

CAREER SERVICES

# SHAPING YOU TO GET HIRED

---

HOW TO LAND THAT JOB



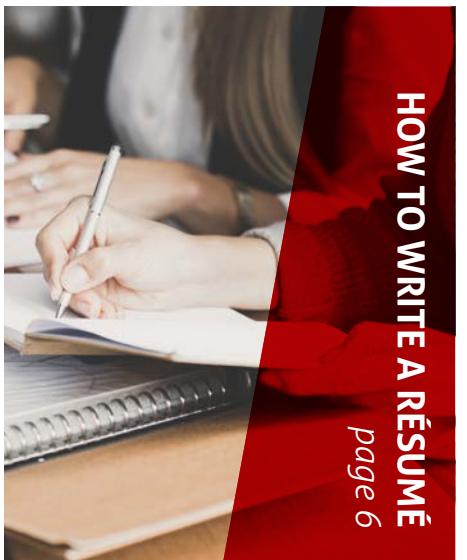
TECHNICALLY BETTER



*make*  
**YOUR**  
*move*



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**LIVE WITH CERTAINTY.**

**OTHERS ARE  
DEPENDING  
ON YOU.**

# Hello, we are **CAREER SERVICES**

Career Services is the place to go to hire or get hired. It is part of our mission to meet the workforce needs of this great state. To that end, Texas State Technical College (TSTC) boasts a high job placement rate.

We work diligently to connect industry statewide to our highly skilled and qualified TSTC students and alumni, in part through hireTSTC, TSTC's exclusive online job board. Through hireTSTC, employers are able to:

- Build a profile
- Refer job postings
- Report a hire
- Search prospective applicants
- View résumés

For current students, in order to access information and workshops on these services, please log in to your hireTSTC account and access the Resource Library in your account. In addition, Career Services is working to help our students and alumni become top candidates for jobs through preparation. Here are some of the services we offer our students:

- Job search
- Résumé writing
- Career research
- Interview preparation
- Online networking
- Job fairs

For contact info: [www.hiretstc.com](http://www.hiretstc.com)



100 West Fifth Street • Tulsa, OK 74103  
P: 918-588-7000 | [Oneok.com](http://Oneok.com)

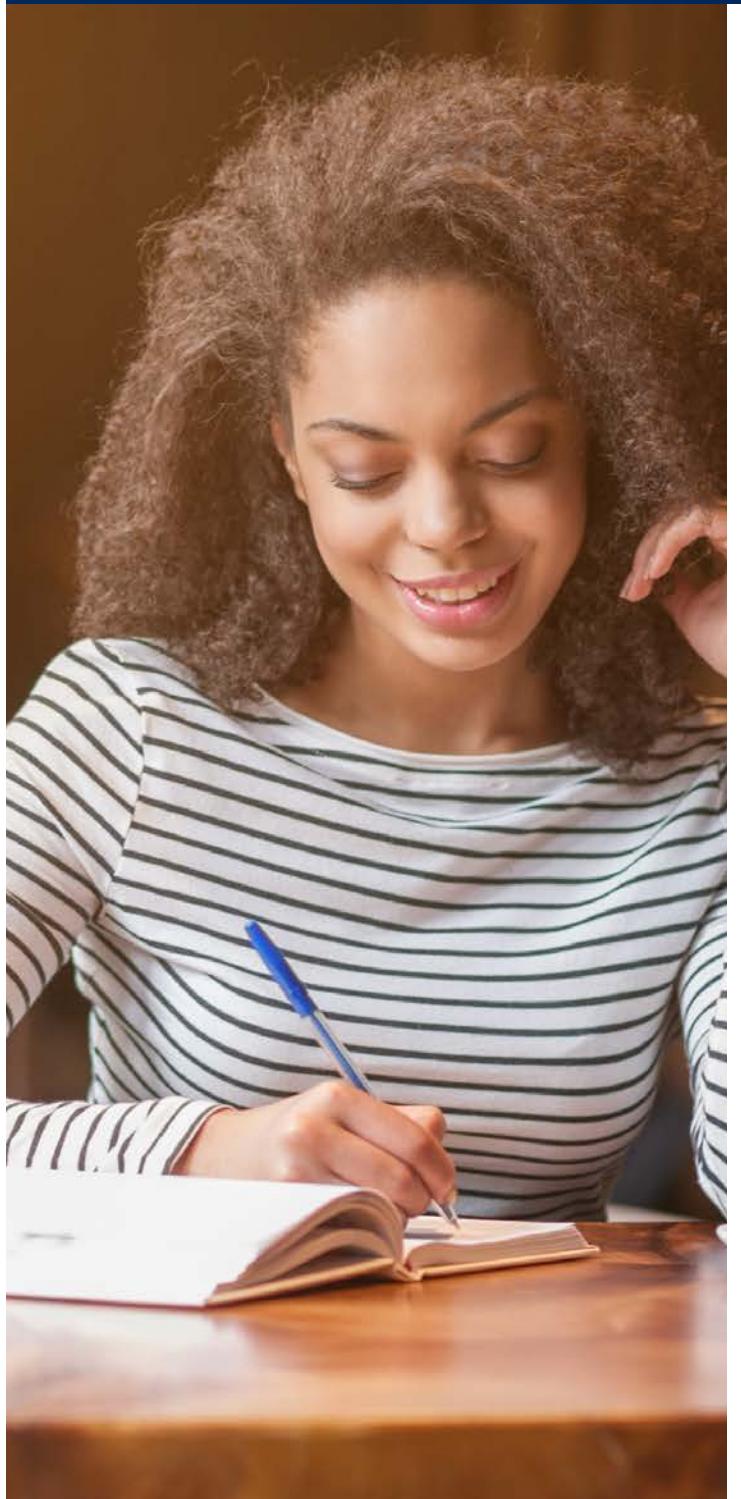


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# WRITING YOUR RÉSUMÉ



**Career Services** would like to help you create a great résumé, reference page and cover letter. You will need to start by working on listing all of your information and qualifications so you will be ready to begin your résumé.

## What is a résumé for?

A résumé is the most important tool you have to sell yourself to future employers. It outlines your skills and experiences so an employer can see, at a glance, what you can bring to the organization. It has one purpose: to get your foot in the door. It has to be created to make a lasting impression on that particular employer.

Employers tell us they receive 50–100 applicants for every position. They have to find a way to cull through this mass of résumés. So appearance and proper grammar, spelling and format are very important. You could be the best person for the job, but if you don't survive their culling strategies, the employer will never know it. So the first thing a résumé has to do is bypass the "trash pile" of résumés. Remember, appearance is very important.

Then your next hurdle will be to prepare a résumé that someone wants to read, that has the qualifications they are asking for. So the more carefully you prepare your résumé now, the more likely someone is to read it later.

Another very important point to make is to be completely honest on your résumé. You must tell the truth. It is very easy for employers to verify the facts that you include on your résumé. Most employers will dismiss employees, even years later, if they find they have been dishonest on their résumé and applications. Also, remember that your résumé and everything with it becomes a part of your permanent file.

## How do you create a résumé that someone wants to read and that will capture a prospective employer's attention?

First, it has to be an effective résumé focusing on a specific job and, when possible, meet the employer's stated requirements that they had in the job posting. This means if you have the skills listed in the job posting, then be sure and include them in the Summary of Qualifications because this is what the employers will be looking for.

Second, your résumé needs to be more than a list of education and work experience. You must also recognize what skills, interest and life experiences are needed to succeed in the occupation — and highlight these on the résumé. This is the reason you will be taking the time to work on this list of your qualifications, skills and abilities, as well as your education and work experience. It may be a good idea to start researching the positions available for your degree so you can see what responsibilities are required for someone in your field. As you are looking through job postings for your career, when you look at each requirement, write that requirement down and determine how you can meet that requirement. Don't forget your interpersonal skills: being responsible, dependable, having initiative, etc. These all are qualities that employers are looking for also.

When you are creating your résumé, you should try to put yourself in the employer's position. Remember, they may be asking themselves, "Why should I speak with this person? What can they bring to the company? How is he/she different from all the other applicants?" Then you are going to have to create the résumé that stands out above 50 or more résumés.

## How do you start writing?

The hardest part about writing a résumé is starting to write the résumé. First, you need to think about what image you want to project and what your past experiences, training and work history can bring to that image. If you worked in a fast-food restaurant, don't sell yourself short, feeling you lacked qualities. If you were a team leader, dependable, responsible and had great customer service, then think what it took to be each of these. Try to take a positive attitude about what you have to offer.

You will also need to create a "Summary of

Qualifications" section to put at the top of your résumé. But you need to make sure it is precise and not a bunch of gibberish. Basically, it is a beginning summary of who you are and what you do. Be sure and review the skills the job posting has recommended, and if you have them, then include them in this section.

## Take Inventory

Before you begin your résumé, take inventory of what you can offer the company. Take out several pieces of paper. Title each with the following headings and then brainstorm and make notes about anything in each title that would benefit you in your career.

**Work Experience:** For every job you have had, make a list of everything that you have accomplished or completed that made you a good employee. Just as important, make a list of tasks that you had to complete that you didn't like so you will be able to identify them. You will list your work experience in reverse chronological order.

**Education:** For your education list, list the schools you have attended, educational qualifications, any relevant education or training you've received that relates to the job — don't forget your internships and clinicals. If you have or will complete a college degree or certificate, it is no longer necessary to add your high school information. If you have more than one degree, you will list your education in reverse chronological order.

**Skills and Abilities:** As you go through each skill and ability, write down what it took to be successful at the skill you have listed.

**Activities:** List your hobbies; clubs or groups you belong to; sports, school activities; organized groups; community involvement; and volunteer activities. Be sure and list any leadership positions you have held and the responsibilities that you had.

**Honors and Awards:** List scholarships, special recognitions and academic achievements.

**Values:** Identifying your values is very important when you are deciding which position to take. Your values determine what really matters to you. You also need to identify what values you need to avoid on the

job. Consider what you would not do or not give up in order to work somewhere. Are you a very strong family person? Then you probably wouldn't want a job that takes you away from home for a week.

After you complete your lists, go through them and ask yourself:

- Are there things on this list that I feel a sense of pride or accomplishment about?
- Will any of these qualities and traits be something a prospective employer is looking for?

### Start Focusing

Now that you have gone through and created your lists, go back and think about which items pertain to your posting. Cross out anything that doesn't relate. Remember, the purpose of a résumé is to get your foot in the door. It is not meant to be a full recollection of your life history. Employers are looking for a one- to two-page résumé — no more. If you have a long history of jobs, you may want only to list jobs for the last five years, no more. You can talk about older jobs at the interview.

