Join the future of smart light, shade, and temperature control

Work on projects that matter, from day one.

Become part of our community, not just our company.

To learn more about opportunities for Engineering, Science, and Business majors visit careers.lutron.com
Welcome Students:

On behalf of the entire staff of the Engineering Career Resource Center (ECRC), I want to welcome Michigan Engineering and Computer Science students to our center. The ECRC continues to evolve in our efforts to provide a variety of services to assist you with your career planning. I encourage each of you to take full advantage of the services we have to offer.

The 2018-2019 recruiting season begins with renewed recruiting energy. We have seen an increase in the number of opportunities for engineers and computer scientists and we expect that trend to continue. Whether you are seeking employment or information about furthering your education, we are available to assist you. We utilize the online Career Services Management System Engineering Careers, by Symplicity, which provides you with exclusive access to job listings and campus interviews. Engineering Careers, by Symplicity is comprehensive, easy to use and your best link to the career services’ employment information for Michigan engineers and computer scientists.

Now is the best time to learn more about the many areas you can explore with your engineering and/or computer science education. We will help you make contact with those already working in the field and the numerous employers that seek Michigan engineers and computer scientists. Internship and cooperative education positions are also available to help you gain valuable experience before you graduate.

We look forward to working with you and hope you will take the time to give us feedback through email to ecrc-info@umich.edu or by visiting our office.

Sincerely,

Kerri Boivin
Director, Engineering Career Resource Center
Imagine your engineering idea redefining mobility.

www.bosch.us/careers

Welcome to a place where your ideas lead to something big. Welcome to Bosch. Whether automated driving, innovative drive technologies, or intelligent driver assistance systems: Bosch is leading mobility into new dimensions. Our key driver: improving people’s quality of life by making the future more sustainable. This is only possible with the help of a global network of more than 400,000 highly committed associates, with pioneers who break new technical ground every day. So why not join us in starting something remarkable? Make it happen.

Let’s be remarkable.
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Student Services

The Engineering Career Resource Center (ECRC) manages Engineering Careers, by Symplicity, the career portal for Michigan Engineering. Engineering Careers helps connect students and alumni with organizations looking to recruit Michigan Engineers. Employers use the system to post jobs, set up campus interviews, and collect resumes from interested candidates. Students can use the system to research careers, apply to jobs, schedule interviews, conduct mock interviews, and schedule career advising appointments with the ECRC.

Career Advising
Professional staff and peer advisors are available in the ECRC to assist you with resume writing, interview skills, job search techniques, negotiating offers, and navigating Engineering Careers. Be sure to make use of their expertise. Career advising appointments can be scheduled on Engineering Careers. One-on-one resume critiques and mock interviews are some of the most sought after services offered by our Career Advisors. The ECRC also maintains career resources in the form of books, handouts, and other reference materials for your use.

Workshops and Employer Presentations
Workshops are routinely offered by the ECRC on topics including Job Search Strategies, Resume Writing, Interview Skills, and Career Fair Preparation. Employer representatives may also visit campus and conduct presentations on engineering careers and career development topics. Check the calendar on the ECRC website and Engineering Careers for information on upcoming events.

Cooperative Education Program
The Cooperative Education Program (Co-op) is for students who wish to gain significant work experience before they graduate. A co-op is similar to an internship, but is typically longer in duration. Often, a student in the Cooperative Education Program will alternate work semesters with school semesters. You can apply to co-op positions on Engineering Careers. You can also discuss your co-op job search with a Career Advisor.

Internships
Summer internships provide an opportunity to learn more about what engineers do on the job, gain meaningful experience, and earn money in the process. Many of the companies that come on campus to interview are seeking interns to fill summer positions. The earlier you begin looking for an internship, the better. It is not unusual for some companies to fill internship positions in the fall semester for the following summer.

On-Campus Recruiting
Hundreds of companies visit the College of Engineering every year to interview engineering and computer science students. The interviewing season is typically early-September through November, and January through March. Use Engineering Careers to apply to positions and sign up for interviews if you are selected. If you are graduating in April, keep in mind most interviews for permanent positions take place in the fall. It is not uncommon for students to know by December or January where they will be working after graduation.

Companies participating in on-campus recruiting have several scheduling options to choose from. The schedule type determines the selection method and the manner by which interviews will be scheduled, i.e. directly by the recruiter or electronically via Engineering Careers. The schedule type will be listed in the job posting.

Offers and Acceptances of Employment
We strongly encourage students to inform the ECRC of offers and acceptances of employment. Once an offer has been accepted, discontinue campus interviews and cancel any remaining interviews in accordance with the cancellation policy defined in the Job Search Code of Ethics. You should also make every effort to avoid reneging on an accepted offer. Gather information, ask plenty of questions, and meet with an ECRC advisor, all in attempt to make an informed decision regarding an offer of employment. Once that commitment is made, reneging on an offer has a very negative impact. It tarnishes your reputation and damages the reputation of Michigan Engineers. Take your offers seriously and plan to honor your commitments. For additional information please visit the Offers and Acceptances Policy at career.engin.umich.edu/employmentoffers.

Job Search Code of Ethics
The Job Search Code of Ethics states the policy for use of Engineering Careers, our online recruiting system powered by NACElink/Symplicity, and participation in on-campus interviews. By using Engineering Careers, you are indicating your acceptance of the terms of the Job Search Code of Ethics. To view the most up-to-date version of the Job Search Code of Ethics, please visit career.engin.umich.edu/career/job-search-policies
Create Your Story ➤ Build Your Brand

The Job Search Process
A job search is a dynamic process. The tools you use in your search will be modified and shaped over time as you continue to grow and develop as a student, a professional and a life-long learner.

To be most effective in the job search process, you’ll want to take time for self-reflection. Understanding “you”—your unique strengths, natural abilities, passions, and successes—will help you develop and articulate your value to others in your network and to potential employers.

What do we recommend? **START EARLY.** Seek out opportunities to develop and demonstrate transferable skills. Capture your accomplishments in writing as you experience them. While this may not always be practical, we suggest that you minimally summarize each experience at its culmination. Waiting too long may cause you to lose some of the detail and the results you achieved.

As you gather information, focus on telling your story, i.e., who you are, what you are capable of, and how your efforts impacted the group, organization or activity you supported. You’ll want to communicate these results in clear, concise, relevant messaging about you (also known as your BRAND). Simply stated, this is what you can offer the employer. Understanding your value and expressing it confidently allows you to shine in every interaction you have, whether in person or in writing. Ultimately, it is the demonstration of your strengths and their relevance to your target role/career that will lead to a successful search.

Guide to the ECRC—Through the Years
Below are recommendations on how to utilize the ECRC’s resources during your time as a University of Michigan student. While the timeline has been designed with the undergraduate student in mind, graduate students can also use this timeline—think of the “freshman” activities as things to do when you first come to campus and aspire to move up to the “senior” activities before you graduate.

<table>
<thead>
<tr>
<th>Freshman</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
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<td>Engineering Careers</td>
<td>Resume</td>
<td>Career Fair Prep</td>
</tr>
</tbody>
</table>

The Job Search – Shared Advice

*My advice for students seeking employment would be to learn your strengths and weakness and use them to tailor your resume and interviews. Also, think back on your experience throughout your education or previous internships and determine what you could have done better in each scenario. This will help you understand what you need to do in the future to be the best you can be.*

—Dylan, BSE MSE

*Preparation is key. Prepare yourself by knowing information about your target companies and also by being able to clearly articulate your accomplishments to recruiters.*

—Michael, Whirlpool
Getting Started on Engineering Careers, by Symplicity

The Engineering Career Resource Center (ECRC) manages Engineering Careers, by Symplicity, the career portal for Michigan Engineering. Students and alumni of the University of Michigan - Ann Arbor College of Engineering, as well as the LS&A Computer Science program, are eligible to use the system.

Setting up Your Account
- An email from ECRC containing your username and password was sent to every eligible student's UMICH.EDU email account. If you did not receive this information, please email ecrc-info@umich.edu.
- Go to umicheng.in/CAREERSsymplicity or use the quick-link on the ECRC homepage to log in.
- Click My Account & Skills Profile on the left side of the page, then review and update any editable information under the Personal, Academic/Skills Profile, and Privacy sections.
- Be sure to read the policies listed under the Personal and Privacy sections, and then place a check mark in the appropriate Policy Affirmation boxes to indicate your acceptance of these policies.
- Click My Documents on the left of the page and then upload a resume(s). You will need to upload a resume in your account to begin applying for jobs.

Main Menu Tabs
My Account & Skills Profile
Once you apply to a job through Engineering Careers or choose to have your default resume included within the resume book, employers may then have access to view information included under the Academic/Skills Profile section of your Profile, in addition to any documents you submit to them directly. Aside from degree/major you are responsible for keeping all information under the Academic/Skills Profile section accurate and up to date.
- Continue to keep your personal information updated (address, phone number, etc.).
- Subscribe to e-newsletter and text message alerts to receive notifications of upcoming events.

Documents
- Upload and manage up to 30 documents.
- Use the Resource Library under Resources to find helpful documents like the Student User Guide and Job Search Code of Ethics, and research careers using the Career Explorer.

Job Postings
Under this tab, you can access two job posting databases: Engineering Careers and Extended Job Search, as well as view submitted applications.

Engineering Careers is the database of opportunities available specifically to College of Engineering and LS&A Computer Science students and alumni.
- Search for full-time, internship and co-op opportunities.
- Search by geographic location, position type, and many other criteria. Try using the Saved Searches option, which can save you time during frequently used searches and allow you to receive notifications of new opportunities.
- Follow the instructions in the How to Apply section of each individual job posting. The employer may ask that you submit your resume through both Engineering Careers and their website. Failure to follow instructions may lead to elimination from consideration.
- To withdraw an application or update attached documents for a non-OCR job you have previously applied to, go to the My Job Applications tab within Job Postings.

Extended Job Search connects you to a national database of job opportunities.
- Search based on keyword or location.
- You may also search specifically for international opportunities.

Employers
- Search for companies of interest, save your favorites, and keep track of key contacts.
- Search by name, location, and industry.

Interviews
- You can accept and decline employer invitations for interviews.
- This is also where you would cancel or reschedule interviews.

Calendar
- View personal events, ECRC workshops and sponsored events, and career advising appointments.
- Sign up to meet with our Career Advisors by selecting Request a Career Advising Appointment on the right side of your home page. You will be sent an email upon appointment confirmation.

Did you know?
You can use Engineering Careers, by Symplicity, to:
- Sign up for a career advising appointment
- Register to attend ECRC workshops
- Research careers
- Apply to full-time, internship, and co-op opportunities
- Conduct a virtual mock interview
- Schedule on-campus interviews when selected

Engineering Careers is the primary career portal for Michigan engineering and computer science students. Engineering Careers is a separate system from Handshake. Handshake is the system supported by The University Career Center, and is primarily intended for LSA students.
Get Started... 
Become Career Ready

Developing professional competencies is just as important as excelling academically. By engaging in opportunities on and off campus, you can build a foundation of professional skills that will help you in the job search and your future career.

| CRITICAL THINKING & PROBLEM SOLVING | • Engage fully in each core course taken  
|                                    | • Brainstorm solutions before asking questions  
|                                    | • Pursue research experiences with faculty  

| LEADERSHIP | • Check MaizePages for campus opportunities  
|            | • Take a lead role in a class project  
|            | • Volunteer to take on new tasks in the workplace  

| ORAL & WRITTEN COMMUNICATION | • Attend resume drop-ins; prepare a cover letter  
|                              | • Seek opportunities to present  
|                              | • Complete a mock interview at ECRC  

| CAREER MANAGEMENT | • Schedule an appointment with a career advisor  
|                  | • Attend career fairs and career events  
|                  | • Conduct an informational interview  

| TEAMWORK & COLLABORATION | • Join associations and competition teams  
|                          | • Effectively partner with workplace staff  
|                          | • Share responsibility on class projects  

| GLOBAL & INTERCULTURAL FLUENCY | • Study abroad and seek international internships  
|                                 | • Participate in diversity initiatives on campus  
|                                 | • Expand awareness of cultural norms  

| DIGITAL TECHNOLOGY | • Develop your LinkedIn profile and digital identity  
|                   | • Navigate Engineering Careers  
|                   | • Pursue advanced training in industry platforms  

| PROFESSIONALISM & WORK ETHIC | • Complete internships and industry design projects  
|                              | • Build a professional wardrobe  
|                              | • Maintain a positive attitude  

Adapted with permission from NACE.
Resume Writing for Impact

How Do I Write a Resume That Captures Employers’ Attention?

