

Career Services

Montana Tech

Career Services Who are we?

CAREER SERVICES supports the mission, academic programs, and advancement of the institution by promoting career development, and by providing exceptional customer service in a professional, enthusiastic, and thoughtful manner in order to create positive attitudes for success. Within this context, the mission of Career Services is to serve Montana Tech students, alumni, and employers by assisting students and alumni with career exploration, preparation, implementation and management, and assisting employers in connecting with students, alumni, faculty and administration.

Resumes – Basics

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

Resumes – Last Time

EDUCATION	EDUCATION
University of Alberta MSc. Bachelor of Science in Engineering, May 2013 University of Alberta, Edmonton, AB, Canada	University of Alberta MSc. Bachelor of Science in Engineering, May 2013 University of Alberta, Edmonton, AB, Canada
WORK EXPERIENCE	WORK EXPERIENCE
<ul style="list-style-type: none"> • Worked as a mechanical engineer at a local engineering firm, developing software for oil and gas industry. • Developed a software tool for oil and gas industry. • Worked as a mechanical engineer at a local engineering firm, developing software for oil and gas industry. • Developed a software tool for oil and gas industry. • Worked as a mechanical engineer at a local engineering firm, developing software for oil and gas industry. • Developed a software tool for oil and gas industry. 	<ul style="list-style-type: none"> • Worked as a mechanical engineer at a local engineering firm, developing software for oil and gas industry. • Developed a software tool for oil and gas industry. • Worked as a mechanical engineer at a local engineering firm, developing software for oil and gas industry. • Developed a software tool for oil and gas industry. • Worked as a mechanical engineer at a local engineering firm, developing software for oil and gas industry. • Developed a software tool for oil and gas industry.
OTHER – Extracurricular Activities	OTHER – Extracurricular Activities
<ul style="list-style-type: none"> • Played basketball for the university team. 	<ul style="list-style-type: none"> • Played basketball for the university team.
EXTRACURRICULAR ACTIVITIES	EXTRACURRICULAR ACTIVITIES
<ul style="list-style-type: none"> • High school • Played basketball for the university team. 	<ul style="list-style-type: none"> • High school • Played basketball for the university team.



QUESTIONS

about resumes?



What is a cover letter?

What is a Cover Letter?

- A letter that is designed to introduce your resume to a specific position.
- This is your marketing tool for a specific job or internship.
- 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!

What is its Purpose?

- Introduce yourself
- Highlight qualifications, experiences, skills and achievements
- Identify the value you bring
- Capture the reader's interest
- Motivate the employer to call and offer you an interview

Cover Letter – Format

Three styles to a cover letter:

Paragraph Style

Comparison-list Style

Directly compares qualifications to the position requirements

Bullet Style

Introduction and Closing with bullets outlining qualifications

Career Advice Videos



[Watch – The Cover Letter](#)



Common Cover Letter Mistakes...

- Addressing letters: Dear Sir; To whom it may concern; Dear Hiring Manager
- No signature in a hard copy
- Spelling errors & grammatical mistakes
- Not saying enough, this is your chance to sell your strengths

Active v. Passive Voice

- Remember the active voice is more direct and vigorous than the passive!
- Passive construction occurs when you make the object of an action into the subject of a sentence: i.e. **form of "to be" + past participle = passive voice**
- Vary the sentence structure in a cover letter.

Two Kinds of Skills

- Skills acquired through formal school or training are **work-content** skills.
- Skills developed through experiences both inside and outside the classroom or received without formal training are **transferable** skills.

Transferable Skills

- Transferable skills are skills that you have acquired in various activities you have done:
 - Previous jobs
 - Classes & Projects
 - Activities
 - Volunteer Opportunities

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- Spelling errors & grammatical mistakes
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Cover Letter Sample

HELLO
I am applying
for the
Graphic Design
position

Cover Letter – Basics

- Read the job description & address the experiences you have gained.
- Show what you can add to the company.
- Fine-tune one great general cover letter and make specific as you apply for specific jobs.

Cover Letter – Basics

Whenever possible, relate your qualifications, experiences, credentials, skills and achievements to the specific needs of the company.

Research their needs and show them how you fit.

Cover Letter – Basics

- The ideal length is one page. Be concise!
- Choose high quality paper.
- Make it personal! Present your goals, experience and education relative to the specific position for which you are applying.

Cover Letter – DOs

- Get to the point.
- Pay careful attention to detail.
- Produce it on good quality paper.
- Address it to a specific person with name, title, organization & address.

