MME BI-ANNUAL MENTORING MEETING Thursday, Sept. 27, 2018; 16.30-18.00 TODD HALL 116

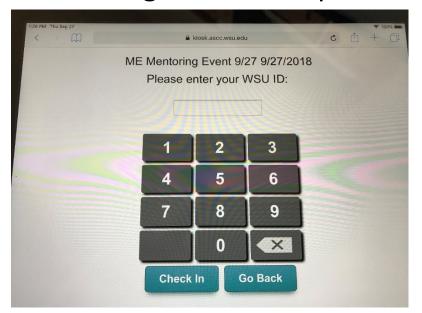
Agenda:

16.30-16.35:	Introduction by I. Dutta, MME director - Ask for help from faculty mentor whenever needed - Career options and how best to prepare
16:35-16:45:	Jake Leachman - Clubs, internships, summer research, grades, relationships w/ profs.
16.45-16.55:	Nyle Miyamoto, Chief Engineer, Additive Manufacturing, Boeing Preparing for an engineering carrer
16.55-17.05:	Jessi Hall, Director of Engg. (Mfg. Ops.), Schweitzer Engineering Labs. How to prepare for a job interview
17.05-17.15:	Jennifer White, Education Outreach Manager, Schweitzer Engineering Labs. Career fair preparation
17.15-17.25:	Amit Bandyopadhyay Graduate school option
17.25-17.35:	Sandi Brabb - Internships & career services - Student clubs in MME/VCEA
17.35-18.00:	Q&A

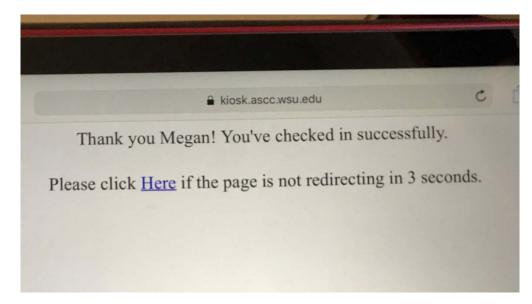


Make sure you check in on the iPad. Use your Student ID#.

Leading Zero not required



Confirm your name:





Preparing for an Engineering Career

- Consider the industries you are interested in
 - Tailor electives to your industry interests
- Get some work experience
 - Internship
 - Co-Op
 - Or relevant work experience
- Skills
 - Leadership and Teamwork
 - Budgeting
 - Project Planning
 - Hands on development work

Preparing for an Engineering Career (Getting an interview with your company of choice)

- Highlight your experience
 - Academic
 - Work (Internship, PT Job, Volunteer, etc.)
 - Other
- Research your options
 - Location
 - Regional Culture
- Know your target
 - Research
 - Learn the business
- Promote yourself

Prof. Jacob Leachman, MME, WSU

- Clubs
- Internships
- Summer Research
- Grades
- Relationships w/profs.

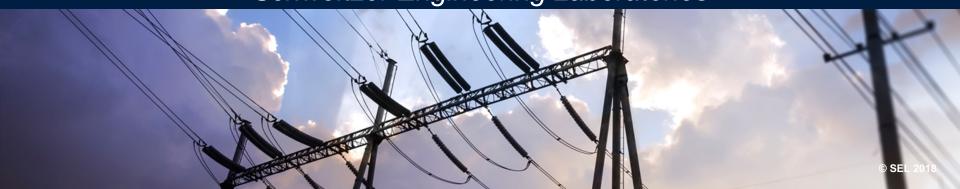


How to Prepare for a Job Interview

Jessi Hall

Director of Engineering – Manufacturing Operations

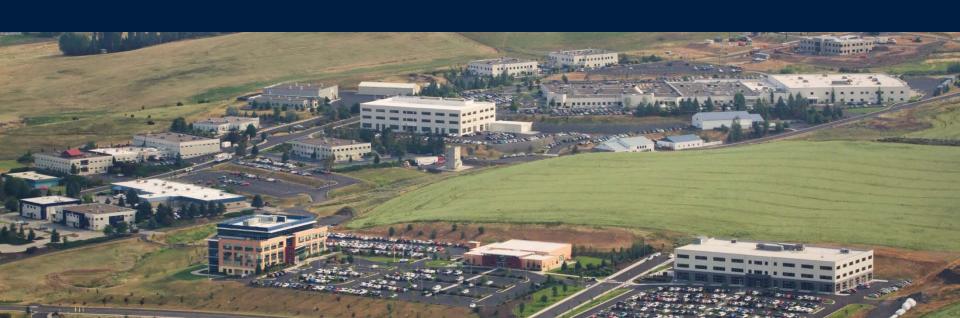
Schweitzer Engineering Laboratories



Who is SEL?

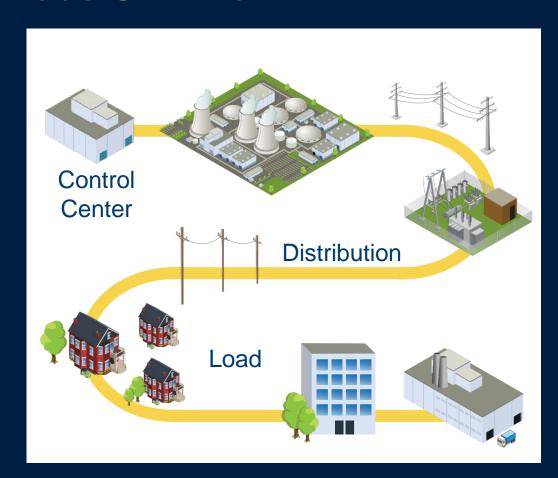
- First relay was sold in 1984
- Over 5,000 employees
- 107 locations in 24 countries

- 3 manufacturing centers
- 6 integration centers
- Customers in 150 countries



What Does SEL Do?

- Protection and control
- Automation
- Computing
- Software
- Precise time
- Security for critical infrastructure
- Metering
- Communications
- Engineering services
- Training



What am I looking for in a new hire?

- Enthusiasm!
- Great attitude / group fit
- Strong fundamentals
- Academic success in the right classes
- Self motivated
- Someone who cares



Your job interview is a chance to show these things!

What you can do right now to prepare





Join a club or do engineering projects outside of school



Become proficient in:

Word / Typing

Excel / Technical Writing

3D CAD / Grammar

Analysis Software





Establish / cultivate relationships



Be excited about something!

