CAREER GUIDE

Engineering Career Resource Center
230 Chrysler Center
Where would you like to take technology? What impact can you have on the world?

At KLA, we harness the power of x-rays, sensors, optics, precision motion control, and machine learning to develop industry-leading process controls for the digital age. From raw silicon wafers to next-gen chips to the smart devices of the future, you’ll help enable what’s next.

In Ann Arbor, we’re building a flagship campus near the University of Michigan, and we’re hiring 500 talented people over the next five years. What will your impact be?

careers.kla.com
STUDENT SERVICES

Our Commitment

The Engineering Career Resource Center (ECRC) supports College of Engineering students in their career exploration and job search process. We offer comprehensive career development services to support our students’ successful transition from campus to career. We are passionate about providing excellence, innovation, and integrity through our services and relationships.

Our Expertise

We encourage you to pursue activities and organizations that interest you during your time at Michigan. These experiences will help you develop skills that will prepare you for your future career. Throughout your exploration, we will help you reflect on your successes and challenges and teach you to communicate them in a meaningful way to recruiters, researchers, and others with whom you would like to work!

Your Responsibility

All students who engage in on-campus recruiting activities (and all CoE students) are bound by the ECRC Job Search Code of Ethics, which asks that you:
• Act in good faith
• Honor your commitments
• Preserve your integrity and ours
• Show respect and concern for employers in the process
• Discontinue interviewing once you have accepted an offer

Be sure you read it carefully and understand its intent before you check the box. career.engin.umich.edu/career/job-search-policies/

Invest in your career development by:

EXPLORING opportunities

EXPLORE

Learn About Exciting Jobs
• Career Days
• Office Hours
• Career Fairs
• Job Postings (Engineering Careers)

PREPARING for the job search

PREPARE

Get ECRC Advice and Expertise
• Meet with a Career Advisor
• Connect with a Peer Advisor
• Attend a workshop

CONNECT with people

CONNECT

Achieve Success in Your Search
• Make a positive impression
• Get the interview
• Land the job
• Evaluate offers

Connect with people

• Deliver a memorable elevator pitch
• Submit targeted resume that connects YOU to the JOB
• Demonstrate your interest in and ability to perform the job
WHAT'S YOUR CAREER PATH

Everyone has a unique career path. As your journey begins, focus on YOUR individual career trajectory. Below are some recommendations on how to effectively utilize the ECRC's resources during your time as a Michigan Engineering student, as well as a general recruiting timeline for fall and winter semesters.

How to Utilize the ECRC

Beginning Your Career Search

• Research a variety of industries, companies, and positions to explore potential interests.
• Seek out informational interviews with professionals. See page 25.
• Attend ECRC workshops on a variety of topics: Introduction to Resume Writing, Strategies for Career Fair Success, and Interview Preparation Workshop.
• Participate in Engineering Career Fairs to learn more about the recruitment process.
• Schedule career advising appointments to learn about the ECRC and job search strategies.

Seeking Your First Position

• Prepare and practice your elevator pitch. See page 31.
• Schedule ECRC career advising appointments to review your application materials.
• Apply to positions on Engineering Careers, by Symplicity and company websites.
• Attend recruitment events to engage with employers and learn more about specific positions.

Preparing for the Interview

• Research the company’s annual reports, financial outlook, and funding priorities; mission, values, and vision; history; locations; current challenges and opportunities; industry and industry challenges; competitors, etc.
• Prepare answers to common interview questions. See page 37.
• Schedule a mock interview and/or interview preparation advising appointment with an ECRC Career Advisor.
• Send a “thank-you email” within 24 hours of the conclusion of the interview. See page 27.

Consider Job Offers

• Learn about a company’s culture and consider whether it is a good fit for you. See page 38.
• Research your offered salary and benefits package to see if it is in line with industry standards. See page 42 of guide.
• Read the ECRC’s Job Search Policies: career.engin.umich.edu/career/job-search-policies

RECRUITING TIMELINE

SEPTEMBER

Peak volume for on-campus recruiting events:
• Attend Fall Engineering Career Fairs
• Attend Career Day events
• Attend Career Engagement Opportunities
• Continue to apply for positions
• Schedule On-Campus Interviews if invited

EARLY SEPTEMBER

Recruitment activity begins:
• Schedule an ECRC career advising appointment to prepare for the recruitment season
• Attend ECRC events (Career Day events, Elevator Pitch Booth, Industry Resume Critiques, etc.)
• Apply for positions posted in Engineering Careers, by Symplicity and company websites

OCTOBER

High-volume on-campus recruiting activity continues
• Attend Fall Engineering Career Fairs
• Attend Career Day events
• Attend Career Engagement Opportunities
• Continue to apply for positions
• Schedule On-Campus Interviews if invited

NOVEMBER

Reduced on-campus recruiting activity:
• Continue to apply for positions
• Recommended decision deadline to accept or decline job offers: November 30th

DECEMBER

No on-campus recruiting activities
• Continue to apply for positions through Engineering Careers, by Symplicity and company websites

MARCH-APRIL

On-campus recruiting continues, typically for ‘just-in-time’ hiring
GETTING STARTED

ENGINEERING CAREERS by sympliCity

Interviews
Use the interviews section of Engineering Careers to:
• Accept or decline employer invitations for interviews
• Cancel or reschedule interviews

Job Search
Utilize jobs tab to search for full-time, internship, and co-op opportunities.
• Utilize filters to meet your search criteria, such as location
• Be sure to follow the How to Apply instructions
• Search for companies of interest in the employer tab
• To expand your search, use the Extended Job Search Tool

Appointments
Schedule a Career Advising appointment by selecting Request a Career Advising Appointment on the right side of your home page.
• Introduction to the ECRC
• Resume/CV Review
• Cover Letter Review
• Job Search Strategies
• Mock Interview/Career Fair Preparation
• Evaluating Offers
• General Career Advising

Documents
Upload documents to your profile for easy access when applying to full-time, internship, or co-op opportunities.
• Resumes
• Cover Letters
• 1 Copy of Your Transcript

Events
Browse the calendar or events section to find out about upcoming career events.
• Career Fairs
• Career Days
• Workshops
• Portrait Sessions
• Special Company/Career Events
Companies that are looking to hire Michigan Engineering students will post their job opportunities in *Engineering Careers, by Symplicity* and collaborate with the ECRC on recruitment events. The ECRC recommends using Engineering Careers, by Symplicity as your main job portal. However, **Handshake** and the services offered by the University Career Center are great supplemental tools for your job search.

