

#### Career ServicesWho are we?

AREER SERVICES supports the mission, academic programs, and advancement of the institution by promoting career development, and by providing except academic development, service in a professional, enthusiastic, and toughtful manner in order to create positive tatitudes for success. Within this context.

- and the students allowing and alumni
- students, alumni, faculty and administration.

#### **Career Services**

#### What does that mean

- Career Services connects Montana Tech students with employers from across the nation!
- Career Services helps prepare students & alumni to meet with employers, apply for graduate school, etc.

#### Career Services

What are our services?

Career Fairs On-campus Recruiting Workshops - Career Labs Career Resources - Library/Online Individual Career Advising Internships & Summer Jobs Student Employment events





## Resume & Cover Letter How to Make the Most of a Career Fair

- Interview Skills
- Job Search Strategies
- Major Exploration

Available for individual appointments, too!



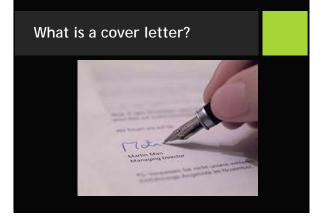




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#### **Resumes - Basics**

- 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?

- 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.

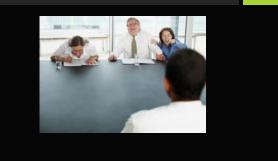
#### **Cover Letters**

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





#### **Professional Communication**

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

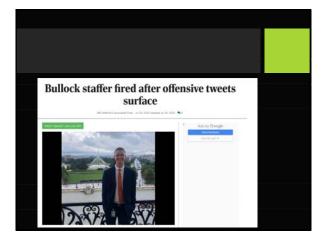
i am inquireing about the didgger den assistant manager position. i think working in the den would be fun, and a good experience. i am dependable, prompt, and a fast learner.

#### **Professional Communication**

It isn't just what you write ...

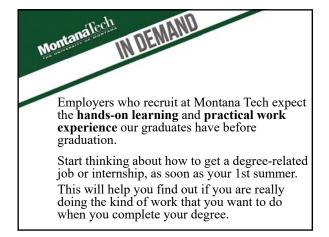
- Email address
- Outgoing messages on your machine and cell phone.
- Roommates
- MySpace/Facebook/Google+...

# **Career Advice Videos** Perils of Social Networking CareerSpots Learn. Land the Jo



#### **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 puffysgirll101@\_.com





#### Job Search **Interpersonal Skills**

- Employers look for skills beyond academic or technical skills.
- · Ability to solve problems, being selfmotivated 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  $\underline{\text{project}}$  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 <u>can't</u> 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.





Career Services	Student Resources and Handouts
Career Home Plage	In addition to working directly with students for camer-matted assistance. Career Services has other resources available to
Students	ald in carrier development.
Employers	Bellow are links to hequently requested resources.
Faculty and Staff	Career Planning
Abunni	
Prospective Students	Recommendations for
Families	fast/sectadests
Virtual Assistance	Sophamore Tear Students
DIGGEReciumg	Annu that instema
Career Fair	Gener, trust, dividenta
Outcome Burveya	20085 - available for check out al Career Services, URC 109
Career Services Stat	Gatter Videos - available for viewing sittine
Hot Jobs	Career-Related Documents
Facebook	Insume - unte an effectue resulte
Twitter	Security Action Works - charty describe your skills and experience
Pathen	Besume /AQs - see the Career bevices most common resume recommendation
	Genume Rubby - know what makes a good resume
	Continents - inquiry to an employer regariting possible (co opportunities
	Cover Later - send with your resume to explain additional skills and expension
	Carrier 7 av
	Material the Most of a Career Fase - know what to expect
	Crimin for Euclidean - prepare to impress recruiters
	ant Beach
	<ul> <li>Just Stratch Strategies - type for finding a just</li> </ul>

1/20/2021

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## QUESTIONS?

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