

CAREER SERVICES
MONTANA TECH

Student Guide to
DIGGER Recruiting

www.mtech.edu/career




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- Access position descriptions for internships and full-time jobs after graduation
- Research employers
- Participate in on-campus interviews
- Upload your resume to be searched by employers

What is a Resume?




A document that is designed to *concisely* summarize your experience.

Resumes - Basics

- Watch out for typos! Proofread!
- Make it easy to read & highlight your skills.
- List items in reverse chronological order.
- Use action words to list main duties & skills.
- Show what you can add to the company.

What is a cover letter?



Martin Man
Managing Director

What is a Cover Letter?

- A letter that is designed to introduce your resume to a specific position.
- Express your enthusiasm and be clear what you bring to the organization.

Cover Letters

Learn to write a cover letter that works for you!

Employers have a job description...
You have your resume...

Your cover letter connects your resume to the position!

Interviews - Don't be this guy.



Interviewing - Basics

- Read the job description & think about what experiences you can specifically talk about with them.
- Develop a '3-minute' commercial about yourself.
- Show what you can add to the company.
- Relax and be confident; not arrogant

Telephone/Web Interviews?



Who would you hire?



Professional Communication

It isn't just what you write...it's how you write!

i am inquireing about the didgger den assistant manager position. i think working in the den would be fun, and a good experience. i am dependable, prompt, and a fast learner.

Professional Communication

It isn't just what you write...

- Email address
- Outgoing messages on your machine and cell phone.
- Roommates
- MySpace/Facebook/Google+...

Career Advice Videos



Watch [Perils of Social Networking](#)



Bullock staffer fired after offensive tweets surface



Professional Communication - Emails

stephenthemanlypanda@_com
denverfan@_net
called2distachment@_com
stubs_65@_com
trekie9001@_com
SoccerKing_1622@_com
uniquelypraised1@_com
moped_meredith@_com
irishgirl_99@_com
puffysgirl1101@_com

MontanaTech
THE UNIVERSITY OF MONTANA

IN DEMAND

Employers who recruit at Montana Tech expect the **hands-on learning** and **practical work experience** our graduates have before graduation.

Start thinking about how to get a degree-related job or internship, as soon as your 1st summer. This will help you find out if you are really doing the kind of work that you want to do when you complete your degree.

Job Search - Basics

- Understand that getting a good job requires that you do a little work and remain patient.
- You must be proactive. Seek internships, part-time or summer jobs and learn new skills.
- Know where to look and utilize resources available to you, i.e. Career Services, internet.

Job Search Interpersonal Skills


- Employers look for skills beyond academic or technical skills.
- Ability to solve problems, being self-motivated and verbal communication are always in the Top 10!
- Know what is going to give you the competitive edge.

Job Search - Attitude

- It is extremely important to **project** a great attitude with each and every employer.
- How you present yourself will give employers a glimpse of your interpersonal skills.
- Attitude is something employers **can't** teach you, they can teach you the job-related skills.

Employer Recruitment Methods

- Promote qualified internal candidates.
- Identify candidates informally through contacts.
- Recruit candidates from colleges (Career Services).
- Interview unsolicited applications received.
- Employment Agencies & Ads.



FALL 2020 OUTCOMES SURVEY IS OPEN

The Outcomes Survey (TOS)®

Montana Tech is one of the Partners in Innovation creating a national standard for first-destination career outcomes data collection. Through The Outcomes Survey (TOS)®, data from new college graduates is collected utilizing an online survey. TOS® is administered to all graduates one month before graduation and updated at multiple intervals after graduation for a period up to one year.

Graduates are surveyed on the following topics:

1. First-destination occupation and graduate school admission outcomes
2. Engagement in career exploration and job search activities
3. Experiential education's role in securing their first-destination occupation
4. Satisfaction with their first-destination occupation
5. Motivation for pursuing a college degree and occupation

The Outcomes Survey (TOS)®

The following surveys are closed and the data within will not change:

- May 2020 - closes May 2021
- December 2016 - closes December 2020
- August 2018 - closes August 2020
- May 2019
- December 2018
- August 2019



❖ Get Involved!

- Employers top skills (beyond the technical skill & knowledge) include:
 - Communication
 - Interpersonal skills
 - Teamwork
 - Leadership
 - Problem Solving

Student Resources and Handouts

In addition to working directly with students for career-related assistance, Career Services has other resources available to aid in career development.

Below are links to frequently requested resources:

Career Planning

Recommendations for:

- [First-Year Students](#)
- [Sophomore Year Students](#)
- [Junior Year Students](#)
- [Senior Year Students](#)

Links - available for check-out at Career Services, UNC 100
Career 10000 - available for viewing online

Career-Related Documents

- [Resume](#) - write an effective resume
- [Resume Action Words](#) - clearly describe your skills and experience
- [Resume Facts](#) - see the Career Services most common resume recommendation
- [Resume Basics](#) - know what makes a good resume
- [Cover Letters](#) - inquiry to an employer regarding possible job opportunities
- [Cover Letters](#) - send with your resume to explain additional skills and experience

Career Fair

- [Maximize the Most of a Career Fair](#) - know what to expect
- [Class for Success](#) - prepare to impress recruiters

Job Search

- [Job Search Strategies](#) - tips for finding a job

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QUESTIONS?

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