**Handshake**

Students from all U-M schools and colleges are able to take advantage of the University Career Center’s (UCC’s) resources.

As a U-M student it is important to leverage all of your resources. Handshake is UCC’s online platform for finding jobs and internships and for connecting with employers and staff.

**Find opportunities to connect with employers:**

- Jobs and internships in fields within and beyond engineering (for example: consulting, finance, environment, government, nonprofit)
- Employer-sponsored events such as recruiting information sessions, webinars, or special on-site employer visits

**Find UCC Resources:**

- All UCC-sponsored events including Employer Challenges, Immersion trips, Internship Labs, and other workshops
- Access to preparation help for pre-health students
- Check it out at [umich.joinhandshake.com](http://umich.joinhandshake.com)
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 and Problem Solving**
- Engage fully in each core course taken
- Brainstorm solutions before asking questions
- Pursue research experiences with faculty

**Leadership**
- Get involved in an engineering-focused student organization
- Take a lead role in a class project
- Volunteer to take on new tasks in the workplace

**Oral and 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 and Collaboration**
- Join associations and competition teams
- Effectively partner with workplace staff
- Share responsibility on class projects

**Global and 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 and Work Ethic**
- Complete internships and industry design projects
- Build a professional wardrobe
- Maintain a positive attitude

Adapted with permission from The National Association of Colleges and Employers.
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.
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 how your skills, knowledge, and abilities 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 the future. 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 most employers are looking for the same traits. Top among them are teamwork, motivation, work ethic, communication (verbal and written), analytical abilities, problem-solving skills, and initiative. As you craft your 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 I Uncover my 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!)

Formula for Success: Impact Statements

<table>
<thead>
<tr>
<th>Action</th>
<th>Context</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action: What did you do? (Use action verb)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Context: How did you do it? (Define skills, tools, programs, complexity, or environment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Result: Why did you do it? (Explain the purpose of your effort)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example Impact Statements
Summer Camp Counselor:

<table>
<thead>
<tr>
<th>BEFORE</th>
<th>AFTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned activities for summer youth camp.</td>
<td>Recruited and trained additional volunteers to improve camp operations and expand scope of offerings.</td>
</tr>
<tr>
<td>Supervised junior counselors.</td>
<td>Developed and implemented orientation program for new volunteers to ensure safety and learning goals were achieved for all campers.</td>
</tr>
</tbody>
</table>
# Action Verbs for Your Resume

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

## Management Skills
- Administered
- Analyzed
- Assigned
- Attained
- Chaired
- Consolidated
- Delegated
- Developed
- Directed
- Coordinated
- Enhanced
- Evaluated
- Executed
- Improved
- Established
- Instituted
- Managed
- Increased
- Organized
- Prioritized
- Motivated
- Planned
- Recommended
- Reviewed
- Produced
- Reorganized
- Reviewed
- Scheduled
- Strengthened
- Supervised

## Communication Skills
- Addressed
- Authorized
- Collaborated
- Composed
- Contacted
- Convinced
- Corresponded
- Directed
- Edited
- Excited
- Explained
- Drafted
- Influenced
- Interpreted
- Lectured
- Formulated
- Mediated
- Moderated
- Negotiated
- Persuaded
- Promoted
- Publicized
- Reconciled
- Recruited
- Resolved
- Spoke
- Translated
- Wrote

## Research Skills
- Analyzed
- Clarified
- Collected
- Compared
- Conducted
- Critiqued
- Examined
- Diagnosed
- Evaluated
- Gathered
- Identified
- Interviewed
- Investigated
- Located
- Organized
- Reviewed
- Summarized
- Surveyed
- Systematized
- Tested

## Technical Skills
- Adapted
- Applied
- Assembled
- Built
- Calculated
- Computed
- Developed
- Designed
- Fabricated
- Installed
- Engineered
- Operated
- Overhauled
- Programmed
- Remodeled
- Repaired
- Replaced
- Standardized
- Studied
- Upgraded
- Utilized

## Teaching Skills
- Adapted
- Advised
- Coached
- Communicated
- Coordinated
- Developed
- Encouraged
- Evaluated
- Explained
- Focused
- Guided
- Individualized
- Instructed
- Persuaded
- Stimulated
- Trained
- Tutored

## Financial Skills
- Administered
- Allocated
- Analyzed
- Appraised
- Audited
- Balanced
- Budgeted
- Calculated
- Computed
- Developed
- Estimated
- Managed
- Planned
- Projected
- Researched
- Reduced

## Creative Skills
- Acted
- Adapted
- Composed
- Conceptualized
- Created
- Customized
- Designed
- Developed
- Directed
- Established
- Fashioned
- Founded
- Illustrated
- Integrated
- Initiated
- Invented
- Modified
- Originated
- Performed
- Planned
- Revised
- Shaped
- Solved
- Revitalized

## Helping Skills
- Advocated
- Aided
- Assessed
- Assisted
- Clarified
- Coached
- Demonstrated
- Diagnosed
- Expedited
- Educated
- Encouraged
- Expelled
- Familiarized
- Guided
- Facilitated
- Motivated
- Represented
- Supported
- Referred
- Resolved
- Rehabilitated
- Volunteered

## Clerical/Detail Skills
- Approved
- Arranged
- Cataloged
- Charted
- Classified
- Coded
- Collected
- Compiled
- Dispatched
- Distributed
- Executed
- Generated
- Implemented
- Inspected
- Maintained
- Monitored
- Operated
- Purchased
- Organized
- Recorded
- Retrieved
- Scheduled
- Set up
- Reviewed
- Routined
- Screened
- Scheduled
- Standardized
- Systematized
- Specified
- Tabulated
- Updated
- Verified

## More Verbs of Accomplishment
- Achieved
- Awarded
- Completed
- Expanded
- Improved
- Pioneered
- Reduced
- Resolved
- Spearheaded
- Restored
- Surpassed
- Succeeded
- Transformed
- Won
RESUME TIPS

A resume provides a concise summary of your experiences that should inspire the employer or organization to want to meet you. Your resume should detail why you are the ideal candidate as it relates to the specific qualifications of the job. The following tips will assist you in achieving success!

Grammar
- Be consistent with your punctuation
- Write in the present tense for duties you are currently performing
- Spell out numbers between one and nine. Use numerals for numbers 10+ unless they appear at the beginning of a sentence, when they should be spelled out
- Capitalize all proper nouns
- Perform spell check on your finished document to avoid misspellings

Word Choice
- Use a variety of action verbs to start your impact statements when describing your experiences (e.g., designed, increased, developed)
- Use acronyms carefully; is the acronym universally known or familiar to your intended audience?