From your revised list, start creating clear and concise statements that explain what you have done. You should research and review examples of résumés on the internet in order to get an idea of how you should write these statements. Remember, be clear, concise and to the point — not wordy (there is a difference). Make sure that every word in every statement means something and contributed to the quality of the statement. Include action verbs at the beginning of each statement, words such as "performed," "reviewed" and "prepared."

Each sentence should include keywords from the job posting, words that the employer listed as job skills that he/she wants. These are words that they will be looking for. Another tool for culling through too many applications is to search for those keywords. If you don't have them, your résumé could end up in the trash. Again, remember never to include a keyword or phrase of a skill that you do not have; eventually the employer will find out.



### Finishing Up Your Résumé

After you go through and complete the inventory of all your education, work history and skills that should be included in your résumé, the only thing left to do is to review the Résumé and Cover Letter examples, then complete your résumé.

### Résumés

There are three basic types of résumés:

#### Reverse Chronological

- Present information in a timeline approach. The most recent work or educational experience is listed first, followed by the next most recent.
- Best used if you have work experience that supports your desired position. It highlights the positions you have held and the companies for which you have worked.

#### Functional

- Group work experience and skills by skill area or job function. Use functional résumés to point out your skills over your specific employment history.
- You can show the work experience and skills that are most important to your career objective. It can minimize employment gaps.
- May work best for first-time job seekers, those re-entering the workforce after a long break from employment, or those changing careers.

#### Combination (what is normally used)

- Merge the chronological and functional styles. It presents the knowledge, skills and abilities gained from work in a reverse chronological order.
- Highlights your skills and experience.
- Best used if you have a varied employment history and are changing careers.

### Reference Page

The new recommendations are that you don't include your references on the résumé. Some employers are not interested in the references, but some are. We recommend that you complete a separate reference page. This will allow you to ask the employers if they are interested in reviewing it; if they are, you will have it available for them to review.

You should copy the header that you have on your résumé to the reference page document. This will allow the reference page to look like a continuation of the résumé.

Once you have this header, skip two to three lines and add a category title of "REFERENCES" (all caps). List three to five individuals that if called, could give you a good recommendation. Add the contact information so the employer can contact them. Refer to the Reference List sample on page 17.

## Cover Letters

A cover letter is a letter that is sent along with your résumé to a prospective employer to introduce you and your résumé to the employer. The cover letter should:

- Identify the position you are wanting.
- Indicate why you are interested in that position.
- State your main (not all of them) qualifications.
- Refer the reader to the enclosed résumé (for example, "For additional skills, please review the attached résumé").
- Specify how you will contact them or how they can contact you in order to set up an interview for this position.

Please look through the format provided for a cover letter in order to understand what is required. Pay attention to the proper business letter rules.

## Guidelines and Additional Tips

- Page length: one to two pages.
- Margins: 1 inch on all sides.
- Font: Tahoma, Arial, Times New Roman or Verdana.
- Name: 18-point font.
- Body font size: 10- to 12-point.
- Font styles: bold, italics and capitalization to highlight key areas.
- Paper color: white, light grey or ivory.
- Proofread, spellcheck and have someone review.
- Place your name and page number on all subsequent pages of your résumé.

## Format

- Line up paragraphs. Don't have the first line indented and the second and third go all the way to the border of the page.
- Leave some white space — a 1-inch margin helps.
- Make it look professional.
- Use bullets to show your skills.
- Don't use a template: Templates leave spaces where they are not needed. Templates can distort when they are sent online. Also, many employers say they indicate laziness.

## Summary of Qualifications

- Outlines what your main qualifications are and how you meet their requirements.

## Body

- Don't use "I," "I was," "I did," etc., sentences. Begin sentences with an action verb that explains what you can do or responsibilities you completed. See page 25 for action verb samples.
- Be thorough but not too wordy.
- Don't abbreviate (for example, TSTC should be presented as Texas State Technical College).
- Don't write all the reasons you want the job. The employer is concerned with what you can do for the company.
- Make sure your education and skills align with what the job description is requesting.
- Make your résumé intriguing by standing out above other applicants with strong skill points and experiences in the least amount of words.

## References

- Prepare a list of three to five references, including family, friends, co-workers, instructors or supervisors/managers, to offer to the employer.
- Make sure to ask your references before you list them, and make sure that they are individuals who will give you a positive comment.
- Verify your references' contact information. Ask them if they prefer to be contacted by phone or email.

## High School Information

- If you have obtained a college degree, it is not necessary to include high school information.

## Keep Your Résumé Updated

- Remember to add to your résumé as you continue your education and gain skills so that you will have a great-looking résumé.
- Research different résumé looks and styles to keep yours above the others.

## Making Sense of the Advice

- Everyone will have an opinion to share; however, make sure you are creating a résumé that represents YOU and makes YOU happy.



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CAREER SERVICES

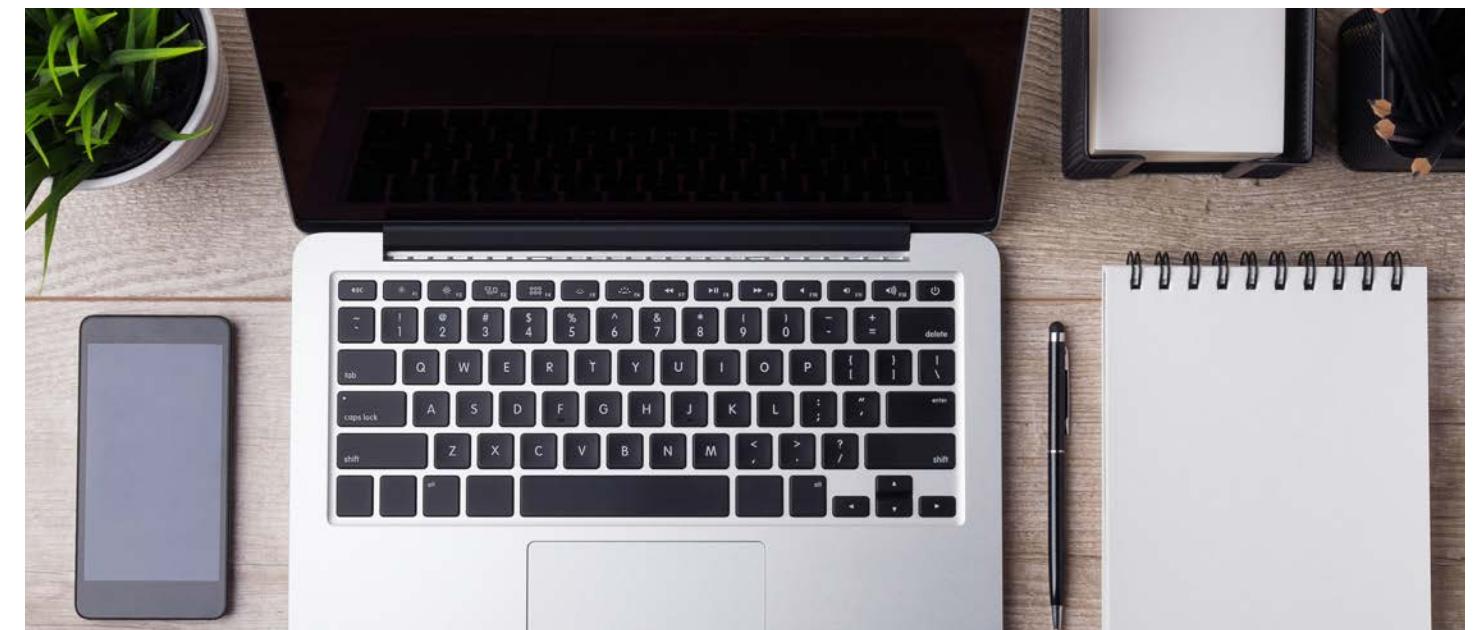
# GET A JOB OR GET A REFUND!

Find out more on the Portal or  
contact your Career Services representative.

We are so confident in the quality of our technical education programs that we guarantee you will find a job within six months of graduation – or your money back.

The **Get-a-Job** program includes associate degrees in:

- Diesel Equipment
- Electrical Lineworker
- Electrical Power & Controls
- Instrumentation
- Welding



## - Microsoft Office Shortcuts and Editing Tips -

### Page Layout

**Home Tab:** Style Options, choose No Spacing (default is to have normal with double spaces).

### Margins

**Page Layout Tab:** Click Margins, click Narrow (or customize your own margins).

### Borders

**Page Layout Tab:** Highlight document, click Page Borders, Box, Style, Width, click OK.

### Bold/Italicize/Underline

**Home Tab:** Highlight text, click Bold/Italicize/Underline.

**Name:** Go to Font option, choose Bold, 18-point font and click All Caps. Directly above paragraph, choose Center option. TYPE YOUR NAME.

**After your name:** Hit Enter, remove bold setting, change font to 12-point and backspace until your cursor is back at the left margin. Hold Shift, and hit Dash (above P) three times. Let go of the Shift key and hit Enter. This should put a line under your name. Now you can type your phone number, address, email address\*, city and state.

\*When you type your email address, it will more than likely turn it into a hyperlink. You need to remove the hyperlink.

### Hyperlink Removal

**Insert Tab:** Highlight email address, right-click Hyperlink, click Remove Hyperlink, click OK.

### Summary of Qualifications

Before we work on bullets, we are going to type the heading "Summary of Qualifications." Click Bold, take all caps off (if they are on), click Center, now type your heading.

