

MME BI-ANNUAL MENTORING MEETING
Thursday, September 12, 2019; 4.30-6.00 PM
TODD HALL 116

Agenda:

- Introduction by I. Dutta, MME director
 - Ask for help from faculty mentor whenever needed
 - Career options and how best to prepare
- Cill Richards
 - Clubs, internships, research opportunities, grades, relationships with faculty
- Jason Tripard, Senior Director of Engineering, Microsoft
 - Preparing for an engineering in Hardware
- Jessi Hall, Director of Engg. (Mfg. Ops.), Schweitzer Engineering Labs.
 - How to prepare for a job interview
- John Swensen
 - Graduate school option
- Monika Jones
 - Student clubs in MME/VCEA
- Sandi Brabb
 - Internships & career services
- Student Internship Experience
- Q&A



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

Leading Zero not required

A screenshot of an iPad screen showing a web browser at the URL 'kiosk.ascc.wsu.edu'. The page title is 'ME Mentoring Event 9/27 9/27/2018'. Below the title, it says 'Please enter your WSU ID:'. There is a text input field. Below the input field is a numeric keypad with buttons for digits 1 through 9, 0, and a backspace button (X). At the bottom of the screen are two buttons: 'Check In' and 'Go Back'.

Confirm your name:

A screenshot of an iPad screen showing a web browser at the URL 'kiosk.ascc.wsu.edu'. The page displays a confirmation message: 'Thank you Megan! You've checked in successfully.' Below this message, it says 'Please click [Here](#) if the page is not redirecting in 3 seconds.'



Engage

Prof. Cill Richards, MME, WSU

- **Clubs**
- **Internships**
- **Research Opportunities**
- **Grades**
- **Relationships with faculty**

Preparing for an Engineering Career in Hardware

12 September 2019

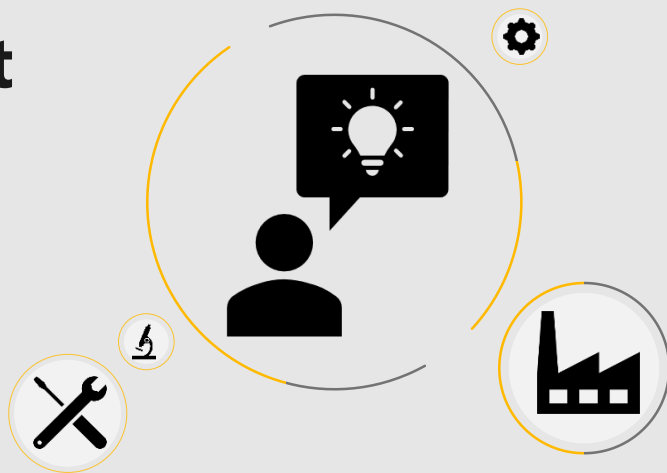
Jason Tripard

Senior Director of Engineering, DfX

Microsoft



Hardware Engineering at Microsoft



PRODUCTS INCLUDE

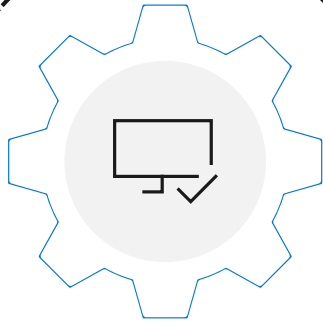
- Surface Devices
- Surface Accessories
- Surface Hub
- Xbox
- Xbox Accessories
- HoloLens
- Cloud Servers (Azure)

Our mission is to build products that create and complete magical experiences, to empower every person and organization to achieve more

MME PRESENCE

- Hardware R&D (Product Development, DfX)
- Hardware Test (Platform Development)
- Hardware Reliability
- Failure Analysis
- Hardware Manufacturing
- Factory Operations

Engineering Career Preparation Steps

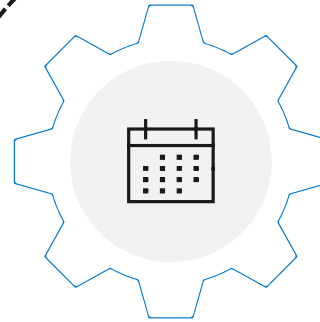
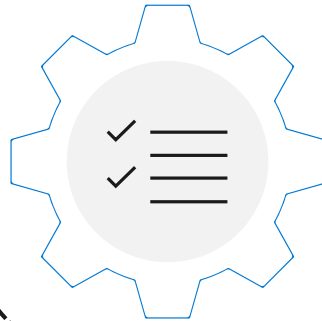


Engagement

- Internships
- Apprenticeships
- Work Experience
- Professional Societies / Clubs
 - Ex. ASME, SAE, MRS
 - Robotics, 3D Printing
 - Tau Beta Pi, Pi Tau Sigma
- Conference Attendance