Design
- Use appropriate margins (0.5 – 1 inch) and font types
- Use one, easy-to-read font size throughout your resume (10pt – 12pt); only your name should be in a slightly bigger font
- Name and contact information should be placed at the top of your resume
- Apply techniques to draw attention consistently throughout (bold, italics, underline); do not overuse
- Use indentations and bullet styles consistently; ensure consistent alignment of bullet points; do not overuse indents
- List experiences in reverse chronological order within each section
- Save as a PDF for consistency across applications

GPA
Most employers are going to want to know your GPA eventually and expect that it will be on your resume. If your GPA is above a 3.0 on a 4.0 scale, you should include it. It may even be a good idea if it is under 3.0. Contact the ECRC to speak with a Career Advisor if you have questions regarding your personal GPA for the best advice for your situation.

What You Can Include
- Education: Institution, Degree, Minor, Anticipated Graduation Date, GPA, Related Coursework, Study Abroad Experience
- Experiences: Work, Academic Projects, Research, Leadership, Volunteer, etc.
- Skills: Computer, Languages, Machining, etc.
- Student Organizations and/or other activities
- Awards/Accomplishments/Certifications
- Objective: Explains your intention
- Summary: Overview of background/experience

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

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
What to Know About Applicant Tracking Systems

Applicant Tracking Systems (ATS) are used by many companies to process job applications and manage the hiring process. They are designed to save recruiters time by making applicant information easily accessible and digitally searchable. ATS allow recruiters to sift through the thousands of resumes they receive utilizing various filters that they have identified to be important.

How can you ensure that your resume makes it through this system and into the hands of a recruiter? Keep the following tips in mind:

1. **KEEP YOUR RESUME FORMAT SIMPLE**
   - Stick to standard resume formatting — avoid fancy fonts, logos, symbols, shading, and column-formatted resumes
   - Use familiar section headings such as Education, Experience, Skills, etc.
   - Be consistent in the formatting within each section of your resume

2. **MEET THE QUALIFICATIONS**
   - If you think you meet the qualifications described by the employer, then your resume should detail that evidence
   - Customize your resume using keywords described in the job posting — don’t go overboard repeating keywords; 2-3 times will suffice
   - Utilize acronyms carefully. Consider using the full phrase followed by the acronym, then the acronym only if repeated

3. **FOLLOW APPLICANT DIRECTIONS**
   - Complete the online application process in the manner that is requested. Any deviation from what is required can be a reason to filter you out!
   - Avoid skipping sections by using the term “see resume”: while it may seem redundant to enter the exact information from your resume, some ATS use these fields to execute the search or ranking of your background.
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• Mechanical Engineering
• Robotics

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STUDENT NAME
email@umich.edu • 734-647-7160 • 2121 Bonisteel Boulevard • Ann Arbor, MI 48109

EDUCATION
University of Michigan
Bachelor of Science in Engineering in Industrial and Operations Engineering
GPA 3.08/4.00
Coursework: Introduction to Optimization Methods, Introduction to Markov Processes, Linear Statistical Models, Lean Manufacturing and Services, Global Cultural Systems Engineering
Technische Universität Berlin
Study Abroad
Berlin, Germany
May 2017 - August 2017
• Completed classes in industrial engineering and German language
• Participated in cultural and industrial excursions to understand intricacies of German culture and business
• Volunteered in local elementary school, gaining cross-cultural and teamwork skills

EXPERIENCE
Mataco, Inc.
Supply Chain Management Intern
Broadview Heights, OH
May 2019 - August 2019
• Coordinated transition to new brass wire supplier resulting in $12,000 savings
• Standardized shipment process from new supplier to Mataco factories using lean manufacturing techniques
• Developed database tools to track inventory transported from new supplier to Mataco warehouses
• Presented 12 weeks of data analysis and recommendations at Mataco annual company meeting

PROJECT EXPERIENCE
Better Living Using Engineering Laboratory (BLUE Lab)
Woven Wind Financial Chair
Member
Ann Arbor, MI
January 2019 - Present
September 2017 – December 2018
• Coordinate fundraising events to raise over $5,000 for wind energy technology programs in local schools
• Manage budgets for purchasing supplies for the fabrication of wind turbines
• Communicate with sponsors and university scholarship representatives to obtain funds of $3,000
• Educate students from local schools on the uses and benefits of wind energy through workshops and demonstrations

University of Michigan
Entrepreneurial Studies: Start-up Simulations
Ann Arbor, MI
September 2018 - December 2018
• Researched design options, material costs, competitors and market demand for wearable technology to determine optimal pricing and launch strategy
• Created a 5 year financial projection demonstrating product viability and pitched business plan to potential investors

LEADERSHIP
University of Michigan Alternative Spring Break
Site Leader
September 2017 - March 2018
• Planned and facilitated an interactive service-learning trip to Bloomington, IN to work in a domestic violence shelter
• Appropriated budgets for food, travel, and accommodations for 12 student volunteers
• Acted as a liaison between shelter employees and undergraduate students

SKILLS
Computer: Excel, Access, VBA, SQL, Minitab, AMPL. Python. C++. Matlab
Languages: Proficient in Spanish
Certifications: Lean Manufacturing Green Belt, Six Sigma Green Belt

ACTIVITIES
Alpha Pi Mu Industrial Engineering Honors Society
September 2017 - Present
Society of Women Engineers
September 2016 – April 2017
STUDENT NAME

(XXX) XXX-XXXX • email@umich.edu

SUMMARY
Experienced in electrical engineering and communications applications. Graduate concentration in communications. Primary strengths include bio-systems, 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 2020
GPA 3.64/4.00

Virginia Commonwealth University, Richmond, VA
Bachelor of Science in Electrical Engineering April 2019
GPA 3.81/4.00
Coursework: Microprocessor System Design, High-frequency Circuit Design Automatic Control

EXPERIENCE
University of Michigan Biomedical Ultrasound Lab, Ann Arbor, MI
Graduate Research Assistant September 2019-Present
• Developed real-time DSP algorithms for motion tracking
• Wrote simulation programs using C/C++ for ultrasonic imaging systems
• Developed VXI memory board using Altera FPGAs to capture real-time RF data from ultrasound scanners and interface to workstations
• Supported Windows system administration and lab website maintenance to ensure positive user experience

General Electric Medical Systems (GEMS), Waukesha, WI
Safety & Regulatory Engineering Intern April 2019-August 2019
• 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 PROJECTS
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

COMPUTER SKILLS
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, x86/686/6809/8098
Applications: Microsoft Office, Altera MAX+PLUS II, Spicc, Protei, SP68

AWARDS
University of Michigan, EECS Department Summer Fellowship, 2018
Virginia Commonwealth University, Russell Scholar, 2016-2018

LANGUAGES
Fluent in German and Spanish
FIRST YEAR STUDENT NAME
(XXX).XXX-XXXX, email@umich.edu
2121 Bonisteel Boulevard
Ann Arbor, MI 48109

OBJECTIVE
Dedicated undergraduate engineering student seeking a summer 2020 internship in the automotive industry with a specialization in mechanical or electrical engineering.