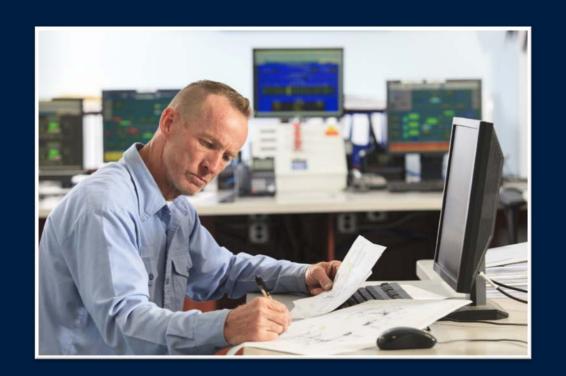
What can you do to get the interview



Tailor your resume for the specific company

What to do a week before the interview

- Research the company
- Prepare for typical interview questions
- Write down questions you have about the company / position
- Learn as much as you can about the interview and prepare for it





What to do the day of the interview

- Arrive early
- Dress appropriately
- Have any tools you may need (notebook, pencil)
- Silence / turn off your phone
- Remember EVERY interaction is part of the interview
- Look people in the eye and speak clearly
- Show enthusiasm
- Ask questions

What to do after the interview



- Ask for feedback
- Follow up with the recruiter or hiring manager
- If you are not hired for the position ask for more feedback

Questions?

Career Fair Prep

Jennifer White

Schweitzer Engineering Laboratories

Before the Fair - Research

- Company Research
 - Review Career Expo website
 - Scroll through companies
 - Review company website, LinkedIn or Handshake description
 - Create a targeted list



Before the Fair - Resources

- Utilize resources
 - Resume review workshop
 - Oct 1. 10AM 3PM, Lighty 160
 - Mock Interview Prep sessions
 - Monday Friday 2PM 4PM, Lighty 180
 - MME and VCEA Internship Coordinators
 - Academic Success and Career Center
 - Online resources / information packets



Before the Fair - Attire

• Get attire ready: Business Professional



Before the Fair – Elevator Pitch





- Create your 30 second introduction or "Elevator pitch"
- Practice, practice and practice
- Get comfortable approaching new people

During the Fair – Tips and Tricks

- Get prepared mentally and physically
- Know surroundings
- Review your top companies & find their locations



During the Fair – Networking

- Utilize your list of top employers and make sure to visit
- Present your 30 second introduction, ask informed questions about the organization.
- Ask about next steps
- Write questions down!

After the Fair – now what?

- Follow up with an email or LinkedIn request, if appropriate
- Apply for the positions of interest. List in cover letter that you spoke to an engineer at the career fair
- Continue networking and getting involved with clubs







Questions?

Graduate School Option

Amit Bandyopadhyay, Ph.D. Professor, MME, WSU amitband@wsu.edu

Is graduate school right for you?

- If you have worked hard during your undergraduate classes and <u>maintained a good GPA</u>.
- If you wish that you <u>could have taken more classes</u> in any particular area of study.
- If you <u>want to pursue your career</u> in a certain industry such as space, semiconductor, medicine.
- If you have the passion to work on a variety of crazy projects where you can always fail

Graduate school – What is it?

- You can pursue a higher degree such as <u>an MS or a</u>
 <u>Ph.D.</u> You can also pursue an MD or an MBA.
- For an MS degree, typically between 18 and 24 months after your BS degree. For a Ph.D., typically another 24 to 36 months after your MS degree.
- MS degrees can be <u>research-based (Thesis MS)</u> or <u>just</u> <u>course work-based (non-Thesis MS)</u>.
- You can pursue your graduate degree <u>at WSU or any</u> <u>other universities</u>.

Graduate school – Benefits

- You can get a <u>teaching or research assistantship (TA or RA)</u> that will cover your tuition and a monthly stipend typically between ~ \$1,650 to \$2,000 (at MME, WSU).
- You can work with a professor as your thesis advisor in an area that you are passionate about.
- You can <u>publish your work in scientific journals</u> and/or <u>present your results</u> in front of your peers in <u>national or international conferences</u>.
- You will gain <u>hands-on work experience</u> in <u>an academic</u>

 Setting

 Graduate School Option Review

Graduate school – How to start?

- The biggest challenge is to figure out are you really interested about graduate school?
- <u>Step 1</u>: <u>Talk to professors</u> who are working in areas that <u>you are passionate</u> about and <u>try to get an undergraduate research assistant position</u> (paid or un-paid).
- Step 2: Do you enjoy doing this? Can you do this for another 24 months? Do you want to try another area?
- <u>Step 3</u>: <u>Talk to other graduate students</u> and see what helped them decide about graduate school.

<u>Graduate school – Timeline (Ideal scenario)</u>

- **Step 1**: Your decision about graduate school Before the end of Junior year or beginning of the senior year.
- Step 2: Identify schools where you want to apply. You can always contact professors with whom you want to work, and see if they are interested in your credentials.
 Should be done by mid-Fall semester of senior year.
- Step 3: Prepare and write the GRE exam and apply before the end of the fall semester.
- <u>Step 4</u>: Continue your conversation with interested faculty members.

 Graduate School Option Review
 Amit Bandyopadhyay

amitband@wsu.edu

<u>Graduate school – Factors to consider</u>

- Some of the generic factors that can help you get an admission with a TA/RA offer from your favorite school.
- High GPA Shows that you are serious in your study.
- <u>UG research experience</u>: Faculty members like when students have UG research exposure.
- High GRE score: Validation of your academic standing.
- **Awards and leadership experiences**: Shows that you are a leader in the making.
- Reference letters: Strong letters can only help you.

Internships & Career Services

Sandi Brabb, Director Dana 138 | 509.335.3740 vcea.internships@wsu.edu

V O I L A N D
INTERNSHIPS & CAREER SERVICES
Internships | Co-ops | Jobs | Dreams

RESOURCES

- Handouts:
 - Start Your Career
 - Sample Resume
 - Cover Letter guide
- Social Media
 - Facebook: <u>VCEAInternships</u>
 - LinkedIn: <u>Voiland College of</u>
 <u>Engineering and Architecture</u>
 - Twitter: @WSUVoilandPPEL
- Website: vcea.wsu.edu/ppel
- Email:

Career Information

- Digital Displays
- Bulletin Board: EME 2nd Floor Hall
- Weekly Internship List: Sent through advisors & College e-News
- Career Coaches (Dana 138):
 - Sandi Brabb, Drop-In M-F 1-2, or by appointment (calendly.com/brabb)
 - Paul Choi, MWF 12-5, TTH 12-2:30
 - MME Peer Mentor: Christina Paoletti, Sloan 205,
 MWF 10:30-11:30, TTH 2:30-4:30



CAREER EVENTS

- Career Fairs October & February
- Industry Tours
- Information Sessions/Tech Talks
- Career Development Workshops
- On-Campus Interviews

VOILAND CAREER EVENTS COMING SOON!

