ENGINEERING CAREER SERVICES

JOB SEARCH GUIDE

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Schedule appointments in Starfish.

PLAN YOUR JOB SEARCH

Job searching is like a class: Some of it is fun and some of it is work.

The skills you develop today are essential for a lifetime of job search and career change skills. Most experts predict you will change jobs every three years—therefore, it is critical to develop and continually renew your job search skills and build connections so you are ready for the next adventure.

Attitude and effort directly correlate with job search success. Take personal responsibility. Use every resource available to you in ECS, your department, and your personal connections. Get organized and stay focused. ECS is a valuable tool offering workshops and individual counseling, but ultimately, the job search is your responsibility.

» **Check out Engineering Career Services at ecs.wisc.edu and access your UW Handshake account today!**

Timing Your Job Search

Most job searches take 3 to 6 months from start to finish. ECS suggests that you start your search 1 to 2 semesters before your planned first day of work. For a co-op or internship, you should always plan at least one semester ahead of your intended work terms. Begin preparing for your job search the summer before your planned graduation date, whether you are a December, May or August grad.

NOTE: Fall semester is the busiest semester for campus recruiting and many employers only visit campus once a year. Your search may continue into the spring semester, which is excellent for attracting employers who are filling immediate openings upon your graduation.

Preparation is essential to conduct a successful job search. Before you contact a potential employer, be sure you have done your homework. This work will greatly enhance your confidence in communicating with employers at career fairs, by email and in interviews. Plan ahead with a focus on your goals.

Work Authorization
If you are studying in the United States on a student visa or other temporary visa, it is important that you understand your employment privileges and restrictions. Contact the International Student Services Office regarding employment regulations, Curricular Practical Training (CPT) and Optional Practical Training (OPT).

Visit www.iss.wisc.edu

Job Search: Six Steps

1. Assess your career readiness
Clearly identify, understand and describe your skills and accomplishments. The effectiveness of your résumé, emails and interview skills starts here.

2. Research employers
Know your market. Determine viable employers interested in hiring people with your skills. Read about companies and agencies. Who are you really interested in? Focus on finding specific employers versus flooding the market with résumés. Set a minimum goal of 10 quality applications per week.

3. Develop your résumé
Build an effective résumé based on your skill and strength assessment plus market knowledge and your list of targeted positions and industries. Include keywords, technical skills, leadership, school and work experiences.

4. Contact employers, activate your connections, and develop tracking mechanism
Develop polished email communications requesting interviews or information regarding opportunities. Introduce yourself at career fairs. Adapt your résumé and cover letter to specific employer needs. Use your personal connections to find contacts. Follow up regularly until your interview is scheduled. Develop a spreadsheet to track your efforts: names, correspondence and interview dates, follow-up, results, etc. Follow-up is critical.

5. Practice interviewing, interview, and follow-up
Review descriptions of your skills and strengths. Verbally practice responses to questions using specific examples. Discuss the match between your skills and employer needs. Evaluate interview performance and improve skills. There may be multiple interview stages—screening and on-site. Send thank you emails. Follow-up with employers after interviews.

6. Evaluate offers and make decisions
Potential job offers require you to evaluate financials as well as fit. Accept or decline each job.

Review and clean your digital presence
Test your internet presence by conducting a search of your own, and then use available means to block undesirable information. If you have an online profile on any social networks, carefully review it for content that would deter an employer. Change information on your personal websites that you wouldn't want your current or future employer to see. If another site contains objectionable information about you, contact the webmaster about changing or removing it. If that's not possible, you should be ready to explain it, if asked.

ASSESS YOUR CAREER READINESS

Spend time assessing your personal/ professional skills and strengths—the basis of any job search.

The strengths you identify in your skills-assessment form the foundation of your job search. This foundation leads to effective résumé development, letter writing, and examples you will use in the interview.

To conduct an effective skills-assessment, use many methods, tools and resources to develop a list of experiences, successful projects and activities that have helped shape your interests and development. Look beyond the simple listing of your degree(s), coursework and experiences. Identify your unique skills and patterns of success. List those things you are good at and are passionate about—not those skills you feel you should have. Consider specific work on projects and coursework that provide you with satisfaction, challenge and that inspire your enthusiasm. Consider your strengths in problem solving, and in assessing and summarizing complex issues. Consider situations in which others compliment you on your abilities and strengths. This assessment forms the beginning stages of identification and articulation of skill and strength development.

QUICK TIPS

- Assess your 3 to 5 strongest skills.
- For each skill, describe how you developed and used the skill in an academic, work, or team experience.

Use this exercise in preparing for both résumé writing and interviewing.

The National Association of Colleges and Employers has developed career-readiness competencies for new college graduates. Review each competency and assess your preparedness for the workforce. Consider how you may incorporate these competencies into your resume, cover letters, and interview responses.

Career & Self Development
Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Communication
Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Critical Thinking
Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Equity & Inclusion
Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Leadership
Recognize and capitalize on personal and team strengths to achieve organizational goals.

Professionalism
Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Teamwork
Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Technology
Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

RESEARCH EMPLOYERS

The quality of your employer targeting and research determines much of your job search success.

Long before actually applying, research which employers have the greatest potential for your interests and qualifications. In fact, employer research parallels résumé writing and serves as a major component in writing effective cover letters/emails.

After creating a targeted list of employers, you will use your time more effectively by exploring opportunities with only those employers whose needs match your qualifications.

Glassdoor is one way to learn more about specific organizations. The site contains information on open jobs, real employee salaries, reviews from employees, company overviews, CEO approval ratings, salary reports, interviews and questions, benefits reviews, office photos and more! Obtain valuable insight into interviewing with and working at the organization.

LINKEDIN: AN ESSENTIAL TOOL

Every day new online tools emerge to help you find potential employers. Today's top tool is LinkedIn.

LinkedIn is the resource for developing your professional connections. Surveys have indicated that people do not want to use Facebook for their job search—it's purely social. LinkedIn is just as powerful as Facebook but with a focus on connecting professionally. You want to take great care and time in creating your LinkedIn profile—showing the strength of your professional development. Like a résumé, this is often your first introduction to potential employers, so it needs to be well-crafted.

In addition to your professional connections, LinkedIn has job postings, links to relevant articles, discussions on key industry topics, "groups" based on alma mater or interest. Use these services to expand your contacts. You will need to be active on the site; don't think you can just create a profile and job offers will pour in. You need to actively connect and engage with other users to build your professional relationships and research opportunities.

QUICK TIPS

Join the "Hire a Badger Engineer" LinkedIn group. It's coordinated by ECS and has over 8,500 members.

Key tips for LinkedIn:

- Complete the profile thoroughly, including descriptive headline with keywords
- Include a professional photo
- Always customize the message when requesting to "connect"
- Actively use Groups to engage other professionals
- Only make professional connections, not personal
- Recommend people you would like to have recommend you

GOINGLOBAL

GoinGlobal helps new and experienced job seekers find opportunities both at home and abroad. Created by local career experts, the product provides a one-stop resource to help fast track job and internship searches. Whether you are looking for a job or internship across town or on the other side of the world, GoinGlobal provides the career resources to achieve your goal.

GoinGlobal resources include:

- 120+ location-specific career guides featuring insider advice on top job search techniques and resources, with more than 500 employment resources per guide
- 16 million+ worldwide internship and job postings searchable in the local language, as well as English, updated daily
- Key Employer Directory with detailed company profiles and contact information for leading in- country and multinational employers with operations around the globe
- Expert guidelines for creating culturally correct resume/CVs and cover letters, with specific examples for new graduates and experienced professionals alike
- Tactical interview advice to help get the job and cultural advice to ensure long term success
- Work permit and visa regulations, including up-to-date application requirements, researched and compiled by an experienced immigration lawyer

BUILD PROFESSIONAL CONNECTIONS

The purpose of building professional connections is to:

- Gather a list of contacts who will help you with your career, professional development and current/future job searches.
- Screen jobs before you take them, careers before you transition to them, locations before you move there.
- Find answers to very specific questions you have about your job search.

With whom should you connect?

Start with those familiar to you: roommates, family, friends and acquaintances, however near or far geographically.