EDUCATION
University of Michigan, Ann Arbor, MI
Bachelor of Science in Engineering, College of Engineering April 2023

Mercy High School, Farmington Hills, MI
Diploma; GPA: 3.90/4.00 June 2019

EXPERIENCE

Mercy High School, Farmington Hills, MI
Science Tutor June 2018 - August 2019
- 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, Brighton, MI
Yogurt Connoisseur June 2017 – June 2018
- 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, Farmington Hills, MI
Mechanical Team Lead August 2017 - May 2019
- 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, Ann Arbor, MI
Community Member September 2019 - 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, Ann Arbor, MI
Team Captain September 2019 - 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
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 or 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 bullet-point format)
- Research experience

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.

A CV provides extensive information on THE APPLICANT’S QUALIFICATIONS AND BACKGROUND
INVEST IN THE FUTURE

“TO TACKLE SOCIETY’S PROBLEMS, WHICH ARE INCREASING IN COMPLEXITY, YOU NEED THE ADVANCED KNOWLEDGE A GRADUATE DEGREE CAN PROVIDE.”
ELIZABETH DREYER, PHD STUDENT IN ELECTRICAL ENGINEERING, UNIVERSITY OF MICHIGAN, SWH GRADUATE MEMBER COORDINATOR

“THE THING THAT DRIVES ME IS WAKING UP EVERY MORNING THINKING THAT ‘HEY, WHAT I’M DOING COULD SAVE THE WORLD.’”
SNANTAMO BIRCH, PHD STUDENT, MECHANICAL ENGINEERING, UNIVERSITY OF MICHIGAN

“WHILE IN GRADUATE SCHOOL, YOU HAVE SO MUCH MORE FREEDOM TO CHANGE THE STATUS QUO WITH A SIMPLE IDEA.”
JUAN LOPEZ, PHD STUDENT

“THE PEOPLE WHO ARE DEFINING WHAT THE FUTURE WILL LOOK LIKE ARE DOING IT IN GRADUATE SCHOOL.”
JESSICA JONES, PHD STUDENT, AEROSPACE ENGINEERING, UNIVERSITY OF MICHIGAN

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engin.umich.edu/future-graduates
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.

Your name and address as they appear on your resume

Date

Contact Person, Title (if available)
Company Name
Address
City, State Zip

Dear Hiring Representative or Contact Person:

First Paragraph—Introduction
Establishes the purpose of your letter, explains why you are interested in the position, and states why the employer should be interested in you for the position (interests, previous experience).
• State why you are writing by naming the specific position and direct personal interest in the company/role.
• Insert a brief sentence that gives your degree, major, college affiliation, and graduation date.
• Consider including how you heard about the position/employer. (For example, mention the contact person from whom you learned about the position).
• Conclude this paragraph with the skills you plan to highlight in your letter.

Middle Paragraph(s)—Body (1–2 paragraphs depending on background)
Generates 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
Concludes your letter and states your commitment to action.
• Consider summarizing your skills and experiences by connecting them directly to the company and/or position.
• Indicate that you are grateful for their consideration, and look forward to connecting with them in the future.

Sincerely,

Student Name
SAMPLE COVER LETTER

STUDENT NAME

(*** xxx-xxxx • email@umich.edu

September 23, 2019

Amazon
123 Street Name
Seattle, WA 98109

Dear Amazon Hiring Representative,

I am writing to apply for the Business Analyst position with Amazon. I believe that my creativity and ability to efficiently solve complex problems are well suited to Amazon’s culture of continuous innovation. I am intrigued by the opportunity to create efficient business processes as Amazon innovates, invents, and engineers on multiple fronts across a variety of industries. I am currently a junior at the University of Michigan studying Industrial and Operations Engineering and plan to graduate with my B.S.E. in May 2020. I am confident that I possess the project management and data analysis skills to be successful in this role.

In the summer of 2019, I worked as a Research Assistant at the Center for Ergonomics at the University of Michigan. In this role, I stepped in to continue the work that had been started to assist LG in improving their vacuum design as it related to customer usage. This involved designing a survey that participants would complete prior to taking part in a lab study. Information from this survey would enable the study to run more efficiently. I worked independently creating this survey; I was self-motivated and set goals along the way to ensure timely completion. The completed product was so well received by representatives at LG that they decided to utilize the survey nationally rather than locally, which had been previously planned.

I demonstrated my strong skills in analyzing and interpreting data this past semester in a Data Processing class. I was part of a project team that examined information related to customer experience metrics of a car dealership, including vehicle purchase data, inclusion of additional warranty, lease vs. purchase, etc. Our task was to develop software to predict the point at which an escalated customer complaint would likely develop into a lawsuit. After receiving 77MB of data to analyze, we developed metrics in SQL and used statistical analysis tools in Minitab and Excel. The model that I created accurately predicted when a lawsuit would not occur with 99.5% accuracy and when a lawsuit may occur within 80% accuracy.

I believe that through these experiences, along with my demonstrated leadership through my Resident Advisor and Peer Advisor roles, I have developed a unique combination of skills that have prepared me well for Amazon’s Business Analyst position. I appreciate your time and consideration, and I look forward to discussing my qualifications with you further during an upcoming interview.

Sincerely,

Student Name
IT FEELS LIKE A BIG START-UP. A PLACE WHERE YOU CAN PUSH AND BE HEARD.
ADEDOLAPO A.

WHATEVER YOU DO, BE YOU
Unique problems can only be solved with unique perspectives. Start your career with a company that values diverse thought and backgrounds. Because here at Capital One, we want you to bring your whole self to work. Join us at capitalonecareers.com

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- Installation
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- Project Management
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Follow us: LinkedIn Facebook
HOPING TO GAIN VALUABLE INDUSTRY EXPERIENCE? CONSIDER DOING A CO-OP

The Cooperative (Co-op) Education Program assists students in pursuing an optional program of work while studying in the College of Engineering. Students can find co-op positions independently or by using ECRC resources such as Engineering Careers, by Symplicity, a web-based recruiting system. A co-op search is the same as any other job search—students apply to organizations and then may be invited to interview.