Passion | Collaboration | Focus

- Team Projects
 - Role
 - Objective
 - Constraints
 - Individual Leadership
 - Collaboration Skillset
 - Results / Impact
- Individual Projects
- Hobbies
- Volunteer Efforts

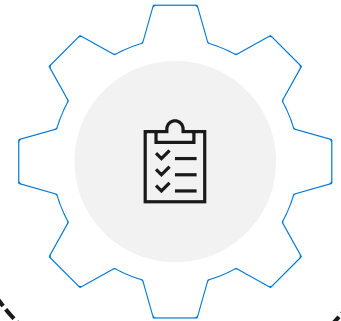


Resume Submissions

- Identify Your Audience
- Start Sooner vs. Later
- 1-Page Resume
- Cover Page
- Portfolio (Recommended)
- Tailor Your Message
- Differentiate Yourself!

The Interview

- Engagement and Passion
- Effective Communication
- Expect to be Challenged
 - Basic Engineering Problem
 - Out-of-Box Thinking
 - Analysis & Creativity
- Ask Good Questions
- Be Honest and Forthcoming
- Close with Professionalism



Application Process



Resume & Application Process



Apply



Screening Interviews



Final Interviews



Offer Decision

Internship positions (Azure and Devices)

Scan the QR code for the position of your choice



Intern Electrical &
Mechanical
Engineering

Job #651513



Intern Firmware
Engineering

Job #651486



Intern Supply
Chain

Job #651516

AZURE ONLY



Intern Silicon
Engineering

Job #651511

DEVICES ONLY



Intern Data
Science

Job #650829

Alternatively, you can visit **careers.microsoft.com/students** and lookup the above job numbers

Full Time positions (Azure Hardware Group ONLY)

Scan the QR code for the position of your choice



Fulltime Electrical
& Mechanical
Engineering

Job #651512



Fulltime Firmware
Engineering

Job #651473



Fulltime Silicon
Engineering

Job #651508



Fulltime Supply
Chain

Job #651514

Alternatively, you can visit **careers.microsoft.com/students** and lookup the above job numbers

Interviews



The Screening Interview

- What makes you excited about interning with Microsoft?
- What tech are you passionate about and why?
- What has been your favorite class so far? Favorite Project? Why?
- What type of role are you interested in and why?

Your resume gets you to the screening interview! It also will likely be the launching point for at least 1 question!

What we look for in Candidates?

A group of four diverse professionals are gathered around a table in a meeting. A woman with short dark hair is standing and speaking to three seated colleagues: a man on the left, a woman in the center, and a man on the right. Two laptops are open on the table. The background shows a whiteboard with some diagrams.

Passion for
Technology

Customer-
obsessed

Deep desire to learn
(and take risks, and fail)

Excellent storytellers
and communicators

Data Driven and
business savvy

Introductions, aka the elevator pitch

"Tell me a little about yourself"

"What are you passionate about?"

"Walk me through your resume"

Who are you?

What do you do?

Where do you want to go, or what are you looking for?

Scenario Example...

What's your name? Tell me about yourself?

"My name is Joe Smith. I am graduating next year with a degree in Mechanical engineering and currently have a 3.8 GPA. I lead the Wazzu Racing Team to 1st place in the 2019 Formula SAE North competition. It was one of the best experiences of my life because we had to solve some incredibly technical challenges related to the optimization of the power to weight ratio of the car, while staying within FSAE design requirements. Not only was it technically challenging, but I found leading the team through those challenges to be fulfilling, and something I think I would bring to Microsoft."

The Final Interview “Loop”

- What do you know about Microsoft? What has you interested in Microsoft?
- Have you created anything outside of school?
- [*Collaboration*] Describe a time or instance where you collaborated with someone to create an outcome that was better than you could have done alone.
- [*Leadership*] Tell me about situation where you have demonstrated initiative and leadership.

*Show us your desire to work at Microsoft
and
how you fit into our culture and values*

The Final Interview “Loop”

- Describe a problem/project that was beyond your skill/expertise and you needed help from someone else that was not a fellow student.
- Be prepared to answer a question regarding a scenario outside of core engineering.
- Example: What do you think the supply chain challenges are for a product like the Xbox Console?
- Why are you an engineering student? What brought you here? Tell your story.

*Take your desire to be at Microsoft,
turn that into an impassioned conversation
that makes the interviewer want to work with you*

Interview Tips



DO

- Bring excitement and passion
- Educate yourself about Microsoft
- Know your capabilities & strengths
- Differentiate yourself and prepare examples to prove it
- Dress comfortably

DO NOT

- Ramble out of nervousness
- Have low energy
- Lack knowledge about Microsoft
- Answer with 2-word sentences
- Over or under sell yourself

Reminders ...

