Visited
Defined	Identified	Promoted	
Delegated	Implemented	Proposed	
Delivered	Improved	Provided	
Demonstrated	Informed	Recommended	

See Ready Reference E6
for more...

Identify your Skills



Step 1	Step 2	Step 3
<p>Rush Chairman Illa Geta Joba Was responsible for recruiting new pledges. Didn't use the same old recruitment procedues. Got the members to work a lot harder and help out more during rush. The number of pledges recruited was higher than last year.</p>	<ul style="list-style-type: none"> • Restructured recruiting process used • Coordinated events to promote fraternity to potential members • Motivated membership to actively participate in recruiting activities • Managed involvement of memebers in recruitment activities 	<ul style="list-style-type: none"> • Initiative • Organizational skills • Creativity • Persuading others • Teamwork use • Supervising others • Speaking in public

EXAMPLE #1: In this three table format the student has listed his position title in the first block as well as various tasks he performed while on the job. This does not have to sound complete yet; right now, this list is for you. In the second column, the student has rewored some of his tasks into the *verb + task* format. In the third step, the student is identifying personal skills that he may have improved upon or developed at that specific job.



Step 1	Step 2
<p>Sales Associate Green Thumb Garden Center An irate custom began a tantrum because he could not find the fertilizer he wanted for his newly sodden yard. He was making a big scene and I was concerned that we might lose customers because of his angry display and accusations.</p>	<ul style="list-style-type: none"> • Politely asked hostile customer if he needed assistance (performed under pressure) • Assisted customer in searching for desired product (Customer service capabilities) • Educated customer on new equivalent fertilizer (sold product) • Apologized for inconvenience to customer and loaded fertilizer into customer's cart (Resolved complaint)

EXAMPLE #2: In this example, the student is citing a specific event in order to start the process. While sales associate may be a very widely known job title, try to think of unique ways to display what you may have done on the job instead of just listing the ambiguous tasks people already know a sales associate performs.



IDENTIFYING INFORMATION (DON'T USE ABBREVIATIONS!):

Current Address:

Name: _____

Address: _____

(street and number)

(city, state and zip)

Phone: _____

(with area code)

Permanent Address:

Name: _____

Address: _____

(street and number)

(city, state and zip)

Phone: _____

(with area code)

JOB OBJECTIVE:

Remember to keep it brief. Be as SPECIFIC as you can when developing this objective and tailor to every job application:

EDUCATION (only include your high school info if you are a freshman):

Undergraduate Degree

(Name of University)

(City, State of University)

(Degree)

(Expected Graduation Date)

(Major)

(Overall GPA)

(Minor/Honors Degree)

If you have previously attended other educational institutions, be sure to include this information using the same format above. However, if your credits transferred into the degree you are currently pursuing, do not list that institution. GPA's from these institutions should only be listed if they are 3.0 or higher.

EXPERIENCE:

You should list your work experiences with the most recent first. Remember, unpaid experiences related to your field can be as valuable as those you received \$\$ for! You can list more than two employers, but be sure they provide related experience or skills.

Company Name #1: _____

Location: _____

Position #1: _____

Dates: _____ - _____
(Month/Year) (Month/Year)

Ask the following in you description of your experience: What did you do? What skills did you utilize? Who did you work with? What was the goal? Result? Format: Action Verb + Task Completed:

- _____
- _____
- _____

Continue on this page

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Company Name #2: _____ Location: _____

Position #2: _____ Dates: _____ - _____
(Month/Year) (Month/Year)

Ask the following in you description of your experience: What did you do? What skills did you utilize? Who did you work with? What was the goal? Result? Format: Action Verb + Task Completed:

- _____
- _____
- _____

SKILLS

Do not list “soft” skills such as: communication, working well in teams or training/tutoring. Instead, list tangible skills such as: computer softwares and languages, heavy machinery knowledge, certifications in safety, etc.

HONORS AND AWARDS

Do not list a dollar amount on scholarships and always include dates.

LEADERSHIP ACTIVITIES

Architecture Students Only

REFERENCES

Use only those you have contacted about being listed as a reference, and who would have insights into your capabilities for the position. List name, company, position and contact info. Do not use a relative. If you want to use a professor, make sure you fill out the reference form, located at the Architecture front desk.

