

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...

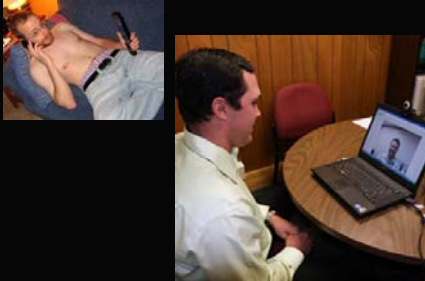
Your cover letter connects your resume to the position!

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+...

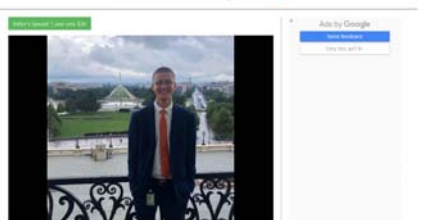
Career Advice Videos



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

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.

MONTANA STATE UNIVERSITY

SPRING 2021 OUTCOMES SURVEY IS OPEN

The Outcomes Survey (TOS)®

Montana Tech is one of the Partners in Innovation leading a national standard for first destination career outcomes data collection. Through The Outcomes Survey (TOS)®, data from new college graduates is collected following 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.

Outcomes are measured on the following items:

1. First destination occupation and graduate school admission outcomes
2. Engagement in career exploration and job search activities
3. Employment satisfaction in relation to meeting their first destination occupation
4. Satisfaction with their first destination occupation
5. Satisfaction for pursuing a college degree and occupation

The Outcomes Survey (TOS)®

The following surveys are closed and the data will not be changed:

- August 2021 - (Closed August 2022)
- May 2021 - (Closed May 2022)
- November 2020
- Jan 2020

CAREER READINESS


Competencies for a Career-Ready Workforce Overview

What is Career Readiness?
Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

Competencies
There are eight career readiness competencies, each of which can be demonstrated in a variety of ways.

- Career & Self Development
- Equity & Inclusion
- Teamwork
- Communication
- Leadership
- Technology
- Critical Thinking
- Professionalism

nacweb.org/career-readiness-competencies



CAREER READINESS COMPETENCIES

nacweb.org/career-readiness-competencies

Career Services

Career home Page

- Students
- Employers
- Faculty and Staff
- Alumni
- Prospective Students
- Families
- Virtual Assistance
- DISGIDevelopment
- Career Fair
- Outcome Surveys
- Career Services Staff
- Hot Jobs
- Facebook
- Twitter
- Partners

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

Books - available for check out at Career Services, URC 109
 CAREER 100000 - 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 Letter - inquiry to an employer regarding possible job opportunities
- Cover Letter - send with your resume to explain additional skills and experience

Career Fair

- Maximize the Most of a Career Fair - know what to expect
- Steps for Success - prepare to impress recruiters

Job Search

- Job Search Strategies - tips for finding a job

CAREER SERVICES
MONTANA TECH

QUESTIONS?

CAREER SERVICES
MONTANA TECH

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