- Ask each contact for the names of two or more people they know who are in your current field or in your field of interest.
- Ask for contact names from groups and sources in which you are a member, college alumni, co-workers, places where you study, shop, or spend time.
- Continually build this network by building professional relationships.
- Keep careful notes and records of your contacts. LinkedIn is a great way to help you keep in touch with your connections.

How do you do it right?

- Deliberately attend meetings, conferences or conventions in the field of interest.
- Talk with people and exchange contact information.
- Ask for names of contacts from your co-workers, from departments at local colleges, or career offices.
- Once you have names, email them, using your contact as a referral person. Introduce yourself and state your purpose. Ask if they have specific advice … and start building a relationship. Honor their time. Have specific questions for them. Thank them for their assistance.

Signs you're doing it wrong

You are doing it wrong if you approach busy individuals, ask them to have lunch with you, and have no specific agenda or prepared questions. If they ask during lunch what you need to talk about, and you lamely say, "Well, I don't know. So-and-So just thought we should get to know each other," this is not networking. You have clearly not done your homework!

Unadvertised jobs: The hidden job market

Prospective employees secure 60 to 80 percent of jobs through networking … before those positions are even advertised. Once employers advertise available positions, there is fierce internal and external competition.

Pyramid scheme

Networking is a pyramid scheme—in a good way. Consider every contact an important one; talk to everyone you know and ask for referrals.

Keep active

Keep your contacts current on your job search. Check in with them often to indicate your seriousness of purpose and to extend appreciation for any assistance they might offer. Do not just contact them every time you need job search help.

Grow contacts

Ask your contacts to provide two new contacts. Do your homework to show new contacts your seriousness and willingness to work hard. Ask intelligent questions: "Based on my research of Medtronic's website, I know the company is currently researching XYZ. Mr. Daniels mentioned that you are familiar with XYZ. What do you think makes this research unique? Perhaps you know someone I could talk with directly about it?"

You can't do it alone

It is important that you enlist the assistance of everyone you know, as well as conduct thorough employer research yourself. You will experience success by increasing the number of people who know of your career strategy and by asking for information, advice, recommendations, and referrals.

Employers do it

Employers network to find good candidates! To reduce risk in hiring new people, they talk to people within the company and to colleagues across the country to identify strong candidates. Employers have a desire to hire people to whom they have a "link," and the most logical way to do this is by networking.

Career fairs

- ECS career fairs are excellent places to build professional connections.
- The career fairs are designed to allow you to meet employer representatives (in many cases, UW-Madison alumni) in a casual environment as you begin your formal job search.
- Engineering Career Services sponsors two large-scale in-person career fairs a year, one at the beginning of each semester.
- Fair information is available in your Handshake account.

DEVELOP YOUR RÉSUMÉ & REFERENCES

The process of developing a résumé is an extension of your self-assessment. Unless you have thoroughly and honestly determined what your skills are and identified specific situations in which you have either developed or successfully used your skills, your résumé will not be distinctive or effective. Keep in mind that résumé writing is not rocket science, but neither is it simple. It requires careful thought, attention to detail, and understanding of purpose. Prior to working on résumé specifics, please keep in mind the following important ground rules:

TEN RÉSUMÉ BASICS

1. Be concise
The length of your résumé depends on your skills and experience. You may need more than one page to effectively state your strengths, but do not use space carelessly. Most undergraduates develop a one-page résumé; MS students and alumni may require two, while PhD candidates' resume may be three pages or more when including publications, presentations and references. Key information such as degrees and titles should be easy to find. Arrange the information by importance.

2. Know your objective
Your purpose in writing an effective résumé is to obtain an interview and to guide your interview discussion. Customize your résumé for the opportunity.

3. You cannot write a résumé in an hour or two
Writing an effective résumé is time-consuming, and requires planning, feedback, edits and adjustments. In fact, a résumé is never "complete." Adjustments continually improve content and format.

4. Presentation matters
Your format or layout should be professional, consistent and logical. Avoid using a template.

5. Use keywords
Employers search résumés for keywords. List every primary software tool, instrumentation, research method, and computer language. Read current job postings and employer websites to determine key skills currently sought after. Include buzzwords in your area of interest that match your search and skillset.

6. Spell check *(with U.S. English version)*
Don't simply rely on MS Word's spell-check function. For example, "software" and "soft wear" are both correct in the "eyes" of the computer.

7. Ask for feedback
You may be a good engineer and researcher, but you probably are not an expert in résumé writing. Consult the ECS staff and others with experience in current employment practices. Listen carefully and make wise decisions regarding the development of your résumé.

8. Think of résumés as advertisements
For each advertisement, there is a target audience and the advertiser emphasizes the most important and relevant information. Relate this approach to résumé writing. Sparingly use bullets, boldface or italics to emphasize details. Generally, one form of highlighting for a specific entry is sufficient.

9. Fifteen minutes of fame
Any topic on your résumé welcomes a question. Can you talk about your academic project, ASME membership, computer skills or leadership role for 15 minutes? Your résumé lists and describes events; the interview validates them. When writing your résumé, think about the next step—the interview!

10. Do not pay anyone to develop your résumé
They don't know you and it's really expensive.

QUICK TIPS

- Do not simply list your degrees and jobs. Use what you learned in your skills assessment to fully develop each section of the résumé.
- Identify the degree and level (i.e., Bachelor of Science in Chemical Engineering), expected degree date, institution and GPA.
- Use the official name of the school: University of Wisconsin-Madison.
- List study abroad experiences.
- Be sure your degree is correct. Department names and degrees differ—for example, "Industrial Engineering" (degree) vs. "Industrial & Systems Engineering" (department name).

SAMPLE RÉSUMÉS

On the following pages are four sample résumés and one reference page sample that illustrate different layouts for various types of résumés. As an overall guideline, aim for simplicity of design and layout.

- **B.S. résumé sample 1**
- **B.S. résumé sample 2**
- **M.S. résumé sample (2 pages)**
- **PhD résumé sample (3 pages)**
- **References page sample**

ACTION VERBS

Use past tense verbs. Start phrases with descriptive action verbs. Supply quantitative data whenever possible. Adapt terminology to include key words. Incorporate action verbs with keywords and current "hot" topics, programs, tools, testing terms, and instrumentation to develop concise, yet highly descriptive phrases. Remember that résumés are scanned for such words, so do everything possible to incorporate important phraseology and current keywords into your résumé.

Action verbs

achieved	diagnosed	innovated	referred
adapted	discovered	installed	rehabilitated
amplified	displayed	integrated	rendered
analyzed	dissected	investigated	reported
ascertained	distributed	maintained	represented
assembled	diverted	manufactured	researched
assessed	eliminated	mediated	resolved
attained	enforced	mentored	responded
built	established	modeled	restored
coded	evaluated	monitored	retrieved
collected	examined	motivated	reviewed
conceptualized	expanded	navigated	risked
compiled	experimented	operated	scheduled
computed	extracted	perceived	selected
conducted	extrapolated	persuaded	shaped
conserved	formulated	piloted	summarized
consolidated	founded	predicted	surveyed
constructed	gathered	problem-solved	synthesized
consulted	generated	programmed	taught
counseled	guided	projected	tested
created	hypothesized	promoted	transcribed
debugged	identified	proofread	trouble-shot
deployed	illustrated	publicized	tutored
detailed	implemented	purchased	unified
detected	improvised	reasoned	validated
determined	influenced	recommended	wrote
devised	initiated		

CONSIDER AND ASK REFERENCES

Think carefully about selecting your best three to four references: one to two academic and one to two work-related.

Carefully consider people who are enthusiastically willing to serve as references for your job search. Employers will generally contact references by phone or email; they will not request a formal letter of recommendation.

So, how do you select references? Some factors to keep in mind as you review past and present mentors, supervisors, advisors and professors in an attempt to develop the best reference list possible:

- The ideal reference list includes a former employer or supervisor and an engineering professor, assistant professor or lecturer. The third reference will be an additional employer, professor, or in rare instances a mentor.
- Always ask individuals if they would be willing and able to serve as your job search reference. Provide them a relatively easy way to decline your request. By proceeding in this manner, you will be assured that, if accepted, the reference is genuinely enthused about your career path and will not be "bothered" when employers call.
- References should be included as an addendum to your résumé. Provide only when requested.
- Although employers generally do not check references prior to the first interview, you will be better prepared for your job search if you have completed your references list as soon as possible.
- Include a phrase or title defining the relationship between you and the reference. It should state "advisor," "co-op supervisor," "mentor at Harley-Davidson" or "professor for ME 309 and ME 416."
- Provide each reference with your updated résumé.