Before we answer this question, it’s helpful to point out that a resume is not a comprehensive composition of your life experiences. It is made up of key experiences, described in concise, action-oriented, achievement statements that demonstrate your skills and motivation to perform the job.

How Do I Convey That I am the Ideal Candidate?

You present yourself as the obvious choice by articulating your value proposition. Describe your skills, knowledge and abilities that satisfy the posted requirements. Then, explain how you have achieved successful results. You need to be clear about the problems you’ve solved and the impact you have made.

Hiring Managers and HR Representatives expect to see results on your resume. Demonstrating your impact in this way allows them to see connections between what you have done previously and what you can do for them. In addition, clearly stating your contributions demonstrates your awareness of the value you bring. You’ve shown that you understand that organizations hire people who will solve their challenges, ease their burden, and improve operations. You will make their lives easier if they hire right.

You have probably heard this many times before. Employers don’t read resumes; they quickly scan them, spending roughly 10-30 seconds looking for evidence of skills, abilities and achievements related to their needs. If they have to spend too much time figuring out what you’ve done, they are likely to pass you by! Show them why you’re the best candidate for them. Create a visual representation of your story through words. Understand what they are looking for, and then match your achievements to their needs.

Recognize that many employers seek common traits. Top among them are teamwork, motivation, work ethic, communication (verbal and written), analytical abilities, problem-solving skills, and initiative. As you craft your final resume, choose words and phrases that allow you to demonstrate evidence of these skills.

While many students may be tempted to omit “unrelated” (non-engineering) work experience from their resumes, these experiences convey character traits, skills and motivation that are extremely important to employers. As you analyze your experiences, draw out things that distinguish you from other candidates. Be sure to highlight what is unique about you—relative to what the employers are looking for.

How Do You Uncover Your Impact?

For each of your main accomplishments ask:

• What was different or better when you finished?
• What got in your way as you performed this role? How did you get around it?
• How did you improve yourself in this process? (Did you increase your technical skills or creativity? Learn from others? Improve your interpersonal skills? Remember—think transferable skills!)

Examples of Impact Statements

<table>
<thead>
<tr>
<th>Summer Camp Counselor</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before</strong></td>
</tr>
<tr>
<td>Planned activities for summer youth camp.</td>
</tr>
<tr>
<td>Supervised junior counselors.</td>
</tr>
<tr>
<td><strong>After</strong></td>
</tr>
<tr>
<td>Developed and implemented orientation program for new volunteers to ensure safety and learning goals were achieved for all campers.</td>
</tr>
<tr>
<td>Recruited and trained additional volunteers to improve camp operations and expand scope of offerings.</td>
</tr>
</tbody>
</table>

Formula for Success: Impact Statements

**Action**
- What did you do? (Use action verb)

**Context**
- How did you do it? (Define skills, tools, programs, complexity or environment)

**Result**
- Why did you do it? (Explain the purpose of your effort)
### Action Verbs for Your Resume

#### Management Skills
- Administered
- Analyzed
- Assigned
- Attained
- Chaired
- Completed
- Classified
- Catalogued
- Charted
- Coached
- Advised
- Directed
- Increased
- Motivated
- Recommended
- Supervised
- Administered
- Contracted
- Coordinated
- Delegated
- Developed
- Enhanced
- Established
- Evaluated
- Executed
- Improved
- Initiated
- Instituted
- Managed
- Organized
- Planned
- Prioritized
- Produced

#### Communication Skills
- Addressed
- Authored
- Collaborated
- Composed
- Completed
- Awarded
- Achieved
- Classified
- Charted
- Catalogued
- Arranged
- Approved
- Completed
- Classified
- Distributed
- Executed
- Monitored
- Managed
- Recruited
- Published
- Negotiated
- Persuaded
- Recruited
- Recruited
- Reviewed
- Scheduled

#### Research Skills
- Analyzed
- Clarified
- Collected
- Compared
- Examined
- Identified
- Interpreted
- Investigated
- Located
- Organized
- Reviewed
- Reviewed
- Reviewed
- Summarized
- Surveyed
- Systematized
- Tested

#### Technical Skills
- Adapted
- Applied
- Assembled
- Calculated
- Devised
- Maintained
- Remodeled
- Standardized
- Studied
- Utilized
- Built
- Developed
- Engineered
- Fabricated
- Installed
- Overhauled
- Programmed
- Remodeled
- Replaced
- Replaced
- Replaced

#### Teaching Skills
- Adapted
- Advised
- Coached
- Communicated
- Coordinated
- Enabled
- Explained
- Focused
- Guided
- Individualized
- Instructed
- Trained
- Tutored
- Developed
- Evaluated
- Estimated
- Focused
- Managed
- Marked
- Managed
- Planned
- Reduced

#### Financial Skills
- Administered
- Analyzed
- Balanced
- Budgeted
- Developed
- Estimated
- Forecasted
- Managed
- Marked
- Managed
- Planned

#### Creative Skills
- Acted
- Adapted
- Composed
- Conceptualized
- Created
- Customized
- Designed
- Developed
- Directed
- Established
- Instituted
- Integrated
- Introduced
- Invented
- Modified
- Originated
- Performed
- Planned
- Revised
- Revitalized

#### Helping Skills
- Advocated
- Advised
- Assisted
- Clarified
- Coached
- Counseled
- Demonstrated
- Diagnosed
- Educated
- Encouraged
- Expedited
- Facilitated
- Familiarized
- Guided
- Intervened
- Motivated
- Referred
- Supported
- Volunteered

#### Clerical/Detail Skills
- Approved
- Arranged
- Catalogued
- Charted
- Classified
- Executed
- Monitored
- Purchased
- Scheduled
- Systematized
- Collected
- Generated
- Implemented
- Organized
- Retrieved
- Set up
- Updated
- Compiled
- Displed
- Inspect
- Prepared
- Reviewed
- Standardized
- Specified
- Validated
- Dispatched
- Maintained
- Processed
- Rout
- Rout

#### More Verbs for Accomplishment
- Achieved
- Awarded
- Completed
- Completed
- Completed
- Improved
- Improved
- Improved
- Improved
- Improved
- Completed
- Completed
- Completed
- Completed
- Completed
- Completed
- Completed
- Completed
- Completed
- Completed
- Completed

*Adapted with permission from the Career Guide of Texas A&M University.*
Resume Tips

A resume is your opportunity to explain to an organization why you are the ideal candidate for a position. The following tips will assist you in putting your best foot forward!

Grammar
- Be consistent with your punctuation.
- Do not switch verb tenses within a job. Write in the present tense for duties you are currently performing.
- Spell-out numbers between one and nine. Use numerals for numbers 10 and above unless it appears at the beginning of a sentence.
- Capitalize all proper nouns.
- Perform spell check on your finished document to avoid misspellings.

Word Choice
- Limit technical terms to ensure a general audience will understand your achievements.
- Use a variety of action verbs to start descriptions of jobs and/or tasks (e.g., designed, increased, developed).

Verify
- Dates of all prior employment.
- Your address, phone number, and email addresses (use a professional email address).

Design
- Use appropriate margins (0.5 - 1 inch).
- Place name, address, phone, and email at the top.
- Use one, easy-to-read, and professional font (no less than 11 point).
- Apply highlighting techniques (bold, italics, underline) consistently throughout.
- Do not over-use capitalization, italics, underlines, or other emphasizing features.
- Use one bullet style throughout your resume.
- Ensure consistent alignment of bullet points and headings (same indentation for each category throughout).
- List experiences in reverse chronological order within each section.
- Save as PDF for consistency across applications.

What to Include
- Educational information including degree, graduation date, and GPA if over a 3.0 (see detail below).
- Technical skills.
- Previous work experiences.
- Engineering course projects.
- Student organizations or other activities.

GPA
Most employers are going to want to know your GPA eventually. If your GPA is above a 3.0 on a 4.0 GPA scale, you should list it on your resume. It may be a good idea to list it even if it is under a 3.0. Please contact the ECRC to speak with a career advisor about your personal GPA to receive the best advice for your situation.

Omit
- Personal information such as a photo, gender, race, age, sexual orientation, religion, political affiliation, marital status, number of children (see “potentially sensitive information” below).
- “References Available Upon Request”—The employer will assume they are available.

Carefully Consider
- Your subheadings—How do you want to classify your experiences to be most effective?
- Potentially sensitive information—Not all employers will share the same opinion as you about specific groups, organizations, and/or lifestyles in which you are a member or in which you participate. If you are involved in a group and have gained applicable skills through the group, it is appropriate to identify it on your resume. However, you should carefully consider whether it is worth listing.
- Medical/Health information—Although it could justify specific things in your resume (time gap, GPA), an employer may become concerned that your health problems will affect your job performance.

Drop-in Undergrad Resume Critiques

Our Peer Advisors are available to provide feedback on undergrad resumes at various times throughout the week. Check the schedule posted at the ECRC (230 Chrysler Center) or contact us at 734-647-7160 or ecrc-info@umich.edu for details.

Bring your resume in during Drop-in Hours and ask to meet with one of our Peer Advisors. Our PAs can help you polish your resume so that it stands out to employers!

Learn to:
- Organize your experiences to capture and hold employers’ interest
- Describe your accomplishments with strong impact statements
- Include content that provides a well-rounded picture of who you are
Want to develop software that helps of 7 million kids become better readers? How about working in all stages of the development process, from front end to big data?

Learning A-Z software engineers deliver award winning software to nearly half the school districts in the country and over 155 countries worldwide using a fast-paced, iterative development process that puts new features and curriculum materials into the hands of our customers every month.

APPLY TODAY AT LEARNINGA-Z.COM/CAREERS
The Curriculum Vitae

What Is It?
A curriculum vitae, also called a CV, is a job search document that gives extensive information on the applicant’s qualifications and background. Whereas a resume should be limited to one to two pages, a CV can be many pages in length.

Who Needs One?
A CV is used most often by PhD students who are applying for either positions in academia or research positions in industry. For most bachelor’s and master’s degree students, a resume is more appropriate than a CV.

What to Include?
All CVs should begin with your contact information. What follows will depend on your background and the type of position you are seeking. Here are some common sections to include in a CV:

Education
List your degrees in reverse chronological order. Include:
• Degree
• Institution and location
• Graduation date
• Any minors, concentrations, or other types of specialization
• Dissertation or title of thesis (optional)
• Advisor’s name (optional)

Experience
This section is one of the most important on your CV. Include:
• Title of position
• Name of organization and location
• Dates
• Description of your responsibilities (this can be in a bullet point format)
• Research experience can go in this section
• Tip: You can also include unpaid experiences under your experience section. Just because you didn’t get paid for it, doesn’t mean it isn’t valuable experience!

Teaching Experience
This is an especially valuable section if you are interested in a career in academia.

Publications and Presentations
Depending on how many presentations or publications you have, you may want to list the most relevant ones first or divide this section into categories.

Activities
In addition to extracurricular activities, be sure to include membership in any professional associations.

Skills
Highlight your technical skills and language skills in this section.

References
References should be included on the final page of your CV.

Do not feel as if you need to include every section listed above. Also, feel free to add additional sections that make sense given your experiences and the positions you are applying to. For example, you may consider adding a Leadership section or an Academic Projects section. Finally, be sure to schedule an appointment with an ECRC Career Advisor for a professional review of your CV.
WE DESIGN IT. ENGINEER IT. ENABLE IT.