Cover Letter – DONTs

- Ramble – remember most relevant to keep their attention.
- Overuse the word “I” – Vary your sentence structure.
- Have typos, misspellings, missing words, or grammatical errors.

Cover Letter – Sample

Scenario – an alumnus of Montana Tech, not employed the summer after graduation

- What did you hear?
- Would you hire this person?

Cover Letter – Online

Brevity
Online letters are shorter than hard-copy letters, but don't eliminate the substance.

Readability
Keep it simple, easy to read and as straightforward as possible.

Questions about Cover Letters?

- Watch out for typos! Proofread! Errors reflect poorly on you and can be seen as sloppy, careless or worse -- dishonest.
- Focus on what you can add to the company.
- Use the full-page & sign your letter.

Statements - Cover Letter

Ms. Important Person, of CompuScan Corporation, shared your name and recommended that I apply for XYZ position.

Technoserve has an excellent reputation in the software industry.

My previous position, at Worthington Software, gave me ...

Statements - Cover Letter

My past experience includes development, specification writing, logical and physical design, structural procedures testing, and various applications, including...

The position opening in Software Digest caught my eye.

Statements - Cover Letter

My past employers will tell you that I am a thoughtful, thorough programmer who looks for the details, asks questions, and delivers dependable programs.

What other skills are employers looking for in your openings?

Other kinds of letters

- Cold Letter – Explore Potential Openings
- Follow-up Letter – Thank you Letter After an Interview
- Acknowledgement of a Job Offer – Obvious, but give you time to decide
- Accepting/Turning Down a Job Offer
- Follow-up After a Rejection

Career Advice Videos



Watch – Art of Saying Thank You



Cover Letter – Top 10

1. Make it easy for someone to understand who you are.
2. Use a unique, professional format when writing.
3. Highlight your most relevant qualifications.
4. Stress relevant achievements.
5. Include information about the company

Cover Letter – Top 10

6. Explain why you want to work for the company.
7. Be sure it is neat, clean and well-presented.
8. Double-check to ensure that it is error-free.
9. Keep it short!
10. Thank them for reviewing your application.



Review Cover Letter Handout

Questions?

Who would you rather hire?



Professionalism Matters

Employers still expect that you make a good 1st impression.

Dress professionally for the interview, even if the company has casual Friday, everyday!

Who would you rather hire?



Get Involved!

Employers top skills (beyond the technical skill & knowledge) include:

- Communication
- Interpersonal skills
- Teamwork
- Leadership
- Problem Solving

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.

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Student Guide to
DR 2.0

www.mtech.edu/career



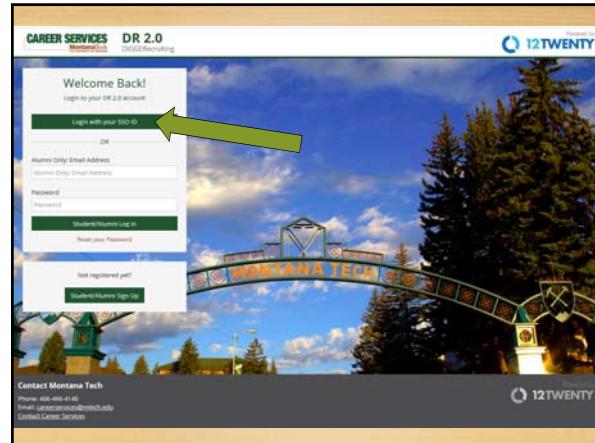
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Register with Career Services!

1. Activate your DR 2.0 account online
2. DR 2.0 uses AI & is fully integrated with Banner
3. You must be a current student (alumni) to activate your account

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



Welcome Back!
Login to your DR 2.0 account

OR

Alumni Only: Email Address
Alumni Only: Email Address

Password
Password

Student/Alumni Log In
Forgot your Password?
Not registered yet?
Student/Alumni Sign Up

Contact Montana Tech
Phone: 406-496-4140
Email: careerservices@mtech.edu
Contact Lauren Jacobs

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- Why?

Find out about opportunities for employers coming on campus and posting job with our office.

See the skills employers are looking for now and get them!

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- Work experience and volunteer

Acquire experience through a summer job.
Develop a strong work ethic and skills to demonstrate the understand work.
This allows you to try on different careers or industries.

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QUESTIONS?

Contact Us:

www.mtech.edu/career
University Relations Center 109
406.496.4140