September 2018



9/24-9/26: Dell Days @ WSU

9/24: 4:00-5:30pm, Dell Information Session, Spark 335

9/24: 6:00pm, Dinner with Affinity Groups, (Invite ONLY)

9/25: 3:30-5:00pm, **Panel Discussion, Spark 339 9/26:** 7:30-10:00am, **Dell Interviews (Invite ONLY)**

One Manage Construction left Consists Class 7

19/25:5:00—6:00pm, Manson Construction Info Session, Sloan 7

19/26:3:10—5:00pm, ProPEL Career Fair Prep Workshop, Carpenter 102

19/27:3:00—5:00pm, ProPEL Career Fair Prep Workshop, Carpenter 102

9/27:5:30—6:30pm, Granite Construction Info Session, Sloan 169

9/27:6:00—7:00pm, SWE Career Fair Prep Workshop, Spark 227

9/28:4:00—5:00pm, Boeing Mentorship Program Pre-Flight Orientation, Spark 233

October 2017

10/1: 8:00 am-5 pm, Skytap Office Hours, Dana 139, Drop in for resume review or mock interview



10/1: 9:00am, Coffee Chat with Alaska Airlines CEO Brad Tilden, Spark Atrium

10/1: 2:30 — 3:30pm, Stacy & Whitbeck Information Session, Sloan 5

10/1: 4:00-5:00pm, Micron Information Session, Sloan 9

110/1: 5:00-7:00pm, BergerABAM Information Session, Spark 335

|10/1: 5:30-8:00 pm, SWE Evening with Industry, SEL Event Center

(Over 30 Companies Attending. Cost \$15)

10/2: 8:00-9:30 am, Tau Beta Pi Breakfast @ Beasley, TBP Members

10/2: WSU Career Expo and VCEA Technical Fair,
Beasley (10am-3pm)

10/2: 3:00-4:00pm, Genie Engineering Information Session #1, Spark 339

10/2: 3:30-4:30pm, Traylor Bros. Information Session, Sloan 167

10/2: 3:30-4:30pm, Plexus Information Session, Sloan 7

10/2: 4:00-5:00pm, NAVAIR Information Session, Spark 323

10/2: 4:15-5:15pm, Slalom Information Session, Todd 121

10/2: 5:00-6:00pm, Chief Architect Information Session, Sloan 9

110/2: 5:30-6:30pm, BP Information Session, Spark 227

|10/2: 6:30-7:30pm, Genie Engineering Information Session #2, Spark 339

10/2: 4:00-5:00pm, Clark Construction Information Session, Spark 335

10/2: 4:00-5:00pm, Weyerhaeuser Information Session, Thompson 201

10/15: 3:10-5:00pm, ProPEL Job Search Strategies, Carpenter 102



10/17-10/18: COUGS in SPACE Day with Astronaut John Fabian

NASA, Blue Origin, EarthNow, and Raytheon

|10/26: 3:10-4:30pm,STEM/LSAMP Industry Fair, Ensminger Pavilion

|10/30-11/1: 3:00-5:00pm, ProPEL ePortfolio Creation, Carpenter 102

V O I L A N D

INTERNSHIPS & CAREER SERVICES

Internships | Co-ops | Jobs | Dreams

CO-OP / INTERNSHIP ADVANTAGES FOR YOU

- Earn \$16-25/hour
- Build an impressive resume
- More likely to have a permanent job offer by graduation
- Put classroom knowledge into practice and learn by doing
- Contribute knowledge and ideas to the workplace
- Demonstrate abilities to an employer
- Build a professional network of people who will be able to help you find a job after graduation



ProPEL INTERNSHIP/CO-OP

- On-the-job, full-time experience
- Paid
- 420 Hours or up to 12-months (or alternate periods of school and work)
- Academic credit; major tech elective credit
- Maintain full-time student status
- Income not counted on the FAFSA

School of Mechanical & Materials Engineering Student Clubs

- ◆ Aeronautics and Astronautics Aerospace Club (AIAA)
- ◆ American Society of Mechanical Engineering (ASME)
 - **♦ Cougar CAD Club**
- ♦ Humanitarian Engineering at Washington State (HEWS)
 - ♦ Innovating for Sustainable Engineering (ISE)
 - ♦ Material Advantage (MA)
 - ♦ Materials Research Society (MRS)
- ◆ Society for the Advancement of Material and Process Engineering (SAMPE)
 - ♦ Society of Automotive Engineers Formula Car (FSAE)

For more information on each club, go to https://vcea.wsu.edu/student-clubs-and-

JOB SEARCH STRATEGIES

- What skills will you acquire in your major?
- What industries and employer types can you work in with these type of skills?
- What countries, states, and cities are you planning to search?
- What are typical job/internship title(s) of the type of opportunity you are searching for?
- What kind of environment do you want to work in?
 People, organizational structure, and physical environment of the workplace

JOB SEARCH

- Handshake (wsu.joinhandshake.com)
- CareerShift (Voiland.Careershift.com)
- USAJobs (usajobs.gov)
- Washington WorkSource (worksourcewa.com)
- Stop by Dana 138 for more options

NEXT STEPS...

- Make an appointment or drop by the Voiland College Internships and Career Service Office to get your resume cleaned up
- Research dream companies small, medium, & large
- Set up and DO an **informational interview** and/or a job shadow
- Participate in a Mock Interview
- NETWORK whenever and wherever possible
- Get Experience!