What is the difference between a co-op and a summer internship?
Co-ops involve eight months of work, generally May through December or January through August, or a fall term and spring/summer term. An internship is May through August. We recommend that you try and obtain a summer internship or co-op before you graduate. Need help? Email ecrc-coop@umich.edu
INTERNATIONAL STUDENTS

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 source may be inaccurate.

Once you have decided to remain in the United States to work
Contact the University of Michigan International Center for guidance and make an appointment with an International Center Advisor.

The U-M International Center regularly sponsors workshops for international students on finding internships and full-time jobs in the United States. For more information, see their website at internationalcenter.umich.edu.

Preparing for the Job Search
• There are many employers who hire international employees. International students have much to offer employers including cross-cultural skills, diversity, a global perspective, perseverance, and language/skills.
• Networking is essential. Many jobs are found this way. 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 Institute website lsu.umich.edu/eli.
• 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.
• Gain a thorough knowledge of your CPT, OPT, AT, and visa status; this will help you as well as potential employers.

Tips for Interviews
• Some international students may not realize when their accent is causing them to be misunderstood. Look for nonverbal clues, such as follow-up questions that don’t match your responses, or sudden disinterest on the part of the interviewer.
• 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.

For additional resources visit career.engin.umich.edu/career/international-students

International Center
(734) 764-9310
Main Office: icenter@umich.edu
Located in the Student Activities Building
515 E Jefferson Street, Ann Arbor, MI 48109

International students should only obtain EMPLOYMENT-RELATED INFORMATION FROM AN EXPERIENCED IMMIGRATION ATTORNEY OR A CAMPUS USCIS REPRESENTATIVE
JOB SEARCH STRATEGIES

Top Five Tips for Securing Employment

1. Utilize a Diverse Approach
Visit corporate, research, educational, government, and 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 the companies 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 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!
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, and industry trends. The interviewee may also have excellent information to share on the job market in their industry, and what geographic areas to target.

**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 avoiding any reference to a job). Follow this up with a phone call to schedule an appointment. Or initiate a contact by making cold calls and setting up an appointment. The best way to obtain an informational interview is by being referred from one professional to another, a process that becomes easier as your network expands.

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

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

---

**Sample Questions for an Informational Interview**

**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

NETWORKING IS the development and cultivation of interpersonal connections and relationships that provide you with information, advice, and future contacts. Networking is a long-term investment that goes beyond the initial interaction. It is a strategic connection with a person for their insight into a profession, organization, or industry of interest. Networking is an opportunity to gather information and insight; however, it is also reciprocal and interactive.

NETWORKING IS NOT a quick fix; it takes time to build relationships. It does not involve making unsolicited random calls or sending emails hoping for a response, nor asking outright for a position. Networking is not unilateral: you have to contribute to the conversation to build a relationship.

NETWORKING IS IMPORTANT. As you can see in the graph to the right, networking is still the leading way most students find full-time job opportunities. In addition, 79% of professionals consider professional networking to be important to career success.

*source: 2017–2018 First Destination Survey. 1,102 respondents answered this question.

**REMEMBER:**
- Start now; don’t wait until you need a job to begin networking
- Relax, it is just a conversation
- Adapt for the context/setting
- Be yourself!
- Follow through
- Be gracious

**Context Matters: Know Your Setting**
Prepare an introduction to establish rapport.

**NETWORKING & CAREER-FOCUSED EVENTS:**
- Minimal small talk will typically suffice
- Discuss each person’s skills, experiences, and professional interests

**INFORMATION SESSION OR TECH TALK:**
- Likely to discuss the presenter’s topic or company

**CONFERENCES:**
- Discuss your conference experience (e.g. keynote, session, posters)

**CASUAL COFFEE MEET-UP:**
- “Small talk” will occur to build rapport
- Find common subjects of interest for prolonged conversation
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 a 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 samples of professional email correspondence.

**Thanking the Employer After an Interview**

Hello Ms. Patel,

Thank you for taking the time to speak with me yesterday about the production engineer position with Cybordyno 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

**Following Up After the Career Fair**

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

**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 may do better at smaller 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

“As clichéd as it sounds, just be yourself! Do research on the companies and let employers know what you’re interested in.”—Jasmine, BSE Aero

“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
YOUR DIGITAL IDENTITY

We all have a digital fingerprint. Content we share, post, and engage with online creates a digital profile 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.

Enhance Your Employability in Three Simple Steps

1. Access Your Existing Online Identity
   - Conduct a Google search of your full name (text and image search) and open all results on the first page. If there are any items you would not want a future boss to see, locate the source and remove them.
   - Posts about you, even not written by you (e.g., posted by friends, co-workers, etc.) are still part of your digital identity. Set up a Google alert to be aware of what exists online about you.
   - Outdated information and profiles may imply that you do not follow through on projects. If you have any profiles/blogs/websites that are no longer in use, remove them.
   - The goal of this exercise is not to completely remove any trace of your digital identity, but to remove information that could harm your job search, and make your digital presence more attractive to potential employers.

2. Manage Your Professional Profile
   **DO:**
   - Check your posts for spelling/grammatical errors
   - Treat interactions in a professional and formal manner
   - Leverage LinkedIn. Join the CoE group for alumni, students, and faculty: umicheng.in/LinkedInCoE

   **DON'T:**
   - Discuss your place of work or co-workers 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. 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.

Social Media Checklist

- Professional/appropriate profile photos
- Privacy settings are as secure as possible
- Posts and photos do not include:
  - Inappropriate, discriminatory, or offensive information
  - Negative or off-color humor, poor grammar or spelling
  - Negative comments about an employer

Top LinkedIn Tips

- Your profile photo should appear professional with no distractions
- Use your summary as an elevator pitch to sell your skills
- Search for companies of interest and identify possible connections
- Before researching an interviewer, adjust your profile to “invisible”
- Use your contacts to find new connections (2nd & 3rd)
LINKEDIN PROFILE CHECKLIST

- **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/ABOUT:** 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.

- **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.

  Use the work you’ve done assessing your career competencies to develop this area of your profile.

- **RECOMMENDATION:** 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.