1. Turn off your phone
2. Bring a notebook if you need/want
3. Be aware of your non-verbal communication
4. Come with questions
5. Be friendly, SMILE!
6. Be adaptable and open to feedback
7. Thank your interviewer by name

Remember, we want you to succeed!

“We build [devices] to create and complete magical experiences...”

“...To perfect the experience we obsess about every choice that matters across silicon, the hardware system, the operating system and even the applications that run on them.”

- Satya Nadella







How to Prepare for a Job Interview

Jessi Hall

*Director of Engineering – Manufacturing Operations
Schweitzer Engineering Laboratories*



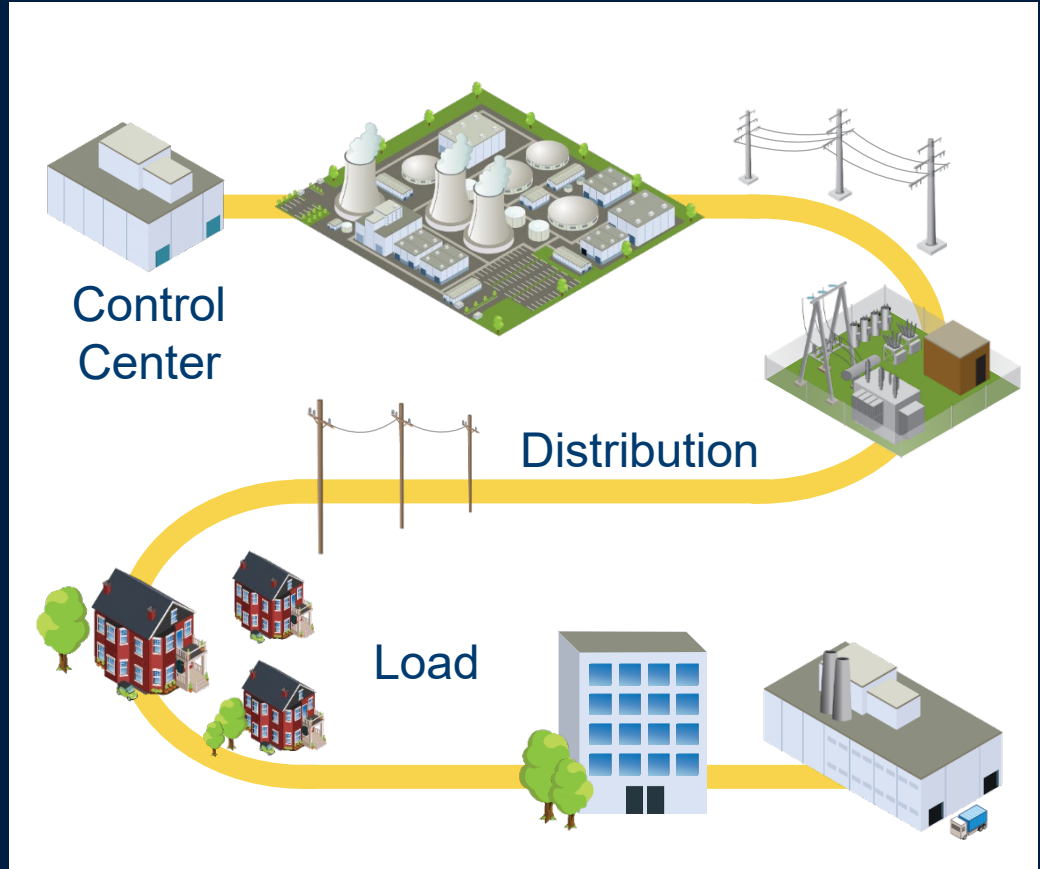
Who is SEL?

- 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



**Internships /
jobs / research**



**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



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?

Graduate School Options

John Swensen

Grad school now?

Grad school for research?

Grad school for job advancement?

Grad school later?

Grad school in a different field?

Grades and experience will get eyeballs on your resume... who you are will get you a position

You are pitching yourself. This is a crazy combination of your books smarts, street smarts, and how the advisor sees themselves working with you.

When contacting a professor, make sure you have done your homework. Nothing bugs a potential advisor more than a form email from a student.