### Bullets

**Home Tab:** Highlight listed text, click Bullet (arrow down for more bullet options).

### Columns

**Page Layout Tab:** Make list, highlight text, right-click columns, select number of columns.

### Lines and Shapes

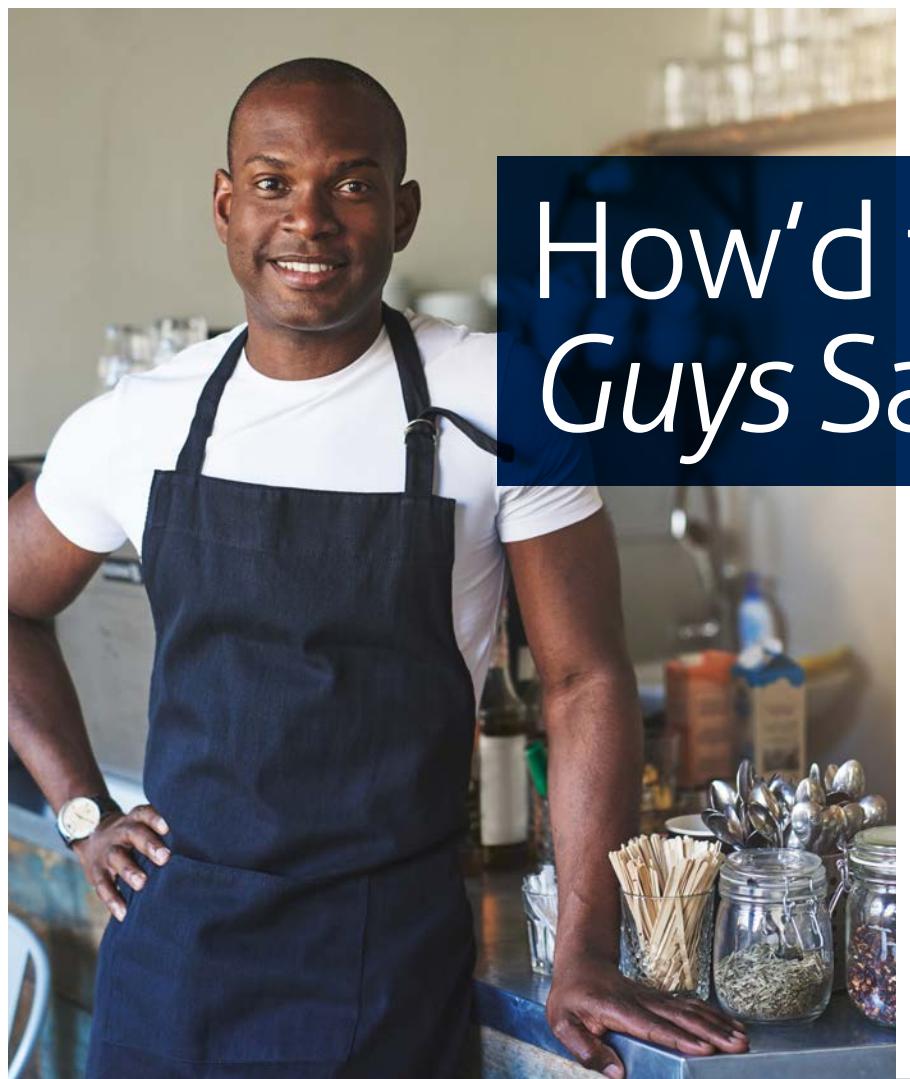
**Insert Tab:** Shapes, lines, click a line, click to insert it in your document, click again and drag line.

### Undo/Save

**Over Toolbar:** Click right or left circle arrows to undo what you did. Click Save when you want to save work.

### Save Document to a Flash Drive

**File, Save As:** You will have to locate your flash drive and make sure to save to it by selecting it and clicking save.



# How'd the Other Guys Say It?

A quick look at what others have written might give you the jump-start you need for writing about your own accomplishments. These types of statements could put you one step ahead of the other candidate. The following achievement statements were taken from several different résumés (*notice that you don't add a period at the end because these are not complete sentences*).

- Reconstructed entire service department, resulting in more efficient outreach programs
- Initiated procedures to increase employee productivity while reducing stress levels
- Successfully explained and demonstrated technical products in lay terminology to prospective buyers
- Created sales and marketing programs that increased shopping center profits by 33 percent
- Won more than 80 percent of cases, delivering persuasive arguments as legal representative for corporate clients in administrative law hearings
- Negotiated the sale of \$100,000 worth of unprofitable inventory
- Increased MediSave's stock value fivefold in nine months by repositioning the product and company
- Convinced more than 400 commuters to carpool, reducing

- the number of vehicles on the road by 225 per year
- Managed a national and international sales force of 32 manufacturers' representative companies for Teekel Press, a publisher
- Exceeded delivery performance by 10 percent, taking it from 85 percent to a record 95 percent in an industry where the norm is 75 percent
- Managed the sales and full profit and loss for 20 stores in Northern California region
- Handled daily news coverage of the San Francisco 49ers and Oakland A's, which involved extensive travel
- Authored two published pieces on international touring, which demystified the hardships and emphasized the rewards of independent travel
- Reconciled differences among personnel, creating a more cohesive team spirit

# // POWER VERBS //

## - FOR YOUR RÉSUMÉ -

### You Led a Project

Chaired  
Controlled  
Coordinated  
Executed  
Headed  
Operated  
Orchestrated  
Organized  
Oversaw  
Planned  
Produced  
Programmed

### You Envisioned and Brought a Project to Life

Administered  
Built  
Charted  
Created  
Designed  
Developed  
Devised  
Engineered  
Established  
Formed  
Formalized  
Formulated  
Founded  
Implemented  
Incorporated  
Initiated  
Instituted  
Introduced  
Launched  
Pioneered  
Spearheaded  
Expended  
Expedited

### You Saved the Company Time and Money

Conserved  
Consolidated  
Decreased  
Deducted  
Diagnosed  
Lessened  
Reconciled  
Reduced  
Yielded

### You Wrote or Communicated

Authored  
Briefed  
Campaigned  
Co-authored  
Composed  
Conveyed  
Convinced  
Corresponded  
Counseled  
Critiqued  
Defined  
Documented  
Edited  
Illustrated  
Lobbied  
Persuaded  
Promoted  
Publicized  
Reviewed

### You Increased Efficiency, Sales, Revenue or Customer Satisfaction

Accelerated  
Achieved  
Advanced  
Amplified  
Boosted  
Capitalized  
Delivered  
Enhanced  
Expanded  
Expedited  
Furthered  
Gained  
Generated  
Improved  
Lifted  
Maximized  
Outpaced  
Stimulated  
Sustained

### You Managed a Team

Aligned  
Cultivated  
Directed  
Enabled  
Facilitated  
Fostered  
Guided  
Hired  
Inspired  
Mobilized  
Motivated  
Recruited  
Regulated  
Shaped  
Supervised  
Taught  
Trained  
Unified  
United

### You Supported Customers

Advised  
Advocated  
Arbitrated  
Coached  
Consulted  
Educated  
Fielded  
Informed  
Resolved

### You Achieved Something

Attained  
Awarded  
Completed  
Demonstrated  
Earned  
Exceeded  
Outperformed  
Reached  
Showcased  
Succeeded  
Surpassed  
Targeted

### You Were a Research Machine

Analyzed  
Assembled  
Assessed  
Audited  
Calculated  
Discovered  
Evaluated  
Examined  
Explored  
Forecasted  
Identified  
Interpreted  
Investigated  
Mapped  
Measured  
Qualified  
Quantified  
Surveyed  
Tested  
Tracked

### You Oversaw or Regulated

Authorized  
Blocked  
Delegated  
Dispatched  
Enforced  
Ensured  
Inspected  
Itemized  
Monitored  
Screened  
Verified

### You Changed or Improved Something

Centralized  
Clarified  
Converted  
Customized  
Influenced  
Revamped  
Integrated  
Revitalized  
Merged  
Simplified  
Modified  
Standardized  
Overhauled  
Streamlined  
Redesigned  
Refined  
Strengthened  
Updated  
Upgraded  
Transformed

### You Brought in Partners, Funding or Resources

Acquired  
Forged  
Navigated  
Negotiated  
Partnered  
Secured

# Résumé Sample

Add a 1-inch margin all the way around to create white space.

Center your name, 18-point font

Use 10- to 12-point font for the remaining copy.

Insert two spaces between sections.

Bold and capitalize category titles.

Insert one space between sections.

Bold degree and program name.

Insert one space between sections.

Insert one space between sections.

List three to four responsibilities.

Insert one space between sections.

Bold job titles.

Pay attention to grammar — make sure to use past tense for all previous employment. Examples: operated, negotiated, etc.

Align copy to right margin.

Remove hyperlink from email by right-clicking

Street Address  
City, State ZIP

**First Middle Last Name**

**Phone Number**  
[your.name@youremail.com](mailto:your.name@youremail.com)

**SUMMARY OF QUALIFICATIONS**

- Review the job posting; add skills that you have that are listed in the posting
- This would be a great place to put that you are/will be a recent graduate of Texas State Technical College
- Talk about one of your recent accomplishments related to work or school
- Are you bilingual? Today, knowing a second language is a valuable quality. Don't forget to list what language(s) you're fluent in (you don't have to list English)
- List any special memberships or honors related to work or school
- Make sure to list 3 to 5 qualifications that make you stand out as a candidate

**SKILLS**

- List skills related to the field of work you're interested in
- Stick to using keywords rather than long sentences
- Include names of key classes you took related to your major/program
- Don't include general education courses
- Include the names of software or equipment you've used
- You can list certifications here as well
- Try to include current terms related to the job

**EDUCATION**

**Your Degree, Your Program**  
Name of College, City, State

**WORK HISTORY**

**Your Most Recent Position**  
Company Name, City, State

- List 3-4 notable accomplishments for the job you preformed in your position or for the company as a whole
- Use gerunds (-ing words) at the beginning of each description to give the feeling of "doing" something
- Include any committee memberships to show that you're a team player and like to get involved in activities outside your job description

**Your Previous Position**  
Company Name, City, State

- Give specific examples of the job you preformed by showing, not telling
- Don't assume employers know exactly what you did by giving them one-word descriptions
- List 3-4 examples of the work you preformed for each position you held

Add a 1-inch margin all the way around to create white space.

Center your name, 18-point font

Insert two spaces between sections.

**ACTIVITIES AND HONORS**

- List the names of the activity/membership and position you held even if it's just "Member"
- If you have run out of room, try incorporating these in other related areas in your résumé (Work History, Education, Summary)

**First Middle Last Name (page 2)**

If you use a second page, make sure to use more than one to two sentences. Include information worth reading. Can this information be listed elsewhere?

## Other useful tips:

**DO NOT** use a résumé template (Microsoft Word or others). When you try to upload and send a template résumé over the internet, it often becomes distorted and unreadable. The template, also, does not look professional because it leaves too many blank spaces or distortions. Instead, open a blank Microsoft Word document or an OpenOffice document and start from scratch. Some people cannot open a LibreOffice document, so avoid using LibreOffice if possible.

Use a 10- to 12-point font; use a serif font (Times New Roman, Tahoma, Arial or Verdana); don't use more than two different kinds of fonts.

Keep the résumé to one page, but if you have several years of experience that are the same skills the employer is looking for, then it is okay to use two pages (but definitely no more than two).

Print your résumé on quality bond/résumé paper.

Be sure and review the requirements of the job posting and make the résumé (especially the Summary of Qualifications) specific to each job you apply for.

**Don't forget to spellcheck and proofread.**

# Résumé Sample

Do not put your name in the header — it creates a grayed-out look.

Add a 1-inch margin all the way around to create white space.

Insert two spaces between sections.