Reference #1: _____
(Name) (Company) (Position) (Phone)

Reference #2: _____
(Name) (Company) (Position) (Phone)

Reference #3: _____
(Name) (Company) (Position) (Phone)



Job Search

SELF ASSESSMENT

- What interests you?
- What types of business and other organizations interest you?
- Which skills are your strongest?

See Ready Reference B1 for additional self-assessment questions.

IDENTIFY CANDIDATES

- Write down the kinds of organizations for which you might like to work, including small business, government, research, etc.
- Identify names of people connected with the organizations that you can contact.

RESEARCH PROSPECTIVE EMPLOYERS

- What are the purposes of the organization?
- What are the primary products and services?
- What is the nature of the position you are investigating?
- What are the skills required

See Ready Reference Set D for information on researching employers.

INFORMAL INTERVIEWING

- Interview people working in your field of interest
- Questions to ask might include:
 - What do you like or dislike about working in this field?
 - What is an “average” day for you?
 - Do you have recommendations for someone interested in this field?
 - Are there other people you would recommend that I contact?

USE PERSONAL CONTACTS AND REFERRALS

- Talk to people you know as well as developing new contacts.
- Be careful not to misuse “networking”.
- Let EVERYONE know you’re available to interview for a position.

See Ready Reference F1 about types of job search correspondence and Ready Reference D5 for information on networking.

DEVELOP A RESUME

- Tailor your resume to a specific position
- Make sure CEAT Career Services reviews your resume.

See Ready Reference Set E for resume information.

PREPARE TO INTERVIEW EFFECTIVELY

- Be available to interview on the telephone or in person.
- Develop a 60-second statement about yourself.
- Be professionally persistent, even if there are no immediate openings.
- Conduct detailed research on the organization with which you will be interviewing.
- Practice and obtain feedback prior to the interview.

See Ready Reference Set G for interviewing tips.

FOLLOW UP

- Send a thank you note within 24 hours
- Write letters to people who have interviewed you to:
 - Obtain feedback
 - Reinforce your interest in the job
 - Gain referrals to other possible jobs.

See Ready Reference F7 & F8 for tips and information.



Researching Companies Online

Always research a company before you interact with them at a networking event, career fair and especially in an interview. Your knowledge of a recruiter's company will go a long way in your job search. The following is a list of questions which you can draw from during your company search online.

COMPANY OVERVIEW

- What is the company slogan or motto?
- What does the slogan mean or how does it relate to the company history?
- When was the company founded?
- How big is the company?

LOCATION INFORMATION

- Does the company have different locations?
- If so, where?
- Do different locations do different work or represent different industries (i.e. they may have a headquarters without engineering positions)
- Which locations interest you most?
- Are there opportunities to travel abroad?

BUSINESS INFORMATION

- Who owns the company?
- What is the company worth?
- What sectors of the market do they do business in? (Oil + Gas, Pharmaceuticals, Energy, etc.)
- Are they looking to break into new markets or do they own a market?
- How much business is internationally based?

JOB DESCRIPTIONS

- What is the description of the job you wish to apply for? Or one you may want to apply for in the future?
- What skills or qualifications are they looking for in that job description?
- What are the prerequisites for the job?

SALARY SEARCH

- How much does the company pay for the job description you are looking for?
- What is the average hourly rate for the region in which you would be working?
- Are there any benefits besides pay? (Benefits at the salaried level usually include health insurance, a 401K plan and paid sick leave. Internships may have housing or educational programs associated with them.)

COMPANY CULTURE

- Does the company have a cohort of interns or will you be the only one?
- How do you interact with senior level engineers?
- Does the company have outside-of-work activities that you would be allowed to participate in?
- Are there volunteer or community service projects the company sponsors?
- What is the company structure look like (for example, a "flat" company emphasizes the importance of people at all levels of work. But a more traditional corporation may have a strict hierarchy of job titles.)



Career Fair

A Career Fair is an excellent forum for students and employers to meet and interact. Whether seeking an internship, Co-op, full-time position, or additional industry information, CEAT students have a wealth of opportunities available through the variety of Career Fairs hosted by OSU. Here are some tips to make your Career Fair experience a success!