For more LinkedIn tips for students, visit student.linkedin.com.
CAREER FAIRS

What Is a Career Fair?
A career fair is an opportunity for employers and students to meet one another and determine whether there may be a suitable job match in the near or long term. Career fairs are held throughout the academic year throughout North Campus, by student organizations, engineering departments, and the ECRC. Companies will have a recruiting display setup and be ready to engage with students who visit their booth. If you are searching for a summer internship, co-op, or full-time position then you will want to take advantage of the first Engineering-wide fall Career Fair held in September when the college recruiting cycle kicks off. That fair, and the winter fair in January, will draw hundreds of employers and thousands of students, so learning how to navigate the fair experience is essential.

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 Preparation

• Utilize college resources to determine which companies will be attending the fair

• Determine which companies are looking for you: position type, major, degree, work authorization status, etc.

• Create a top-10 list and research each company and possible positions of interest

• Network! Attend other campus events that companies you are interested in may be hosting prior to or after the fair

• Be proactive: apply for open positions prior to the fair and mention this in your conversation

• Have a well-written resume: attend a resume writing workshop, or visit the EERC for a resume critique and/or an Employer Resume Critique event

• Create a 30-second elevator pitch and practice it!

• Prepare questions for your companies of interest

• Plan your professional attire

• Bring a folder or portfolio to the fair with multiple copies of your resume, notepad, pen, and your list of researched companies

Career Fair Day

• Bring a positive attitude, smile, confident handshake, and targeted pitch to each recruiter you meet

• Convey interest, demonstrate knowledge about the company/position, explore fit, be engaging

• Be respectful of recruiters’ time before, during, and at the end of the fair

• Be prepared for long lines; review your research on the company while you wait

• Take notes on your interactions, including who you spoke with. Request contact information and follow up with a thank-you email after the fair

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.

Find additional elevator pitch examples on page 47.

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 prosthesis 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?
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 Five 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. You must come prepared with several questions to ask the employer. The absence of questions demonstrates a lack of preparedness and interest.
5. After your interview, send a thank-you email within 24 hours. Use the email to reiterate your enthusiasm for the position, discuss any skills you neglected to mention, and your strong fit for the position.

Inventing the fastest exabyte scale database platform
Submit your resume at www.ocient.com/careers

We want EECS majors who love inventing data structures and algorithms.

We are a Chicago-based startup building a scalable, high performance database using C++ for analytics on petabyte to exabyte scale datasets. Our system is 1,500x faster than NoSQL systems and Hadoop on the same low-cost commodity hardware. We have designed the system from the ground up for NVMe SSD drives, RDMA networking, and high core count processors.

Visit us on 9/17 at the SWE/TBP Career Fair and keep an eye out for our other on campus events!
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 the company, as well as your enthusiasm for the position. Below are some examples you can use during the interview process. But 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 your company?
- What is your role within the company?
- What are the next steps in your hiring process?

You Should...
- Research the company you 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 you want to work for the company.

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’re discussing. In other words, present yourself as a strong candidate for the 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 cafe, 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 led directly 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 transition 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 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 36.)
• 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 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
• When answering technical interview questions, make sure to think out loud.
• 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.
• Do not be afraid to ask questions in the technical interview. If you are stuck or need more information to determine the answer, ask!
• 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 Petro 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
• Many consulting firms have interview preparation sections on their Careers webpage.

• Connect with alumni who may be employed with the company where you are interviewing. Check the Professional Network in Engineering Careers or the Alumni Association of the University of Michigan (AAUM) to find a Michigan graduate who is working where you plan to interview.
• Because the case interview is designed to be interactive, be sure to listen carefully and ask for clarification.
• 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.
A CLOSER LOOK AT BEHAVIORAL INTERVIEW QUESTIONS

What Recruiters Want to Know
The best way to prepare for an interview is to understand what the recruiters are trying to assess in the interview process and come prepared to show evidence that you have what they need. In most cases, recruiters and hiring managers want to know three things:

1. Can you do the job (do you have the skills and experiences they require)?
2. Will you do the job (do you demonstrate the interest and motivation to perform the job)?
3. Do you demonstrate values and an approach to your work that match the company’s values and work style?

What’s the Best Way to Respond to Behavioral Questions?
Your resume provides a snapshot of your accomplishments, but it doesn’t tell the reader how you accomplished these things. Interviewers need to understand the “how” to determine whether your approach is a good match for their environment. As you consider your experiences and the achievements you will describe, make sure you provide evidence of the skills they are looking for. The most commonly required skills or competencies include problem solving, teamwork/collaboration, communication, etc. See page 6 for NACE Career Readiness Skills.

Example of a Common Question

TELL ME ABOUT A TIME WHEN YOU HAD A CONFLICT WITH A TEAMMATE ON A PROJECT.

First ask yourself, what do they want to know?

They want to know that you have the skills to work through conflict collaboratively, openly, with respect for others and the process, and that ultimately you are able to complete projects successfully. Your response should provide evidence that you have done this successfully in the past.

Provide evidence that you possess the skills they are looking for. In this case, the interviewer wants to know that you can successfully navigate through conflict, while maintaining focus on the team’s goal and moving the project forward. In addition, they also want to know that you will place team goals above personal objectives. Employers recognize that getting stuck in conflict can create time delays, cause the project to stall, and detract from team morale. Evidence of behaviors that interfere with progress 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 strong answer demonstrates the candidate’s ability to utilize desired behaviors to successfully navigate conflict
• Invites, listens to, and seeks to understand another’s point of view
• Conveys one’s own perspective in a respectful manner
• Facilitates an open discussion and analysis of possible solutions
• Collaborates effectively to achieve the project goals

A weak answer suggests the candidate may lack awareness or the necessary skills to navigate conflict.
• Maintains a singular focus on his/her individual solution
• Demonstrates a lack of respect for team member(s) and/or their ideas
• Lacks awareness of his/her role and accountability in addressing the conflict
• Expects a manager/leader to solve the problem for them

career.engin.umich.edu 35
Provide a brief, complete summary of the experience you have chosen to share. Utilize the STAR FORMULA:

**SITUATION** Clearly define the context (when did this situation occur? Which class, team, internship, etc.?).

**TASK** Explain the specific task you were asked to accomplish or the specific goal of your project.

**ACTION** Describe the steps you took to address the problem or task. Use “I” statements to explain the specific role you played in solving the problem or overcoming the conflict. In other words, answer “What did you do?” Demonstrates logical and/or technically sound approach to solve the problem.