Masters vs PhD

Your objectives

Your professor's objectives (often constrained by limited funding)

Masters coursework vs Masters thesis vs PhD thesis

Manager vs Engineer vs Researcher

Engineer turned manager (either promotion or executive MBA)

Master while working

Companies where researchers *usually* have PhDs

Suggestions when considering graduate school

- Talk to a lot of people: professors at WSU, professors at other schools, working engineers at internships, random/influential people in fields you are interested in. Try to go to a conference in the field(s) you are interested in while an undergrad. It will be eye-opening about what graduate students do.
- Study out schools. Big name engineering schools (MIT, Stanford, Harvard, Texas, Michigan, etc.) aren't always the "best" at what you are interested in. Having a name like that on your resume certainly can be enabling, but a career after a graduate degree is often about who you know and who your graduate advisor(s) knows. Seek advisors with connections, rather than a school name on a diploma.
- There are many graduate fellowships you can apply for in your senior year of school and during your first year of graduate school. If you bring your own funding, many professors are much more likely to take you as a student.

American Society of Mechanical Engineers

President: Kayla Schumacher (kayla.schumacher@wsu.edu)

Advisor: Dr. Roland Chen, School of MME

General Meeting Time: Tuesdays @ 6 p.m.

Location: (TBD)

E-mail president for more details.

Cougar CAD Club

President: Sean Dimmer (sean.dimmer@wsu.edu)

Advisor: Dave Torick, School of MME

E-Mail president for next general meeting time.



Formula SAE

President: Elizabeth Makizuru (elizabeth.makizuru@wsu.edu)

Advisor: Kurt Hutchinson, School of MME

General Meeting Time: Saturdays 11 a.m. in ETRL 101

Facebook: Wazzu Racing

Website: sae.eecs.wsu.edu/

Humanitarian Engineering @ Washington State

President: Sam Parkman (samuel.parkman@wsu.edu)

Advisor: Dave Torick, School of MME

Website: <https://studentinvolvement.wsu.edu/hews/home/>

E-mail president for next general meeting time.



MATERIAL ADVANTAGE | ASM | TMS

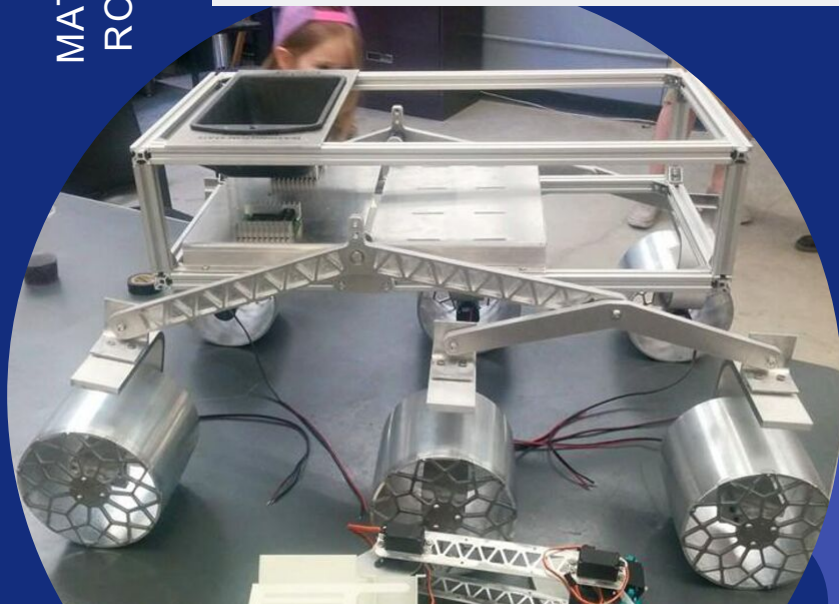
Co-Presidents: Caitlin Grover (caitlin.grover@wsu.edu)

Jessie Schweitzer (jessie.schweitzer@wsu.edu)

Advisors: Dr. Scott Beckman, School of MME

Colin Merriman, School of MME

General Meeting Time: Mondays 3 p.m. in Sloan Hall Dana Hall Room 246



robotics club

President: TBD

Advisor: Dr. John Swensen, School of MME

Work Area: Dana Hall Room 3

Facebook: [Robotics.WSU](https://www.facebook.com/Robotics.WSU)

Website: robotics.eecs.wsu.edu

E-mail advisor for next general meeting time.



NATIONAL SOCIETY OF BLACK ENGINEERS | NSBE

President: Alyssa Hampton
alyssa.hampton@wsu.edu



TAU BETA PI

President; Grace Harris
grace.harris@wsu.edu

SOCIETY OF LATINX ENGINEERS AND SCIENTISTS | SOLES THE SOCIETY OF HISPANIC PROFESSIONAL ENGINEERS | SHPE

President: TBD
Advisor: Yadira Paredes (yparedes@wsu.edu)

Why should I join a club?

SOCIAL ASPECT

- Make new friends!
- Network at events.
- Get out of your comfort zone!