Be ready to provide complete information regarding 3 to 4 references at on-site interviews. You also can attach a reference list in your follow-up thank you email. Send this email immediately after the screening interview.

Formatting suggestions:

- Do not include the statement, "References available upon request," on your resume. It simply states the obvious. Use this valuable résumé space more effectively to further describe experiences or list qualifications.
- For a one-page résumé, develop a separate reference page as an addendum to your résumé.
- Graduate students or experienced alumni with a multiple-page résumé should develop a reference page as an addendum or may present references as the last section of résumé.
- Obtain approval from each reference and determine which contact information to present to employers (phone, email, or both—what does the reference prefer?).
- Keep your references aware of the status of your job search—still looking, considering offers, or accepted employment.
- Thank your references.

B.S. RÉSUMÉ SAMPLE 1

Oliver Eun-ho Kang

608.618.8278 okang16@wisc.edu Madison, WI 53715

Objective
Summer internship or co-op in software or hardware.

Education
University of Wisconsin - Madison
Bachelor of Science, Computer Engineering, May 20XX
Double Major: Computer Sciences
GPA: 3.6/4.0 Dean's List (4/4 semesters)

Programming Languages: Java, C, HTML, CSS

Computer Engineering Experience
Division of Information Technology (DoIT), UW-Madison
Software Developer Student Employee, May 20XX - Current
- Assisted in developing a web text-to-speech application using HTML and CSS
- Met with programming team on weekly basis to provide detailed project reports and milestone updates

Other Experience
Center for Academic Excellence, Madison, WI
STEM Academic Mentor, January - May 20XX
- Tutored and assisted students in mathematics, computer sciences and statistics courses
- Created tailored lesson plans and study guides based on weekly material

Evanston Public Library, Evanston, IL
Circulation Assistant, June - December 20XX
- Successfully completed check-in and check-out procedure for patrons taking or returning library books and audio materials daily
- Maintained inventory records and verified what items were available and items being transferred to other system locations

Gigi's Cupcakes, Evanston, IL
Sales Associate, June 20XX - August 20XX
- Assisted customers by answering questions and fulfilling requests.
- Recommended merchandise to customers based on needs and preferences.

Activities
Leaders in Engineering Excellence and Diversity (LEED) Scholars Program
Evanston Township High School National Honor Society – President
Varsity Cross Country
Clean Water Club

QUICK TIPS

- Times New Roman, with 12 pt. font size, is commonly used.
- As you add additional experiences and academic projects, reduce font size to 10–11 pt. and review other résumé samples for format and content suggestions.
- High school information is appropriate for freshman and sophomores only.
- Margins should be between 0.5″ and 1.0″.

B.S. RÉSUMÉ SAMPLE 2

ANNIKA RIBEN

138 Lathrop, Madison, WI 53715 | (920) 909-7965 | annika.riben@wisc.edu

OBJECTIVE

Full-time design engineering position in renewable energy.

EDUCATION

University of Wisconsin-Madison
Bachelor of Science, Mechanical Engineering | August 20XX
Certificate: Engineering for Energy Sustainability
GPA: 3.0/4.0

Selected Coursework: Solar Energy Technology, Fluid Power Systems, Aerodynamics

ENGINEERING EXPERIENCE

Eagle Creek Renewable Energy, Madison WI
Control Engineering Co-op, June – December, 20XX

- Designed a new system for automatic control of flood gates at two small hydropower facilities in Wisconsin
- Tested and troubleshot system adhering to strict guidelines set for hydropower plants
- Developed SolidWorks designs for fabrication of system components

Department of Mechanical Engineering, North Carolina State University Summer Undergraduate Research Assistant, May – August, 20XX

- Utilized SolidWorks to create a 3D model of the parking structure along with the smart charging stations.
- Visual renderings used at conferences and funding-request meetings to visually demonstrate how the electric vehicle smart charging station operate

ACADEMIC DESIGN PROJECTS EXPERIENCE

Ra Solar (Senior Capstone Project)

- Designed, built and tested a dual axis coupled heliostat tracking system with the goal of reducing costs for Concentrated Solar Power facilities; directed and advised by the National Renewable Energy Laboratory
- Used Python and SolidWorks to create and verify a program to control the heliostat system accurately track the sun throughout the day

Sensor Board (Introduction to Engineering)

- Assisted with building the framework of the sensory board to dimensions
- Routed outer frame of board to make the board ergonomic and soldered soundwave board to Arduino board

ACTIVITIES

WiscWind – 3rd place in Department of Energy Collegiate Wind Competition
UW Marching Band – 20+ hours/week committed to practice and performances
Hoofer Ski & Snowboard Club – Executive Board Member

SKILLS

Prototyping: SolidWorks, AutoCAD, 3-D Printing, Shop machines (including drill press, lathes, and mills)
Software: Java, MATLAB, Microsoft Excel, Python
Global Languages: German

QUICK TIPS

- Garamond font in 11 point (10-12 pt. acceptable).
- Name should be in bold face and between 14-18 pt. sizes.
- Allow enough white space for easy visual scanning.

M.S. RÉSUMÉ SAMPLE – PAGE 1

Rebecca Koester

Madison, WI 53715 | (994) 258-2443 | rkoester@wisc.edu

OBJECTIVE
Materials science and engineering position in the application/processing of polymer and composite components

EDUCATION
University of Wisconsin-Madison
Master of Science Materials Science & Engineering, May 20XX
GPA: 3.9/4.0
Selected Coursework: Additive Manufacturing, Polymer Processing, Engineering Design with Polymers

University of Wisconsin-Madison
Bachelor of Science Mechanical Engineering, December 20XX
GPA: 3.6/4.0
Dean's List (6 semesters)

EXPERIENCE
Polymer Engineering Center, UW-Madison
Graduate Researcher, Dec. 20XX – Present
- Performed economic study on 3D-printing of fiber reinforced composite materials focusing on part quality, material choice, and use of support material
- Designed and produced tools and fixtures with 3D-printing
- Collaborated with an interdisciplinary team of 4 graduate students

Applied Materials Inc., Santa Clara, CA
Engineering Intern, May 20XX – Aug. 20XX
- Conducted process development for thin film deposition, including tool preparation, processing wafers, measuring wafers, and documentation
- Developed projects to improve the performance of optical coatings, involving design of experiments, data analysis, and reporting
- Researched optical measurements, involving development of measurement procedures and data analysis, estimation of errors, and instructing technicians on the tools

EVA Plastics Corp., Chicago, IL
Engineering Intern, Jun. 20XX – Aug. 20XX
- Fabricated samples of composite blood vessel tissue scaffolds using electrospinning and conducted tensile tests
- Constructed an electrospinning machine collection apparatus using CNC milling to control length of aligned and randomly oriented sections of fibers, and several sample frames to test cell adhesion

Mechanical Engineering Department, UW-Madison
Graduate Teaching Assistant – Engineering Graphics, Fall 20XX
- Introduced hand drafting technique and SolidWorks drafting software to three sections of undergraduate students in mechanical engineering
- Graded assignments and provided guidance to students through weekly office hours
- Collaborated with faculty director to develop sample projects and modules

Choose one, easily readable font to use on your résumé.