**RESULT** Don’t forget to tell them how the story ends. How did things turn out? Did you achieve the desired outcome? Solve the problem, collaborate effectively to move

---

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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<tbody>
<tr>
<td>Last semester in my Intro to Java class, 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 (two computers talking) and a database (place to store data). We had four weeks to complete the project before a final presentation to our peers and professor.</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. Midway through, we realized we were running out of time and had to prioritize our features. My partner wanted to focus on the graphic elements to make the game visually appealing for the peer evaluation. I wanted to 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>
</tr>
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</table>
Common Interview Questions Employers May Ask

Interest in the Company/Position
• Why do you want to work for us?
• What can you offer us that other students can’t?
• What do you know about our company?

Challenges
• Tell me about a time you were faced with failure, and how you handled that situation.
• Tell me about a time when you didn’t achieve your objective.
• Tell about a time when you made a mistake, and how you handled it.
• What were your main challenges in your last position (internship/co-op/full-time)?

Goal Setting & Achievement
• Give an example of a goal you reached and tell me how you achieved it.
• What is your overall career objective? Where do you see yourself in 5 years?
• Tell me about a time when you surpassed all expectations by going “above and beyond.”

Time Management
• Tell me about a time when you were faced with multiple priorities. How did you manage that situation?
• Tell me about how you worked effectively under pressure.

Leadership Roles and Group Work
• Describe a time when you had conflict with another person. What did you do in this situation? What was the outcome?
• Describe a group project that you were a part of. What steps did you take to achieve your groups goals?
• Tell me about a time you took a leadership role.
• Share an example of how you were able to motivate co-workers/team members.
• Describe a decision you made that was unpopular and how you handled implementing it.

Technical Knowledge
• Describe a class project or work assignment that challenged your skills as an engineer. What did you do in this situation?
• What activities have you participated in to improve your technical competence and awareness over the last year?
• Describe a time when you confronted a problem that really tested your engineering knowledge.
• Describe a time when you used your engineering knowledge to solve a problem for which there appeared to be no answer.

Detail Oriented
• What checks and balances do you use to make sure that you don’t make mistakes?
• Can you describe something you worked on that involved a lot of detail, and how you handled it?

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!

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 the recruiter throughout the interview. Be sure to practice your positioning and posture prior to the interview.

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 (e.g. cellphones, 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!
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 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. How do you do that? 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 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
  - Are 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. which could be deal-breakers if absent). Rate them on a scale from 1-5, with 5 being the most important to 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 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 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.

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.

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.
# Guide to Appropriate Pre-Employment Inquiries

<table>
<thead>
<tr>
<th>INQUIRY AREA</th>
<th>ILLEGAL QUESTIONS</th>
<th>LEGAL QUESTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>• May not require an applicant’s age, date of birth, or records to prove his/her age. • Year of graduation from high school.</td>
<td>An employer may ask whether an individual meets the minimum age requirements set by law. “Are you over the age of 18?” is an appropriate question.</td>
</tr>
<tr>
<td>National Origin/Citizenship</td>
<td>• Are you a U.S. citizen? • Where were you/your parents born? • What is your “native tongue”?</td>
<td>Are you authorized to work in the Unites States?</td>
</tr>
<tr>
<td>Race/Color</td>
<td>All questions regarding a person’s race/color will be deemed illegal under state and federal laws.</td>
<td>None!</td>
</tr>
<tr>
<td>Religion</td>
<td>Any question with regard to an applicant’s religious beliefs, denomination, or any questions that indicate religious customs or holidays observed.</td>
<td>After an individual is hired, an employer may inquire about religious accommodations.</td>
</tr>
<tr>
<td>Marital/Family Status</td>
<td>• Are you married? • With whom do you live? • Do you plan to have a family? • What are your child-care arrangements?</td>
<td>• Would you be willing to relocate if necessary? • Would you be able and willing to work overtime as necessary?</td>
</tr>
<tr>
<td>Personal</td>
<td>• How tall are you? • How much do you weigh?</td>
<td>Are you able to lift a 50-pound weight and carry it 100 yards, as that is part of the job?</td>
</tr>
<tr>
<td>Disabilities</td>
<td>• Do you have any disabilities? • Please complete the following medical history. • How’s your family’s health?</td>
<td>• Are you able to perform the essential job functions? • Can you demonstrate how you would perform the following job-related functions?</td>
</tr>
<tr>
<td>Arrest Record</td>
<td>Have you ever been arrested?</td>
<td>Have you ever been convicted of _____?</td>
</tr>
<tr>
<td>Military</td>
<td>If you’ve been in the military, were you honorably discharged?</td>
<td>• In what branch of the Armed Forces did you serve? • What type of training or education did you receive in the military?</td>
</tr>
</tbody>
</table>

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YOU HAVE AN OFFER; NOW WHAT?

Congratulations on your offer! Taking the next steps in your professional endeavors is exciting but also challenging. In order to make the best decision for you, make sure you have considered the answers to these questions:

- Where is the job located, and what is it like to live in that area?
- What kind of work will I be doing?
- How will this position fit in with my overall career goals?
- How much time do I have to make a decision? Can I ask for an extension?
- Do my values and lifestyle match the company’s culture?
- What are the growth and trends of the industry and organization?

For Internships:
- Is housing provided? Is it subsidized?
- What options are available for transportation to the work site?
- How will I be paired with a team?

One Thing to Remember: 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 to consider. Think about what is important to you and your career goals; understand the whole package. When an offer is presented to you, consider the items below when making a decision. Please note that the benefits listed below are examples and that 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>
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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>
</tr>
<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</td>
<td>Location(s)</td>
</tr>
<tr>
<td>401K/403B Retirement Savings</td>
<td>Leadership Tracks</td>
<td>Management Style</td>
</tr>
<tr>
<td>Stock Options/Equity</td>
<td>Rotational Programs</td>
<td>Office Space</td>
</tr>
<tr>
<td>Domestic Partner Coverage</td>
<td></td>
<td>Performance Reviews</td>
</tr>
<tr>
<td>Jury Duty</td>
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<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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</table>

If the offer does not meet one or more of the things you want, consider negotiating. Not every company will 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 Services Manager in the ECRC.
Tips for Offer Negotiation

- Do your homework before entering into a negotiation. Conduct research using ECRC salary data, the NACE salary search, websites such as Salary.com, Glassdoor, and/or cost of living calculators (salary.com/research/cost-of-living), 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 and 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 your relationship with the employer.

- See the Extending an Offer Deadline example in the appendix (page 48).

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/career/job-search-policies.
GRADUATE SCHOOL: IS IT FOR YOU?