Address • City, State ZIP • Email Address • (123) 456-7890

Name • Centered, 18-point font

Use 10- to 12-point font for the rest of the résumé.

Use an email that you check often.

**SUMMARY OF QUALIFICATIONS** • Bold and capitalize category titles.

This is the top quarter of your résumé, which is the first thing recruiters see and read. This section will spark their interest. (The rest of your résumé will back this section up.)

- The purpose of this section is to summarize your résumé; your relevant key accomplishments, results, actions and benefits
- Try to address each requirement of the job opening in this section. Use the language in the job opening to describe your skills and accomplishments
- Focus on your strong selling points, your value, your achievements, your industry and your career goals
- Include language proficiencies or security clearances if relevant
- Include education if relevant or recent graduate
- Keep bullets to 1.5 lines max, use only 5-8 bullets

Summarize how you qualify for the job, four to six bullets.

Insert one space between sections.

**TECHNICAL SKILLS** • Bold and capitalize category titles.

**Certifications, Platforms and Tools**

- List all that are relevant to your current job search
- Always have two or more bullets
- Include technical skills if you are going into an IT/technical position; if not, include your technical skills at the end of your résumé

Insert one space between sections.

**EDUCATION AND TRAINING** • Bold and capitalize category titles.

Degree • Use official degree title.  
College/Institution - City, State  
3.7 GPA

Year • Date goes on same line as job title.

Insert one space between sections.

**PROFESSIONAL EXPERIENCE**

Job Title (Your Most Recent Position) • Month/Year-Present

- First bullet is a quick overview of your responsibilities and duties
- Achievement-focused statements; quantify, qualify and measure your achievements; use #, \$ and %
- List in order of importance to job, or biggest achievement first
- Show how you can solve problems or how the company benefited from you
- Focus on transferable skills and the job you are applying for
- List any awards
- Use numbers (\$450,000) instead of words or percentages if number is small

Align copy to right margin.

Add a 1-inch margin all the way around to create white space.

Center and bold.

Name • Email • (123) 456-7890 • Page 2

Month/Year – Month/Year

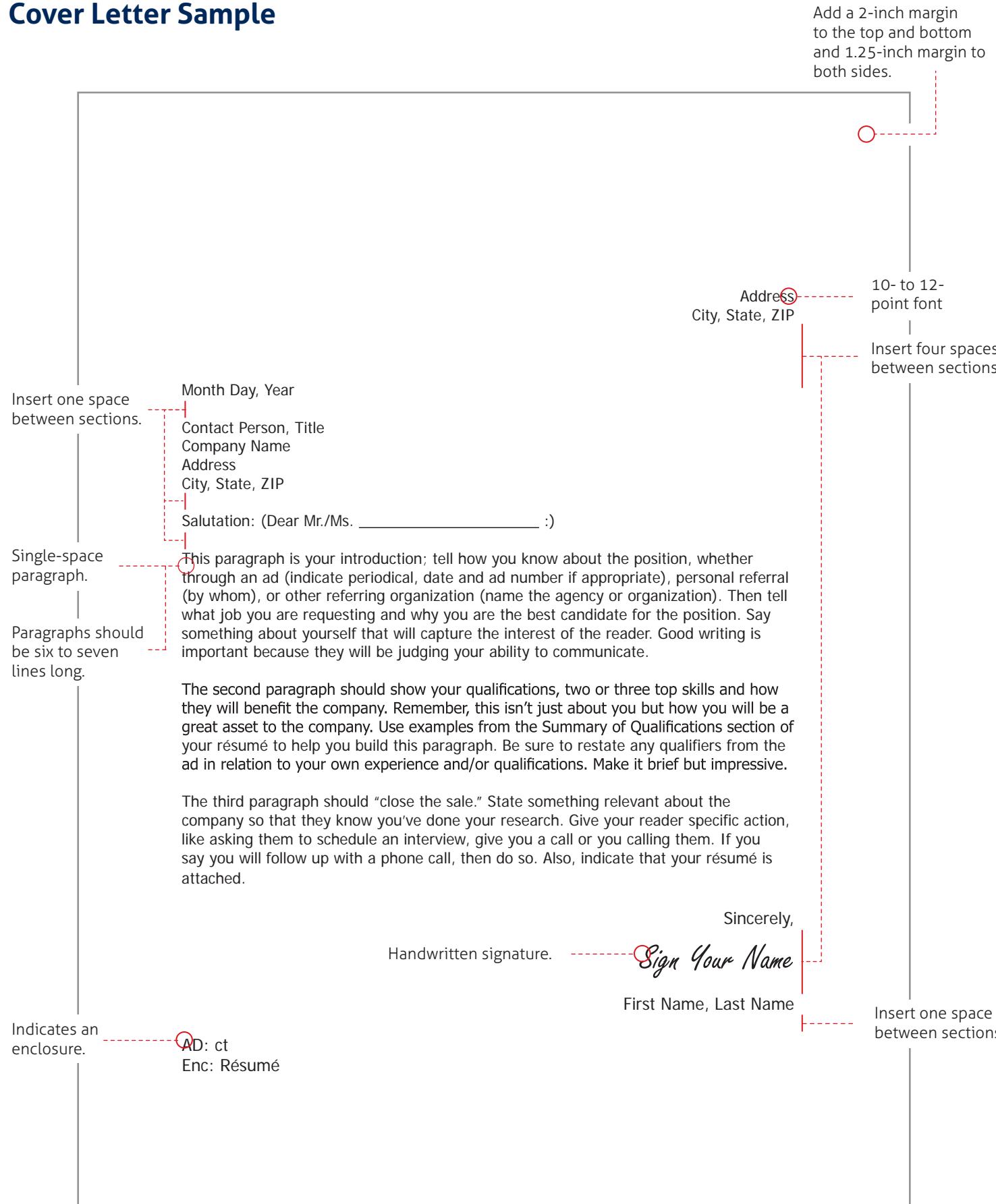
Month/Year – Month/Year

Include contact information on every page, just in case the pages get separated.

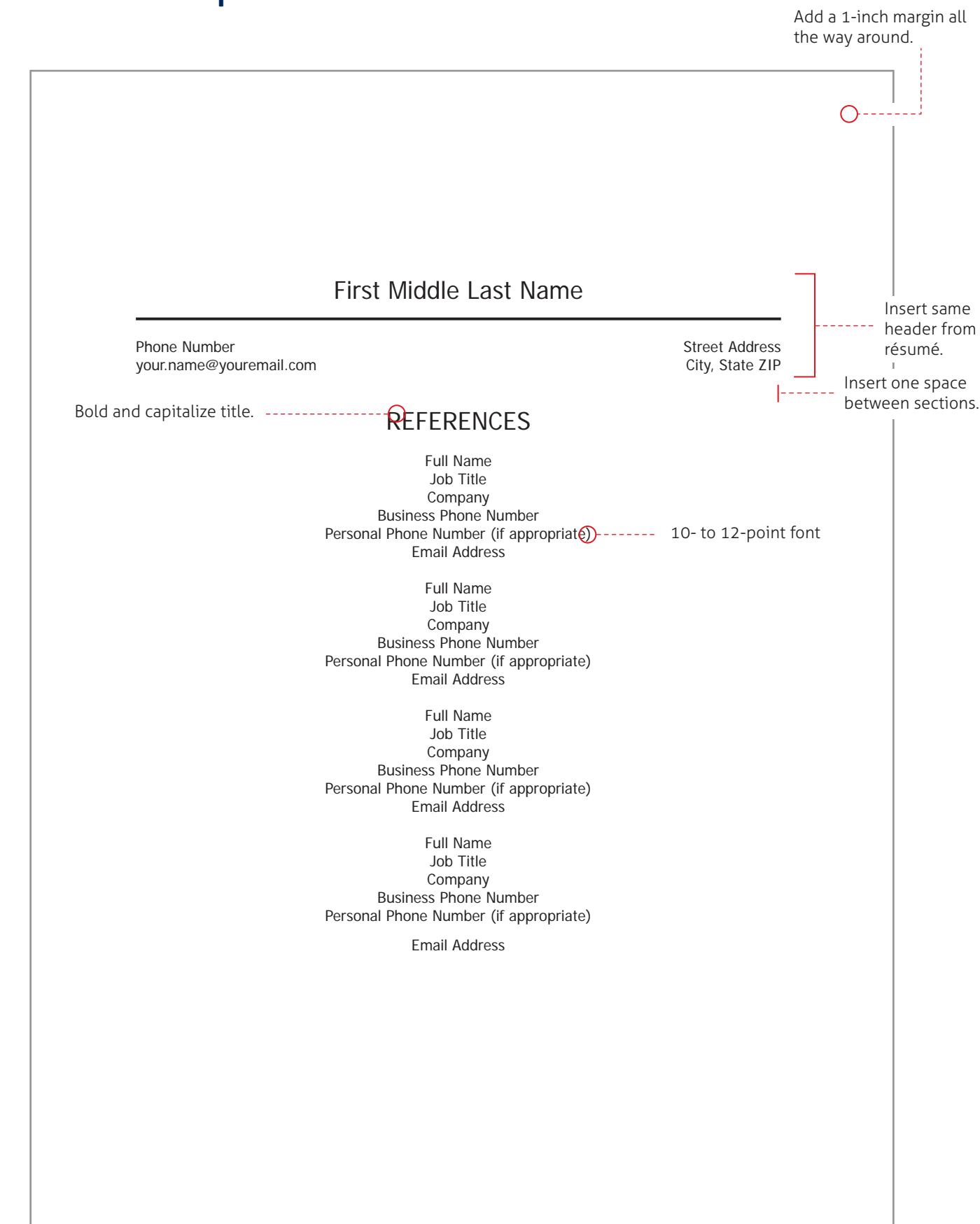
Insert two spaces between sections.

Align copy to right margin.

## Cover Letter Sample



## Reference List Sample



## - Tips for Writing a Veteran Résumé -

**Always assume that the hiring manager and/or HR recruiter is unfamiliar with the U.S. Armed Forces.**

- Avoid military jargon, abbreviations and acronyms.
- O\*Net's Online Military Crosswalk Search ([onetonline.org/crosswalk/MOC](http://onetonline.org/crosswalk/MOC)) is a great resource to use.

### To use the Online Military Crosswalk Search:

- Select the military branch you served in.
- Enter your MOS or MOC.
- Hit Go.
- Select the correct or a close job from the list of results.
- Use the Tasks section to help you write a civilian-friendly résumé. However, NEVER just copy and paste. This is to help you brainstorm.