(Continued on the next page)

M.S. RÉSUMÉ SAMPLE – PAGE 2

Polymer Engineering Center, UW-Madison
Undergrad Research Assistant, Jan. 20XX – Dec. 20XX

- Conducted Dynamic Mechanical Analysis (DMA) testing in collaboration with EVA Plastics, comparing different polymer blends
- Collected data from tests (DSC, DMA, and TGA) on traditional weightlifting plates for comparison to a new honeycomb design
- Proposed design for resin trap system for Vacuum Infusion Molding and prototype for Laser-Diode Measurement of epoxy cure shrinkage in preimpregnated composites

ACADEMIC PROJECTS

Formulated Approximate Solutions Using Finite Element Method (FEM)

- Applied FEM to 2D/3D structures in elastostatic, heat transfer, and elastodynamic systems using C++
- Analyzed the systems to select appropriate variational formulas, basis, quadratures, and algorithms

Engineering Design Optimization

- Performed and examined design optimization of truss-structured bridges using MATLAB and SolidWorks by modeling, identifying appropriate tools, solving, and verifying with numerical solutions

Simulating Autonomous Vehicles with Digital Twin

- Systemized robotic operating system through digital twin simulation of physical autonomous vehicles
- Built Robot Operating System (ROS) that receives sensor signals and sends commands to digital twin

Machine Learning in Material Science

- Implemented machine learning techniques including MAST-ML and Citrination and uncovered actionable insights

TECHNICAL SKILLS

Modeling Software
Moldex3D, Rhinoceros 5, Siemens NX, AutoCAD, Slic3r (3D-Printing), MATLAB, SolidWorks

Programming Languages
Java, C++, Python

Lab and Instrumentation
Thermogravimetric Analyzer
Dynamic Mechanical Analyzer
Differential Scanning Calorimeter
Focus Variation Measurement (Alicona)
Scanning Electron Microscopy
Energy-Dispersive X-ray Spectroscopy
Electron Backscatter Diffraction

ACTIVITIES

Materials Advantage – Competition Chair
ASM International
Materials Research Society
K-12 STEM Outreach Volunteer
Skiing and Mountain Biking

Include name and page number for 2- to 3-page résumés.

Christian Manuel Jimenez

cmjimenez26@wisc.edu 608-238-2443 www.linkedin.com/in/christian-jimenez1 Madison, WI 53706

Summary

Experienced researcher with 4 years of experience in heterogeneous catalysis and material characterization

Education

PhD Chemical Engineering, May 20XX
University of Wisconsin-Madison
- Thesis: "Production of distillate-range fuels from ethanol using mixed metal oxide catalysis"
- GPA: 3.77/4.0

Bachelor of Science Chemical Engineering, December 20XX
Georgia Institute of Technology
- Thesis: "Oxidation of cyclohexane to cyclohexanol and cyclohexanone using Co or Cr-doped SBA-3"
- GPA: 3.59/4.0

Experience

Research Assistant, September 20XX – Present
Connors Research Group – Department of Chemical and Biological Engineering, UW-Madison

Ethanol coupling to higher alcohols for biofuel synthesis
- Discovered a catalytic process (patented) to obtain distillate-range oxygenates (ethers and olefins) from ethanol at >75% selectivity
- Designed and assembled a gas-phase flow reactor to carry out ethanol coupling reaction to higher alcohols
- Integrated and modified metal supported catalysts, layered double-hydroxides acid-base catalysts and noble metal-acid oxide catalysts for use in reactions such as hydrogenation, hydrogenolysis or C-C scission of several biomass-derived compounds

Catalytic production of tetraol for biobased polymers
- Determined the kinetics of levoglucosanol hydrogenolysis into hexan-1,2,5,6-tetraol using bifunctional acid-metal Pt-WOx/TiO2 catalysts using batch reactors
- Studied catalyst stability and scaled up hexan-1,2,5,6-tetraol production to industrially relevant concentrations using a liquid-phase flow reactor
- Synthesized and characterized physical properties of polyol-boronate copolymers, including surface area and textural properties, thermal stability, crystallinity, and functional groups
- Supervised three undergraduate research assistants and served as laboratory safety coordinator

Co-op Engineer, June 20XX-December 20XX
Wallington Corp., Seattle, WA
- Investigated main factors of lead dross generation in molten lead extruding machines and implemented measures to reduce produced dross
- Provided support to process engineers and lead-oxide engineering team in data collection, analysis and compilation, and process optimization

Undergraduate Researcher, 20XX – 20XX
Heterogenous Catalysts Research Group at Georgia Tech., Atlanta, GA
- Designed and constructed a reaction system to carry out liquid-phase oxidation of cyclohexane
- Synthesized and characterized Co and Cu-doped SBA-3 catalysts for use in liquid-phase oxidation of cyclohexane

Industry Project Experience

Catalytic Technologies for Production of Distillate Fuels from Biomass
- Determined and studied catalysts and processed conditions for production of higher oxygenates from biomass-sourced ethanol with support from ExxonMobil

Catalyst Design for Mono-Ether and Alcohol Bioblendstocks
- Collaborated with Department of Energy to provide alcohol and oxygenate mixtures for production of C8+ ethers and oxygenates
- Designed catalyst for application in the Vehicle Technologies Office to reduce the fuel penalty of mixing controlled compression ignition engine aftertreatment

(Continued on the next page)

Skills

Programming: C, C++, Java, MATLAB, OpenMP, Python
Software and Tools: ChemCAD, COMSOL, Git, Inkscape, LaTeX, OpenFOAM
Global Languages: Spanish
Laboratory and Instrumentation: Gas Chromatography (GC), Gas Chromatography-Mass Spectrometry (GC-MS) and High-Performance Liquid Chromatography (HPLC), Nuclear Magnetic Resonance (NMR), X-ray diffraction, Thermogravimetric Analysis and Differential Scanning Calorimetry, Inductively Coupled Plasma Optical Emission Spectroscope, Fourier-transform Infrared Spectroscopy (FT-IR)

Teaching and Outreach Experience

Teaching Assistant, Department of Chemical and Biological Engineering, UW-Madison
- Taught Intro to Transport Phenomena (graduate level), Chemical Thermodynamics, Chemical Process Analysis, General Physics: Electromagnetism
- Delivered lectures, led discussion sections, held exam review sessions, and developed homework/exam questions

Chemical Engineer, Graduate Student Association, UW-Madison
- President, treasurer, and recruitment chair

Exhibit Organizer, Engineering EXPO, UW-Madison
- Developed and coordinated outreach booths exhibiting fluids research to K-12 students
- Engaged with community members of varied science backgrounds to promote interest in STEM learning and research

Awards and Interests

ACS Chemical Computing Group Excellence Award
UW-Madison Bird Stewart Lightfoot Graduate Fellowship
Wisconsin Science-Student Research Grants Competition-Conference Presentation Award
Kayaking, cross-country skiing, guitar

Publications

Manuel Jimenez, C., Dastitar, L., Wang, S., Du, Y., Lancy, M. P., Wooler, B., Klewer, C. E., Dumesic, J. A., Stuber, G. W., Ethanol to Distillate-Range Molecules using Cu/Mg_xAlO_y catalysts with low Cu loadings (*Submitted*).

Manuel Jimenez, C., Lanci, M. P., Du, Y., Stuber, G. W., Kinetics of ethanol oligomerization to Distillate-range molecules using low loading Cu/Mg_xAlO_y catalysts (*In preparation*).

Restrepo-Florez, J., **Manuel Jimenez, C.,** Canalest, I., Stuber, G. W., Maravelias, A. B., Ethanol upgrading to diesel fuel bioblendstocks: techno-economic and lifecycle analysis (*In preparation*).

Manuel Jimenez, C., Krishna, V., De bruyn, M., Weckhuysen, B. M, Dumesic, L. S., Stuber, G. W., Production of Hexane-1,2,5,6-tetrol from Bio-renewable Levoglucosanol over Pt-WO_x/TiO_2: Kinetics and Catalyst Stability (*Submitted*).

De bruyn, M., **Manuel Jimenez, C.**, Cendejas, M., Bermans, I., He, J., Krishna, V., Lynn, Y., Dumesic, L. S., Stuber, G., W., Weckhuysen, B. M., Hexane-1,2,5,6-Tetrol as a Versatile and Biobased Building Block for the Synthesis of Sustainable (Chiral) Crystalline Mesoporous Polyboronates. *ACS Sustainable Chem. Eng.* **2019**, 7 (15), 13430–13436.

Manuel Jimenez, C., Pernett B., Bolivar D., Rivera-Goyco, C. Design and construction of a reaction system for cyclohexane catalytic aerobic oxidation using cobalt in SBA-3. *Prospect*. Vol 14, 2, 13-21, 2016.

Presentations & Posters

Manuel Jimenez, C., Lanci, M. P., Du, Y, Stuber, G. W., Ethanol oligomerization into alcohols and esters over Mg-Al mixed oxides doped with low-loadings Of Cu. Oral presentation, 2021AIChE Annual Meeting – Biomass Upgrading I: Oxygenates Conversion, Boston, MA, United States, 2021.