BEFORE THE CAREER FAIR

- Have a resume completed and reviewed by CEAT Career Services. As a freshman, you are attending the Career Fair to observe and acclimate yourself to the atmosphere. You should have a resume *only* in case you are asked for one. Have your resumes in a portfolio or folder. Leather portfolios are available from OSU Career Services for \$5.
- Research the organizations that are registered to attend. You can view a list of companies for each career fair on the OSU Career Services web site: www.hireOSUgrads.com. Target the organizations that are seeking candidates with your qualifications.
- Be prepared to ask questions. Have a list of questions prepared and practice asking them. Potential questions could be: *What advice do you have for a student in XYZ industry? What are you looking for in potential candidates?*

DURING THE CAREER FAIR

There is more to going to a Career Fair than putting on your suit. You will be surrounded by company representatives of organizations where you may be interviewing and perhaps working someday. You can be certain of one thing at a career fair – you are being observed. That includes your body language, your verbal expressions and the way you interact with others. Nonverbal communication is just as important as verbal communication.

- Make a positive first impression. Knowing how to initiate contact with an employer is a valuable skill (See *Ready Reference D3* for tips on first impressions).
- Dress professionally. Wearing a suit shows you have pride in your appearance and take the job search process seriously.
- Make eye contact immediately as you introduce yourself.

- Give a firm handshake to get off to a good start.
- Remember the representative's name; if not, casually refer to his/her name tag.
- Smile and be polite – enthusiasm is an important quality.
- Be careful of your body language. Your actions tell the employer how nervous you may be or how confident you are.
 - Do not fidget or play with your hair.
 - Do not rock from side to side.
 - Do not look around when conversing.
 - Do not chew gum.

Good communication skills are essential to having a successful Career Fair experience. You have a limited amount of time to speak with employers and it is likely that other students will be waiting to speak with the same recruiter. You must express yourself concisely and completely within this time frame. A few tips:

- Listen carefully to what the representative has to say. If you don't understand a statement, ask for clarification
- Avoid using filler words such as "um", "like", and "you know."
- Show confidence in your voice. The exhibit hall may be noisy and if the recruiters can't hear you, they won't remember you.
- Pick up company literature. This shows your interest in the employer, as well as providing you with valuable resources to review later.

AFTER THE CAREER FAIR

- Mailing a thank you letter is not only appropriate, it can also bring attention to your name. Career Services in 360 Student Union has the business cards of all representatives if you need contact information. You can pick up free thank you cards and tips on writing thank-you letters in the CEAT Career Services office.
- Make sure all of your communications are professional. If you need assistance in communicating with employers, *Ready Reference Set F* has examples of letters addressing various issues of the job search process.

FIVE THINGS TO AVOID

- Approaching a campus recruiter when the person is talking with another student, or monopolizing a recruiter.
- Letting the conversation continue for too long. **(Recognize that the recruiters' time is valuable and end the conversation with something like: "Thank you for taking time to speak with me.")**
- Starting a conversation without introducing yourself with a smile and a handshake.
- Rambling rather than asking specific questions during your few minutes with the recruiter.
- Leaving the brief meeting knowing no more than you knew when you approached the person.



CAREER FAIR PLUS APP

GETTING SET UP

Career Fair Plus operates on a desktop browser and through a phone app. The phone app is available on the App Store or on Google Play. For easiest use and the most professional video format, consider using your desktop browser on career fair day.

CREATE A STUDENT PROFILE






- On a desktop browser, go to app.careerfairplus.com/login and click “Sign Up”.
- Choose “Student or Candidate”.
- To create your profile, you will need to upload a professional photo and enter your name, contact information, and a secure password. The email address and password will be your login information going forward.
- Upload your most recent resume. If you feel unsure about your resume and would like a second, specialized opinion, contact CEAT Career Services to receive a resume review.



A full-featured iPhone, iPad and Android app that puts the power to prepare for fairs in your hands.

Search for Career Fair Plus on the App Store and Google Play Store.