Attending graduate school at the masters or PhD level can offer 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, want to work in research, or envision yourself in a leadership role, graduate school may be a great option for you.

The graduate school admissions process can seem intimidating and difficult, but it’s easier with adequate planning and preparation. First, explore the graduate programs/degrees you are interested in pursuing. Do you want to obtain a master’s degree or PhD? What about research, internship, or international options? What are the admissions requirements, such as GPA, GRE scores, or 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 test for engineering programs. Take the test early so you have time to evaluate your scores. If they are low, you may want to 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.

Most graduate school programs require that **YOU TAKE A STANDARDIZED TEST AS PART OF THE ADEMISSIONS PROCESS**
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.

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RESUMES

Objectives — Additional Examples

Seeking a summer supply chain internship at Amazon, available May – August 2020

Seeking a summer 2020 environmental engineering internship with Siemens, specializing in water waste management

Seeking a full-time position as an electrical engineer, with a strong interest in VLSI design

Seeking a full-time position as a process or manufacturing engineer, specializing in quality control

Education — Additional Examples

University of Michigan, Ann Arbor, MI
Bachelor of Science in Engineering in Aerospace Engineering  
GPA 3.0/4.0
April 2020

Washtenaw Community College, Ann Arbor, MI
Completed 40 credits of general education curriculum  
GPA 3.8/4.0
September 2016 - April 2018

University of Michigan, Ann Arbor, MI
Bachelor of Science in Engineering in Mechanical Engineering  
April 2020
Bachelor of Business Administration  
April 2020

University of Michigan, Ann Arbor, MI
Bachelor of Science in Engineering in Industrial & Operations Engineering  
April 2020
Minor in Entrepreneurship, Engineering Honors Program  
GPA 3.75/4.00

Impact Statements — Additional Examples

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<th>Great</th>
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| Big Three Automotive Inc., Electrical Engineer, Steering Development Lab  
• Designed the architecture and specifications for electromechanical hardware-in-the-loop test bench for Electronic Power Steering (EPS)  
• Implemented CAN communication capability for Steering Lab test stands  
• Developed procedure to measure energy consumption of electronic control modules | Big Three Automotive Inc., Electrical Engineer, Steering Development Lab  
• Designed the architecture and specifications for electromechanical hardware-in-the-loop test bench for Electronic Power Steering (EPS) to ultimately reduce dependence on in-vehicle testing  
• Implemented CAN communication capability for Steering Lab test stands, reducing dependence on supplier schedule and, consequently, the overall test time for electronic power steering systems  
• Developed procedure to measure energy consumption of electronic control modules to quantify system energy costs |
ELEVATOR PITCHES

For Career Fairs — Additional Examples

Hi, I’m NAME. I’m a junior studying Mechanical Engineering, and I’m interested in the mechanical engineering internship position that Aptiv posted in Engineering Careers.

I’ve spent the last two summers in an automotive powertrain lab researching technologies to increase engine efficiency. I have also served for two years as an officer in the Society of Women Engineers.

I’m hoping to apply my research and leadership skills in your automotive program, specifically on your new model vehicles. Can you tell me more about it?

Hi, I’m NAME. I’m a senior studying Biomedical Engineering, and I am interested in GE’s Healthcare division.

I have a passion for medical product development and front-end design practices. I have interned in process development with Boston Scientific and product development with Stryker. I also participate in research on campus studying engineering education and systems thinking.

I’m hoping to apply my skills to a research and development position. Can you tell me more about your new-hire rotational program?

Hi, I’m NAME. I’m a first-year student at Michigan and I’m trying to decide between majoring in electrical and mechanical engineering.

I was very involved in my high school robotics team and I’m really interested in careers in autonomous systems.

I understand Northrop Grumman is a technology leader in this area, and I’m wondering if you can tell me how each of these majors might fit in your organization.

For Networking Events — Additional Examples

Hello, my name is NAME, and I am a first-year graduate student studying industrial and operations engineering at the University of Michigan.

I’m currently studying theories of group dynamics and human motivation and how it relates to organizational performance. How about you? What’s your background and what do you do?

Hello, my name is NAME, and I am a first-year graduate student studying Biomedical Engineering at the University of Michigan.

My research focuses on comparing biomechanics of the knee between healthy patients, diseased patients, and joint replacement patients. How about you? What’s your background and what do you do?
NEGOTIATING AN OFFER DEADLINE

Sample Talking Points

EXPRESS APPRECIATION:
I want to thank you for the opportunity to interview at (employer) and for the offer of the (name of position/department).

OFFER A POSITIVE EXPERIENCE ABOUT THE PROCESS/POSITION:
From the beginning I have been impressed with the team and the people that I would be working with. This offer is very appealing and I am excited to consider it.

ACKNOWLEDGE DEADLINE:
I understand the deadline for this offer is (date). (Refer briefly to why you might need the extra time, e.g., exams, consult with family, other commitments, etc.)

RESPECTFULLY REQUEST A DEADLINE EXTENSION:
Given the importance of this decision for me, I am hoping you would allow me additional time to consider your offer. If you are in agreement, I would be happy to provide you with my decision by (date).

EXAMPLE WORDING - REFERRING TO THE ECRC EMPLOYER OFFER GUIDELINES
I would be grateful if you could consider extending my deadline to November 30 in accordance with the University of Michigan’s Engineering Career Resource Center’s offer guidelines regarding internship and full-time employment.

The ECRC recommends a phone conversation when negotiation any aspect of an offer including deadline extension. To learn more about our recommended guidelines, please visit: career.engin.umich.edu/OfferDeadlines

EMAIL CORRESPONDENCE

Sample Thank-You Note

Dear [Contact],

Thank you for taking 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 organization.

After speaking with you, I am confident that my skills and past experiences would make me a good match for the 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 enthusiastic about the exciting opportunity to join your company. Please do not hesitate to contact me at 555-123-4567 or umstudent@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,

NAME

Sample Informational Interview Request

Subject: Michigan engineering student seeking your advice

Dear [Contact],

My name is [student], and I am a University of Michigan Mechanical Engineering graduate student who found your information on the U-M alumni LinkedIn group.

May I have 15 minutes to ask you about your experiences at Cummins? I am interested in learning about new product development at a global company, and your insights would be helpful.

I recognize that this may be a busy time for you, so if we are unable to connect by email I’ll try to reach you next week to see if that is more convenient.

Thank you,

NAME
Want to develop software that helps 8 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 170 countries worldwide using a fast-paced, iterative development process that puts new features and curriculum materials into the hands of our customers every month.

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