Restrepo-Florez, J., **Manuel Jimenez, C.,** Canales, E., Stuber, G. W., Maravelias, C., Middle Distillates from Ethanol-Technoeconomic and Life CYCLE Assessment, 2021AIChE Annual Meeting – Sustainable Engineering Forum, Boston, MA, United States, 2021. Contributed to oral presentation.

(Continued on the next page)

PHD RÉSUMÉ SAMPLE – PAGE 3

Manuel Jimenez, C., Krishna, V., De bruyn, T., Dumesic, L. S., Stuber, G. W., Production of Hexane-1,2,5,6-tetrol from Bio-renewable Levoglucosanol over Pt-WOx/TiO2: Kinetics and Catalyst Stability. Poster, Catalysis Club of Chicago Symposium, Chicago, IL, United States, 2021.

Manuel Jimenez, C., Krishna, S. H, De bruyn, T., Weckhuysen, B. M, Dumesic, L. S., Stuber, G. W., Catalytic Production of Hexane-1,2,5,6-tetraol: Kinetics and Stability at Industrially Relevant Feed Concentrations. Poster, Olaf A. Hougen Symposium, Madison, WI, United States, 2019.

De bruyn, M., **Manuel Jimenez, C.,** He, J., Cendejas, T., Ball, A., Krishna, V., Lynn, Y., Hermans, I., Dumesic, J., Huber, G., 23rd Annual Green Chemistry & Engineering Conference, Reston, VA, United States, June 11-13 (2019). Contributed to oral presentation.

Manuel Jimenez, C., Pernett U. X., Materiales Mesoporosos SBA-3 con Co o Cr Incorporados en su Estructura (tl.: SBA-3 Mesoporous materials with Co or Cr incorporated on their structure). Congreso Interamericano y Colombiano de Ingeniería Química, Cartagena de Indias, Colombia, 2014.

Patents

Eagan, J., Lanci, K., Stuber, G., **Manuel Jimenez, C.,** Buchanan T., Processes for producing alcohols from biomass and further products derived therefrom (2020 USPTO provisional application).

Galebach, W., Lanci, K., Stuber, G., Wu, O., Wittrig, C., Eagan, J., **Manuel Jimenez, C.,** Buchanan J., Processes for producing ethers and olefins from primary alcohols (2020 USPTO provisional application).

References

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vclancaster@exxonmobil.com

QUICK TIPS

- Never print résumé materials back-to-back! Do not staple résumé pages except for use at career fairs.
- If space permits, list references as last résumé section, instead of using an addendum page for references.

REFERENCES PAGE SAMPLE

Jo Martinez

alumni@uwalumni.com 608.123.4567 123 Mineral Point Rd., Madison, WI 53705

References

Kathy San Giacomo
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973.555.1234
ksg@hillstead.org

Byron Guerin
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ABC Manufacturing
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Appleton, WI 54957
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Professor Juan Piacenza
Research Advisor
University of Wisconsin-Madison
1234 Engineering Drive
Madison, WI 53706
608.123.4567
professor@engr.wisc.edu

NOTE: See an ECS advisor for questions regarding your references.

- The reference page should include the full header (name and all contact information), as shown here. This page should be used as an addendum page to the résumé.

QUICK TIPS

- Ask 3 people to be references for your job search. Share a résumé with each and keep them up-to-date on your interviews.
- One reference should be from a work setting, while another should be from the UW-Madison, if possible. The third reference can support either your work or your academic qualifications.
- If you have 1 or 2 other people who would be strong, professional references, include their names and contact information as well.

CONTACT EMPLOYERS & APPLY

An effective cover letter introduces your résumé, summarizes your immediate career goals, and is used for many reasons:

- Respond to specific job postings for direct hire
- Request an interview invitation
- Inquire about opportunities
- Follow-up an interview to show appreciation

FORM LETTERS

Never send a form letter to employers. This might seem like an easy and quick way to contact hundreds of employers with your résumé. Candidates erroneously use this approach—often called the "shotgun" approach—to claim they have done an "exhaustive" job search, sending résumés to hundreds of employers and receiving no responses. Upon this premise, they conclude that there are no jobs out there, and they blame the bad economy or others for their joblessness. How often have you heard, "I've sent out 400 résumés and posted a résumé on every major job board, but no one is getting back to me. There are no jobs." ECS would never condone this as even an "outlier" strategy for conducting an effective job search.

TRADITIONAL COVER LETTER FORMAT

Using form letters is a waste of your time, so create a targeted list of employers. Then develop letters or emails specifically for each employer. Each communication will include these basic elements:

Introduction
Clearly and simply state why you are writing to the employer. It is crucial for you to make it clear that you deserve further consideration. If appropriate, identify the person, by name, who suggested you contact the employer. This use of connecting is particularly effective.

Body
Emphasize the match between your qualifications and the employer's needs. Do not simply repeat your résumé but expand upon 1 or 2 qualifications that fit the specific position for which you are applying. Describe how your background has prepared you as a "good match" for the ongoing and/ or future needs of that specific employer.

Closing
Request employer action (i.e., an interview or a response for a site visit) at the employer's earliest convenience. Close with a goodwill/ appreciation statement: "I look forward to meeting with you. Thank you for your time and consideration."

TONE AND TIMING

Professional tone
While the message content is important, the tone is equally important. Be professional. Address the message to Mr., Ms. or Dr. XXX. It is rarely acceptable to use first names in a business salutation. Avoid using slang and contractions ("I've", "hey" and "you'll"). Be courteous and respectful.

Effective timing
Traditionally, employers recruit new college hires on campus in early fall and early spring, but new market needs and budgets affect timing.

EMAIL REMINDERS FOR JOB SEEKERS

In most cases, it is acceptable to communicate with employers by email. This includes the initial contact, follow-ups after an interview, and thank you's. Email can be very effective (i.e., quick)—or disastrous—if sent to the wrong person, written too informally, conveying a negative message, or containing spelling or grammatical errors. Use strictly formal business communication tones when communicating with an employer by email.

BUSINESS EMAIL ETIQUETTE

- The biggest mistake students make in using email for their job search is treating it too casually. This is business! Not social.
- Be professional. Edit your message and double check the address prior to selecting the "send" button.
- Don't be sloppy. This isn't texting. You are not asking someone for a date or gathering a group to study or hang out. You are looking for a job.
- What emotion does your email convey? What are the implications and perceptions? Email does not project emotions as well as face-to-face or even phone conversations. It lacks vocal inflection, gestures, and a shared environment. It also does not communicate normal cues such as dress, diction or dialect. The reader will make assumptions based on your name, email address and facility with the language. You need to be meticulous. Write in a precise, clear manner.
- Make everything completely clear and unambiguous. Use perfect spelling, eloquent words and correct grammar. Don't be conversational. Do not use funny, cute or non-professional email addresses.
- Sarcasm and humor are particularly dangerous to use in email.
- Choose your words very carefully. Adjust your communication styles to the medium of email.

QUICK TIPS

- Email business communication is MUCH different than personal email communication. Re-read this statement. Slow down and think of what you are doing.
- Do not hit the "send" button! Review and spell check. Check the tone for professionalism. This is not a social, how ya' doin'? type of email!

COVER LETTER – TAILORED TO POSITION DESCRIPTION

Cover letters should address how your experiences match the qualifications for the position. You may demonstrate this in paragraph or bullet form. In general, you want to keep the cover letter to one page and succinctly, yet thoroughly demonstrate your fit for the role.

SAMPLE LETTERS AND EMAILS

The following pages contain cover letter and email text samples for you to reference when contacting potential employers during all aspects of your job search.

Some things to note:

- Always attach a résumé—perhaps a revised version, if you have made changes. If requested, you also may attach a list of your references.
- Attach your résumé as a PDF file or a lower MS Word document version to reduce problems in opening the attachment.