FEATURES

-  COMPLETE EMPLOYER LISTING
-  INTERACTIVE FLOORPLAN
-  EVENT DETAILS
-  ANNOUNCEMENTS FOR REAL-TIME UPDATES
-  FAIR TIPS SECTION TO HELP YOU PREPARE

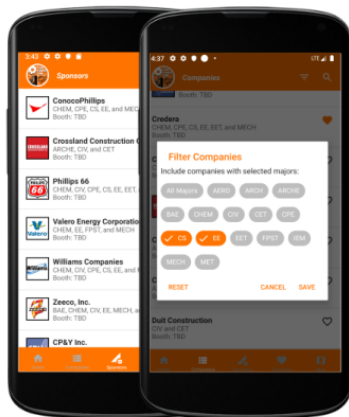


LEARNING THE APP

- Select the fair you want to attend.
- Browse through the list of registered employers.
- Favorite companies that you want to speak with during the career fair.
- Take notes on their company profile about what interests you and reminders of why you want to meet with them. These notes will be beneficial during the career fair meetings because you will easily remember what to ask recruiters.
- In an in-person career fair, use this app's interactive floorplan to find company booths on the map.



Are you ready for the Career Fair?



1. Download the app.
2. Research the companies.
3. Land your dream job.

To get the app:

visit <https://bit.ly/ceatcareerfair> or search "CEAT Career Fair" in your app store



Networking is the process of making intentional, career-related contacts through personal acquaintances and their referrals. The purpose is to gather information and advice that will ultimately lead to interviews and employment offers. Since most job vacancies are not advertised and most people find their jobs through personal contacts, networking is a process that is key to career success.

- Most job vacancies are “hidden,” or not advertised by means of newspapers, the Internet, job bulletins, etc. This is true for approximately 70-80% of entry-level positions and 90% of non entry-level vacancies.
- Studies note that employers and employees prefer informal and personal methods of job searches. Both groups believe personal contacts produce more in-depth, accurate and current information.
- Individuals who use personal contacts to find jobs are reported to be more satisfied with their jobs and tend to have higher incomes.

PRIOR TO THE NETWORKING SITUATION OR OPPORTUNITY

- Identify your potential network - family, friends, coworkers, etc.
- Decide what you need to learn
- Assess what you have to offer your next employer
- Prepare a TERRIFIC resume and have it reviewed by CEAT Career Services
- Prepare questions for formal networking sessions. Topics may include:

Career Paths	Job Responsibilities
Realities of the Working World	State of the Industry
Education and Experience	Career Preparation
Money and Advancement	

DURING THE NETWORKING SITUATION OR OPPORTUNITY

- Be explicit about your purpose - to obtain information, not a job
- Discuss your qualifications, but focus on the information you are receiving
- Be courteous and concise
- Ask clear questions
- Distribute your personal business cards to your contacts, but be selective
- Have a copy of your resume available in the event that it is requested

AFTER THE NETWORKING SESSION

- Always follow up promptly with a thank you note
- Keep in touch with your contacts with periodic phone calls or e-mails.
- Maintain records about all of your contacts with people in your network indicating who, what, why, when where and how.
- Make notes on the back of business cards that you receive for later reference.



Three Simple Steps to a Successful Interview

1. Prepare
2. Practice
3. Sell

PREPARE

- Understand and know yourself. What are your strengths and development areas? What are your career and life goals? Self-assessment is a highly valued skill in today's work environment.
- Understand and be prepared for the interpersonal dynamics of the job interview. Look at the job interview as an open exchange of information between you and the interviewer. The interviewer is as interested in your interpersonal skills and interactions as the qualifications you bring to the interview.
- Be knowledgeable about the position, organization, and community before you go into the interview. A little research will go a long way in the job interview.
- Adjust your e-mail address and voicemail messages. You are now moving from a college environment to a professional environment. The rules are different. Email addresses like "wildbeast@nomail.com" and "Hey dude, leave a message when you hear that machine do its thing" are not appropriate when an employer wants to contact you.

PRACTICE

- Participate in mock interviews. Contact CEAT Career Services to schedule a 1-on-1 interview.
- Practice your responses to typical interview questions. Although every interview is different, it is easy enough to know the different types of questions you will be asked in an interview and practice your responses in advance.

SELL

- Most interviews begin with the question, "Tell me a little about yourself." Use this open-ended question to sell your skills, abilities, and qualifications to the interviewer. Do not talk about your personal life.
- Demonstrate enthusiasm, a positive attitude, and a strong interest in the position. There can be no substitute for these first impression qualities in an interview.

