




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.



Career Services

What are our services?


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




Trouble with Resumes

According to hiring personnel the most common problems with resumes include:

- Distortions and lies
- Too long
- Errors/misspellings – typos
- Lack of specifics
- Irrelevant information/materials



What is a Resume?




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



Types of Resumes

- Chronological
 - Offers a historical timeline of your work experience
- Functional
 - Relies on categorical, skill-based sections to show your qualifications for a specific job
- Combination



Where to Start?

- Lots and lots of resources
- Career Services, Internet, etc.
- Find examples of things that you like – create something that represents you (on paper).

How many have a resume?




Resources





Where to Start?

- Gather Information:
 - List your previous jobs
 - Know: company, address, phone number, your title, your responsibilities.
 - Collect your paperwork
 - For example: transcripts, certificates, endorsements, references, etc.





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.




Resume Review

Resumes – The Essentials

- Name & Contact Information
- Objective*
- Education
 - List GPA if it is above 3.00.
- Work Experience
- References*



Skills

According to The Merriam Webster Dictionary
A skill is:

1. the ability to use one's knowledge effectively in doing something
2. developed or acquired ability




Transferable Skills

Transferable skills are skills that you have acquired in various activities you have done:



- Previous jobs
- Classes & Projects
- Activities
- Volunteer Opportunities



Building your Resume





What is your Target?

References


- Typically employers request 3 *professional* references.
- Ask their permission & if they will give you a *good* reference.
- Who is going to be able to best talk about your skills in the work place.




Career Advice Videos




Watch – [Strong References](#)





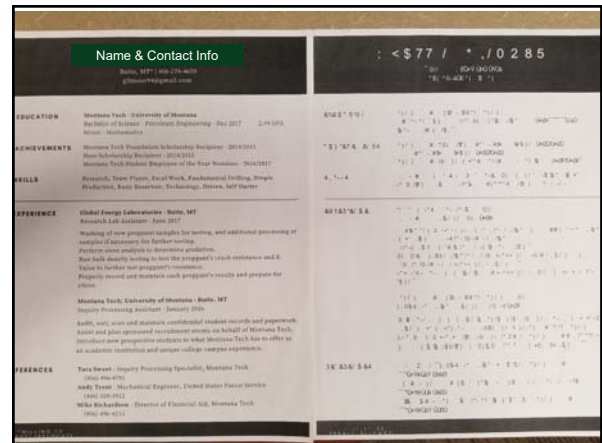
What about Resume Paper?

- Paper – heavy weight, less likely to see through
- Color – keep it professional, but know who you are sending it to
- Pick according to your preference, keep in mind that this may be your 1st impression

Questions about Resumes?



- Watch out for typos! Proofread! Be consistent.
- Avoid templates.
- Make it easy to read & highlight your skills.
- List items in reverse chronological order – most recent to least recent.





Career Advice Videos



Watch – [Stand Out Resumes](#)






QUESTIONS about resumes?



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



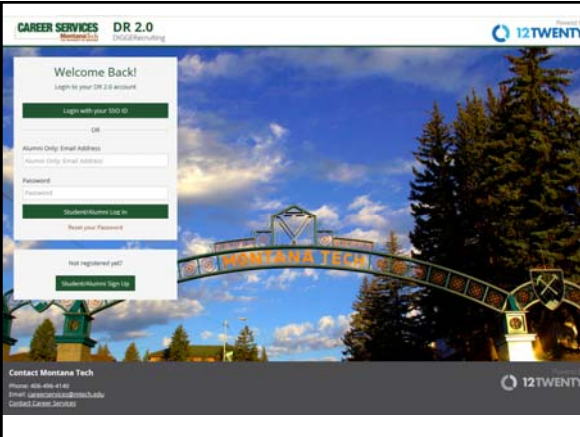
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Access position descriptions for internships and full-time jobs after graduation

View & Research employers

Participate in on-campus interviews

Upload your resume to be searched by employers



CAREER SERVICES DR 2.0
12TWENTY

Welcome Back!
Login to your DR 2.0 account

Log in with your ID# or Email

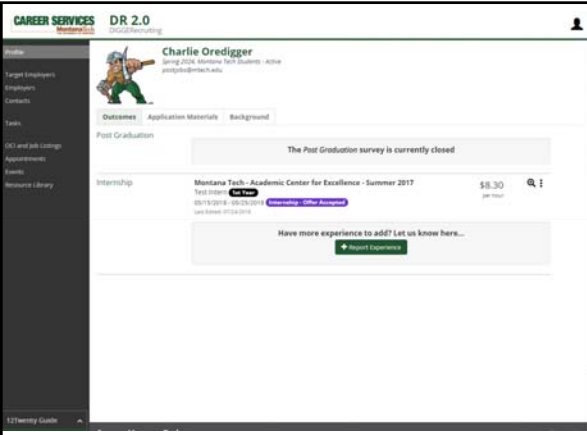
Alumni Only Email Address
Alumni Only Email Address

Password
Password

Student/Alumni Log In
Reset your Password

Not registered yet?
Student/Alumni Sign Up

Contact Montana Tech
Phone: 406.456.4141
Email: career@montana.edu
Contact Career Services



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Charlie Oredigger
Spring 2018, Montana Tech Student - Active
prored@montana.edu

Outcomes Application Materials Background

Post Graduation
The Post Graduation survey is currently closed

Internship
Montana Tech - Academic Center for Excellence - Summer 2017
Test scores: **Not View** \$8.30 per hour
09/15/2016 - 09/25/2016 **Internship - Other Account**

Have more experience to add? Let us know here...
[Add Experience](#)



Get Involved!

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

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



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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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QUESTIONS?



Contact Us:

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