QUICK TIPS

- Try your best to address the letter to a particular person.
- Never use: To Whom it May Concern or Dear Sir/Madam.
- If you have exhausted all your resources for finding a name, use this memo format instead: RE: Mechanical Engineering Job Posting

BE PREPARED FOR ONLINE APPLICATIONS

Many organizations will no longer accept a resume and cover letter via email. To be considered an applicant for under EEOC requirements, you must be in their online system. A quick internet search will provide you with the latest tips on how to "beat" online ATSs. Applicant tracking systems allow employers to manage all aspects of the hiring process, from initial screening through onboarding. While there are hundreds of systems, a few commonalities exist that you should take into consideration when building your application in these online systems:

- Do not build your resume using a preformatted template. Type your resume out in Microsoft Word beginning from a blank document.
- Do not use charts, graphs, tables or columns.
- Include dates for your experiences.
- Follow the exact instructions outlined in the application.
- Save a copy of the job posting on your computer to have for reference later.
- Use keywords from the posting. Keep in mind, keywords must echo the original posting exactly. To an applicant tracking system, there is a difference between "Microsoft Excel" and "MS Excel."
- Online applications take time and focus, don't do them quickly or haphazardly.
- Save your resume with a relatable name—not "resume.pdf," but rather "Matias-Moreno-resume.pdf."

POSITION DESCRIPTION

Continuous Improvement Engineer

- Use data & statistical tools to create continuous improvement plans (including cost trending and improvement plans)
- Perform analysis to determine root cause of process barriers, identify sources of inefficiencies, waste or excess costs, and develop recommendations for process improvements
- Champion and lead improvement projects within a distribution center
- Partner with leadership to provide training recommendations to operations
- Produce analyses and provide information required by operations and the customer
- Support new business initiatives and start-up facilities
- Identify and implement initiatives/projects that reduce costs and improve services to customers
- Data analysis on items, zoning, pick lines, and capacity
- Facility layout and design as well as modification of existing space
- Maintain inventory locator system

Required Job Qualifications

- Bachelor's degree in Industrial Engineering
- 1-3 years of industrial engineering experience in distribution environment
- Advanced proficiency in Microsoft Office (Excel, Word, PowerPoint, Access)
- Proficiency in SQL, data pulling, data analytics
- Proficiency in AutoCAD
- Ability to travel to logistics centers as needed (maximum travel of 25% based on project activity)

Personal Qualities

- Ability to work across a network and effectively interact with a variety of stakeholders
- Skilled in conveying information in understandable terms at all levels of the organization
- Objective and resilient when presenting findings and insights
- Strong interpersonal and communication skills

COVER LETTER TAILORED TO POSITION DESCRIPTION ABOVE

I am applying for the Continuous Improvement Engineer position posted in Handshake. I was informed about the opening at the engineering career fair on the UW-Madison campus by your recruiter, Justin Ng.

I meet the qualifications outlined in the job description as noted below:

- **Bachelor's degree in Industrial Engineering** – I will be completing my degree in May 20XX with a certificate in business. I have a solid academic record with a 3.0 GPA.
- **1-3 years of industrial engineering experience in distribution environment** – As you will see on the attached resume, I have had a co-op and two summer internships focused on industrial engineering. While not focused on distribution, much of the work aligns closely to this position.
- **Proficiency in Microsoft Office, SQL, data pulling, data analytics and AutoCAD** – Through a combination of courses and work applications, I have developed solid skills with computing tools. ISyE 312 course focuses on data management and requires using SQL for data analytics. My internship at Technology Leader, Inc required extensive data pulling and analytics to review production metrics.
- **Ability to work across a network and effectively interact with a variety of stakeholders** – Through my past summer positions, I developed the ability to work with a variety of stakeholders. A position in retail provides exposure to a wide variety of customers and colleagues. One of my strengths is my ability to thrive work in a diverse team and accomplish goals set by supervisors.

I am excited by the opportunity to work at Technology Leader, Inc. I look forward to learning more about this opportunity and discussing my qualifications in an interview.

Regards,
Samara Koval

LETTER OF APPLICATION

I am applying for the Manufacturing Engineer position at DuraPrep recently posted on LinkedIn. In May of 20XX, I graduate from the University of Wisconsin–Madison with a B.S. in Industrial Engineering. My engineering experiences at Freezerly and Abeleron and my coursework at UW-Madison have emphasized the continuous improvement, document management, and effective communication that define DuraPrep's production processes.

Both of my positions allowed me to develop and demonstrate engineering skills needed to improve production processes. As co-op at Freezerly, Inc., I gained 9 months of manufacturing experience in continuous improvement that will allow me to make an immediate impact as a Manufacturing Engineer at DuraPrep. I also worked on several operations improvement projects that entailed balancing assembly cells, improving operator ergonomics, and designing tools to decrease the cycle time of production lines. For these projects, I extensively used SolidWorks and GD&T.

My work as a Quality Engineering Intern at Abeleron fostered document management skills that speak to one of the priorities from your position description. As a Quality Engineering Intern, I documented all aspects of new product development and rollout, including process flow, work instructions, PMEAs, and training materials, while adhering to ISO standards. In addition, during my internship, Abeleron overhauled their documentation management system, and I was able to help develop the new system and assist with product change control, work orders, and inventory.

These internships allowed me to exercise technical and interpersonal communication skills gained during my coursework at UW-Madison. For example, I researched and wrote technical proposals and recommendation reports for our upper-level engineering communication course, and I collaborated across departments with diverse groups of students for my junior and senior design projects.

My training and practical experiences in continuous improvement, document management, and effective technical and interpersonal communication have prepared me to succeed in the role of Manufacturing Engineer. I look forward to further discussing my qualifications in an interview; you can reach me at (XXX) XXX-XXXX or XXX@wisc.edu. Thank you for your consideration.

CAREER FAIR FOLLOW-UP

It was a pleasure meeting you at the engineering career fair on the campus of the University of Wisconsin-Madison. We discussed the possibility of interviewing when you returned to campus on October 12. Please know that I am very interested in working in your Phoenix manufacturing facility and being a part of your newly developed engineering training program.

As you may recall, I have just completed a 2-term co-op experience with Plexus in Neenah, Wisconsin, and look forward to seeking opportunities for full-time employment.

I hope to hear from you soon regarding my invited status for campus interview sign-up. If you have any questions regarding my qualifications, please contact me. My résumé is attached for your review.

Thank you for your time and consideration.

PREPARE FOR INTERVIEWS

The initial screening interview normally lasts 30 minutes (45 minutes to 1 hour for PhD candidates). Like any presentation, the better prepared you are, the more successful you will be.

Be aware of the importance of first impressions.

- Use a solid handshake.
- Make eye contact, and smile.
- Be friendly and relaxed, yet professional.
- Expect some small talk.
- Follow the recruiter's lead.
- Focus and show interest.
- Listen to questions carefully. Never respond simply "yes" or "no." Provide examples and explain "why."
- Display confidence, not arrogance.

One person—an engineer or a human resource manager—will usually interview you. It is less common, but sometimes two recruiters will interview you at the same time. This can be more stressful. Try to relax. Maintain eye contact with each recruiter as you answer their questions.

Remember that the interview is an opportunity for you to learn more about the employer as well as for the employer to evaluate you as a potential employee. Keep in mind that you are not an ideal match for every employer's needs, so it is important to understand early that a "match" between employer and candidate is imperative, not only for the employer, but also for you. Individuals on "both sides of the table" should evaluate each other, discuss needs and interests, and honestly determine the "fit."

Provide specific examples with all answers. Ask questions (see future pages for suggested questions) either during the interview or at the end. Be prepared to supply a 2- to 3-minute summary of your qualifications and interests. Prepare a confident closing statement reiterating your interest in the position and be ready to highlight any important information that was not discussed in the interview.

Ask if you can supply other materials (transcripts, list of references, project summaries). Also ask about the employer's timeline for making hiring decisions. Obtain a business card for your records so you may accurately address a thank you letter. Shake hands, continue making good eye contact, and thank the recruiter for her/his time, mentioning your strong interest and enthusiasm to work with the employer.

Interviews are business meetings. Prepare accordingly. Know what you want to talk about; know your résumé thoroughly; be able to cite examples of skills, lessons learned or goals met all across the résumé page. Dress like you care. Give the impression that this is an important meeting for you.