### Create a résumé that addresses the employer's needs.

- You'll want to highlight your military experience, skills and accomplishments that are relevant to the job position you are applying for.
- Your résumé needs to answer two questions for an employer:
  - What can this candidate do for my company?
  - Why are they a good fit for the position?
- Use the job description to identify what skills and experience are required for the job and, if they apply to you, make sure they are on your résumé.
- Keep any unrelated military awards, training or distinction off your résumé.

### Outline your experience — one entry or multiple entries for various military positions held.

- You can list all your experience in one entry under one job title, or you can break it up by experience and job title.
- Whichever option you choose, make sure that you include all relevant information for the job you are applying for.

### Mentioning deployments is optional.

- It is 100% up to you if you want to disclose that you were deployed. This can be a double-edged sword because some individuals may assume that you have PTSD.
- If the work you did during your deployment is related to the position you are applying for, then you may want to strongly consider mentioning it because it could be helpful.

### Highlight RELATED military experience.

- You can name this section "Relevant Experience," "Related Experience" or "Military Experience."
- Highlight your transferable skills.
- List your job duties, and be sure to include (if possible) quantifiable data (number of employees managed, amount of money handled, etc.) and any other accomplishments that are related to the job you are applying for.
- The Military Skills Translator (<https://www.military.com/veteran-jobs/skills-translator/>) can help you identify skills that can transfer to the civilian world.

### To use the Military Skills Translator:

- Select the military branch you served in.
- Enter your MOS or MOC.
- Hit Search Jobs Now.
- On the top of the page, click View Skills Profile.

### Listing UNRELATED military experience.

- Although your military experience may not be related to the position you are applying for, that does not mean it is not worthy!
- Emphasize skills you used in your military experience so an employer can make the connection to how you used those skills to be successful in the military.

## // TRANSFERABLE SKILLS //

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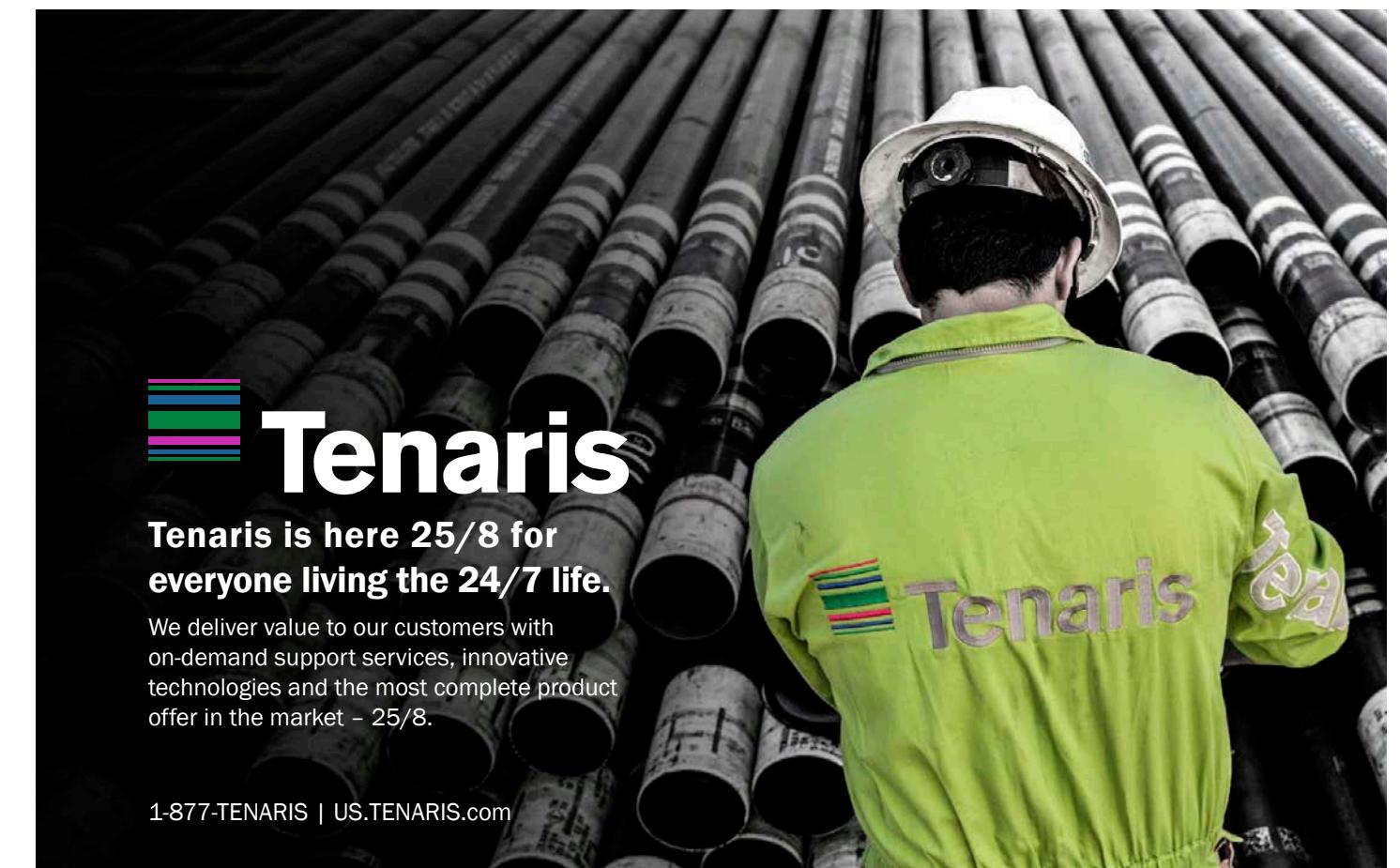
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## 10 Rules for **BUSINESS Etiquette** //

How you present yourself to others in the business world speaks volumes. Business etiquette provides a framework for building successful professional relationships and showcasing your professional presence.

### **Be on time**

Start out every interaction — employee, employer, colleague, business acquaintance — on a positive note rather than having to start out by apologizing for being late.

### **Use "please," "thank you" and "you're welcome"**

"Please" turns a demand into a request. "Thank you" changes an expectation into an appreciation. "You're welcome" acknowledges the other person's thanks, rather than discounting it with a "no, thank you."

### **Be prepared**

There's nothing more frustrating than having someone tie up a meeting because he or she hasn't done their assignment.

### **Names and titles matter**

When you write to someone, double check that you have spelled their name correctly and have used their proper title. People don't like it when their names are mispronounced. Before you meet with someone for the first time, find out how to pronounce their name.

### **Treat people equally**

Be sure to treat each person with whom you interact, no matter what their role or position in the company, with respect. Make it a standard practice to be pleasant to everybody, regardless of what the situation might be. Smiling, courteous service will improve business and encourage repeat customers.

### **Focus on the people you are with**

Don't let your smartphone interrupt you when you are speaking with someone or in a meeting. Take control of your phone and be willing to turn it off.

### **Always return calls**

Be timely in returning calls, either on the same day or within 24 hours. Even if you can't answer someone's question, let him or her know you have received the message and when you will be able to respond.

### **Dress appropriately**

Businessmen and women have to be impeccably groomed and dressed appropriately for the situation. Proper care averts a lot of embarrassment.

### **Take responsibility for your mistakes**

It's not a question of if you are going to make a mistake at work, it's a question of when. How are you going to handle it? Responsibility involves two critical steps: First, apologize sincerely. Second, offer a solution to the problem for which you are apologizing.

### **Thank people twice**

At the end of a meeting, business meal or interaction, thank the person with whom you met verbally, and then the next day send a note to reinforce your appreciation.

# NETWORKING //

One of the misconceptions about networking, especially when looking for a job, is that you're calling your inner circle and asking for a job. Networking doesn't have to be an overbearing process. Even if the word networking is labeled as being pushy, you shouldn't let that deter you from doing it. Networking should be as advantageous for you as it is for someone else. A successful networker believes that everyone and every encounter has some value.

Networking is not a one-time event. Networking requires your constant attention and goodwill. If you are able to add networking into your job search, then you have the opportunity to build relationships with a wide variety of people who can be valuable to you for a lifetime. Here are a few tips for a successful networking venture.

### **1. Introductions**

Word-of-mouth is the strongest way to add to your network. When you're able to access your personal network, you then have the opportunity to access multiple networks. While you might not know the right people when looking for a job opportunity, someone in your network might. Networking isn't just about getting introduced. You will also have to do your fair share of introductions. Don't be afraid of asking for suggestions on how to expand your network. Often times, this will directly lead to access to additional contacts.

### **2. Social Media**

Social networks are an easy way to get to know people on a superficial level. Even without the benefit of face-to-face contact, social media can be a useful tool to get a baseline for certain people and jobs. Sites like LinkedIn are especially useful since they are used primarily for business-minded individuals. A good way to start a conversation is to comment on a post by the person(s) you are trying to connect with instead of a "cold open" like a direct message.

### **3. Don't directly ask for a job from your network**

As tempting as it may be to go directly to your network and ask for a job or — even easier — ask one of their network associates, don't. The best approach is to ask for advice about the industry you are looking to enter. You might even ask them to keep an eye out for you in your search; if they proceed with an offer, then both sides win. Even if no offer is presented, you can ask them to look over your résumé and ask for any advice they are willing to give in regard to

cleaning it up. This is an easy way to get your name top of mind.

### **4. Time is money**

Before making an appointment with a prospective employer or contact, be sure to have your agenda ironed out and be efficient with your questions. Always offer to go to them at their convenience, and don't be late.

### **5. It's not about you**

A good rule of thumb is to let someone else speak first, and to ask three questions before you intercede with your own personal anecdotes. This way you are able to concentrate on what they are saying and not on your response, be respectful of their answers and show genuine interest.

### **6. Always follow up**

Even if you only had an email exchange with someone, follow up. Put it on your calendar, write it on your hand, whatever it takes to make sure you keep in contact. It never hurts to be on the top of an email inbox or, even better, at the top of a call log in of a cellphone.

### **7. Have your online profiles updated**

We live in a digital world, and having updated information is a priority. Don't do anything else until your profiles are updated in all of your online forums.

### **8. Dig the well before you're thirsty**

The best time to network was 10 years ago; the second-best time is now. The more connections you're able to make before you need something from your network, the easier accessing your network will be when a need arises.

Your network will be as expansive or narrow as you choose. You are the key to the doors that can be opened by nurturing your network.