Thank you

VCEA.Internships@wsu.edu

Office: Dana 138 | Drop-in: M-F 1-2 PM | Appointment: calendly.com/brabb

VOILAND

INTERNSHIPS & CAREER SERVICES

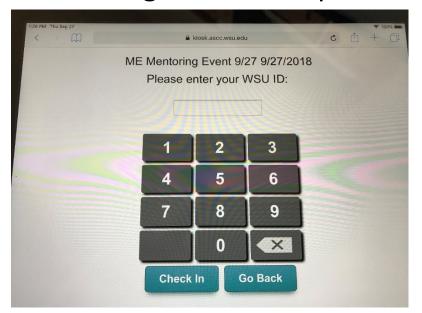
Internships | Co-ops | Jobs | Dreams

Q & A

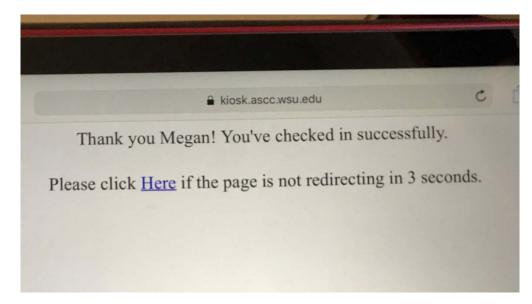


Make sure you check in on the iPad. Use your Student ID#.

Leading Zero not required



Confirm your name:



B.T. Cougar

509-335-5555 | B.T.Cougar@wsu.edu | https://www.linkedin.com/in/B.T.Cougar

Summary of Qualifications

- Mechanical Engineering major with a proven record of success working in management. on a team, and independently.
- Tireless work ethic, maintaining a 3.7 GPA while working as much as 30 hours a week
- Incorporated 5+ years of goal oriented work history with coursework and projects to bring productive, well founded insight to the company as an intern.
- · Proficiency in Solidworks, Matlab, and Mathematica; experience with metal fabrication.

Education

Bachelor of Science in Mechanical Engineering; GPA 3.7

Expected May 2019

Washington State University, Pullman, WA

· Relevant coursework: Thermodynamics, Fluid Mechanics, Finite Element Analysis, Solidworks, Linear Algebra, Heat Transfer, System Dynamics, Applied Aerodynamics, Material Science, Materials Laboratory, Mechanical Component Analysis

Associate of Science (DTA)| Seattle Central College, Seattle, WA

June 2017

- · Major: Pre-Engineering
- · Relevant coursework: RDL Circuits, Mechanics of Materials, Dynamics, Statics, Differential Equations, Calculus Series

Skills & Abilities

Programs and Software

- Certified Solidworks Associate
- Matlab, Mathematica, EES, Python, Java
- Arduino Seminar

Metal Fabrication

- MIG and TIG welding
- Forging/Blacksmithing
- Misc, fabrication and machining tools

Projects wsu

Fall 2017

- Designed dynamically accurate wings & generator for 1.5 GW Wind Turbine in
- Wrote the working code in EES for Parabolic Solar Plant Area Optimization project

Seattle Rocketry Club

Spring 2016 · Received Level 1 Certification from the National Rocketry Association by individually

building and launching a level 1 "Intruder" rocket

Fall 2015

Built a metal chair using welding and forging techniques out of round bar, scrap metal, and washers for the seat

Honors & Awards

Metal Fabrication

- NASA Scholarship recipient for Academic Achievement
- · Fall 2016 President's Honor Roll recipient at WSU
- · Seattle Central Foundation Scholarship
- · Multiple Quarters on the Dean's List at Seattle Central

Other Experience

Sr. Member Consultant | Boeing Employees Credit Union

2016-2017

- Worked directly with customers to create customized banking plans
- Multiple awards in recognition for excellent customer service and exceeding sales goals
- Trained coworkers on effective communication and problem solving techniques

Store Manager | GNC

2015-2016

- · Promoted from part time employee to Store Manager in 5 months
- Hired, trained, and scheduled 4 employees
- Store was ranked #1 in multiple monthly and quarterly sales contests

VOILAND COLLEGE CAREER DEVELOPMENT ~ACTION VERBS

Adapted, enlarged list inspired by Employment Development Department of Palo Alto, CA

Management skills	Communication skills	Clerical or detailed skills
administered	addressed	approved
analyzed	arbitrated	arranged
assigned	arranged	catalogued
attained	authored	dassified
chaired	corresponded	collected
contracted	developed	compiled
consolidated	directed	dispatched
coordinated	drafted	executed
delegated	edited	generated
developed	enlisted	implemented
directed	formulated	inspected
evaluated	influenced	monitored
executed	interpreted	operated
improved	lectured	organized
increased	mediated	prepared
organized	moderated	organized
oversaw	motivated	prepared
planned	negotiated	processed
prioritized	persuaded	purchased
produced	promoted	recorded
		recorded retrieved
recommended	publicized	
reviewed scheduled	reconciled	screened
	recruited	specified
strengthened	spoke	systematized
supervised	translated	tabulated
	wrote	validated
Research skills	Technical skills	Teaching skills
darified	assembled built	adapted
collected		advised
critiqued	calculated	clarified
diagnosed	computed	coached
evaluated	designed	communicated
examined	devised	coordinated
extracted	engineered	developed
identified	fabricated	enabled
inspected	maintained	encouraged
interpreted	operated	evaluated
interviewed	overhauled	explained
investigated	programmed	facilitated
organized	remodeled	guided
reviewed	repair	informed
summarized	solved	initiated
surveyed	trained	instructed
systematized	upgraded	persuaded
•		set goals
		stimulated
Financial skills	Creative skills	Helping skills
administered	acted	assessed
allocated	conceptualized	assisted
analyzed	created	clarified
appraised	designed	coached
		counseled
audited	developed	
balanced	directed	demonstrated
	directed established	
balanced	directed	demonstrated
balanced budgeted	directed established	demonstrated diagnosed
balanced budgeted calculated	directed established fashioned	demonstrated diagnosed educated
balanced budgeted calculated computed	directed established fashioned founded	demonstrated diagnosed educated expedited
balanced budgeted calculated computed developed	directed established fashioned founded illustrated	demonstrated diagnosed educated expedited fadilitated familiarized
balanced budgeted calculated computed developed forecasted managed	directed established fashioned founded illustrated instituted integrated	demonstrated diagnosed educated expedited facilitated
balanced budgeted calculated computed developed forecasted managed marketed	directed established fashioned founded illustrated instituted integrated introduced	demonstrated diagnosed educated expedited facilitated familiarized guided referred
balanced budgeted calculated computed developed forecasted managed marketed planned	directed established fashioned founded illustrated instituted integrated introduced	demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated
balanced budgeted calculated computed developed forecasted managed marketed planned projected	directed established fashioned founded illustrated instituted integrated introduced invented originated	demonstrated diagnosed educated expedited facilitated familiarized guided referred
balanced budgeted calculated computed developed forecasted managed marketed planned	directed established fashioned founded flustrated instituted integrated introduced invented originated performed	demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated
balanced budgeted calculated computed developed forecasted managed marketed planned projected	directed established fashioned founded illustrated instituted integrated introduced invented originated	demonstrated diagnosed educated expedited facilitated familiarized guided referred rehabilitated

Tip 5: Be yourself, let your personality shine.