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Dress for Success: Ladies

GENERAL

Clothes should be:

- Well-fitting
- In good condition
- Wrinkle-Free

Skirts and dresses should:

- Hit at the knee or right above
- Be comfortable to wear -- you shouldn't have to fuss

Personal grooming:

- Natural Makeup
- Hair out of eyes
- No perfume

WHAT TO WEAR

(pick one from each category)

Tops:

- Button-up long sleeve shirt
- Short sleeve blouse

AND

- A matching blazer, cropped or traditional
- A dressy cardigan or button down sweater

OR

- A professional dress

Bottoms:

- A pair of regular slacks
- A skirt

Shoes:

- Flats
- A low heeled shoe (No strappy heels or sandals)

Assesories:

- Two—three, non-distracting accessories
- A professional bag or portfolio



Dress for Success: Gentlemen

GENERAL

Clothes should be:

- Well-fitting
- In good condition
- Wrinkle-Free

Shoes and belts:

- Should match
- Should not be overly tattered and worn

Personal grooming:

- Clean Shaven
- Hair out of eyes
- No cologne

WHAT TO WEAR

(pick one from each category)

Tops:

- Button-up dress shirt

AND

- A blazer that matches your pants
- Sports coat

Bottoms

- Dress pants

Shoes

- Leather (or similar) dress shoes (No converse or tennis shoes)

Accessories

- A conservative tie (no funky patterns)

AND

- A belt that matches the color of your shoes

AND

- A watch, tie tack or other similar accessories
- A professional bag or portfolio





Cover Letters

Use the heading from your resume for your contact information

Mr/Ms. Name
Title
Company
Street Address
City, State, Zip Code

Dear Mr/Ms. Name:

The first paragraph is your introduction and should be three to four sentences long. Name the position for which you are applying and indicate how you learned of the opening. State briefly why you are interested in the organization or what you know about the organization. Try to get the reader's attention. You might mention a name or refer to an article, event, or experience that led you to make this contact.

The body of your letter should be one or two paragraphs in length. This is an opportunity to outline your qualifications and skills as they relate to the job. However, do not repeat all the information on your resume. Select one or two of your most important qualifications for the position, and elaborate on the information, slanting your remarks to the employer's point of view. Give concise evidence of your functional skills and of the qualities you possess. When responding to a job announcement, include the requirements listed in the announcement to facilitate the task of matching you to the job. Refer the reader to your enclosed resume.

The final paragraph is your closing. Make a specific request for an interview. Make sure your closing is not vague, but makes a specific action from the reader likely. Thank the reader for taking time to read your letter.

Sincerely yours,

(Your signature)
Your typewritten name

Enclosure (Indicates your resume is in the envelope with your letter)

Thank You Notes



Use the heading from your resume for your contact information

Date

Mr. Richard Roe
Human Resources Manager
Something Corporation
111 South Street
City, State, Zip

Dear Mr. Roe:

I am writing to thank you for the opportunity to interview with you on September 24. The interview was both informative and interesting, and further strengthened my enthusiasm for the position with Something Corporation.

I believe that my education and work experiences match the requirements of the position. As you review your notes from our discussion, I hope you will agree that I possess several additional qualifications that would contribute to your organization. These include: the ability to relate well with others, a willingness to accept new responsibilities and challenges, and a desire to achieve results.

I want to reiterate my strong interest in working with you and your staff. Please feel free to contact me at 405-777-7777 if I can provide further information.

Again, thank you for the interview and your consideration. I look forward to hearing from you.

Sincerely,

Stan Student



Online Presence

THE GOOGLE SEARCH

You sit down one day and decide to search your name and hometown/ university or search a common photo of yourself. You are just curious about what might pop up. The results astound you. There for the world to see are: the pictures from that party, that rant you wrote, the PI you got after your 21st birthday, and a host of terrible and embarrassing “selfies”. How on earth do you fix this so that an employer doesn’t see it?

SOCIAL MEDIA CLEANUP

First things first change your privacy settings! Facebook, Twitter and Instagram all have options to keep your profile private, so that only people you specify can see it.