The first automated vehicle drive coast-to-coast? That was us.

At Aptiv, we believe that the power of new mobility – moving safer, greener and more connected – can change the world, and we’re delivering the software capabilities, advanced computing platforms and networking architecture to make it work.

We have intern and full-time opportunities available. Look for us on campus!

AREAS OF SPECIAL INTEREST INCLUDE:

- Computer Engineering
- Computer Science
- Electrical Engineering
- Mechanical Engineering
- Robotics

Recognized by Fast Company as a 2018 Top 10 "Most Innovative Company"

aptiv.com/careers
Sample Resume

STUDENT NAME
2121 Bonisteel Blvd., Ann Arbor, MI 48109
e-mail@umich.edu • (xxx) xxx-xxxx

EDUCATION
University of Michigan, Ann Arbor, MI
Bachelor of Science in Engineering in Industrial & Operations Engineering April 2020
Minor in Entrepreneurship, Engineering Honors Program GPA: 3.89/4.00
Coursework: Economic Decision Making & Operations Modeling, Entrepreneurial Business Basics,
Intro to Optimization Methods, Sustainable Engineering Principles, Linear Statistical Models

EXPERIENCE
Engineering Advising Center & Career Resource Center, Ann Arbor, MI
Peer Advisor May 2018 – Present
• Lead 1,300+ first year engineering students through summer orientation to ensure smooth transition to college
• Facilitate both large group discussions and individual advising sessions, leading students through a variety of
activities to expand their knowledge of college resources
• Advise undergraduate engineering students on academic and career topics including class-planning, registration, and
resume writing to support individual student success

PROJECT EXPERIENCE
University of Michigan, Ross School of Business, Ann Arbor, MI
Entrepreneurial Studies: Start-up Simulation Sept 2017 – Dec 2018
• Brainstormed and finalized the idea of introducing Tetherbit, a location tracking bracelet for child safety monitoring
and a software bundle for supervisors
• Conducted research utilizing online and personal resources on the design of our product solution, costs, market for
wearable technology, as well as competitors to determine optimal pricing and launching strategy
• Created a five-year financial projection in MS Excel, formulated a business plan to pitch in the final presentation to
potential investors

University of Michigan, College of Engineering, Ann Arbor, MI
• Assessed the effects of various training tools on horse’s gait height using self-developed housing and sensors aiming to
improve horses’ performance in competitions
• Performed a series of on-site tests and executed data analysis using software including Matlab, MS Excel, and Kinovea
to deduce final conclusion

LEADERSHIP
Michigan Chapter of Triangle Fraternity, Ann Arbor, MI
Leadership Development Chair Dec 2016 – Dec 2017
• Organized a series of personal development events, including the Strength Finder Workshop and the Culture
Presentation to develop and foster leadership qualities within each of the 50 members
• Informed and encouraged members to become involved with leadership opportunities within the Michigan
community and national organization to maximize the overall impact of the fraternity

SKILLS
Computer: C++, Matlab, MS Excel, Minitab, AMPL, SolidWorks, Kinove
Languages: German and French

ACTIVITIES
Global Scholars Residence Program Sept 2017 – Present
Acoustic Guitar Club Sept 2016 – Present
RESUMES AND COVER LETTERS

Sample Resume

STUDENT NAME
(XXX) XXX-XXXX • email@umich.edu

SUMMARY
Experienced in electrical engineering and communications applications. Graduate concentration in communications. Primary strengths include biosystems, mobile satellite systems, data imaging, and high frequency circuits.

EDUCATION
University of Michigan Ann Arbor, MI
Master of Science in Engineering in Electrical Engineering Systems April 2019
GPA 3.64/4.00

Virginia Commonwealth University Richmond, VA
Bachelor of Science in Electrical Engineering April 2017
GPA 3.81/4.00
Coursework: Microprocessor System Design, High-frequency Circuit Design Automatic Control

EXPERIENCE
University of Michigan Biomedical Ultrasonics Lab Ann Arbor, MI
Graduate Research Assistant September 2018-Present
• Develop real-time DSP algorithms for motion tracking
• Write simulation programs using C/C++ for ultrasonic imaging systems
• Develop VXI memory board using Altera FPGAs to capture real-time RF data from ultrasound scanners and interface to workstations
• Support Windows system administration and lab website maintenance to ensure positive user experience

General Electric Medical Systems (GEMS) Waukesha, WI
Safety & Regulatory Engineering Intern April 2018-August 2018
• Performed electromagnetic compatibility testing (EMC) on X-Ray, Ultrasound, MR, Nuclear, CT and IIS devices to ensure proper functionality
• Eliminated or reduced RF emissions of medical equipment by 20%
• Assisted with setup of equipment in an Open Air Test Site

RESEARCH
Iterative Decoding of Product Codes: Simulated performance of a sub-optimal iterative receiver for product codes and compared it to the theoretical upper bound

Implementation of the Generic Viterbi Algorithm: Implemented generic Viterbi Algorithm in C and used it for the performance evaluation of soft and hard decision decoding of convolution codes over AWGN channels

PROJECTS

COMPUTER
Platforms: Windows Vista/7, Mac OS, UNIX: Solaris, HP-UX
Languages: C/C++, MATLAB, Assembly (incl. Real-time DSP), HTML, JavaScript, Perl, Java, Visual Basic, Shell Scripts, LabView, x86/8051/8098
Applications: Microsoft Office, Altera MAX+PLUS II, Spice, Protel, SPSS

AWARDS
University of Michigan, EECS Department Summer Fellowship, 2017
Virginia Commonwealth University, Russell Scholar, 2015-2017

LANGUAGES
Fluent in German and Spanish
Sample Resume

FIRST YEAR STUDENT NAME
(XXX) XXX-XXX, email@umich.edu
2121 Bonisteel Blvd.
Ann Arbor, MI 48109

OBJECTIVE
Dedicated undergraduate engineering student seeking a summer 2019 internship in the automotive industry with a specialization in mechanical or electrical engineering

EDUCATION
University of Michigan
Bachelor of Science in Engineering, College of Engineering
Ann Arbor, MI
April 2022

Mercy High School
Diploma; GPA: 3.9/4.0
Farmington Hills, MI
June 2018

EXPERIENCE
Mercy High School
Science Tutor
June 2017 - August 2018
- Tutored 15 students in standard and advanced placement versions of biology, chemistry, and physics
- Developed lesson plans for groups of five students as well as individualized assistance plans to ensure concepts and learning goals were achieved

Yofresh Frozen Yogurt Cafe
Yogurt Connoisseur
June 2016 - June 2017
- Maintained welcoming store atmosphere by greeting customers and completing their orders at the cash register in a timely manner
- Recorded detailed list of closing shift responsibilities to standardize practice across all employees

LEADERSHIP
Mercy High School FIRST Robotics Team #1461
Mechanical Team Lead
August 2016 - May 2018
- Designed chassis of robot using CAD software then collaborated with programming team lead to ensure proper design requirements were met
- Machined parts for dynamic systems using a lathe, drill press, bandsaw, and other equipment

ACTIVITIES
Women in Science and Engineering Residential Program
Community Member
September 2018 - Present
- Selected to live and learn with 100 other first year engineering students by participating in activities and study groups
- Engage in seminars and coursework focusing on women in STEM careers

University of Michigan, Intramural Soccer
Team Captain
September 2018 - Present
- Recruited nine peers to form a coed soccer team and coordinated schedules to establish times for games

SKILLS
HTML, Microsoft Office, Windows, Mac OS
BUILD SOMETHING FASTER

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EEO Employer/Protected Veteran/Disabled
Cover Letter Format

**General:** Cover letters should not exceed one page in length and should be written for a specific position. Utilizing a generic cover letter to apply to multiple positions is not recommended.

**When emailing:** Insert your cover letter as page one of your resume and identify this in your brief email. Your email can simply state that you are interested in a specific position, you appreciate their consideration, and attached is your resume and cover letter.

![Cover Letter Format](http://career.engin.umich.edu/)

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**Your name and address as they appear on your resume**

Date

Contact Person, Title  
Company Name  
Address  
City, State Zip

Dear Mr./Ms./Dr./Hiring Representative (Contact Person):

**First Paragraph—Introduction**
Establishes the purpose of your letter, explains why you are interested in the position, and why the employer should be interested in you for the position (interests, previous experience).

- State why you are writing by naming the specific position or larger career aspirations.
- Explain how you heard about the position/employer and why you are interested in working with their group in this role.
- Insert a brief sentence that gives your degree, major, college affiliation and graduation date.
- Mention the contact person from who you learned about the position (if applicable).

**Middle Paragraph(s)—Body (1-2 paragraphs depending on background)**
Generate interest with content that demonstrates you have researched the company, and that you are able to align your skills and interests with the company as well as its offered position.

- Indicate how you can help the employer achieve organizational goals in your specialty. Focus on what you can do for them rather than why you want the position.
- Highlight your most significant accomplishments, abilities and experiences that are specifically relevant to the employer and job requirements.
- **DO NOT SIMPLY RESTATE YOUR RESUME.** Rather, elaborate and explain important experiences and personal qualities that cannot be indicated on a resume.

**Final Paragraph—Closing**
State your commitment to action.

- Take the initiative to make clear what happens next. For example, indicate that you will be contacting them to ensure that they received your resume and/or to clarify any additional questions.
- Indicate that you are grateful for their consideration, and look forward to hearing back from him or her.

Sincerely,

Your name

Enclosure(s)
STUDENT NAME

xxx-xxx-xxxx 2121 Bonisteel Blvd.
email@umich.edu Ann Arbor, MI  48109

September 24, 2018

New Computer World
77 College Blvd.
San Francisco, CA 94132

Dear New Computer World Representative:

I am writing to apply for the Systems Engineer position available at New Computer World (NCW). As a student at the University of Michigan College of Engineering, I recently had the opportunity to hear recruiter, Jose Cabrere, describe NCW’s exciting developments during a corporate information session on campus. I am very interested in working with you to deliver innovative computing platforms to your global clients. Currently, I am pursuing a Bachelor of Science in Engineering in Electrical Engineering and I plan to graduate in April 2018. I am confident that my background in electrical engineering, including three relevant internships, makes me particularly well suited for this opportunity.

My thorough electrical engineering coursework and previous industry experience will provide a solid foundation for the work of a Systems Engineer. I have experience developing, implementing, and testing code in both assembly languages and C/C++ during my internships at Hewlett-Packard and Advanced Micro Devices. In each case, I was recognized by the project leads for my ability to quickly troubleshoot and resolve issues without impacting the implementation timeline. I also successfully led a reliability verification process on a McKinley microprocessor, and designed a 32 adder on a K8 microprocessor.

In addition to my strong technical skills, I possess excellent communication skills, as evidenced by my leadership roles in the National Society of Black Engineers (NSBE). I supervised the activities of four teammates, completed projects on time and compiled comprehensive, accurate technical reports. As the New Programs Chair for NSBE, I tasked each of four committee chairs with the goal of finding and implementing a meaningful service opportunity for our members. This involved creating a timeline, reviewing proposals and budgets, and scheduling meetings to check each group’s progress. During my tenure, I was able to effectively launch three new programs aimed at connecting our members to over 200 high school students.

I believe my unique combination of skills and experience makes me a great fit for NCW. I appreciate your time and consideration, and I look forward to discussing my qualifications with you further during an upcoming on-campus interview.

Sincerely,

Student Name

Student Name
What if the next big thing is YOU?

We connect everything — people, process, data and things. We innovate everywhere to create fresh ideas and possibilities. We make a meaningful difference that will benefit everyone — our people, our customers and the world around us.

Opportunities Across Cisco

We have roles for new grads, interns and co-ops, and we hire bachelor’s, master’s and PhD degrees. With so many options, you can be sure to find a great fit for your education and interests at Cisco.