That's just an example. Whatever you say throughout your cover letter should be in your own words. You want it to be direct and to the point, but you also want your personality to shine through.

Tip 6: Spell-check then proofread, proofread, and proofread again!

The number one reason employers throw out any application materials is due to spelling errors and typos. Use an easy-to-read font, like Times New Roman, Ariel, or Helvetica. Make sure there are not errors in it. Proofread it, proofread it again, and then get someone else to proofread it. Spell-check doesn't catch everything, so you need an actual person to go over it.

Need more help?

Sandi Brabb, PPEL Office EME 202H, drop-in Mon-Fri 3-4pm (509) 335-3740, brabb@wsu.edu V O I L A N D
ROFESSIONAL PRACTICE & EXPERIENTIAL LEARNING



Cover Letter Tips

Your cover letter should accomplish the following:

- ✓ Clearly route your cover letter and resume to the right person for the right job opening.
- Show you can communicate professionally in writing.
- ✓ Reinforce qualifications presented in your resume and show that you are a good fit for the company by using short narrative examples of how your experience and skills match the needs of the employer.
- Reflect your positive attitude, personality, motivation and enthusiasm



Tip 1: Get into the right mindset – What is the purpose of a cover letter?

Your cover letter does need to be simple and quick, but since this is your very first introduction, it is vitally important that you impress them.

Tip 2: Don't make your cover letter generic...Target the position you are applying for. Resist the temptation to use a basic cover letter template online and just change out the names of the job title and company. This letter doesn't make the reader want to dig deeper and read your resume. Each letter should be unique to the position you want. Target the job, the company, the hiring manager. Get your point across quickly while being polite, friendly, and professional.

Tip 3: Address their problems and your solutions. Your cover letter should always be focused on how you can help the employer. What's in it for them? What are you bringing to the table?

Tip 4: Quantify, quantify & measure.

Numbers are what really get the attention of most hiring managers. For them, that proves that you're not just all talk. You can back that up with measurable results. That's either dollars, numbers or percentages.

- ✓ Numbers: Voted most valuable employee 6 times
- Dollars: Increased club revenue by \$2K with networking event
- Percentages: Developed procedure that reduced costs by 50%

Parts of the Cover Letter

My Address My Address

March 1, 2017

Company Name Company Address Company Address

Dear (insert the correct contact person's name here, or their title, or Hiring Manager):

Opening Paragraph - Arouse interest with a "Hook." Grab their attention, convey your passion and "fit" for the job.

- Tell them a story
- Drop a name
- Highlight something about their business
- Talk about your results
- Ask a question that makes them think.

Middle Paragraph(s) - The "pitch." You've hooked them, now sell them! Highlight your relevant qualifications, results, and needs of the employer.

- Sell your value to the company
- Outline your strongest qualifications that match position requirements; target what they need or
- · Give examples of you skills and experience that relate to the position
- Provide evidence of your related experiences and accomplishments
- Make it clear, easy to read don't be shy.

Last Paragraph - The "close."

- Quick summary (one sentence)
- Call to action (reguest an interview, indicate you will call during a specific time)
- Tell them how to contact you
- Always thank the employer at the close of your letter for the time and consideration given to your application.

Sincerely,

My name signed in pen here, if hard copy – if emailed, just eliminate these three extra spaces

My Name (typed)



YOUR CAREER

ENGAGE

Connect to the Professional Practice & Experiential Learning (PPEL) careerrelated social media sites to keep up to date on tips and events

Register on Handshake and meet with a Voiland Career Advisor to become familiar with the office.

Create a professional résumé using the Résumé Coloring Book on the ASCC website.

Develop a portfolio containing projects completed through courses. clubs, jobs and personal

Attend career preparation programs at least twice each

Attend the Fall Career Expo and VCEA Technical Fair and Spring Career Expo for a head start on searching for future Co-op and Internship opportunities.

Strengthen your personal development by working on projects requiring teamwork.

Explore campus clubs and organizations to look for a good fit where you can gain experience and build your skills.

Job shadow, volunteer, or intern in a field related to your major.

Sophomore

EXPLORE

Update your résumé and portfolio with your new experiences and post on Handshake.

Continue to attend Voiland career preparation programs and networking events.

Create or update your LinkedIn account to build your professional network.

Join and be active in a student club and/or organization.

Attend Employer Information Sessions to learn about specific companies and prepare for interviews.

Conduct an informational interview in your field of interest.

Stay informed of Co-op/ Internship postings through PPEL Facebook, Digital Monitors, careers bulletin board and Handshake.

Build your professional network with your professors. employers, community members, alumni, parents' friends, and your friends'

Look for an exciting summer job, co-op or internship in your field to develop a new skillset or explore a career interest.

EMPOWER

Meet with PPEL to update your résumé, portfolio, and cover letter., and post on Handshake

Continue to attend career preparation programs, especially networking

Continue to attend Employer Information Sessions to learn about specific companies and prepare for interviews.

Be mindful of what you post on social media sites as many employers look at these during the hiring process.

Become an active leader at WSU or in the community.

Meet with Voiland Career Advisor to formalize job search strategies.

Continue your involvement with campus organizations and clubs (think about serving in a leadership role).

Participate in mock interviews.

Secure a job. co-op. or intemship relating to your interests and strengths.

Conduct at least 2 informational interviews in field of interest.

Join professional organizations/ associations in your field.

Senior

EXPERIENCE

Clarify post-graduation goals and create professional action plan to meet them.

Schedule a final revision of your résumé, portfolio, cover letter and professional action plan.

Begin job search early to secure post-graduate employment.

Continue to expand your LinkedIn network & monitor your online reputation.

Utilize your network to connect with employment opportunities.

Ask 3 of your professional contacts to be references; may be professors, supervisors, or others who can speak about your work ethic and character.

Conduct 2 informational interviews with Cougar alumni for career and relocation advice.

Attend the Fall and Spring Career Expos to begin formal conversations with your preferred employers: collect business cards and follow-up.