EXPERIENCE

- Relationships
- Knowledge
- Skills
- Discover

ADVANTAGE

- RESOURCES
- CAREER
- OPPORTUNITY



VCEA CLUB HUB DANA HALL ROOM 140

Monika Jones, VCEA Club Coordinator

Phone: 509.335.5827

E-Mail: monika.jones@wsu.edu

Office: Dana Hall Room 140A

Hours: M-F 8 am - 5 pm

MME Club Site: mme.wsu.edu/clubs/

VCEA Club Site: vcea.wsu.edu/student-clubs-and-professional-societies/

WSU Club Site: wsu.campuslabs.com/



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: [VCEAInternships](#)
- LinkedIn: [Voiland College of Engineering and Architecture](#)
- Twitter: [@WSUVoilandPPEL](#)

- **Website:** vcea.wsu.edu/ppel

- **Email:**

vcea.internships@wsu.edu

- **Career Information**

- Digital Displays
- Bulletin Board: EME 2nd Floor Hall

- **Weekly Internship Email**

- **Career Coaches (Dana 138):**

- **Sandi**, Drop-In M-F 1-2, or by appointment
- **Taylor & Nicole**, M-F 8-5
- **Sabrina**, MME Peer Mentor: Dana 138, W 8-9 am; F 8-9:30, 12-1, 3-5; Sat 11-1:30



CAREER EVENTS

- Career Fairs – October 1 & February 4
- Industry Tours
- Information Sessions/Tech Talks
- Career Development Workshops
- On-Campus Interviews



PROPEL WORKSHOPS & EVENTS CALENDAR

SEPTEMBER & OCTOBER 2019

*ProPEL=Professional Practice & Experiential Learning

See Handshake for details & to sign up!

Workshop: Informational Interviews

Tue, 9/10, 4:05-5:00
Spark 235

Wed, 9/11, 3:10-4:00
Dana 136

Thu, 9/12, 3:00-4:00
Dana 136

Info Session: Hamilton Construction

Tue 09/17, 5:30-6:30pm
Spark 339 (CE, CM)

Kiewit Virtual Job Tour
Tue 09/17, 4:30-5:30pm
ETRL 101 (CE, CM, ConE)

Info Session: Kiewit
Tue 09/17, 7:00-8:00pm
Carpenter 220 (CE, CM, ConE)

Workshop: Interview Skills

Tue, 9/17, 3:00-4:00
Spark 333

Wed, 9/18, 3:10-5:00
Dana 136

Thu, 9/19, 3:00-5:00
Dana 136

Info Session: Dell

Tue, 09/24, 3:30-4:15pm
Spark Atrium (CptS, SoftE, MIS)

Dell Panel Discussion

Tue, 09/24, 4:15-4:45
Spark G10 (CptS, SoftE, MIS)

Dell Reception Meet & Greet

Tue 09/24 4:45-5:30
Spark Atrium (CptS, SoftE, MIS)

Mock Interviews

Thu, 9/26, 1:00-5:00
Fri, 9/27, 8:00-2:00

Workshop: Career Fair Prep

Wed, 9/25, 3:10-4:00
Dana 136

Micron Tabling
Mon, 9/30 9:30-11:30am
EME Entrance (STEM)

Info Session: Fast Enterprises

Mon, 9/30, 3:00-4:30
Spark 323 (CptS, MIS)

SWE Evening With Industry

Mon, 9/30, 5:30-8pm
SEL Event Center

Oracle Resume Review 9/30,
4:00-5:00pm
Dana 139, 142 (CptS, MIS)

Breakfast @ Beasley

Tau Beta PI Honors Society Tue,
10/1, 8-10am
Beasley Coliseum

Career Expo & Technical Fair

Tue, 10/1, 10am-3pm
Beasley Coliseum

Info Session: Micron

Tue, 10/1, 4:30-5:30
Carpenter 101 (EE, CptE, MSE,
ME, CptS, SoftE, ChE)

Info Session: Chief Architect

Tue, 10/1, 5:00-6:00pm
Spark 339 (SoftE)

Info Session: Ceko Concrete

Tue, 10/1, 5:30-6:30
Sloan 161 (CE, CM, ConE)

Info Session: Clark Construction

Tue, 10/1, 6:30-7:30
Sloan 163 (CE, ME, EE, CM)

Info Session: Plexus

Tue, 10/1 6:30-7:30pm
Spark 233 (CptE, EE, ME, CptS)

Next Day Interviews (All Employers)

Wed, 10/2, 8:00-5:00
Beasley Coliseum

Info Session: Walsh Construction

Wed, 10/2 6:00-7:00
Sloan 167 (CE, CM, ME)

Google Robotics Resume
Review, 10/4, 11:00-3:00pm
Dana 139

Info Session: Siemens Healthineers

Tue, 10/8, 5:00- 6:30
Spark 235 (BioE, ME, EE)