For more information on university opportunities, visit: cisco.com/go/university

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Hoping to Gain Valuable Industry Experience? Consider Doing a Co-op

When considering how to obtain real-world experience while in college, many students immediately think of internships. While internships are valuable and fit easily around students’ class schedules, co-op positions offer the opportunity to become more deeply involved in an organization, do more substantive work, and gain work experience that may make one more employable after graduation.

Co-op experiences typically involve multiple and/or longer work terms. For example, a co-op student may work for a company from May until December, and then return to school in January for the winter semester. Typically, students participating in a co-op will not be taking classes and will instead be gaining real-world experience by working full-time for a company during the length of the co-op. Participating in a co-op may delay your graduation date. Before committing to a co-op, you should create an academic plan with your academic advisor that details which courses you plan to take each semester to make sure you are on track to graduate.

Consider how a co-op will fit into your schedule, but don’t miss the opportunity to participate just because you are in a rush to graduate. Co-op opportunities are a great way to learn more about your field and translate what you have learned in the classroom into work assignments. While on co-op, you may learn about a new area of interest that will influence what courses you will take in the future. Co-op experience will also make you more attractive to companies when you begin to apply for full-time opportunities. Many companies understand that co-ops typically involve more learning and hands-on experience than internships, and so value candidates with co-op experience accordingly. Furthermore, taking a co-op position will allow you to earn money that could help to defray college expenses. Most co-op positions pay very well!

Before accepting a co-op position, make sure to formally apply to the ECRC’s Co-op Program so that you can retain your student status while you are away from the university on a co-op. To learn more about co-op, including how to find co-op opportunities, schedule an appointment with an ECRC Career Advisor.

Have additional questions about pursuing a co-op opportunity? Email ecrc-coop@umich.edu.

Tips for International Students

Bureau of U.S. Citizenship and Immigration Services Regulations (USCIS)

As an international student, you should only obtain employment-related information from an experienced immigration attorney or your campus USCIS representative. Advice from any other resource may be inaccurate. Once you have decided to remain in the United States to work, contact the international student services office or the office of human resources on your campus and make an appointment with your USCIS representative. In addition to helping you fill out necessary forms, the USCIS representative will inform you of the costs associated with working in the United States.

- International students have much to offer employers including cross-cultural skills, diversity, a global perspective, perseverance and language/communication skills. There are many employers who will (and do) hire international employees.
- Just like any job search, networking is essential. Many, if not most, jobs are found this way. Make sure you develop networking skills, take advantage of networking opportunities and understand how your cultural norms may impact your utilization of these skills. In the U.S., self-promotion in communication is considered a strength, and is often necessary when networking.
- Language barriers, real or perceived, and/or other concerns about communication skills may exist. For assistance, go to the University of Michigan’s English Language Institute website (www.lsa.umich.edu/eli), and amongst other resources, look at “Conversation Circles” and “English Learning Links.” Be sensitive to the interviewer’s verbal and nonverbal cues. Some international students may not realize when their accent is causing them to be misunderstood. Interviewers are sometimes too embarrassed or impatient to ask for clarification, so be on the lookout for nonverbal clues, such as follow-up questions that don’t match your responses or sudden disinterest on the part of the interviewer. Also, make sure you express proper nonverbal communication; always look directly at the employer in order to portray confidence and honesty.
- Pursue professional experiences that demonstrate an immersion into U.S. culture as well as daily use of the English language. Some experiences include intramural sports, residence hall activities, student organizations and leadership positions.
- Use a diverse approach when looking for opportunities. Include companies with international locations, and seek out occupations where international employees may be needed. Try to gain experience in internships and co-ops.
- Because some employers may be less knowledgeable of international hiring practices, you must be the expert. Having thorough and complete knowledge of CPT, OPT, AT and visa status will help you as well as the employer.
- The UM International Center regularly sponsors workshops for international students on finding internships and full-time jobs in the U.S. For more information, see their website at www.internationalcenter.umich.edu.
**Job Search Strategies**

**Top Five Tips for Securing Employment**

1. **Utilize a Diverse Approach**—Visit corporate, research, educational, government as well as other employing organizations’ websites in your area(s) of interest. The key is to use a variety of resources and means to find positions. While Engineering Careers is a valuable resource, keep your search broad and use other resources as well.

2. **Network, Network, Network!**—Many jobs are found through personal connections. Connect with faculty, staff, family associates, friends and former colleagues for the chance to learn more about hiring practices, trends and opportunities in your field. LinkedIn is one of the most widely used online networking resources. Additional networking resources include student groups and professional associations.

3. **Do Your Research**—Research the organization where you would like to work. Make sure you know their competitors, challenges, financial outlook, mission and values. Review their website and look for them in the news. If possible, schedule an informational interview with someone employed with a company where you would like to work.

4. **Effectively Communicate with Employers**—Well-constructed resumes, cover letters, letters of inquiry and thank-you notes are key tools. Ask mentors and friends for feedback about your written communication. Additionally, face-to-face communication at events and interviews is also essential. Be thoroughly prepared and portray confidence in every interaction.

5. **Keep Your Search Organized**—Keeping track of your job search is essential. Try keeping a job log where you organize company names, dates of application submissions, contact information, interview dates/times and when you followed up.

**Consider International Opportunities**

**Benefits of an international internship**
- Develop cross-cultural skills
- Enhance your language skills
- Develop your network
- Gain professional experience
- Experience personal enrichment and fun!

For more information about international opportunities, take a look at the CoE Work Abroad page: workabroad.engin.umich.edu.

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**The Informational Interview—A Great Way to Network**

**What Is It?**

The informational interview is a great way for job seekers and students exploring career options to obtain information from professionals working in their fields of interest. In an informational interview you are the interviewer, asking the professional several questions about what they do, the industry they are in, the strengths and challenges in their jobs as well as industry trends. The interviewee may also have excellent information to share on the job market in their industry, and what geographic areas to target.

**What Motivates Professionals to Grant Informational Interviews?**

The reasons are varied. Generally, most people enjoy sharing information about themselves and their jobs and, particularly, love giving advice. Some may simply believe in encouraging newcomers to their profession and others may be scouting out prospects for anticipated vacancies. It is common for professionals to exchange favors and information, so don’t hesitate to call upon people.

**How Do You Set Up Informational Interviews?**

One possible approach is to send a letter requesting a brief informational interview (clearly indicating the purpose of the meeting, and communicating the fact that there is no job expectation). Follow this up with a phone call to schedule an appointment. Or, initiate a contact by making cold calls and set up an appointment. The best way to obtain an informational interview is by being referred from one professional to another, a process which becomes easier as your network expands.

**Sample Questions**

**Questions to Ask**
- Where did you start your career?
- What does a typical work day look like for you?
- What do you like most about your job?
- What do you like least about your job?
- What advice do you have for job seekers interested in this field?
- What are the trends in this field, and where do you think this industry is headed?
- What are some current challenges you encounter in the work you do?
- Who can I contact to learn more about this field?

**Questions Not to Ask**
- Do you have a job for me?
- Do you have an internship for me?
- How much do you make?
Network Your Way to a Job

Many people use the classified ads as their sole job search technique. Unfortunately, statistics show that only 10% to 20% of jobs are ever published—which means that 80% to 90% of jobs remain hidden in the job market. For this reason, networking remains the number one job search strategy.

Networking Defined

A network is an interconnected group of supporters who serve as resources for your job search and ultimately for your career. Some great network contacts might include people you meet at business and social meetings who provide you with career information and advice. Though you might feel nervous when approaching a potential contact, networking is a skill that develops with practice, so don’t give up. Most people love to talk about themselves and their jobs and are willing to give realistic—and free—advice.

Eight Keys to Networking

1. **Be Prepared** First, define what information you need and what you are trying to accomplish by networking. Remember, your purpose in networking is to get to know people who can provide information regarding careers and leads. Some of the many benefits of networking include increased visibility within your field, propelling your professional development, finding suitable mentors, increasing your chances of promotion and perhaps finding your next job.

   Second, know yourself—your education, experience and skills. Practice a concise, one-minute presentation of yourself so that people will know the kinds of areas in which you are interested. Your networking meeting should include the following elements: introduction, self-overview, Q&A, obtaining referrals and closing.

2. **Be Targeted** Identify your network. For some, “I don’t have a professional network. I don’t know anyone,” may be your first reaction. You can start by listing everyone you know who are potential prospects: family members, friends, faculty, neighbors, classmates, alumni, bosses, co-workers and community associates. Attend meetings of organizations in your field of interest and get involved. You never know where you are going to meet someone who could lead you to your next job.

3. **Be Professional** Ask your networking prospects for advice—not for a job. Your networking meetings should be a source of career information, advice and contacts. Start off the encounter with a firm handshake, eye contact and a warm smile. Focus on asking for one thing at a time. Your contacts expect you to represent yourself with your best foot forward.

4. **Be Patient** Many people use the classified ads as their sole job search technique. Unfortunately, statistics show that only 10% to 20% of jobs are ever published—which means that 80% to 90% of jobs remain hidden in the job market. Networking does not provide immediate results or instant answers. She advises, “Be prepared for a slow down after you get started. Stay politely persistent with your leads and build momentum. Networking is like gardening: You do not plant the seed, then quickly harvest. Networking requires cultivation that takes time and effort for the process to pay off.”

5. **Be Focused on Quality—not Quantity** In a large group setting, circulate and meet people, but don’t try to talk to everyone. It’s better to have a few meaningful conversations than 50 hasty introductions. Don’t cling to people you already know; you’re unlikely to build new contacts that way. If you are at a reception, be sure to wear a nametag and collect or exchange business cards so you can later contact the people you meet.

6. **Be Referral-Centered** The person you are networking with may not have a job opening, but he or she may know someone who is hiring. The key is to exchange information and then expand your network by obtaining additional referrals each time you meet someone new. Be sure to mention the person who referred you.

7. **Be Proactive** Stay organized and track your networking meetings. Keep a list of your contacts and update it frequently with the names of any leads given to you. Send a thank-you note or email if appropriate. Ask if you can follow up the conversation with a phone call, or even better, with a more in-depth meeting in the near future.

8. **Be Dedicated to Networking** Most importantly, networking should be ongoing. You will want to stay in touch with contacts over the long haul—not just when you need something. Make networking part of your long-term career plan.

**Questions to Ask at Networking Meetings**

- What do you like most (least) about your work?
- Can you describe a typical workday or week?
- What type of education and experience do you need to remain successful in this field?
- What are the future career opportunities in this field?
- What are the challenges in balancing work and personal life?
- Why do people enter/leave this field or company?
- Which companies have the best track record for promoting minorities?
- What advice would you give to someone trying to break into this field?
- With whom would you recommend I speak? When I call, may I use your name?

**Do’s & Don’ts of Networking**

- Do keep one hand free from a briefcase or purse so you can shake hands when necessary.
- Do bring copies of your resume.
- Don’t tell them your life story; you are dealing with busy people, so get right to the point.
- Don’t be shy or afraid to ask for what you need.
- Don’t pass up opportunities to network.

Written by Thomas J. Denham, managing partner and career counselor of Careers in Transition LLC.
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Ocient on Campus
9/18 – SWE/TBP Career Fair
9/18 – Tech Talk
TBD – Company Day

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A Few Thoughts on Email Correspondence With Employers

Correspondence with employers can be intimidating, but it’s an integral part of the job search process. Whether you are following up after career fair or thanking an employer after an interview, it is important to be courteous and professional in all of your interactions. This section contains some samples of professional correspondence emails.

Hello Mr. Grant,

I enjoyed meeting you at the Michigan Engineering Career Fair last week. I appreciate you taking the time to speak with me about potential career opportunities with Cyberdyne Systems. I was very interested to hear about your work involving the rehabilitation of natural streams and have applied to the available environmental engineering internship position online as you suggested.