Apply for jobs that interest you; remember that finding the right position takes time and requires patience.

INTERVIEW PREPARATION FOR GRADUATING STUDENTS

List of behavioral questions:

- 1. Tell me about yourself.
 - Answer to this question should highlight the person's strengths and how they will help him/her in the job role.
- Tell me about your research or a key activity (leadership/club/internship/volunteer):
 This should be a high level description of research, rather than focusing on nitty-gritty details. It is good to focus on how the person solved the most challenging problem in his/her research career and include the accomplishments at the end such as awards, patents, papers etc.
- How will you explain your research work to your grandmother?
 Use your creativity and imagination to answer this question.
 (In my case I had talked about cat whiskers to explain how tin whiskers look and how they are harmful).
- 4. Give me an example of a situation where you led a team of people to achieve a common goal.
- Did you ever have conflicts with your advisor and how did you resolve them?
 Answer: Intel loves to ask questions on conflict management.
- 6. What was the most challenging problem you faced in your PhD/Masters and how did you solve it?
- Name a time when you saw someone doing something unsafe and what did you do about it.
- 8. What are your strengths and weaknesses?
- 9. How will you explain glass transition to your father/mother who do not have any knowledge of sciences?
- 10. Give an example of a situation where you worked after hours and why?
- 11. What is the most unique quality in you, which sets you apart from other people?
- 12. Why do you want to work for Intel R&D?

 Answer: Watch some Intel videos by Gordon Moore, Robert Noyce, etc., & read up on the company history, its product lines etc.
- 13. Have you ever worked in teams, give an example? Answer: Most companies value teamwork a lot, prepare a good example from your past to answer this question.
- 14. Name a time you disagreed with your team, but went along with the decision anyway.
- 15. What is your ambition in life?
- 16. Your past experience / research is not related to the job you are interviewing for. Why are you not pursuing further work in your area of interest and why do you want to work for Intel?
- 17. Have you built/fixed any tools in the lab or developed an apparatus/novel method of solving a problem?

- 18. Tell me a situation demonstrating your problem solving skills?
 Answer: Companies look for people who are good problem solvers, think and prepare many incidences from the past where you excelled at problem solving. Always focus on the most challenging problems and how you solved them, describe your approach briefly.
- 19. What motivates you in a job?
- 20. Give an example of a time, where you had to take preventive actions against things that hadn't gone wrong but could very soon do in the way you carried out your experiments?
- 21. What is the most annoying thing about engineering?
- 22. Why is your GPA not 4.0? (If your GPA is 4.0, they will of course not ask this question).
- 23. Basic stats question like normal distribution, mean median mode, examples of normal distribution.
- 24. Some tricky questions like, 'There is a cake, you have to cut it into 8 slices by using the knife thrice, how will you do it'?
- 25. Sometimes they give a problem the company is facing and ask for your suggestions/inputs on how to solve it.

The technical questions are mostly from resume, they asked a lot of fundamental questions and research related questions.

The keys to having an excellent interview are:

- (1) diligent preparation
- (2) confidence
- (3) focusing on the things the company values like team work, problem solving skills (4) connecting to the interviewer.

6 Resume-Writing Don'ts

Hiring managers are busy. Your resume should make their job easier—not harder.



For a resume that helps you stand out from the crowd in a good way, steer clear of these don'ts.

0. Don't Have Typos

This is NºO because it should be too obvious even to mention. Unfortunately, career services pros say this is the most common mistake they see in resumes. Even spell check misses the distinction between "to" and "two." Typos are unprofessional and show a lack of care in your work. Make sure to proofread your resume.

Need a second pair of eyes? Have your resume reviewed by a career counselor in your college career services office or at the Vick Center for Career Counseling.

1. Don't use the file name "Resume.pdf"

DO NOT save the file with the file name "Resume.pdf." Generic file names are difficult for hiring managers to sort and find — particularly if several applicants have used them. Save your application documents with your name in the file name: Last_First_Resume.pdf

2. Don't Have Messy Formatting

Don't make a potential employer work hard to understand your information. A resume should be clear, organized and consistent.

"If you say you are skilled in Microsoft Office, then your resume should demonstrate your knowledge," says <u>LaRae Tronstad</u>, a career coach with the <u>College of Liberal Arts Career Services Center</u>. Avoid big blocks of text and too many fonts. Use bullets, short sentences and consistent heading styles to organize your information.

If you are emailing or uploading your resume, save it as a PDF. That will preserve your carefully planned fonts, spacing and margins.

3. Don't Use Passive Language

Your resume is not the place to be shy. Be direct and strong in your writing. Action verbs stand out to someone scanning your resume, so lead with these stronger phrases. Use past tense unless the experience is current or ongoing. When describing your current position, use present tense and avoid passive verbs ending in "-ing."

Before: "Worked on managing customer complaints"

Better: "Managed customer complaints about products"

4. Don't Miss the Chance to Quantify Your Experience

Numbers can quickly convey the significance of your accomplishments. This may be easier for experiences that involve money, rankings or statistics. But no matter what kind of work you do, add data to your resume to quantify your experience. Don't miss the chance to show your employer how often, how many times and on what scale you achieved your goals.

Before: "Edited the school newspaper, The Daily Texan."

Better: "Edited 10 news articles per week while consistently meeting deadlines for The Daily Texan, a student-produced campus newspaper with a daily circulation of more than 12,000."

5. Don't Undersell Your Experience

Don't have a ton of job experience? That's no reason to assume you have nothing to put on your resume. Experience doesn't necessarily mean paid employment. Include internships, traineeships, apprenticeships, self-employment, part-time work, miscellaneous informal services and volunteer performances.

"The key is to focus on transferable skills," says Tronstad. "If you are applying to a company with a fast-paced environment requiring multitasking, then your experience waiting tables engages multitasking and managing competing demands."

6. Don't Use the Same Resume for Every Job

Don't make one resume that includes all the work experience you've ever had and use it to apply for every job. Instead, tweak your resume to fit the position.

When choosing which experiences to include on your resume, think about the skills and abilities that would be of most interest to the potential employer. Ask yourself, would I speak about this experience during an interview? If yes, include it.

Originally published at news.utexas.edu on January 27, 2016.