# INTERVIEW ATTIRE

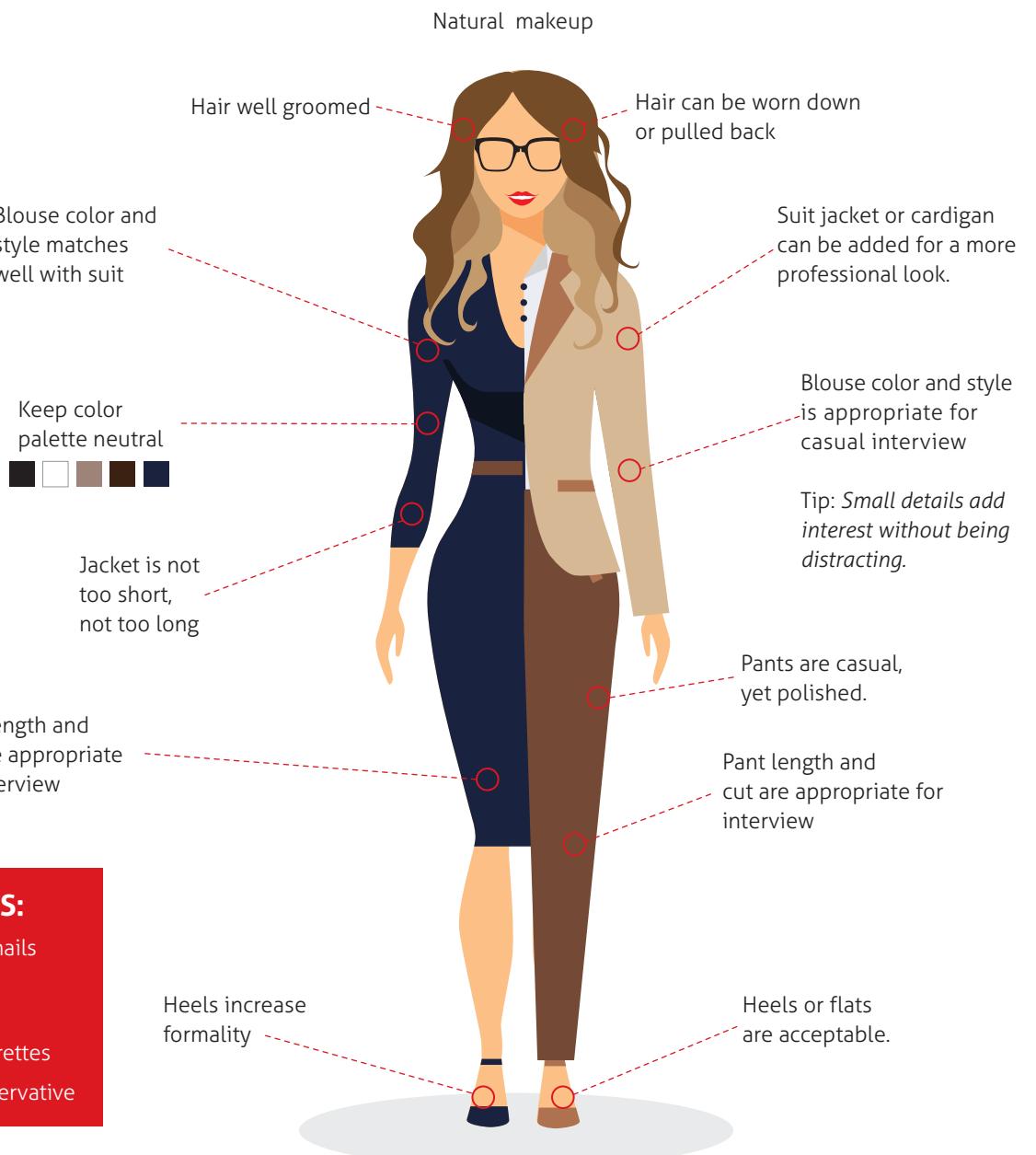
## WOMEN'S ATTIRE

### BUSINESS PROFESSIONAL

**This interview look would be appropriate for these industries:** IT, startups, teaching, entry-level government positions, environmental engineering, aerospace (nonmanagement), architecture, health care/life sciences research, social media advertising/PR and retail.

### BUSINESS CASUAL

**This more formal interview look works for these industries:** Health care management and sales, hospital administration, biotechnology, banking, personal financial services, academic administration, hospitality, pharmaceutical sales and aerospace management.



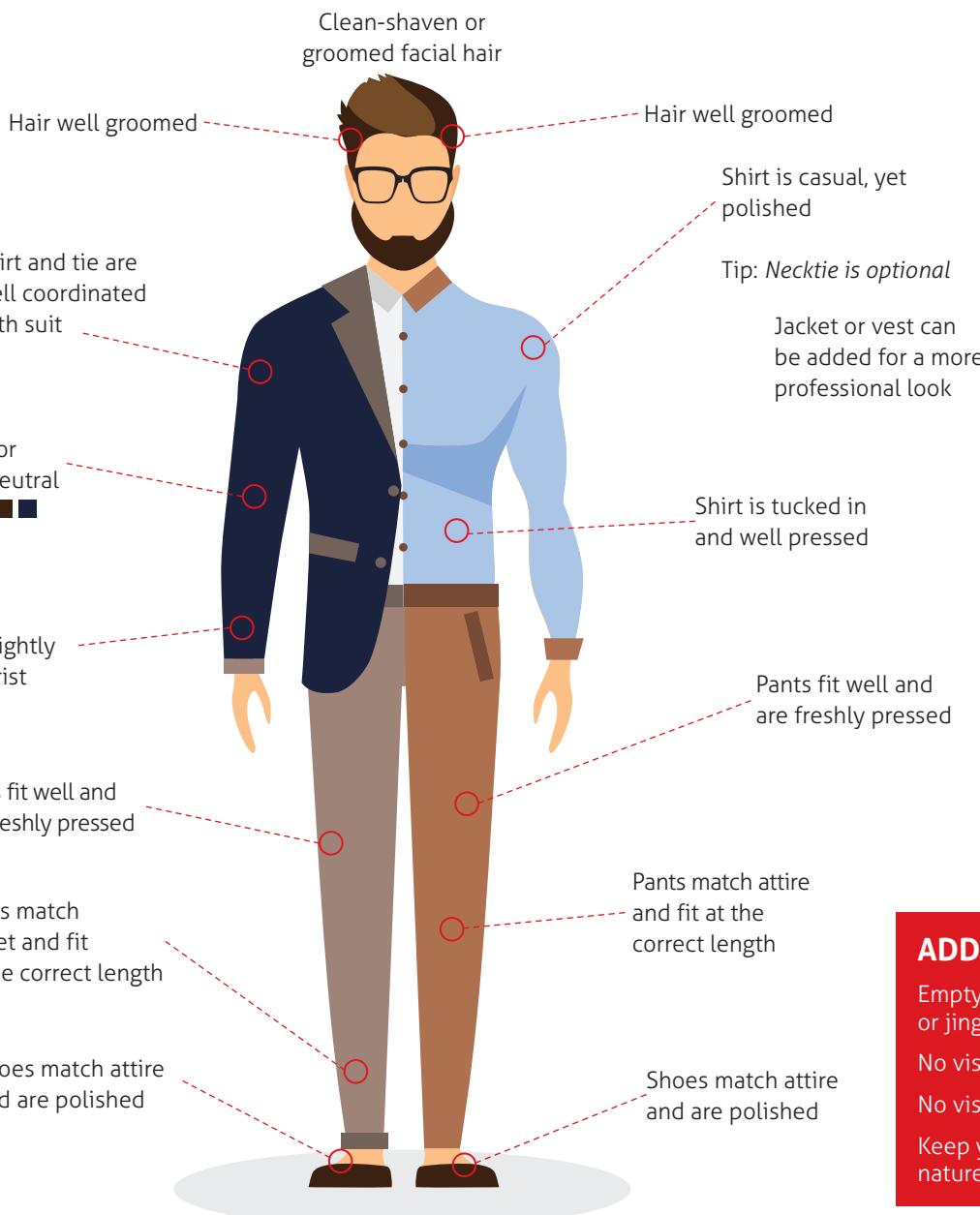
#### ADDITIONAL TIPS:

- Clean, trimmed fingernails
- No heavy colognes, perfumes or lotions
- No gum, candy or cigarettes
- Keep accessories conservative

## MEN'S ATTIRE

### BUSINESS PROFESSIONAL

**This more formal interview look works for these industries:** Health care management and sales, hospital administration, biotechnology, banking, personal financial services, academic administration, hospitality, pharmaceutical sales and aerospace management.



#### ADDITIONAL TIPS:

- Empty pockets — no keys or jingling coins
- No visible body piercings
- No visible undergarments
- Keep your industry and the nature of the job in mind



## 10 Rules for **INTERVIEWING**

Before stepping into an interview, be sure to practice, practice, practice. A job-seeker going to a job interview without preparing is like an actor performing on opening night without rehearsing.

To help with the interview process, keep the following in mind:

### **Keep your answers brief and concise.**

Unless asked to give more detail, limit your answer to two or three minutes per question. Tape or time yourself and see how long it takes you to fully answer questions.

### **Include concrete, quantifiable data.**

Interviewees tend to talk in generalities. Unfortunately, generalities often fail to convince interviewers that the

applicant has assets. Include measurable information and provide details about specific accomplishments when discussing your strengths.

### **Repeat your key strengths three times.**

It's essential that you comfortably and confidently articulate your strengths. Explain how the strengths relate to the company's or department's goals and how they might benefit the potential employer. If you repeat your strengths, then they will be remembered and — if supported with quantifiable accomplishments — they will more likely be believed.

### **Prepare five or more success stories.**

In preparing for interviews, make a list of your skills and key assets. Then reflect on past jobs and pick out one or two instances when you used those skills successfully.

### **Put yourself on their team.**

Ally yourself with a prospective employer by using the employer's name and products or services. For example, "As a member of \_\_\_\_\_, I would carefully analyze the \_\_\_\_\_ and \_\_\_\_\_. Show that you are thinking like a member of the team and will fit in with the existing environment. Be careful,

though, not to say anything that would offend or be taken negatively. Your research will help you in this area.

### **Image is often as important as content.**

What you look like and how you say something are just as important as what you say. Studies have shown that 65 percent of the conveyed message is nonverbal; gestures, physical appearance and attire are highly influential during job interviews.

### **Ask questions.**

The types of questions you ask and the way you ask them can make a tremendous impression on the interviewer. Good questions require advance preparation. Just as you plan how you would answer an interviewer's questions, write out specific questions you want to ask. Then look for opportunities to ask them during the interview. Don't ask about benefits or salary. The interview process is a two-way street whereby you and the interviewer assess each other to determine if there is an appropriate match.

### **Maintain a conversational flow.**

By consciously maintaining a conversational flow — a dialogue instead of monotone — you will be perceived more positively. Use feedback questions at the end of your answers, and use body language and voice intonation to create a conversational interchange between you and the interviewer.