I wanted to reaffirm my interest in working for your company. As we discussed, I am confident that my experience in teamwork and creative problem solving gained while working on the Living Building project with BLUELab at the University of Michigan would allow me to contribute significantly to your team.

Thank you again for your time and consideration. I look forward to hearing from Cyberdyne Systems.

Sincerely,
Jane Student

Hello Ms. Patel,

Thank you for taking the time to speak with me yesterday about the production engineer position with Cyberdyne Systems. I enjoyed meeting you and learning more about the role and the company.

After speaking with you, I am confident that my skills and past experiences would make me a good match for this opportunity. As we discussed, I believe my ability to quickly learn how to operate unfamiliar software as well as my past design experience would be great assets in estimating costs and monitoring production.

I am very enthusiastic about this exciting opportunity to join your company. Please do not hesitate to contact me at 555-555-5555 or student@umich.edu if you have any questions or concerns or need any further information.

Again, thank you so much for your consideration. I look forward to hearing from you.

Sincerely,
John Student

Student Advice for Navigating the Career Fair!

Go to lots of different companies for your major, regardless of size. Some people have better chances at larger companies because they take more people, while others at small companies because they are looking for a particular kind of student. It really just depends on what the company is looking for, and there is no way to anticipate this ahead of time, so go to all companies anyway.

—Nina, BSE ChE ’17

As cliché as it sounds, just be yourself! Do research on the companies and let employers know what you’re interested in.

—Jasmine, BSE Aero ’15

Don’t be afraid to be turned away, just tell the recruiters about yourself and the worst that can happen is you come away with some free gear.

—Arjun, BSE ME ’15
Your Digital Identity
Enhance Your Employability in 3 Simple Steps

We all have a digital fingerprint. What we share, post and engage with online creates a digital profile that paints a picture of who we are. Friends, family, recruiters and employers have access to your online activity. When it comes to your professional reputation, there are simple things you can do to make sure your digital identity is an asset, not a risk.

1. Assess Your Existing Online Identity
   - The best place to start is Google. Search for your full name, text and image search, and open all of the results on the first page. Is there anything that you would not want a future boss to see?
     - If the answer is yes, find the source and remove it.
   - Set up a Google Alert for yourself and any companies that you are interested in. Posts about you, even if not written by you (e.g. posted by friends, co-workers, etc.), are still a part of your online identity, and these alerts will make you aware of the information that exists about you online.
   - Outdated information and profiles can imply that you do not follow through on projects; if you have any profiles/blogs/websites that you do not use, remove them.
   - Examine your social media profiles.
     - Choose a professional profile photo for LinkedIn and an appropriate profile photo for all other online profiles. In addition, remove any profile pictures that are inappropriate.
     - Check your privacy settings and make them as secure as possible.
     - Look for any posts or photos that include:
       - Inappropriate, offensive, discriminatory, or politically incorrect information
       - Negative language, off color humor, poor grammar and spelling
       - References to alcohol or drugs
       - Negative comments about an employer, or posts occurring when you were at work

The goal of this exercise is not to completely remove any trace of your online activity, but to remove information that could harm your job search, and make your online identity more attractive to potential employers. Additionally, social media plays a large part in employer branding, marketing, and recruiting initiatives. Therefore, organizations often want to see social media experience, and using it effectively and professionally can be an asset in your job search.

2. Manage Your Professional Profile
   **Do**
   - Re-read your content to check for spelling and grammatical errors (spell check doesn't catch everything!).
   - Treat interactions in a professional and formal manner; even though online interactions feel like an informal space, networking rules still apply.
   - Leverage LinkedIn. Join the official CoE group for Alumni, Students and Faculty [http://umicheng.in/LinkedInCoE](http://umicheng.in/LinkedInCoE). Use this and other groups related to your profession to engage in conversations and network. LinkedIn is the best way to find alumni and others within your field.

**Top LinkedIn Tips**

1. Photo—No pets, cropped-out friends, casual clothes, or distracting backgrounds.
2. Use the summary paragraph as an elevator pitch—2 or 3 sentences that tell who you are and what you can do or plan to do for a living.
3. Connections—A 1st connection is someone you know, a 2nd connection is a friend-of-a-friend, and a 3rd connection is a friend of a 2nd connection.
4. Search for companies that interest you to find out how you are connected to people who work there. Follow the company: You may receive alerts about job postings.
5. While researching your interviewers can be beneficial, be sure to adjust your privacy settings and make yourself “invisible” before looking at their profile.

**Don’t**

- Discuss your place of work and co-workers/supervisors online, especially if the objective is to complain.
- Engage in discussions about controversial topics through social media.
- Include inappropriate posts or photos (e.g. those including drugs/alcohol).

3. Know Your Privacy Settings
   Remember, no matter how secure your privacy settings are, strangers can see your profile picture, username, what you like, and what you follow. Online profiles give employers access to information that they should not be asking for (such as age, physical characteristics, religious or political views, sexual orientation, etc.); consider this as you decide what to include. When adjusting your privacy settings, consider how you use each profile. Generally, LinkedIn is used for professional networking, therefore it is beneficial to have a more open profile, whereas Facebook is a more personal forum and should have stronger settings.
PHOTO: Professional photographer not required. Take a clear and focused picture in front of a plain background wearing a nice shirt or blouse. Be sure to smile. No selfies!

HEADLINE: Announce “what you are” and “what you hope to be.” Add credibility by highlighting key achievements such as leadership roles or technical skills.

SUMMARY: A strong summary will include your strengths, skills and interests as they relate to your chosen industry.

EXPERIENCE: List your past and current jobs, even if they were part-time, along with what you accomplished at each. You can also include images and videos of your work.

EDUCATION: Starting with college, list your educational experiences, including study abroad and summer programs. Remove your high school education after one year of college.
Use the work you’ve done assessing your career competencies to develop this area of your profile.

**Skills & Endorsements:** Add your key skills so that your connections can endorse you for the things you do well. Be selective in what you display—only display skills that enhance your brand.

**Recommendations:** Ask managers, professors, or classmates who have worked with you closely to write a recommendation. This gives extra credibility to your strengths and skills.

**Accomplishments:** Courses, honors and awards, organizations, and projects have been assembled in one profile area—this is your online resume.

**Interests:** Research areas of professional interest and follow those topics, companies, hashtags, and people. Following areas of interest helps you stand apart from the crowd by giving viewers a sense of who you are on a personal and professional level.

**Want more LinkedIn tips for students? Check out students.linkedin.com**
Career Fairs

What Is a Career Fair?

A career fair provides an opportunity for employers and job candidates to meet one another and determine whether there may be a suitable job match in the near or long term. Attending a career fair is often the first step to finding an internship, co-op, or full-time position. There are two large engineering fairs held at the University of Michigan: one in the fall semester and the other in the winter semester. Each fair spans several buildings in the center of North Campus and draws hundreds of companies and thousands of students. Typically, each company sets up a recruiting display including banners, brochures, and giveaways to vie for students’ attention. Students decide who they would like to meet and spend a few minutes talking with company representatives to learn about each organization and their job opportunities. Employers will often collect student resumes at this event and send interview invitations after the fair to students who leave a positive impression and meet their needs. To optimize your career fair experience, it would be wise to plan your strategy ahead of time—expect long lines and be patient!

Recruiter Tips for Career Fair Success!

Set goals for the day. Know which companies you want to visit, what positions they have available, and when you plan to visit them.

—Michael, Whirlpool

Students should practice a 30 second “elevator speech” prior to attending career fairs. The speech should include a quick overview of details that students want recruiters to know. Career fairs are busy for students and employers so making the most of your time is crucial.

—Jennifer, Shell

Career Fair Prep

Top 10 Tips

1. Make sure you research the companies attending the fair. Researching will help you form your strategy, demonstrate preparedness and ensure that you make a positive first impression. You do not want to spend your time walking up to every table saying, “What does your company do?”

2. Form your strategy based on those companies you really want to see. Make sure you start with the companies at the top of your list.

3. Recruiters are impressed with students who demonstrate familiarity with their organization, ask intelligent questions and explore fit. Use these guidelines to form your strategy.

4. Having a well-written resume is critical for any career fair. Ensure that you have a concise and clear objective under the resume header so companies know what kind of opportunities you are looking for.

5. Planning what to wear to the career fair is essential. We recommend professional attire. For men: Clean dress pants, button-down shirt, tie and suit jacket. For women: Clean dress pants/skirt, blouse and suit jacket. Remember to look polished!

6. When you introduce yourself to a recruiter, you will almost always start with a handshake. Practice your handshake with a friend. A firm (but not painful!) and relaxed shake is best.

7. Preparing and executing your pitch is vital to career fair success. For more information on perfecting your pitch, refer to our Elevator Pitch information (right).

8. Prepare questions to ask the recruiters. Asking good questions shows genuine interest.

9. When you are at the fair, do not monopolize a company’s time. Not only will you frustrate your fellow students, but you will also damage your reputation with the employer.

10. Follow-up with a thank-you note via email to the recruiters you conversed with. Reiterate your enthusiasm for specific positions or general interest in the company.

The Elevator Pitch

An elevator pitch is a short (30-60 second), concise and memorable introduction. It highlights your strengths and what distinguishes you from others. It provides employers with quality information about who you are, and what you can offer them. When creating your pitch, think carefully about what you want each individual employer to know about you, and how you can help them. After you formulate your pitch, practice it often. The goal is to sound confident, sincere and engaging, without sounding rehearsed.

Sample Elevator Pitch

Hello, my name is Emma Walters and I am a sophomore at the University of Michigan studying mechanical engineering. I am seeking an internship in the biomedical industry with a focus on joint mechanics. I have worked on two complex biomedical engineering projects, which I believe will be an asset for this type of internship. Last year I worked on a student team where we studied the Stryker Triathlon Total Knee Replacement and proposed a design recommendation that reduced bone deterioration within patients. I am also currently working with Michigan Neuroprosthetics to design a neurologically controlled hand prosthetic to be 3D printed for use on patients with wrist amputations. These experiences have enhanced my leadership, communication, and problem solving skills, which would be beneficial in a regulatory affairs engineering internship with Zimmer Biomet. Could you tell me more about the internship program?
How to Avoid the Rejection Email
7 Things You Need to Know about Applicant Tracking Systems

When you apply for a job online, you are most likely using a system known as an Applicant Tracking System (ATS). These technical systems are used by Human Resource departments to track and evaluate the numerous candidate resumes and cover letters that come into an organization.

The following tips will ensure that your application materials include the necessary keywords and content to pass through the system.

1. Avoid Resume Templates
   The layout and formatting included on resume templates can cause errors with the applicant tracking system. Avoid using stock resume templates and create your resume as a regular Microsoft Word document with simple formatting.

2. Simple Formatting
   Use simple formatting in your resume and resist the temptation to add a border or add shading the background of your resume. Create section headers such as “Summary of Qualifications,” “Education,” “Related Work Experience,” and more to signify where the information is located on your resume. Incorporate bolded fonts to introduce a new section and/or add underlining. Additionally, the standard for a college student or recent college graduate seeking full-time employment is a one-page resume.

3. Clean Fonts
   Choose a sans serif font for your resume for a crisp, clean, easy-to-read look. Some of the most popular sans serif fonts include Calibri, Arial, and Tahoma.

4. Use Keywords
   Applicant Tracking Systems score resumes based on keywords. The system assigns a value to each resume, assessing the qualifications and skills against what is contained in the job description. Resumes that score the highest are passed along to a recruiter or a hiring manager for further review. Carefully read each job description before you apply and identify the primary qualifications and skills. Highlight the ones that you possess and include those key phrases and words into your resume.

5. Document Header & Footer
   Never place your contact information in the header or footer. It’s very tempting do this in order to ensure that it carries over to each page of your resume, but doing so will cause an error in the system.