THE RECRUITER'S APPROACH TO YOUR INTERVIEW

Stop and take a step back to review the interview from the recruiter's viewpoint. Think about why each question is asked—analyze the question behind the question—and try to understand what skills or attributes are actually being evaluated in your response. If you can understand this process and prepare accordingly, you will not only survive, but succeed in interviews.

Recruiters will not try to embarrass you or cause you stress. They have a difficult task in conducting 10 to 15 interviews daily. Ultimately, recruiters must find from 1 to 5 candidates who "fit" their needs. The quality of candidates referred for second, on-site interviews is a direct reflection on the recruiter's ability to know and choose talent. His or her job is a difficult one.

DO YOUR INTERVIEW HOMEWORK

This is where all your work ultimately pays off—skills assessment, résumé development, and communication with targeted employers.

Preparation and practice are key to successful interviewing. A lack of thorough employer research is often interpreted as poor preparation and a lack of interest in the employer.

- Know your résumé inside and out. Be able to thoroughly and comfortably discuss any item on the résumé by citing specific examples.
- Understand that your résumé emphasizes your skills and accomplishments; it will serve first as a deciding factor leading to an interview. Once an interview is scheduled, the recruiter will often direct the interview using the résumé as an outline.

QUICK TIPS

- A good recruiter has only one goal in mind during an interview—to obtain the most accurate and positive information possible on each candidate.
- Preparation is the key to successful interviewing. Know the kinds of questions you will be expected to answer. Describe how you used skills/strengths to meet goals, successfully complete projects, work with others.
- Your résumé gets you the interview. But your interview gets you the job offer.

WHAT TO WEAR

Business attire is appropriate for interviews. Business casual is appropriate for career fairs, employer information sessions and for more informal segments of an on-site interview.

- Verbally practice answering questions (Yes—out loud!) and talking about your skills and accomplishments. Recall how in "Assessment," we emphasized the importance of spending time writing descriptions for skills, strengths and accomplishments. Now is the time to practice again!
- Review and organize facts found in employer research. Demonstrate your knowledge of the employer's products or services. Take it a step further by clearly drawing the link– the match—between your skills and the employer's needs. Do not leave this important step open for employer interpretation. Show them the match!
- Attend employer information sessions on campus. Introduce yourself to the recruiter(s) and mention that you are looking forward to your interview the next day. Ask intelligent questions and show enthusiasm.
- Prepare your portfolio, clothing, and transportation the night prior to the interview. Check the weather forecast for any contingencies you will need to make. Get plenty of rest. Set dozens of alarm clocks, if necessary. You will not be able to recover if you are late.
- Dress with respect for the importance of the interview. Show you care!
- Every answer requires a specific example to support your claim; never provide a simple one- or two-word answer.
- At the end of the interview, it is extremely important for you to ask questions. Lack of questions indicates lack of interest. Finally, summarize your interests and qualifications for the position.

WHAT TO BRING

Résumé
Include several copies of your current résumé. Provide one to the recruiter as you are sitting down to interview. Your complete résumé will provide detailed information for the recruiter and indicate a sense of preparedness.

Transcripts
Go to your MyUW account and print several unofficial copies of your transcripts. Or, go to the Registrar's Office to obtain official copies if you need them. Employers will want your unofficial transcript, so do not scramble to print them at the last minute.

References
Bring your reference list and any evaluations of work performance.

Other
Not required but may be helpful: photos/illustrations of projects (Vehicle Teams, Concrete Canoe, Bridge Building, Engineering EXPO, Transcend or any of the other student competitions), articles, abstracts, publications.

PRACTICE OUT LOUD

Now is your time to talk about yourself. After all this preparation, you should know what to say! If you are thoroughly prepared, you know skills employers are seeking, what strengths and accomplishments you have developed, and what this particular employer needs in new engineering hires! You know your résumé and do not need to refer to it throughout the interview. You have practiced talking about your skills and have reviewed lists of potential questions. You are ready and able to talk.

Before you go through an actual interview, you should first go through at least one mock interview. Practicing interview responses is key to understanding how to improve your interviewing skills.

The mock interview is more than an opportunity to work out interview jitters; it is an opportunity to practice and improve your interviewing technique and answers. It is also a chance to hear constructive feedback from someone with experience in the field. It is not enough to look at an interview question and say, "Yeah, I know the answer to that one."

» Connect with ECS about mock interview resources.

QUICK TIPS

Big Interview is a free tool provided by campus. Students may learn, practice, and improve interviewing skills, whether it's for a job or graduate school.

Big Interview is an online system that combines training and practice to help improve each user's interview technique and build confidence.

Big Interview offers a variety of tools and resources, including:

- Mock interview practice and a recording tool
- Written and video curriculum covering the entire job search process, interviewing, and negotiations
- A mechanism for sharing videos externally and internally for feedback
- Industry and competency-specific interview question sets
- An option to receive AI feedback directly from the platform for ongoing improvement

PREPARE ELEVATOR PITCH

The pitch is a short summary that describes who you are, what you want to do and how you are suited for the position.

Example:
'Hi, I am Shiyu Yan. I am a sophomore at UW-Madison studying materials science and engineering. My interests lie in the automotive industry. In my current research position, I determine how environmental factors and applied chemicals impact the growth of field crops. I am vice president of my student organization, Materials Advantage, and have gained strong communication and time management skills through the experience. Through my courses, I have developed technical skills with Tensile testers, XRD machines, and MATLAB. I am interested in either a co-op or summer internship and am excited about the possibility of working with (organization name). I've researched openings on your website – could you tell me more about what qualities you are looking for in candidates?"

ATTITUDE

The most important aspect of interviewing. The key element to successful interviewing is not your experience, your grades, what classes you took, your co-curricular activities, or any of the other basic necessities. Those skills are what got you the interview. The key element to successful interviewing can be summed up in one word: attitude. If you want to rise above others with better experience, better grades, or better anything, you will need to work on developing a highly positive work attitude.

Your attitude determines whether you will make the cut or be discarded. Remember, there are plenty of competitors with the ability to do almost any given job—especially at the entry level. The way most employers differentiate at the entry level is by candidates' attitudes toward the job. Your attitude is often what recruiters will remember when the dust has settled after reviewing 10, 20, or even 100 candidates—the one who was sincerely willing to put forth [his or her] very best effort. If you have the attitude of wanting to do your very best for the organization, of being focused on the organization's needs, of putting yourself forth as the person who will be committed and dedicated to fulfilling their needs, you will likely be the one chosen.

You can show your winning attitude in the way you present yourself. Incorporate the actual words "positive attitude,""excellence" and "striving to be my best" into your interview language. Then show by your stories and examples how these words positively affect your life. Show them when and where and how you have put forth extra effort above and beyond the call of duty. Show them how you beat a deadline, how you excelled in a project, or how you made a difference by going the extra mile.

DISCUSSIONS OF SALARY

Do not be caught off guard if the employer brings up salary near the end of an interview. Conversely, do not be the one to bring up this subject. If questioned about salary expectations, however be prepared to discuss the topic. Know the going rate for an entry-level engineer by reviewing ECS salary statistics as well as national statistics.

We recommend that you give a salary range or indicate that you are willing to consider any reasonable offer. For example:

Give a range: "I would hope that with my background and qualifications, a salary in the $75,000 to $80,000 range would be offered." The range you give should be realistic and based upon prior research of starting salaries in the industry and for the position being discussed.

If a verbal offer is extended at the interview, be appreciative and graciously ask for two things:

- The offer in writing.
- Time to consider the offer. Most employers will offer an acceptance date of between 2 and 8 weeks after the initial offer.

If asked to make a decision on the spot, show your appreciation for the offer but say that you need time to consider such an important decision.

TYPICAL INTERVIEW QUESTIONS

Don't try to memorize (or fabricate) the "right" answers to interview questions. The only right answers are those that truthfully describe an event in your life, including what you learned from the event, what skills you developed, what skill you used, or what you would have done differently. Have confidence that your response is strong if it reflects active self-assessment, specific details and relates to the question being asked.

Also try to understand the question behind the question; understand why the question is being asked and what the employer is evaluating. Respond with specific, thoughtful descriptions of your real past and present experiences, the skills developed and lessons learned from them.

If you have thoroughly prepared for all aspects of the job search and followed us carefully to this point, you will know what to say and how to respond. Questions are not as important as answers. However, a list of potential interview questions can be helpful!