### **Research the company, product and competitors.**

Research will provide information to help you decide whether you're interested in the company and important data to refer to during an interview.

### **Keep an interview journal.**

As soon as possible, write a brief summary of what happened. Note any follow-up action you should take and put it in your calendar. Review your presentation. Keep a journal of your attitude and the way you answered the questions. Did you ask questions to get the information you needed? What might you do differently next time? Prepare and send a brief thank-you letter. Restate your skills, and stress what you can do for the company.

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# Interview Questions 101

## 01. Tell me about yourself.

Your interviewer is not looking for a 10-minute description here. Instead, offer a razor-sharp sentence or two that set the stage for further discussion and set you apart from your competitors. Give them “your synopsis about you,” specifically a one-sentence description of who you are, your biggest strength and the major benefit that a company will derive from this strength. Tell a story to give the interviewer a visual of what you are saying.

**Do NOT say:** “I’m 22 years old, I have three brothers and sisters, I’m married and have a child on the way, I was on the high school track team, I’m a great cook and sign up for all of the cook-off’s I can.” They do not care. “Tell me about yourself” means how can YOU help ME.

**Say:** “I am about to graduate with a certificate in Diesel Technology from Texas State Technical College. As long as I can remember, I always loved being on

the farm with my grandfather. He taught me how to drive the farm tractor, and I’ve been hooked ever since. I am very mechanically inclined, which has helped me be able to enjoy my classes instead of thinking of them as work. I excelled in my brakes classes, and I see that is one of the positions you are hiring for at this time.”

## 02. If I were to ask your instructors or co-workers to describe you, what would they say?

Think of an instructor or co-worker you have had good experiences with and is easy to get along with. Give an example of a project you worked on and were praised for by the instructor, or show that you enjoy being a team player and working on projects with other co-workers.

**Do NOT say:** “Oh gosh, I don’t know. I guess I’m a hard worker. I’ve really never thought about it.”

**Say:** “In my Wind Energy SCADA class, we were assigned to teams. My instructor made me the leader of my team because he said the other students had told him that I explain things well. I was very proud of that because I like helping people and being a team player.”

**Say:** “I think my manager at Sonic would say I work well under pressure. She always complimented me when I would have eight or nine orders turned in all at the same time and I never panicked. I just prioritized and looked ahead to see what needed to be done on all the orders to get them out as fast as I could.”

## 03. What is your greatest strength?

This is one of the easier interview questions you’ll be asked. When you are asked questions about your strengths, it’s important to discuss attributes that will qualify you for the job. The best way to respond is to describe the skills and experience that directly correlates to the job you are applying for.

**Do NOT say:** “Hmmm. I don’t know. I’m good at some things. I think I’m a good listener.”

**Say:** “When I’m working on a project, I don’t want to just meet deadlines. Rather, I prefer to complete the project well ahead of schedule.” Or, “I have exceeded my sales goals every quarter, and I’ve earned a bonus each year since I have started with my current employer.” Or, “My time management skills are excellent, and I’m organized, efficient and take pride in excelling at my work.” Or, “I pride myself on my customer service skills and ability to resolve what could be difficult situations.” And back it up with a story.

## 04. What is your greatest weakness?

The point at which your interviewer asks you to share your greatest weakness is the portion of a job interview that you dread the most, and for good reason: Lame answers like “I’m a perfectionist” or “I

care too much” are well-worn clichés, but how can you intelligently answer that question? When you’re asked what your greatest weakness is, try to turn a negative into a positive.

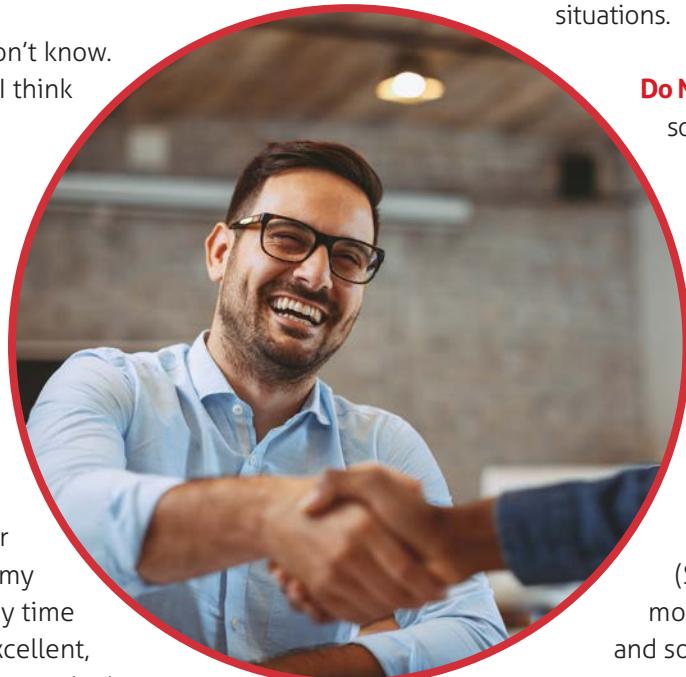
**Do NOT say:** “I have a bad temper.” “I hate it when supervisors micromanage me.” “I have trouble getting up in the mornings.”

**Say:** “Sometimes when I am working on a task, I feel a sense of urgency to get projects completed or want to triple-check every item in a spreadsheet, but I feel it also makes me a candidate for the position who will make sure that the project is done on time and your work will be close to perfect.”

## 05. How do you handle stress and pressure?

It’s a good idea to give examples of how you handle stress to your interviewer. That way, they get a clear picture of how well you can work in stressful situations.

**Do NOT say:** “I can get so mad, and sometimes I just blow.” (The interviewer now thinks you are unstable and will not hire you.) “I just walk off when something or someone messes with me.” (The interviewer now thinks you are not a team player and/or you don’t have the guts to stand up for yourself when a problem arises. Either way, you lose.) “Well.” (Saying “well” and nothing more, nothing less, is a cop-out and sounds silly.)



**Say:** “I’m a music lover, and when possible, I get my iPod and put in my earphones, listen to some music and breathe.” “I do my best to prioritize tasks according to urgency and importance to prevent getting stressed.” “I exercise daily and lift weights. It’s great because it relieves stress and helps me get my mind off of things. Staying healthy helps me in all areas of my life.” “Sometimes I’ll call a friend or relative and just talk out the problem. Just saying it out loud and getting a different perspective helps.”



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"If I have a problem with a person or situation, I will sit down and write down the pros and cons of the situation. If I can figure out a way to handle it on my own, I will do that. But if the problem needs to be addressed with the person, I will do that as well."

## 06. Describe a difficult work situation/project. and how you overcame it.

Give concrete examples of difficult situations that actually happened at work or in one of your classes or labs. Then discuss what you did to solve the problem. Keep your answers positive and be specific. Itemize what you did and how you did it. Try to stay away from personal issues.

**Do NOT say:** "Hmmmmm, I can't think of anything. I've never really had a problem like that."

**Say:** "When I was in my engines lab class, we had to take apart an engine and put it back together. It was a team project, and four of us were on a team. We each had our own part we had to do to get the project to work. One of our team members had to drop the class, and without notice we were down to three people



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and the project was still due in two days. We all got together and figured out what exactly he had done and still needed to do and divided his work among the three of us. We had to work more quickly and longer hours to make sure it all got done, but it did, and we got an A on the project."

## 07. How do you evaluate success?

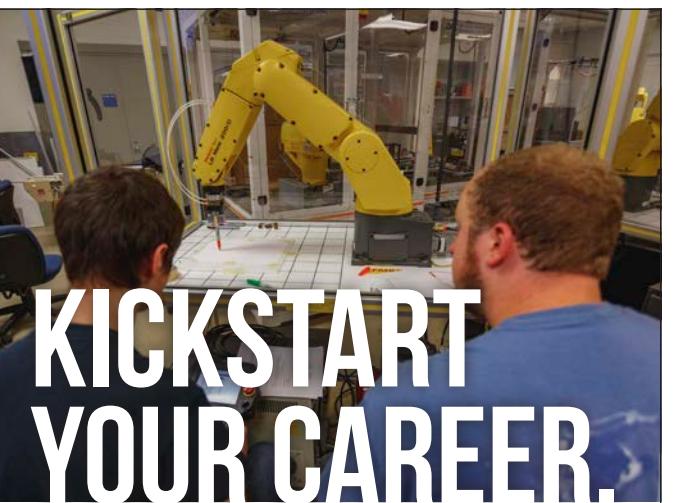
Give an example of both work and personal successes and show that there must be a nice balance.

**Do NOT say:** "If I am making a lot of money."

**Say:** "I evaluate success in different ways. At work, it is meeting the goals set by my supervisors and my fellow workers. It is my understanding, from talking to other employees, that this company is recognized for not only rewarding success, but giving employees opportunity to grow as well. After work, I enjoy playing softball, so success on the field is catching the winning pop-up."

## 08. What are your goals for the future?

Don't discuss your goals for returning to school or



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having a family, they are not relevant and could knock you out of contention for the job. Rather, you want to connect your answers to the job you are applying for.

**Do NOT say:** "In five or so years, I'd like to be married and have a family. I want a big house and a boat. I may take some classes at the university in town." Or "I see myself doing your job."

**Say:** "My long-term goals involve growing with a company where I can continue to learn, take on additional responsibilities and contribute as much value as I can." Or "I see myself as a top-performing employee in a well-established organization, like this one. I plan on enhancing my skills and continuing my involvement in (related) professional associations." Or "Once I gain additional experience, I would like to move on from a technical position to management."

## 09. Why do you want this job?

Frame your answer around the job. Tie your skills, work ethic and experiences back to the job that you want. This is also a good time for you to add in something the company does (Habitat for Humanity, charity work, interesting company facts, etc.) that you would like to be a part of.

**Do NOT say:** "Because it's a great starting place for me and I can learn how to do things, then move on to something else."

**Say:** "This is not only a fine opportunity, but this company is a place where I feel my skills can make a difference. It contains the challenges to keep me on my toes. That's the kind of job I like to anticipate every morning." Or "I understand that this is a company on the way up. Your website says the launch of several new products is imminent. I want to be a part of this business as it grows."

## 10. Why should we hire you?

The best way to respond is to give concrete examples of why your skills and accomplishments make you

the best candidate for the job. Take a few moments to compare the job description with your abilities, as well as mentioning what you have accomplished in your other positions. Be positive and reiterate your interest in the company and the position.