METER Group Tour Meet & Greet

Wed, 10/9, 4:00-6:00 (EE, CptS,
ME) *Transportation Provided

Facebook Coding Workshop

Thu, 10/10, 4:30-6:30
Carpenter 102 (CptS, SoftE)

Boeing Mentorship Kickoff Renton, WA

Fri, 10/11, All Day

Technical Interview Prep

Tue, 10/15, 4:30-5:30pm

Mock Interviews

Thu, 10/17, 1:00-5:00
Fri, 10/18, 8:00-2:00

Workshop: Job Search

Tue, 10/29, 3:00-4:00
Spark 333

Wed, 10/30, 3:10-4:00
Dana 136

Thu, 10/31, 3:00-4:00
Dana 136

WORKSHOPS & EMPLOYER EVENTS

(handout)

CO-OP / INTERNSHIP ADVANTAGES FOR YOU

- Earn \$16-28/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

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

Appointments: calendly.com/Brabb

calendly.com/Taylor-Shewchuk

calendly.com/Nicole-Griggs

V O I L A N D

INTERNSHIPS & CAREER SERVICES

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Join Us Friday September 20, 2019

**Conversations with Boeing:
Preparing and Applying for Internships**



With Boeing Representative
ROCKY GUTIERREZ III,
737 Production Systems Integration Manager

12 - 1:30 pm at the CUB room 406

Resume Writing and Interviewing Workshop (Bring your Resume)

And

3-4:30 pm at the Chicanz/Latinx Center CUB 402

Internship Opportunities and Job Experience Workshop



Contact J. Manuel Acevedo for any questions: acevedo@wsu.edu



Team Mentoring Program

Multicultural Services; College of Agricultural, Human and Natural Resource Sciences; Volland College of Engineering and Architecture; College of Arts and Sciences; College of Veterinary Medicine.

Sponsored by:

BOEING and Washington Research Foundation

Student Internship Experience

- Chelsea Crabb (ME, Boeing)
- Shaelyn Huot (ME, Boeing)
- Anna Yurkin (MSE, Boeing)
- Christina Paoletti (ME, Microsoft)
- Elizabeth Swanson (ME, HP)

Q & A



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

Leading Zero not required

A screenshot of a web browser on a kiosk. The address bar shows 'kiosk.ascc.wsu.edu'. The page title is 'ME Mentoring Event 9/27 9/27/2018'. Below the title, it says 'Please enter your WSU ID:'. There is a text input field. Below the input field is a numeric keypad with buttons for digits 1-9, 0, and a backspace button (X). At the bottom of the keypad are two buttons: 'Check In' and 'Go Back'.

Confirm your name:

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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 Solidworks
- 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

Metal Fabrication Fall 2015

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

Honors & Awards

- NASA Scholarship recipient for Academic Achievement
- Fall 2016 President's Honor Roll recipient at WSU
- Seattle Central Foundation Scholarship recipient
- 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

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

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 №0 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 [LaRae Tronstad](#), a career coach with the [College of Liberal Arts Career Services Center](#). 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.

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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 want
- Give examples of your 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 (request 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

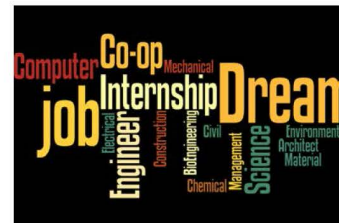
My Name (typed)

DON'T:

- Be afraid to ask for clarification if you don't understand a question.
- Answer every question with a simple "yes" or "no" answer.
- Bring up personal or family problems.
- Act as though you're desperate and would take any job.
- Act as though you're just shopping around or interviewing for practice.
- Indicate that you're only interested in the job because of the salary, benefits, or geographic location. Don't indicate that you intend the job to be a "stepping stone" to something else.
- Bring up salary, benefits, vacation time, or bonuses until after you've received an offer.
- Say that you don't have any questions.
- Call immediately after the interview to find out if you got the job, or make repeated phone calls.

Need more help?

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Job Interviews:

The All Time Classic Do's and Don'ts



There is a ton of advice out there for job seekers, and if you are in the position of interviewing for a job, it could be helpful to have all of it in one place, neatly categorized into do's and don'ts of interviewing.



DO:

- Have an opinion when asked.
- Answer questions like, "What's your biggest flaw?" intelligently, but honestly.
- Show off any research you've done about the company, position, and industry with examples or educated questions.
- Take time to think about how to answer an unexpected question. You can repeat the question to give yourself a little extra time.
- Prepare to answer questions about your salary requirements.
- Ask intelligent questions about the job, company, or industry. It pays to prepare a few before the interview.
- Close by indicating that you want the job and asking about next steps.
- Get business cards from your interviewers, or at least make a note of the correct spelling of their names.
- Write down some notes after your interview so that you don't forget any details of what was discussed.
- Write a thank you note and send it within 24 hours of the interview.
- Evaluate the interviewer, the company, and the position to be sure it's right for you.