6. Dates
   Make sure to list the years of employment for every previous job or, more specifically, the month and year of both the start and departure dates. The ATS system does not pick up semester information. Since the business world operates on a 12-month calendar, showing employment dates that correspond with the business calendar instead of semesters will provide better context. Also, be sure to right justify all dates on your resume.

7. Images, Charts & Graphs
   Let your experience and qualifications shine without the distraction of other objects. Do not include headshots, charts of proficiency levels or graphs in your resume, as it’s not standard practice and they can cause errors in system.

Gala Jackson, M.Ed. is a Millennial Expert & Career Management Consultant with InterviewSnob, a career consulting boutique for millennials. Connect with Gala @interviewsnob and check out her website at www.interviewsnob.com
The Interview Gets You the Job

This saying in career services is popular, and more importantly, largely true. If you have reached the interview stage, congratulations! It means your resume is working. Still, much of the hard work is just beginning as you start interview preparation.

Sometimes It Is More Than What You Say
Nonverbal communication has the ability to convey a stronger message than verbal communication.

• Stand tall
• Sit up straight
• Use a firm handshake
• Keep eye contact
• Smile

Arrive Early
Being on time to your interview means arriving 15 minutes early. This gives you time to relax, and also shows the employer you are serious about the position.

Top 5 Tips
1. Schedule a mock interview at the ECRC and have one of our Career Advisors evaluate your performance through practice and feedback.
2. Avoid the use of verbal filler words when you answer questions. Words such as “um,” “ah,” “like,” “you know” and “I think” should be avoided.
3. Spend time reviewing your experiences, formulating responses to typical interview questions, and highlighting your unique educational and professional background.
4. It is necessary for you to come prepared with several questions to ask the employer. The absence of questions demonstrates a lack of preparedness and interest.
5. After your interview, remember to send a thank-you email within 24 hours. Use the email to reiterate your enthusiasm for the position, skills you neglected to mention and your strong fit for the position.

Questions to Ask Employers
During the interview process, be sure to ask the employer specific questions about the job and organization. This allows the employer to see the research you have conducted on their company, as well as your enthusiasm for the position. Below are some examples you can use during the interview process. However, in addition to these, it is very important that you formulate your own questions based on your research of the company!

• What are the daily responsibilities of this position?
• What type of employees fit well within the organization?
• What type of work could I expect to do within my first year?
• Who is your ideal candidate?
• What is the organizational structure of this company?
• What is your role within the company?
• What are the next steps in your hiring process?

What the Employers Are Saying

Students should...

• Research the company that they are interviewing with by visiting their website, connecting with alumni who work at the organization and reading about recent industry developments.
• Provide compelling reasons why they want to work for the company.
• Be able to prove fit, and reflect on how their desires and skills match the needs of the company.
• Be prepared to answer interview questions with specific examples that highlight your skills and accomplishments.
• Include examples demonstrating leadership, initiative, innovation and problem-solving skills.
• Bring all requested materials such as transcripts, resumes and necessary job forms/applications.

Tell Me About Yourself
When asked this question, your goal is to share your compelling professional story by summarizing your experiences, qualifications and interests related to the specific position you are discussing. In other words, present yourself as a strong candidate for their job.

My name is **Chris Nichols**. I’m currently pursuing a bachelor’s in Industrial and Operations Engineering at the University of Michigan. I have a knack for making things more efficient in the world around me and I’m driven by a desire to reduce the amount of time and steps required to complete a process. This natural strength led me to IOE where I’m learning more about process optimization.

As a supervisor in a campus café, I have been recognized for redesigning two distinct work streams which led to a reduced wait time for guests and a more efficient closing procedure. These improvements have directly led to increased customer satisfaction surveys and lower overtime costs.

In addition, I have held a number of leadership roles on campus where I have facilitated large and small groups, mentored students on effective study strategies and problem solving skills and supported first year students in their transitions to college. My personal drive to succeed and professional desire to support my team’s success have positioned me well for the internship at Kraft Heinz. I’m particularly interested in the food industry and would love to gain hands-on experience in a manufacturing plant. I’m excited to learn more about the opportunity.
Types of Interviews

The Behavioral Interview

What Is It?
The behavioral interview is a common interview format used by many employers. This is because the behavioral interview assesses how past behavior predicts future behavior. It is assumed that you will address a situation in the future similarly to how you dealt with it in the past. Remember, you have to give specific examples from your past.

Strategies for Success
- Responses in behavioral interviews must be specific and detailed. In fact, employers often indicate students are not specific enough in describing their answers. Be sure to address all aspects of the STAR formula in your response. (An example of a STAR response can be found on page 35.)
- Make sure you identify a variety of examples from past experiences—the more recent, the better. Be sure you use a diverse selection of examples and do not forget to have positive and negative situations to share.

Sample Questions
- Give me a specific example of when you used good judgment and logic to solve a problem.
- Describe a situation where you used persuasion to successfully convince someone to see things your way.
- Tell me about a time when you needed to be resourceful to finish a project on time.

The Technical Interview

What Is It?
In the engineering world the technical interview is quite common because it enables employers to assess your technical skills through a demonstration of how you solve problems, reach conclusions and whether you incorporate novel thinking into your approach. Some technical interviews are general, meaning you may be asked to solve math problems or brain teasers. Others may be specific based on the type of work you will be doing with the company.

Technically Speaking
1. When answering technical interview questions, make sure to think out loud.
2. Pay attention to the information that the interviewer provides to you throughout the process. In many instances the interviewer will provide clues and direction to help you find the answer.
3. Do not be afraid to ask questions in the technical interview. If you are stuck or need more information to determine the answer, ask!
4. If they provide tools like a whiteboard, use them. Show them visually how you are conceptualizing your answer.

Sample Questions
- Why are manhole covers round?
- Name five ways to retrieve a needle from a haystack.
- Please explain the concept of polymorphism in object oriented development.
- Why do we need to do PCC?
- What is Petrol Calorific Value?

The Case Interview

What Is It?
In a case interview you are asked to analyze a business question or case. However, unlike most other interview formats, the case interview is an interactive process. Case interviews are most often used by consulting companies. In a case interview, the interviewer is assessing your thought process—both analytical and creative—in answering the question(s) posed. Typically, the more specific and quantitative your process is, the better!

Tips
1. Many consulting firms have interview preparation sections on their Careers webpage.
2. Connect with alumni who may be employed with the company where you are interviewing. Check the Professional Network in Engineering Careers or the UM Alumni Association to find a Michigan graduate who is working where you plan to interview.
3. Because the case interview is designed to be interactive, be sure to listen carefully and ask for clarification.
4. When working through the case, make sure you let the interviewer know how you are conceptualizing the problem, what evidence you are weighing (or missing) when formulating recommendations, and the recommendations themselves.

Sample Questions
- Give me a specific example of when you used good judgment and logic to solve a problem.
- Describe a situation where you used persuasion to successfully convince someone to see things your way.
- Tell me about a time when you needed to be resourceful to finish a project on time.
A Closer Look at Responding to Interview Questions

How to Present Your Best Self

Know What You Want to Convey

Carefully craft answers to frequently asked questions and practice them so they will come across naturally in the course of your conversation with the interviewer(s).

Be Proactive

You’ve examined the job description; you know your strengths (and areas of development) relative to the job requirements. Enter the interview prepared to highlight the match between your strengths and their needs, and candidly address your areas of development. When you discuss the latter, be sure to focus on the conscious steps you’ve taken to overcome the weakness so that it no longer interferes with your progress.

Be Prepared for Behavioral-Based Questions

Your resume provides a snapshot of what you’ve accomplished, but it doesn’t tell the reader how you’ve done it. Interviewers need to understand “the how” to determine whether your approach is a good match for their environment. They also want to understand the degree to which the desired skill is your strength.

Behavioral questions are based on the assumption that past behavior predicts future performance. Employers are interested in learning how you’ve demonstrated critical skills in the past because they believe this will predict how you will perform similar tasks within their organization. They probe to understand your skills and abilities in order to determine how well you are likely to transition into the position and how much support you may require to perform effectively. In other words, they are examining whether your style resembles the manner in which work gets done within their organization.

Remember, the interview gives you a chance to provide context for your experiences. Choose examples wisely to ensure your scenario matches the need and environment where you would like to work. Hiring managers are looking for evidence of required skills AND the manner in which they were carried out. For example, if you are asked a question about managing conflict with a colleague or team-member, the interviewer is not only interested in hearing about the project result, but also if you reached agreement in a collaborative manner that allowed for ongoing partnership.

What’s the Best Way to Respond?

Provide evidence that you possess the skill they are looking for!

In this example, they want to know that you can work through conflict, while maintaining focus on the goal and moving the process forward. In addition, they probably want to know that you will place team goals above personal objectives. Conversely, employers recognize that getting stuck in conflict can create time delays, cause the project to stall, or detract from team morale. Evidence of behaviors that interfere with progress can cause concern. As you respond to the question, recognize that the interviewer is listening for evidence of your ability to work through conflict collaboratively.

A good answer demonstrates the candidate’s ability to:

- Listen and seek to understand another’s point of view.
- Convey one’s own perspective in a diplomatic way.
- Facilitate a healthy discussion and analysis of pros and cons of both sides.
- Collaborate effectively to achieve the project goals.

A poor response demonstrates less desirable behaviors such as the candidate’s propensity to:

- Maintain a singular focus on his/her individual solution.
- Demonstrate a lack of respect for team member(s) and/or their ideas.
- Lose sight of the project goal due to his/her inability to resolve the conflict.

What’s in the Result?

Contrary to what you may think, the “result” does not necessarily need to be a successful outcome. Sometimes the experience leads to a learning opportunity. In the case where a result was less than optimum, the interviewer may ask, “What would you do differently if presented with a similar situation in the future?” This gives him or her insight into your willingness to learn and adjust your approach to achieve a more desirable result. This willingness to learn and adapt to meet the needs of a situation is a desirable trait!
A compelling STAR response to “Describe a time you had a conflict with a teammate on a project. What did you do? What was the outcome?”

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<td>Last semester in my Intro Java class (CS), we had a partner project that would serve as our final exam. The assignment was open ended. Basically, we had to take what we learned in class and create something cool. The basic requirement was to incorporate networking (2 computers talking) and a database (place to store data). We had 4 weeks to complete the project and present to our peers and professor during the final presentation.</td>
<td>We decided to design a multiplayer fantasy football game simulator. Players would determine the plays and interact with opponents remotely. The code was very complex and there were a lot of features we wanted to include. Mid-way through, we realized we were running out of time and had to prioritize our features. <strong>My partner wanted to</strong> focus on the graphic elements to make the game visually appealing for the peer evaluation. <strong>I wanted to</strong> incorporate more complex coding to get a higher evaluation from the professor.</td>
<td>After losing some time debating our positions, I suggested that we go through each feature one by one, and assign a point value to estimate its impact on our final grade, and then devote time to the features with the greatest impact, working through as many as we could until time ran out. My partner agreed. We assumed that the more visually appealing features were likely to have higher value. So we focused first on the team logos and player pictures. Then we incorporated more advanced coding to give players more play options. Ultimately we were both satisfied with our end product.</td>
<td>We presented a 10-minute demonstration to our class. The final game included a player information window with multiple images (photo, logo, etc.) and gave players more play types. The game was evaluated by our professor and approximately 100 students. We received high marks for both the visual appeal and the coding complexity, earning an A on the project.</td>
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**Questions Employers May Ask**

**Personal**
- Tell me about yourself.
- What are your hobbies?
- Why did you choose to interview with our organization?
- Describe your ideal job.
- What can you offer us?
- What do you consider to be your greatest strengths?
- Can you name some weaknesses?
- Define success. Failure.
- Have you ever had any failures? What did you learn from them?
- Of which three accomplishments are you most proud?
- Who are your role models? Why?
- How does your college education or work experience relate to this job?
- What motivates you most in a job?
- Have you had difficulty getting along with a former professor/mentor/co-worker and how did you handle it?
- Have you ever spoken before a group of people? How large?
- Why should we hire you rather than another candidate?
- What do you know about our organization (products or services)?
- Where do you want to be in five years? Ten years?
- Do you plan to return to school for further education?