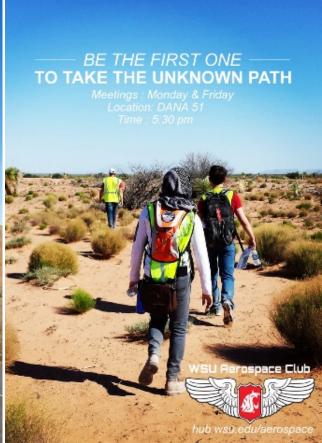
Student Clubs/Organizations



President: <u>Adam Doan</u> - Social Media Director: <u>Mathias McFarlane</u>







https://hub.wsu.edu/aerospace/

Robosub of the Palouse Club

- Contact person: Daylan Kelting (<u>daylankelting@gmail.com</u>)
- Outreach Coordinator: <u>Stasia Kulsa</u>
- Club meetings: Varies by subteam. The ME subteam will be meeting on the second and fourth Sundays of each month at 2pm.
- Where does the club meet: all meetings are in Dana 3.
- We compete yearly in the international Robosub competition in San Diego. More details can be found here: https://www.robonation.org/competition/robosub.
- We will have club dinners and other social events at least every other week.
- The ME team this year is designing and building two submarines with swarm in mind. By next year we want 3 submarines in the water communicating concurrently.
- Website: http://robosub.eecs.wsu.edu/
- <u>Facebook:</u> https://www.facebook.com/palouserobosub/



The Society of LatinX Engineers and Scientists (SOLES) is an organization under the Society of Hispanic Professional Engineers (SHPE) that seeks to develop our STEM members both academically and professionally through professional conferences, networking, and workshops.

General Meetings

When: Thursdays 6:00pm - 7:00pm

Where: Compton Union Building Room 310

Follow us on Facebook!

IWSU SOLES/SHPE

President: <u>Brandon Garza</u>

Website: https://vcea.wsu.edu/lsamp/soles/

Facebook: https://www.facebook.com/groups/309640998893/



Society of Women Engineers

Washington State University

Officers



President: Rachel Johnson

Office Hours: Wed 1:10-2pm, Dana 213

Email: rachel.b.johnson@wsu.edu

Bio: This is my third year serving as a SWE officer and I am passionate about promoting diversity within STEM. I am from Santa Clara, CA and I'm majoring in mechanical engineering. I enjoy paddle boarding, hiking and baking during my free time.

President: Rachel Johnson

Website: https://swe.wsu.edu/

Facebook:

https://www.facebook.com/groups/wsuswe/about/



The Society of Women Engineers is excited to host the 10th annual Kids' Science and Engineering Day!

Building off of the success and momentum from the 2018 KSED, the WSU Society of Women Engineers is now recruiting volunteers to help out with the 2019 KSED event! It was only with the help of over 200+ volunteers, 30+ WSU clubs and several committees that we were able to pull off such an amazing event.

Why should you get involved? KSED provides an opportunity for students grades K-5 to learn basic science principles through fun, hands-on activities. We partner with various organizations across WSU to provide engaging activities to teach science and engineering concepts. This year, KSED will take place in March and be located at the Smith Center for Undergraduate Education (CUE).

President: Bailee DePhelps

Website:

https://sites.google.com/site/dscwsu/

Facebook:

https://www.facebook.com/WSUDSC/



Innovation for Sustainable Energy [ISE]

President: Mathew Hunt

Website: https://hub.wsu.edu/ise/

Facebook: https://www.facebook.com/wsuinnovation/

ISE meets and works out of the Hydrogen Properties for Energy Research (HYPER) lab, as the lab helps coordinate and review our efforts to build the first hydrogen liquefier at WSU. We co-occupy about 2000 square feet of build and design space located in Thermal Fluids Research Building (TFRB) Suites 113 and 108. The address is 955 NE Oak Street, Pullman, WA 99164-2920.

SAMPE North America Student Program Opportunities

The Society for the Advancement of Material and Process Engineering (SAMPE®) is a global professional member society that provides information on new materials and processing technology via conferences, exhibitions, technical forums, publications, and books. As the only technical society encompassing all fields of endeavor in materials and processes, SAMPE provides a unique and valuable forum for scientists, engineers, and academicians.

Fall Conference

Research Symposium at CAMX

- Description: Technical Research Recognition and Award
- Award: \$100-1000 depending on category, flight and lodging for CAMX
- Deadline: February
- Additional information: tinyurl.com/sampe-URS

Chapter Funding

- Description: Student Chapters can apply for yearly funding stipend to support student activities
- Award: \$1000 maximum to be distributed by the Chapter's Faculty Advisor
- Deadline: December
- Additional information:
- tinyurl.com/chapter-funding

Fall & Spring Conference Student Social Reception

- Description: Students can attend annual Student Reception during the Fall and Spring Conferences
- Dinner and networking opportunity
- Additional information: www.sampeamerica.org

Professional Membership

- Description: FREE 1 year Professional Membership
- Award: Membership Fee waived
- Deadline: 1 Year from Graduation Date
- Additional information:

tinyurl.com/sampe-recent-grad





International Leadership Program

- Description: Networking Opportunity with peers and industry professionals in the Materials and Processes community
- Award: SAMPE Spring Conference admission, Flight and Lodging paid in full for selected Student Leaders
- Deadline: March
- Additional information:
 - tinyurl.com/sampe-leader-award

Bridge Competition

- Description: Annual Competition building and test composite bridges during the SAMPE Spring Conference
- Award: up to \$650 for winning entries
- Deadline: March with kit; May without kit
- Additional information:
 - tinyurl.com/sampe-bridge-contest

Additive Manufacturing

Competition

- Description: Annual Competition designing, fabricating using additive manufacturing machine and testing parts
- Award: \$150-500 for winning entries
- Deadline: April
- Additional information: tinyurl.com/sampe-am-contest

Poster Contest

- Description: Poster Contest at SAMPE Spring Conference
- Award: \$500 first place prize
- Deadline: April
- Eligibility: Any SAMPE Student member
- Additional information: www.sampeamerica.org



Society for the Advancement of Material Process Engineering President: Yi Chen

WSU FSAE Racing Team

Website: http://sae.eecs.wsu.edu/

<u>Facebook:</u> WAZZU Racing Contact: Forrest Amsden





Interested in joining Wazzu Racing?

Team Meetings: 11:00 am Saturday: Team meeting/open shop - 5:30 pm Monday: Lead Meeting/Weekly Update
Students interested in joining are encouraged to email the team email or show up to one of our meetings to get started.
Located in Engineering Lab Building 9

Material Advantage [ASM/AIME]

President: Logan Winston

Facebook:

https://www.facebook.com/groups/2209276197/

[closed group]



Everything Else Is Immaterial

Biweekly meetings every Thursday at 4:15 in Dana 246, the MSE lounge!