DO:

- Research the company and the position you're applying for.
- Research common interview questions and practice your answers.
- Dress appropriately for the job you want, be neatly groomed, and dress relatively conservatively. Bring breath mints.
- Map out how to get to the location before the interview, and plan to arrive 10 minutes early. If something happens and you must be late, phone the office as soon as you know that you are running behind.
- Bring all requested paperwork with you to the interview including your resume, an application, references, identification, etc. Extra copies of your resume and a portfolio (if applicable) are also good to bring.
- Be polite and cordial to everyone you meet; you never know whose opinion will count.
- Offer a firm handshake and make eye contact when meeting someone.
- Repeat the person's name to help you remember it.
- Maintain good eye contact during the interview.
- Approach the interview with enthusiasm about the job and the company.
- Stress your achievements and talents.
- Give detailed answers to questions with examples. Explain how you would go about tackling the assignments and challenges of the position.

DON'T:

- Rehearse your answers so much that you sound like you're just reciting from memory.
- Dress too casually, too flamboyantly or in revealing clothing.
- Arrive smelling (too much perfume, cigarette smoke, etc.).
- Be late to your interview if you can possibly avoid it.
- Arrive stressed.
- Bring anyone else with you to the interview (a parent, spouse, friend, child, pet, etc.).
- Address your interviewer by his or her first name until invited to do so. Don't assume you know how to pronounce their name, either; it's better to ask the receptionist to be sure. Don't assume that a female interviewer is a Mrs. or a Miss; use Ms. unless told otherwise.
- Slouch, fidget, or yawn while being interviewed. Don't chew gum or bring food or drink into an interview.
- Tell jokes.
- Bring up controversial subjects.
- Be aggressive.
- Be self-aggrandizing, insinuating that you are perfect and have zero flaws.
- Take out any frustrations about the job search process on your interviewer.
- Speak negatively about your current or former company, boss, or coworkers.
- Lie.
- Offer up any negative information about yourself if not asked.
- Make excuses.
- Ask personal questions of your interviewer.

1. Tell me about yourself.

It really means: "Tell me something that will matter to me as I consider you for this job."

- Think strategically: What is going to make him sit up and take notice of me?
- Mention:
 - Degree or classes
 - Promotions
 - Awards
 - Key Accomplishments

2. Why do you want to work here?

- Always keep this answer positive.
- Talk about:
 - How great this company is.
 - What makes you enthusiastic about working there
- Focus on why you're looking forward to this opportunity and using your skills in X, Y, and Z to succeed in this job.

3. What's your greatest weakness?

- Looking at how you react to a difficult question.
- Shows insight into you and your personality.
- Tell them something that is a weakness, but also a strength or how you are working to overcome the weakness.

4. How do you handle stress?

What do you do when things don't go smoothly at work? The best way to respond to this question is to give an example of how you have handled stress in a previous job.



Top 12 Interview Questions



12 common interview questions, what they really mean, and how to answer them properly.

5. What's your greatest strength?

Great opportunity to do some *careful* boasting. Definitely not the time to be very humble, but best to avoid sounding like you think you created oxygen. Again, do your best to connect the dots between the requirements of the job and your accomplishments and strengths.

6. What did you like/dislike about your current (or past) job?

You can't be negative in your answer.

- Don't talk about all the things you don't like about your current or past job or boss.
- Try to name a factor in your old job that is NOT a factor in your new one.
- Be as brief as you can.

7. Why did you leave your last job?

The underlying questions are:

--"Is there something wrong with you?"

--"Did you get fired for a reason?"

--"Will I regret hiring you?"

- If you were laid off, you can truthfully say that.
- If you were fired, say something like:
--"I have to be honest with you... that was kind of a bad situation. It wasn't a good decision... it wasn't a good fit, etc."

8. Where do you see yourself in 3-5 years?

Your best answer depends on the company.

- "I want to grow and develop my skills."
- Talk about how you look forward to greater responsibility as you learn more about the company.
- "What I really want out of this is to learn, to grow, and to contribute in a meaningful way."

9. What salary are you looking for?

Never bring up money until they make an offer.