**Education**
- Why did you choose your major?
- Why did you choose to attend your college or university?
- Do you think you received a good education? In what ways?
- In which campus activities did you participate?
- Which classes in your major did you like best? Least? Why?
- Which elective classes did you like best? Least? Why?
- If you were to start over, what would you change about your education?
- Do your grades accurately reflect your ability? Why or why not?
- Were you financially responsible for any portion of your college education?

**Experience**
- What job-related skills have you developed?
- Did you work while going to school? In what positions?
- What did you learn from these work experiences?
- What did you enjoy most about your last employment? Least?
- Have you ever quit a job? Why?
- Give an example of a situation in which you provided a solution to an employer.
- Give an example of a time in which you worked under deadline pressure.

- Have you ever done any volunteer work? What kind?
- How do you think a former supervisor would describe your work?

**Career Goals**
- Do you prefer to work under supervision or on your own?
- What kind of boss do you prefer?
- Would you be successful working with a team?
- Do you prefer large or small organizations? Why?
- What other types of positions are you considering?
- How do you feel about working in a structured environment?
- Are you able to work on several assignments at once?
- How do you feel about working overtime?
- How do you feel about travel?
- How do you feel about the possibility of relocating?
- Are you willing to work flextime?

Before you begin interviewing, think about these questions and possible responses and discuss them with a career advisor. Conduct mock interviews and be sure you are able to communicate clearly, unrehearsed answers to interviewers.
How to Prepare for Video Interviews

**Get Familiar With the Technology**

BlueJeans, Skype, and Google Hangouts are common options utilized by recruiters to facilitate virtual interviews. Before the interview, take time to thoroughly test the technology you are using to avoid any unforeseen issues. Do you have a readily available power source? Is the Wi-fi strong? Do you have access to a landline in case your cell service is not strong in that particular location? Even if everything is checked beforehand, technology can still fail you. Make sure you have the interviewer’s phone number, just in case!

**Professional Dress and Surroundings**

Prepare for the interview as if you are meeting with your recruiter in a face-to-face environment. Dress professionally, silence distractions (i.e. cell phones, pets, roommates, etc.), and find a quiet place. Also avoid distracting backgrounds and harsh backlight that will turn you into a silhouette.

**Your Brand**

Your email address and voicemail message should reflect your professionalism. Take the same approach with the username you select for your virtual interview. Use your full or given name—no nicknames!

**Maintain Eye Contact**

Do NOT stare into the screen when responding to interview questions. Instead, speak directly into your camera. This will allow you to consistently maintain eye contact with your recruiters throughout the interview. Be sure to practice your positioning and posture prior to the interview.

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Company Culture—Finding a Good Fit

As a savvy candidate, you’ve perfected your resume, received an invitation for an on-site interview with a great company; and you are ready to sell yourself as the ideal candidate. While you should feel great about your progress, you still have some work to do!

Remember, an interview is a two-way street; and while you may be the best candidate for the job, you need to make sure it’s the right fit for you. By gathering and assessing information about the job and the culture, and determining whether it matches your needs.

What is Company Culture?
An organization’s culture reflects the values of its leadership and defines what’s important; how work gets done, where the boundaries lie, and what’s expected. Among other factors, it includes the way information is communicated (transparent, closed), how decisions are made (hierarchical, autonomous), employee recognition and rewards (financial incentives, informal feedback, awards) and even physical environment and amenities.

Why is Company Culture Important?
It’s important to understand a company’s culture so that you know what you’re getting into. If your preferred work style and values are compatible with the organization’s offerings, you’re more likely to thrive in the environment. Alternatively, if the cultural norms are incompatible with your preferred work style, it may negatively impact your performance and job satisfaction.

Does the Culture Fit Me?
Step 1—Determine your Ideal Work Environment
You can’t match a workplace until you are clear about your own needs. Based on your previous experiences, describe the conditions under which you work best. Here’s a sample list of dimensions to consider, along with a probe to help determine where you fall.

Work Demands – steady pace vs. frequent deadlines
- Do you work well under pressure or does it cause you anxiety? Do you prefer a steady pace?

Work Style – independent vs. collaborative
- Do you work best alone, or do you prefer to work in close collaboration with others?

Work Space – private office vs. open floor plan
- Do you need quiet to concentrate or do you kick into high gear when the activity and noise level increase?

Supervision – high degree of supervision vs. high degree of autonomy
- Do you prefer to work under close supervision or independently with few limitations provided the goals are achieved?

Feedback – frequent, open feedback vs. feedback limited to formal process
- Is feedback and recognition important to you? Do you prefer to do your thing without drawing attention to yourself?

Career Development – rotational program vs. self-initiated career development
- Do you need to have a defined path for your career development or are you comfortable with ambiguity, i.e. you have an “I can go anywhere mentality”; it’s up to you to make it happen.

Once you identify your preferences, determine which are most important to you (i.e. could be deal breakers if absent). Rate them on a scale from 1-5, with 5 being the highest degree you require for your job satisfaction.
Step 2 – Determine the Company Culture

There are a number of ways to gather information about a company’s culture. To get the most accurate picture, explore a number of sources, look for consistent themes and avoid relying too heavily on any one person’s opinion.

Be Inquisitive in Your Interviews – During your on-site interviews, ask questions that will help you understand whether the environment provides the elements that are most important to you. Ask the interviewers to give examples that support their responses. For example, if continuing education is important, ask, “Does the organization support continuing education for its employees?” While the answer “Yes,” may be a good start, it’s not sufficient. Ask next, “What programs are in place to support further education?”

Talk to Other Employees (Current and Past) – Talk to people in various positions and across levels of the organization during your visit. Take advantage of formal and informal opportunities to engage others. The receptionist who greets you may have insight to share that’s as valuable as that of your potential boss. In addition, find contacts in your own networks (alumni are a great resource) who would be willing to talk with you. Ask them what it’s really like to work there, making sure you ask about the positive aspects as well as the challenges, so that you get the full picture.

Pay Attention to Instincts, Observations, and Amenities – Trust your instincts. Did something rub you the wrong way? Are you receiving conflicting messages about what it’s like to work there? Maybe you’re hearing all the right things, but your observations tell a different story. You’re expecting a collaborative, open environment, but heads are down and backs are turned when you walk through the department. The perceived disconnect may not be a bad thing. There may be a logical explanation for what you’re seeing, but it’s certainly something to ask about, so that you know for sure.

Seemingly small details about office life can be telling about the culture. An on-site cafeteria with free food all day long may be a very generous benefit, yet may also be a sign that work is often conducted through breakfast, lunch and dinner. Similarly, widely publicized games, contests and gatherings may indicate a social, collaborative, competitive environment. Ask about these items to be sure your interpretation is accurate.

Keep in mind; it’s hard to find a perfect match, because the real world isn’t perfect. But by doing your homework and learning as much as you can about the environment, you’ll be more confident in your decision making process and better prepared for your transition into the organization. You’ll also be less likely to face unexpected surprises.

Step 3—Decision Time - Is it a Fit?

You know what’s important to you and you understand what the company has to offer. Does the opportunity satisfy your top criteria (4s and 5s)? If so, it sounds like you’re aligned with company culture and it’s likely to be a good fit. If not, and you’re still considering the opportunity, what’s your motivation to accept the job? Sometimes there are compelling reasons to take a job (financial need, get you closer to your next goal, etc.), even if it falls short of your ideal. If this is the case, be sure to focus on the positive aspects of the opportunity, and adjust your expectations and approach to make it work.
# Guide to Appropriate Pre-Employment Inquiries

<table>
<thead>
<tr>
<th>ACCEPTABLE</th>
<th>SUBJECT</th>
<th>UNACCEPTABLE</th>
</tr>
</thead>
</table>
| “Have you worked for this company under a different name?”  
“Have you ever been convicted of a crime under another name?” | NAME | Former name of applicant whose name has been changed by court order or otherwise |
| Applicant’s place of residence  
How long applicant has been a resident of this state or city | ADDRESS OR DURATION OF RESIDENCE | Birthplace of applicant  
Birthplace of applicant’s parents, spouse or other relatives  
Requirement that applicant submit a birth certificate, naturalization or baptismal record |
| “Can you, after employment, submit a work permit if under 18?”  
“Are you over 18 years of age?”  
“If hired, can you furnish proof of age?” or Statement that hire is subject to verification that applicant’s age meets legal requirements | AGE | Questions that tend to identify applicants 40 to 64 years of age |
| Applicant’s place of residence  
How long applicant has been a resident of this state or city | ADDRESS OR DURATION OF RESIDENCE | Birthplace of applicant  
Birthplace of applicant’s parents, spouse or other relatives  
Requirement that applicant submit a birth certificate, naturalization or baptismal record |
| Applicant’s military experience in armed forces of United States, in a state militia (U.S.) or in a particular branch of U.S. armed forces | EXPERIENCE | Applicant’s military experience (general)  
Type of military discharge |
| Applicant’s academic, vocational or professional education; schools attended | EDUCATION | Date last attended high school |
| Applicant’s work experience  
Applicant’s military experience in armed forces of United States, in a state militia (U.S.) or in a particular branch of U.S. armed forces | EXPERIENCE | Applicant’s military experience (general)  
Type of military discharge |
| “Have you ever been convicted of any crime? If so, when, where and what was the disposition of case?” | CHARACTER | “Have you ever been arrested?” |
| Names of applicant’s relatives already employed by this company  
Name and address of parent or guardian if applicant is a minor | RELATIVES | Marital status or number of dependents  
Name or address of relative, spouse or children of adult applicant  
“At whom do you reside?”  
“Do you live with your parents?” |
| Name and address of person to be notified in case of accident or emergency | NOTICE IN CASE OF EMERGENCY | Name and address of relative to be notified in case of emergency |
| Organizations, clubs, professional societies or other associations of which applicant is a member, excluding any names the character of which indicate the race, religious creed, color, national origin or ancestry of its members | ORGANIZATIONS | List all organizations, clubs, societies and lodges to which you belong |
| “By whom were you referred for a position here?” | REFERENCES | Requirement of submission of a religious reference |
| “Can you perform all of the duties outlined in the job description?”  
Statement by employer that all job offers are contingent on passing a physical examination | PHYSICAL CONDITION | “Do you have any physical disabilities?”  
Questions on general medical condition  
Inquiries as to receipt of workers’ compensation |
The Cost of Living Index

The following is a selection of cities where many graduating students accept offers. The cost of living index is based on the composite price of groceries, housing, utilities, transportation, health care, clothing and entertainment in each city listed. Use the calculation to compare salaries in different cities. For further information about the data below, please refer to www.bestplaces.net/cost-of-living. To compare information from other sources, refer to these websites: www.salary.com and www.homefair.com/real-estate/salary-calculator.asp.

Salary Comparison Equation
City #1  x  Salary = $_______
City #2

What is the New York City equivalent of a $50,000 salary in Ann Arbor?
New York City  168  x  $50,000  =  $75,676
Ann Arbor  111

<table>
<thead>
<tr>
<th>Average City, USA</th>
<th>100</th>
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<tbody>
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<td>Cheyenne</td>
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</table>
First, congratulations on your offer! Take some time to think about the offer and perhaps explore the pros and cons of accepting it. Is the compensation what you are looking for? Where is it located, and is this a place you want to live? What kind of work will you be doing, and is it what you want to do? If the offer does not meet one or more of the things you want, consider negotiating. Not every company may be willing to negotiate, but you can certainly try. Companies do not typically revoke offers when candidates negotiate. When negotiating, be positive, polite and reasonable. If you decide to negotiate, plan a strategy after speaking with a Career Advisor and using the tips in this guide.

It’s Not Just About the Salary
When it comes to making a decision about accepting a job offer, base salary is just one factor you want to consider. Consider what is important to you and your career goals, understand the whole package. Please note that the benefits listed below are examples and not every offer will include all the items listed. There may also be benefits offered that are not listed.