Next, delete any photos of you that show you in a compromising or unprofessional light. So long duck-face selfies, party photos, and the like. If you didn’t upload the pictures then ask the friend who did to delete them for you. If they are unwilling to delete the picture, then un-tag yourself from it.

Repeat the above for any statuses/ blog posts/tweets that show a bias or slant to you that you don’t want an employer to see.

In some instances it may just be easier to delete the entire profile, and then start from scratch. This can be tricky with many social media outlets as the default option is to deactivate it, and not to delete it. For Facebook it takes 2 weeks for the deletion to become permanent.

UNFLATTERING INFORMATION ON OTHER SITES

For information that has been re-blogged or uploaded onto websites out of your control you will have to contact the website administrator. You might get some push back from this as many administrators see the posting of such information as their

right. Be patient and explain to them why you want the information removed. This doesn’t always work, and if they wish to keep the information public they can in some instances. If need be, seek legal action to remove particularly sensitive information.

COURT RECORDS

Laws on expungement and sealing of court records differ between states. For most dismissed items the process is simple, and can take place immediately. Convictions of minor misdemeanors can almost always be expunged; however, most serious convictions need to be dealt with case by case. You will need to contact the county clerk’s office where you were tried for specific directions.

SEARCH RESULT DELETIONS

In some cases you can contact a search engine (e.g. Google) and have them remove the website from their search pool. This is most commonly done for the posting of sensitive information such as your social security number.

PROMOTING THE POSITIVE

You will not be able to remove or hide every item. In order to deal with this you need to make sure that more positive results are returned when you are searched. Think about your professional image before you post anything in the future.

LinkedIn Profiles

GETTING STARTED

Once you have completed your basic profile, it is time to work on the three most influential elements:

- Headshot
- Headline
- Summary

Throughout this process, keep in mind that LinkedIn is about building relationships and connections in a purposeful, organized way, not just adding people for the sake of maybe getting a job.

HEADSHOT

Your picture is the first thing other users will see on your profile so consider what message your headshot is portraying.

- Be attentive to:
 - Quality of photo
 - Eye contact
 - Cropping
 - Proportion of image
 - Smiling

Ask yourself if your photo is professional, good quality, and timely.

HEADLINE

Go beyond your “job title”...Don't let the system default determine your introduction, this can be the hardest thing to write.

Examples:

- *Merchandising senior | Strong analytical skills balanced with creative insights.*
- *Tireless, caring registered Nurse who helps pediatric cancer patients and their families feel at ease throughout treatment and recovery.*

Questions to consider for your headline:

- Whose attention do you want to attract?
- What is the next professional focus for you?

SUMMARY

The summary is a first-person perspective that includes a discussion of your career goals. You should integrate information about the status of your professional development as well. A good way to begin is to answer questions such as: who do you want to reach with your summary? What do you want them to know about you? How do you want them to feel after reading your summary? Use key words that are standard in your industry. The order of your content should follow similarly to how you would compose your resume (see *Ready Reference E8*)

BRAND YOUR PROFILE

- Be purposeful
- Reflect the right (key) words
- Attend to your audience
- No Stone left unturned Complete your profile!
- Develop & deliver your message





Additional Services Provided

OPPORTUNITIES

- Career Assessments
- Part Time Job Search Tips
- HIRE OSU Grads Information
- Career Fair Information
- Applying for Graduate School

RESUMES

- Curriculum Vitae
- No-experience/Lots of experience Resumes
- Professional References
- Portfolio Information

INTERVIEWS

- Non Traditional Interview Help (i.e. Zoom, Skype, Phone)
- Mock Interviews
- Salary Negotiation

CORRESPONDENCE

- Request for Extensions
- Acceptance/Withdrawal Letters

NETWORKING

- Elevator Speeches
- Professional References
- Etiquette



Career Services also hosts events throughout the year to better prepare you for that first interaction with an employer. Some of our past events include: starting a LinkedIn profile, Speed Interviewing, Study Abroad preparation and Research vs. Internships.



Notes

CEAT CAREER SERVICES
123 ENGINEERING SOUTH
405.744.3858
8AM - 5PM :: Monday - Friday
ceatcs@okstate.edu