**Do NOT say:** "Because I need and want the job." Or "I'm a hard worker and really want to work for this company."

**Say:** "From our conversation, it sounds as if you're looking for someone to come in and take charge immediately. It also sounds like you have had difficulty finding a person who can work late when needed and on weekends. With the skills I have learned at TSTC, I can do the work accurately and efficiently, which will save your company money. My instructors and fellow students would tell you I am a team player who has a positive attitude and outlook. I have the ability to stay focused in stressful situations and can be counted on when the going gets tough. I'm confident I would be a great addition to your team."

## 11. Do you have any questions for me?

Remember, your answer is always, YES. Think of a well-prepared question that has to do specifically with the job you are interviewing for. This is NOT the time to ask about salary or the company benefit package. Also, do not ask a question that the answer can be easily found on the company's website.

**Do NOT say:** "No." (Not only is this the wrong answer, but it's also a missed opportunity to find out information about the company.)

**Say:** "Yes, I do. I was wondering, what is a typical career path for someone with my skills and experience?" Or "Yes, I do. From what you've been asking during the interview, it sounds like you have a problem with customer satisfaction. Can you tell me a little more about the current situation and what the first challenges would be for a new person?"



## Advice From the EXPERTS //

**Research organizations in advance of interviews.** **Be honest.**  
Since most job interviews are relatively short, it is important that you use this time to sell yourself to an employer. Don't waste this opportunity by spending too much time on issues that could have been answered by surfing the company's website. Displaying your knowledge about a potential employer will greatly enhance your chances of interview success.

**Define your career goals.**  
One of the keys to making a successful sale is product knowledge. In case of job interviews, that product is you. You need to perform a thorough self-evaluation well in advance of your interviews. Know what your strengths, weaknesses, skills and abilities are, and be prepared to discuss them during the interview.

**Be enthusiastic and sincere during your interviews.**  
It is important for you to convey a genuine sense of interest during the interview. You must appear eager and flexible, but not too rehearsed. Don't fixate on being nervous. Even seasoned pros can have the "interview jitters." Above all, never be late for an interview appointment.

**Be realistic.**  
Don't claim interest in an employer if you really do not intend to work for that organization. Don't lie on your résumé or during the interview. While you should never draw attention to your weaknesses, don't attempt to hide a shortcoming by being untruthful. Learn how to deal with weaknesses before your interviews by talking to a campus career services professional and/or reading books about job interviewing techniques.

**Carefully evaluate what an employer has to offer you, and what you have to offer the employer.** Don't accept a position that isn't suited for you "just because you need a job." Although most entry-level salaries have been on the rise, do not set your starting salary expectations too high. If a starting salary seems inordinately low, but is for a position that you really want, you might be able to arrange for an early salary review.

*Some of this material is adapted from Recruiting Trends by L. Patrick Scheetz, Ph.D., Collegiate Employment Research Institute. © Michigan State University.*

# QUESTIONS

asked by employers

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## Personal

1. Tell me about yourself.
2. Why did you choose to interview with our organization?
3. Describe your ideal job.
4. What can you offer us?
5. What do you consider to be your greatest strength?
6. Can you name some weaknesses?
7. Define success. Failure.
8. Have you ever had any failures? If so, what did you learn from them?
9. Of which accomplishments are you most proud?
10. Who are your role models? Why?
11. How does your college education or work experience relate to this job?
12. What motivates you most in a job?
13. Have you had difficulty getting along with a former professor/supervisor/co-worker, and how did you handle it?
14. Why should we hire you rather than another candidate?
15. What do you know about our organization (products or services)?
16. Where do you want to be in five years? Ten years?

## Education

17. Why did you choose your major?
18. Why did you choose to attend your college or university?
19. What classes in your major did you like the best? Least? Why?
20. If you were to start over, what would you change about your education?

## Experience

21. What job-related skills have you developed?
22. Did you work while going to school?
23. What did you learn from your work experience?
24. What did you enjoy most about your last employment? Least?
25. Tell me about a time you were required to prioritize your tasks.
26. Describe a time when you were faced with a stressful situation and demonstrated your coping skills.
27. Give an example of a time when you had to work under a deadline pressure.
28. Give an example of a situation in which you provided a solution to a problem for an employer.
29. Have you ever done any volunteer work? What kind?
30. Describe a time when you anticipated potential problems and developed preventable measures.
31. How do you think a former supervisor or instructor would describe you?

## Career Goals

32. Do you prefer to work under supervision or on your own?
33. What do you look for in a boss/manager?
34. Would you be successful in working in a team setting?
35. Do you prefer large or small corporations? Why?
36. How do you feel about working in a structured environment?
37. Are you able to work on several assignments at one time?
38. How do you feel about working overtime?
39. How do you feel about travel?
40. How do you feel about the possibility of relocating?
41. Are you willing to work flextime?



# YOU'LL GO PLACES.



Through the T-TEN partnership, Toyota and TSTC offer a variety of unique educational benefits, including:

- Latest in educational and instructional course materials.
- Paid dealership cooperative education opportunities.
- Scholarships and tools.
- Dealership placement assistance.
- State-of-the-art education on the latest components and vehicles.

Students also have the option of obtaining a Certificate of Completion.

## QUESTIONS to ask employers

1. Please describe the duties of the job for me.
2. What kind of assignments might I expect in the first six months of the job?
3. Does your company encourage further education?
4. How often are performance reviews given?
5. What products (or services) are in the development stage now?
6. Do you have plans for expansion?
7. What are your growth projections for the next year?
8. Have you cut your staff in the last three years?
9. How do you feel about creativity and individuality?
10. Do you offer flextime?
11. Is your company environmentally conscious? In what ways?
12. In what ways is a career with your company better than one with your competitors?
13. Is this a new position, or am I replacing someone?
14. What is the largest single problem facing your staff (department) right now?
15. What is the usual promotion time?
16. Does your company offer either a single or dual career-track program?
17. What do you like best about your company/program?
18. Once the probation period is completed, how much authority will I have over decisions?
19. Has there been much turnover in this job position?
20. Do you fill positions from outside or promote from within first?
21. What qualities are you looking for in candidates who fill this position?
22. What characteristics do the achievers in this company seem to share?
23. Is there a lot of team/project work?
24. Will I have the opportunity to work on special projects?
25. Where does this position fit into the organizational structure?
26. How much travel, if any, is involved in this position?
27. What is the next course of action? When should I expect to hear from you, or should I contact you?

# Balancing Multiple Job Offers

**After graduation, you may be lucky enough to find yourself with multiple job offers. Even though this is a great problem to have, it can become difficult to manage your offers or even more difficult to make a decision.**

A great starting point is either creating a matrix — a color-coded sheet that organizes information — or an Excel document with all the organizations and position names that you applied for. These tools are great to have because you can organize the facts about each job and create a comparative analysis with complete and accurate information. This can also keep track of what your values are. Do you value compensation, time off, certain shifts, weekends off, etc.? Creating some type of spreadsheet will give you a visual cue of all these things and help you compare each job to make an easier decision.

Also, it is good to keep in mind that if you interview for multiple companies, some organizations may take longer to get back to you than other organizations. If you are offered a job with companies A and B and you are waiting on offers from companies C, D and E, then you want to express a high level of enthusiasm without saying yes right away. Always clarify when the employer needs an answer, and always be sure to follow up with them by that deadline.

An example of what you can say is, "Thank you very much, and I am excited to receive your job offer. The skills and ability I obtained would be a great fit for your organization, and I could see myself having a great career with you. I must ask, when would you need my official decision? I will definitely give you an answer before your deadline."

This statement still expresses interest in the job without fully committing to it, and you won't burn any bridges if you accept and then decline the position a

few days later if a better opportunity comes along. Accepting a job offer is doing what's best for you and the skills that you have obtained. Always keep your values in mind and see if they closely match what the organization is looking for. Always weigh the pros and cons of any job offer that you receive. After you've talked to the hiring managers and they have given you a deadline, take a look at the matrix or spreadsheet you've created to make a list of pros and cons for each organization. This is a lot of work; however, your career is where you are going to spend the majority of your time, so you have to make it count! Remember, always think "big picture"! With each company ask yourself, "Where do I see myself in the next 2–5 years?" This will give you a good look into the future and also help with research on promotion opportunities or any other aspects you value with each organization. You can also try to picture yourself working there. As silly as this sounds, it has shown to be effective. This helps candidates with multiple job offers visualize which opportunity is going to make them the happiest.

Lastly, if the job offers entail some of the same job duties, always go with your instinct. When choosing a career, the decision is made by you and for you. A candidate is less likely to regret their decision if it is based on their own instinct. Deciding between three or more job offers can undoubtedly become overwhelming and catch you off guard, but you and only you can decide what your future career will be. Always remember to look at the whole picture, accept a job offer with your happiness in mind, and start your new career enjoying what you do!



## THE TSTC FOUNDATION ALUMNI Network

The TSTC Foundation Alumni Network serves and supports Texas State Technical College and you, our alumni. Through the Alumni Network, you can read updates about other alumni, connect with them, share success stories and more.

Being a part of the Alumni Network gives you access to the following benefits:

- *The TSTC Foundation Alumni Job Network.*
- *The Alumni Portal.*
- *The hireTSTC job portal and job alerts.*
- *Exclusive cost savings on insurance products.*
- *Monthly e-newsletter.*
- *Invitations to job fairs and upcoming events.*
- *Volunteer and networking opportunities.*
- *Discounts on hotel expenses, amusement park tickets, sporting events and more.*

Over 67,000 alumni are already part of The TSTC Foundation Alumni Network.

**For more information, contact us at:**

tstc.edu/alumni  
tstc.alumni@tstc.edu  
254-867-3958

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# What is Total COMPENSATION?

The three types of compensation are direct compensation, indirect compensation, and perks/fringe benefits.

**Direct Compensation** — All compensation that is paid directly to the employee.

- Pay Rate.
- Individual Cash Incentives.
  - Safety Record.
  - Meeting Sales Goals.
  - Attendance.
- Overtime.
- Group Performance Bonuses.
  - Profit Sharing.
  - Job-Completion Bonus.
  - Christmas Bonus.

**Indirect Compensation** — Compensation that is not paid directly to an employee and is calculated in addition to base salary and incentive pay.

- Benefits (free to employees or shared cost with employer).
  - Health insurance (health, life, dental, workers' compensation, disability, etc.).
- Vacation, sick leave, holiday pay.
- Retirement plans.
- Noncash incentives.
  - All-expenses-paid trips.
  - Wellness programs.
- Company parties/meals.
- Tuition assistance programs.

## Perks/Fringe Benefits

- Take-home vehicle.
- Paid gym membership.
- Company cellphone.
- Membership in professional organization.

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