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Professional Development</th>
<th>Company Culture/Values</th>
</tr>
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<tbody>
<tr>
<td>• Medical</td>
<td>• Tuition Reimbursement</td>
<td>• Professional Travel</td>
</tr>
<tr>
<td>• Dental</td>
<td>• Opportunity for Career Growth</td>
<td>• Dress Code</td>
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<tr>
<td>• Vision</td>
<td>• Collaboration Opportunities</td>
<td>• Ability to Work From Home</td>
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<tr>
<td>• Paid Time Off (PTO)</td>
<td>• Involvement in Professional Organizations and Conferences</td>
<td>• Location(s)</td>
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<tr>
<td>• 401(k)/403(b)</td>
<td>• Leadership Tracks</td>
<td>• Management Style</td>
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<tr>
<td>• Stock Options/Equity</td>
<td>• Rotational Programs</td>
<td>• Office Space</td>
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<td>• Domestic Partner Coverage</td>
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<td>• Performance Reviews</td>
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<tr>
<td>• Tuition Reimbursement</td>
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<tr>
<td>• Jury Duty</td>
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<tr>
<td>• Bereavement</td>
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<td>• FMLA and Maternity/Paternity Leave</td>
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<tr>
<td>• Relocation Assistance</td>
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<tr>
<td>• Signing Bonus/Annual Bonus</td>
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</tbody>
</table>

Tips
- Do your homework before entering into a negotiation. Conduct research using ECRC salary data, websites such as Salary.com, cost of living calculators, etc. These tools will help you in determining how much to ask for and why.
- Plan your strategy around your research, your leveraging tools, and who you are communicating with. We recommend negotiating with the company representative you have had the most contact with/are the most comfortable speaking to.
- Make sure to practice before negotiating. Practicing will decrease nervousness and increase your ability to articulate your desires.
- ALWAYS maintain a positive and productive tone in the negotiation. You do not want to jeopardize your reputation or relationship with the employer.

Accepting an Offer
Accepting an offer of employment, whether verbally or in writing, represents your (good faith) commitment to join the employing organization and to honor the terms of the employment agreement. Once you have accepted an offer, you should discontinue all further interviewing and search activities, including withdrawing from previously scheduled interviews.

The ECRC maintains a strong relationship with many employers, and this relationship is damaged when students retract committed offers. Reneging on offers can also damage your reputation in the industry, as well as the reputations of the University of Michigan, the College of Engineering, and the ECRC. We expect all students to conduct themselves professionally and ethically in their job search. Please see Offers and Acceptance Policy for more detail on the consequences of retracting committed offers. This can be found at career.engin.umich.edu/employmentoffers.
The DoD civilian (non-military) workforce includes many of the most brilliant, talented, and innovative scientists, engineers, operations researchers, and mathematicians in the world. You can be one of them!

SMART Scholars receive:

- Full tuition and educational fees
- A generous cash stipend
- Summer internships
- A health insurance allowance
- Guaranteed employment in a challenging and rewarding role defending our Nation and supporting our Armed Forces

Visit the SMART website to see the list of DoD SMART facilities and subscribe to SMART e-mails!

www.smartscholarship.org
Michigan Engineering Salary At-A-Glance

The ECRC regularly surveys students to learn about where Michigan Engineers have accepted full-time, internship, or co-op opportunities. This information is updated and reported annually in the ECRC’s Annual Report. The following represents a snapshot of the salary data collected from the 2016-2017 academic year. For a more detailed information visit: [https://career.engin.umich.edu/about/salary-info](https://career.engin.umich.edu/about/salary-info)

### Bachelor’s Internships

<table>
<thead>
<tr>
<th>Major</th>
<th>Monthly Salary Range</th>
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<tbody>
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<td>Aerospace</td>
<td>$1,907 - $5,460</td>
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<tr>
<td>Biomedical</td>
<td>$1,733 - $4,680</td>
</tr>
<tr>
<td>Chemical</td>
<td>$1,820 - $7,039</td>
</tr>
<tr>
<td>Civil</td>
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<tr>
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<tr>
<td>Computer Science</td>
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<td>Materials Science</td>
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<td>Mechanical</td>
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<td>Naval Architecture and Marine</td>
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<td>$2,946 - $4,274</td>
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### Master's Internships

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<td>Electrical and Computer</td>
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<td>Global Automotive and Manufacturing</td>
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<tr>
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<tr>
<td>Manufacturing</td>
<td>$2,080 - $3,466</td>
</tr>
<tr>
<td>Mechanical</td>
<td>$1,906 - $8,666</td>
</tr>
<tr>
<td>Robotics</td>
<td>$3,466 - $9,360</td>
</tr>
</tbody>
</table>

### Co-op

<table>
<thead>
<tr>
<th>Major</th>
<th>Average Monthly Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerospace</td>
<td>$3,232</td>
</tr>
<tr>
<td>Biomedical</td>
<td>$3,679</td>
</tr>
<tr>
<td>Chemical</td>
<td>$4,120</td>
</tr>
<tr>
<td>Computer</td>
<td>$5,417</td>
</tr>
<tr>
<td>Computer Science</td>
<td>$6,592</td>
</tr>
<tr>
<td>Electrical</td>
<td>$3,351</td>
</tr>
<tr>
<td>IOE</td>
<td>$4,319</td>
</tr>
<tr>
<td>Mechanical</td>
<td>$3,661</td>
</tr>
</tbody>
</table>
### Bachelor's Full Time

<table>
<thead>
<tr>
<th>Major</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerospace</td>
<td>$29,000 - $80,000</td>
</tr>
<tr>
<td>Biomedical</td>
<td>$49,000 - $83,500</td>
</tr>
<tr>
<td>Chemical</td>
<td>$45,000 - $107,000</td>
</tr>
<tr>
<td>Civil</td>
<td>$48,000 - $78,000</td>
</tr>
<tr>
<td>Computer</td>
<td>$60,000 - $110,000</td>
</tr>
<tr>
<td>Computer Science</td>
<td>$30,000 - $180,000</td>
</tr>
<tr>
<td>Materials Science</td>
<td>$60,000 - $74,000</td>
</tr>
<tr>
<td>Data Science</td>
<td>$63,000 - $115,000</td>
</tr>
<tr>
<td>Electrical</td>
<td>$60,000 - $107,000</td>
</tr>
<tr>
<td>IOE</td>
<td>$48,800 - $103,000</td>
</tr>
<tr>
<td>Mechanical</td>
<td>$48,000 - $91,000</td>
</tr>
<tr>
<td>Naval Architecture and Marine</td>
<td>$47,000 - $71,000</td>
</tr>
<tr>
<td>Nuclear</td>
<td>$65,000 - $90,000</td>
</tr>
</tbody>
</table>

### Master's Full Time

<table>
<thead>
<tr>
<th>Major</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerospace</td>
<td>$71,000 - $87,500</td>
</tr>
<tr>
<td>Automotive</td>
<td>$68,000 - $83,000</td>
</tr>
<tr>
<td>Biomedical</td>
<td>$59,000 - $120,000</td>
</tr>
<tr>
<td>Civil</td>
<td>$55,000 - $69,500</td>
</tr>
<tr>
<td>Computer</td>
<td>$85,000 - $120,000</td>
</tr>
<tr>
<td>Electrical and Computer Science</td>
<td>$40,000 - $157,000</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>$62,500 - $120,000</td>
</tr>
<tr>
<td>Electrical</td>
<td>$70,000 - $117,000</td>
</tr>
<tr>
<td>Electrical Engineering Systems</td>
<td>$56,000 - $120,000</td>
</tr>
<tr>
<td>IOE</td>
<td>$64,000 - $133,000</td>
</tr>
<tr>
<td>Materials</td>
<td>$72,000 - $92,500</td>
</tr>
<tr>
<td>Mechanical</td>
<td>$50,000 - $140,000</td>
</tr>
<tr>
<td>Robotics</td>
<td>$80,000 - $100,000</td>
</tr>
<tr>
<td>Space</td>
<td>$72,000 - $90,000</td>
</tr>
</tbody>
</table>

The average industry base salary for 2016-2017 engineering **doctoral graduates** was $106,867.
ATTENDING GRADUATE SCHOOL AT THE MASTERS OR PHD LEVEL CAN REAP MANY REWARDS. GRADUATE STUDENTS CONTINUE TO ADVANCE THEIR EDUCATION, EXPAND THEIR KNOWLEDGE AND EXPERIENCE, AND DEVELOP SPECIFIC EXPERTISE. IF YOU ARE INTERESTED IN DEVELOPING ADVANCED KNOWLEDGE IN SPECIFIC SUBJECT AREAS, DESIRE TO WORK IN RESEARCH OR ENVISION YOURSELF IN LEADERSHIP ROLES, GRADUATE SCHOOL MAY BE A GREAT OPTION FOR YOU.

The graduate school admissions process can seem intimidating and difficult, but can be made easier with adequate planning and preparation. First, explore the graduate programs/degrees you are interested in pursuing. Do you want to obtain a masters degree or PhD? What about research, internship or international options? What are the admissions requirements, such as GPA, GRE scores and essays? These questions and others will guide your decision making.

Top Three Tips
1. Most graduate school programs require that you take a standardized test as part of the admissions process. The GRE is the most common for engineering programs. Take the test early so you have time to evaluate your scores. If they are low, you may consider taking the test again.
2. An interview may also be a part of the admissions process. Interviewing is a skill. Make sure you practice and use our resources if you need help preparing.
3. Strong recommendation letters can help you achieve admission to graduate programs. To obtain these, try to build strong relationships with faculty in your department.

The Dos and Don’ts of Graduate School Essays
Do
• Be honest and direct. Good essays blend confidence with potential.
• Be personal. Essays, and especially personal statements, enable you to let admissions committees know who you are beyond GPA and test scores.
• Be interesting. Committees read many essays. You want yours to stand out, maintain their attention, and say something meaningful about you.

Don’t
• Emphasize the negative. If you have weaknesses to address, do so (such as a bad grade that impacted your GPA). However, make it concise and move on.
• Use gimmicks, vague language, clichés, quotations from notable figures.

The Personal Statement
A personal statement is a commonly requested essay used by graduate school admissions committees. A personal statement enables you to elaborate on your background, to explore your personal motivations for attending graduate school and often to highlight your unique life experiences or challenges you have overcome.

The Statement of Purpose
The statement of purpose is another very common essay requested by graduate school admissions. The statement of purpose differs from the personal statement, as its major function is in describing how you are prepared, what you hope to accomplish and how graduate school will help you to meet your short- and long-term career goals.
DATA SCIENTIST

212-854-5660 datascience@columbia.edu  datascience@columbia.edu

My passion is using data to solve complex, real-world problems. I have had the amazing opportunity to study machine learning, data mining, and advanced statistical theory for my MS in Data Science. Equipped with essential technical skills and extensive hands-on experience, I look forward to harnessing the power of data science to help shape the world around us for the better.

EDUCATION
Columbia University in the City of New York
Master of Science in Data Science 2020
- Algorithms for Data Science
- Probability & Statistical Inference
- Machine Learning for Data Science
- Exploratory Data Analysis & Visualization

University of Michigan College of Engineering
Bachelor of Science 2019

EXPERIENCE
Data Science Capstone Project
A semester-length data science project sponsored by a faculty member or Data Science Institute industry affiliate that synthesizes the statistical, computational, engineering challenges & social issues involved in solving complex real-world problems.

SKILLS
COMPUTER SCIENCE
Python, Java, R, C++

QUANTITATIVE SKILLS
Linear Algebra, Calculus

LEADERSHIP
Columbia Data Science Society

HOBBIES
Networking in New York City, Friends, Music, Meetups, Hackathons

REFERENCES
Available upon request at datascience@columbia.edu

M.S. in Data Science, Certification & Online Courses
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