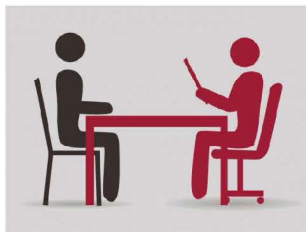
If they try to pin you down, you've got three good options:

1. Deflect it with humor. Smile and ask: "Does that mean you're making me an offer?"
2. Be straightforward and say, "I'm really interested in finding out more about the job and telling you more about me so that we can see if we're a good fit before we start talking about the money."
3. Put them off. Say, "I'm looking for a great opportunity, and I'm sure you'll offer a salary that's commensurate with the responsibility of this job."

10. Why should we hire you?

When an employer asks this question, he or she is handing you an *invitation to sell them on hiring you*. Take advantage of this opportunity to dazzle them with your insight into how well your experiences and skills fit the requirements of *this job and this employer*.

List as many *relevant* accomplishments as you can (preparing in advance will help you be dazzling!) and maybe even a few irrelevant accomplishments that demonstrate your "wonderfulness."



11. So, what do you know about us?

This question is often under-estimated by job seekers, but it is something of a litmus test for employers. If you haven't done research about them that you can articulate, they will think that you aren't really interested in the job. The assumption is that if you were really interested in the job (unlike most applicants!), you would do research and know quite a bit about them.

12. Do you have any questions for us?

This is a critical end-of-the interview question that can make or kill this opportunity for you. Prepare questions in advance, based on your pre-interview research (right?!), and take notes of additional questions to ask during the interview. If you don't have any questions, you'll seem uninterested in the job and the employer.

Need more help?

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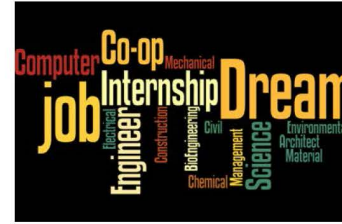
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Interpersonal Skills

1. Give an example of how you worked on a team.
2. When working on a team project, have you ever dealt with a strong disagreement among team members or a team member who didn't do their part? What did you do?
3. What do you do if you disagree with someone at work?
4. Tell me about the most difficult or frustrating individual that you've ever had to work with and how you managed to work with him or her.
5. Have you handled a difficult situation with a professor or another person? How?

Communication Skills

1. Tell me about a time when you had to present complex information. How did you get your point across?
2. Tell me about a time when you used written communication skills to communicate an important point.
3. Have you had to convince a team to work on a project they weren't thrilled about? How did you do it?



Behavioral Interview

Typical Questions

Use the STAR technique:

S – Situation: Describe the situation (what, where, when, who)

T – Task: Talk about the task you were involved in

A – Action: What action did you take?

R – Result: What was the result of your action?

Initiative

1. Have you handled a difficult situation? How?
2. Have you been in a situation where you didn't have enough work to do?
3. Did you ever make a risky decision? Why? How did you handle it?
4. Tell me about a time when you had to be assertive.
5. Have you gone above and beyond the call of duty? If so, how?
6. Tell me about projects you have initiated. What prompted you to begin them?

Leadership

1. Tell me about a time when you influenced the outcome of a project by taking a leadership role.
2. Describe your leadership style and give me an example of a situation where you successfully led a group.
3. Give me an example of your ability to build motivation in your covers, classmates, or a volunteer committee.

Flexibility

1. Describe a situation in which you overcame a "personality conflict" in order to get results.
2. Describe a time when you were faced with issues that tested your coping skills.

Planning and Organization

1. How do you determine priorities in scheduling your time? Give me an example.
2. Tell me about an important goal of yours. How did you reach it?
3. Describe a situation when you had many assignments or projects due at the same time. What steps did you take to finish them.
4. Give an example of how you set goals and achieve them.
5. Give an example of a goal you reached and tell me how you achieved it.
6. Did you ever not meet your goals? Why? **OR** Give an example of a goal you didn't meet and how you handled it.
7. Did you ever postpone making a decision? Why?
8. When you worked on multiple projects, how did you prioritize?
9. How did you handle meeting a tight deadline?
10. Describe a decision you made that wasn't popular and how you handled implementing it.
11. What do you do when your schedule is interrupted? Give an example of how you handle it.

Flexibility Continued

1. Describe a time when you received constructive criticism.
2. Describe a stressful situation at work and how you handled it.
3. Tell me about how you worked effectively under pressure.

Creativity/Innovation

1. When and how did you provide a creative solution?
2. What is the most creative thing you have done?

Decision Making

1. Give an example of when you had to make a difficult decision. How did you approach it? What kinds of criteria did you use?
2. Give an example of an occasion when you used logic to solve a problem.
3. Have you ever made a mistake? How did you handle it?
4. Have you ever dealt with company policy you weren't in agreement with? How?
5. How do you handle a challenge? Give an example.
6. Describe a time when you had to defend your decision.
7. Summarize a situation where you had to locate relevant information, define key issues, and determine the steps to get a desired result.

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