We are the degree seeking club for materials science and engineering majors at Washington State University, focusing on making our students the best materials science students they can be!

Main Activities:

- Public outreach
- Faculty Connection
- Industrial tours
- Fundraising events
- Forge project

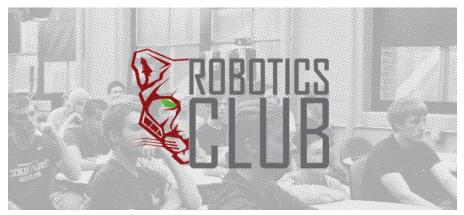
Benefits:

- Scholarship Opportunities
- Resume Booster
- ▶ Faculty Connections
- Leadership Opportunities
- MSE Tutoring
- Sense of Community
- Member of ASM, AIST, ACerS, and TMS

For more information, look up our facebook page "WSU Material Advantage": https://www.facebook.com/groups/2209276197/?ref=bookmarks

Or email Logan Winston at logan.winston@wsu.edu

President: Brandon Townsend





Members

We are mostly undergraduate and graduate students in CS, EE, CpE & ME, but we also have members from other majors as we are open to all WSU students who are interested in robotics.



Weekly Meeting

5:30pm to 7:00 pm on Thursdays

Dana Hall 3, Intelligent Robot Learning Laboratory



The Experience

The club provides a collaborative and hands-on experience in planning, building, and programming robots. We also offer basic to advanced tutorials relative to robotics. We also strive to engage our local community in robotics.

Website: http://robotics.eecs.wsu.edu/ - Facebook: https://www.facebook.com/groups/Robotics.WSU/



President: <u>Dylan Prichard</u>

Website:

https://studentinvolvement.wsu.edu/HEWS

Humanitarian Engineering at Washington State

What is HEWS?

The purpose of Humanitarian Engineering at Washington State (HEWS) is to design, test, and develop solutions to global community issues. Members should expect to apply their creative/engineering skills in order to help their global community as a whole, and to learn and grow as students of Washington State University. Work done within the club will help students to expand their current skillset to include design, manufacturing techniques, communication, etc., all while giving them the tools to help those in need.

What Are We Working On?

Currently our club is working with a charity in Kampala, Uganda to build a brick extruder. We plan to finish our design and prototyping by the end of the Fall 2018 semester, so that we can prepare for fabrication and implementation. We are also upscaling a project that was started last year for the Whitman County Humane Society, which involved retrofitting their outer kennel doors to open to the outside without having to enter the kennels.

Who Can Join?

We accept anyone, from any background or major. Just because HEWS is focused around engineering doesn't mean we don't need economic analysis, graphic design, outreach, or other important roles filled in our club. Contact us to learn about how to get involved!

<u>President</u>	Vice President
Dylan Prichard	Sean Dimmer
360-701-7491	425-246-1128
dylan.prichard@wsu.edu	sean.dimmer@wsu.edu

National Society of Black Engineers

President: Addis Kebede

Meetings: 2x/month on Mondays @ 6 pm

Facebook: https://www.facebook.com/NSBE.Wazzu/



President: <u>Josh Lo</u> – <u>Website:</u> http://sae.eecs.wsu.edu/



American Society of Mechanical Engineers

President: <u>Alex Svensson</u>

Website: http://asme.wsu.edu/

Facebook: https://www.facebook.com/groups/157740581016552/

The mission of the American Society of Mechanical Engineers (ASME) is to provide an opportunity for students to begin their professional careers by joining a professional engineering society andto inform students of recent developments in the field of mechanical engineering through publications, field trips and meetings; to promote fellowship.

Tau Beta Pi Engineering Honor Society

President: Danelle Roan

Website:

https://www.tbp.org/off/DisplayChapterInfo.cfm?ID=195





The Washington Beta Chapter at Washington State University

Chapter Information

 Chapter Number:
 43
 Chapter Bylaws:
 WA B

 TBP District:
 14
 IRS EIN:
 91-6056339

 Installation Date:
 March 17, 1923
 IRS 990 Date:
 11/15

Location: Pullman, WA

Chapter WEB Site:

Current Chapter Officers

President Danelle Rachelle Roan

Contact by Email

Vice President Samantha Rose Bennett

Contact by Email

Chief Advisor Bill Franklin Cofer, Ph.D., P.E. (Term Expires June 30, 2020)

Contact by Email

Advisor Sharon Louise DeChenne (Term Expires June 30, 2019)

Contact by Email

Sigma Tau History

The Eta chapter of Sigma Tau was chartered on May 16, 1913 and merged with the Washington Beta chapter of Tau Beta Pi in 1974



Cougs in Space

President: Kenneth Eversole

Website: http://cis.vcea.wsu.edu/

Facebook:

https://www.facebook.com/cougsinspace

Meetings: Wednesdays @ 5:30 SPARK 235

WSU 3D Printing Club

Contact: Benson Hull

Meetings: Sundays @ 5 pm DANA 216



WSU CAD Club

Activities-

- · Training to become a Certified SolidWorks Professional
- · Industry expert visitors to train members on different CAD software packages
- · CAD and simulation support of other clubs at WSU to help them achieve their goals
- · Compete in software competitions for cash and technology prizes

What is coming up-

- · Weekly training sessions at 5:30 PM on Thursdays in ETRL 249 (New CAD Lab)
 - October 4th—Fusion 360 Training 5:30 PM to 9:00 PM, learn a new software
 - October 11th, 18th, 25th—CSWP Training sessions 5:30 to 7:00 PM
 - November 4th—CSWP Exam 5:30 to 8:30 PM

For more information contact the club President

Sam Waldschmidt

samuel.waldschmitt@wsu.edu

President: Sam Waldschmidt

Engineers Without Borders at WSU

General Meetings: Every-other Tuesday @ 6 pm Sloan 150 Next meeting: Tuesday October 2nd.

Vision: Our vision is a world in which the communities we serve have the capacity to sustainably meet their basic human needs, and that our members have enriched global perspectives through the innovative professional educational opportunities that the EWB-USA program provides.

Mission: EWB-USA supports community-driven development programs worldwide by collaborating with local partners to design and implement sustainable engineering projects, while creating transformative experiences and responsible leaders.