REASONS FOR STUDYING ENGINEERING:

- What led you to choose your field of major study? Why did you select UW-Madison? Was it a good decision?
- What classes were the most challenging? The least challenging?
- Describe your most rewarding college experiences.
- Are your grades an accurate indication of your academic achievement?
- Do you have plans for graduate or professional school?
- Why weren't you more involved in college activities?
- What was the best part of your college experience?
- A college degree is nothing special; everyone I am interviewing has one. What else do you have to offer me?
- Provide an example of how you acquired a technical skill and converted it into a practical application.
- How frequently did you skip classes while in college?

EMPLOYER KNOWLEDGE/INTEREST:

- How have you prepared for this interview?
- Why are you interested in opportunities with my company? What do you know about our company?
- Why should we hire you instead of other equally qualified candidates?
- Which trade publications do you read to keep informed about current trends?
- What technical skills would you bring to this position?
- What qualities do you think this position requires?
- What interests you least about this job?
- What do you see as the major trends in the field?
- Why do you want to leave your current employer?
- What salary would you anticipate?

WORK AND ACADEMIC EXPERIENCES:

- Describe a situation in which your ideas or work conflicted with the ideas or work of a co-worker or supervisor.
- What type of people do you find difficult to work with?
- What have you learned from your past jobs?
- How did your co-op/intern position contribute to your career growth?
- Tell me of a situation where you worked under pressure.
- You seem to have limited work experience; why do you think you could do this job?
- What part of the position's responsibilities interests you most?
- If I contacted your references, what would they each say about you?
- Have you ever been fired?
- Do you make your opinion known when you disagree with a supervisor?
- How would you handle a situation in which you couldn't get along with your boss?
- What new idea or suggestion did you make to your immediate supervisor in the last couple of months?
- How would you describe the perfect supervisor?

MOTIVATIONS AND GOALS:

- Tell me about the last time that you made a change in your life.
- What do you consider to be your greatest strengths? Weaknesses?
- Give me two examples of good decisions you have made in the last six months. Why were they good?
- What have you done that demonstrates your initiative?
- What would you change about yourself if you could?
- When have you been a leader?
- Would you rather write a report or give an oral report? Why?
- What was the latest book you've read or movie you seen?
- Are you a risk-taker?
- How do you handle pressure situations?
- How do you relieve stress?
- Tell me about yourself.
- How have you gone about determining that this field is right for you?
- What is the biggest risk you have ever taken?
- What is your strongest transferable skill? How has it been helpful to you?
- What accomplishment has given you the most satisfaction? Why?
- What are the most important rewards you expect in your career?
- What motivates you to put forth your greatest effort?

- How do you define success?
- What two or three accomplishments have given you the most satisfaction? Why?

RESPONSE TO FAILURE OR CRITICISM:

- How do you react to criticism?
- Think about something at work or school that you consider a failure. Tell me about it.
- Tell me about a mistake you made, and how you handled it.
- What is the worst communication problem you have experienced?
- Tell me about a time when you put your foot in your mouth (misspoke).
- Describe the biggest problem you have faced within the last six months. How did you handle it?
- What is the most unethical situation you have encountered?
- Have you ever been convicted of a crime?
- When was the last time you lied?
- Who is currently angry with you?
- Tell me about a team you were on when all members did not carry their weight.

INTERACTION WITH OTHERS:

- Describe an instance where you made effective use of facts to secure the agreement of others.
- Describe a creative idea that you produced which led to a significant contribution to the success of an activity or project.
- What is leadership? Describe your vision of a leader. When is it time to follow?
- What qualities are essential for success in business today?

FUTURE GOALS:

- What are your short-range goals? How are you preparing for them?
- What do you see yourself doing five years from now?
- Which of your personal goals have you reached and not reached?
- What are your long-range career objectives?
- Tell me about a time you overcame obstacles to reach a goal?

QUICK TIPS

- It is not enough to look at an interview question on a long list of questions and say,"Yeah, I know the answer to that one."
- Take time to practice responses out loud.
- Listen to the "question behind the question." What is the interviewer trying to learn about me?

QUESTIONS FOR YOU TO ASK THE RECRUITER

You MUST have questions to ask your interviewer. If you do not ask questions, it indicates you have little interest in the position and is perceived negatively by the interviewer. You can ask about almost anything job-related – except salary.

- What attracted you to this organization?
- What do you think its strengths and weaknesses are?
- What are the most critical factors for success at your organization?
- How would you describe your management style?
- What are the greatest challenges for entry-level hires within your organization?
- Can you tell me about the people who will look to me for supervision?
- What is the organization's customer service philosophy?
- What is the makeup of the team as far as experience?
- What does the organization value most?
- What kinds of processes are in place to encourage collaboration?
- How do my skills compare to other candidates you have interviewed?
- What kinds of assignments might I expect during the first few months on the job?
- What characteristics help a person succeed in this field?
- How often are performance reviews provided?
- What do you consider ideal experiences for this job?
- Please tell me about the people with whom I would be working.
- What would be a typical career path for someone like me entering your organization?
- Please describe the management style or engineering environment at your organization.
- What are my opportunities for learning new skills?
- How much influence will I have over the type of work I will do?
- What do you like best about working at ABC Co.?
- Do you promote from within?
- What would be my primary responsibilities?
- What would I be expected to accomplish in the first six months on the job?
- What are some of the department's ongoing and anticipated special projects?
- How much contact does the department have with management?
- What do you like best about working for this department/organization?
- Can you describe a typical workday in the department?
- Do you feel free to express your ideas and concerns here?
- What are the possibilities for professional growth and promotion?
- How much interaction do you have with superiors, colleagues and customers?
- How long have you been with the company?
- Is there anything you would change about the company if you had the chance?
- What do employees seem to like best about the organization?
- How large is the department where the opening exists?
- What type of orientation or training do new employees receive?
- How do you prioritize young professionals in the organization?
- What is the next course of action? When should I expect to hear from you? What are the next steps in this process?
- I would like to leave you with some final thoughts regarding my qualifications and enthusiasm for working with your company.

QUICK TIPS

Do not ask these questions:

- What will my salary be?
- What does your organization do?
- Where are you located?
- Do I get paid for overtime?
- How much vacation will I receive?

DIFFERENT TYPES OF INTERVIEWS

BEHAVIORAL INTERVIEWS

The basic premise behind behavioral interviews is that past behavior is the best predictor of future behavior. Most employers use this interview method.

"Tell me about a team experience in which one member did not meet expectations."

This question demonstrates the type of question common in behavioral interviews. Based on the premise that the best way to predict future behavior is to evaluate past behavior, this form of questioning allows the recruiter to assess your abilities based on what you have already done.

Typical behavioral question structure:

- Tell me about an obstacle you have overcome.
- Tell me about the most unethical situation you've observed or experienced.
- Tell me about your last experience with success.
- Tell me about a goal you have met.

S.T.A.R. response style for behavioral questions:
In responding to behavioral questions, it is best to provide a specific example to support your response. Frame the response using an example from your resume including academic projects, classes, work experiences, and out-of-class activities.

Be very specific as you cover the four necessary steps (**S**ituation, **T**ask, **A**ction & **R**esult) for optimum success:

- **Situation:** Give an example of a situation you were involved in that resulted in a positive outcome.
- **Task:** Describe the task(s) required in the situation.
- **Action:** Talk about the various actions you initiated or completed.
- **Result:** Provide the results directly connected to your actions.

To maximize this method, you should add what you learned from the situation that you will bring to the job.

- Recall recent situations that show favorable behaviors or actions, especially involving course work, work experience, leadership, teamwork, initiative, planning, and customer service. Try to use your entire résumé.
- Prepare short descriptions of each situation; be ready to give details if asked.
- Be sure each story has a beginning, middle, and an end.
- Be sure the outcome or result reflects positively on you. If the result itself was not favorable, talk about what you learned or would do differently next time.
- Be honest. Don't embellish or omit any part of the story.

CASE INTERVIEWS

Simply put, a case interview is the analysis of a business plan or situation. Unlike most other interview questions, it is an interactive process. Your interviewer will present you with a business problem and ask you for your opinion. Your job is to ask the interviewer logical questions that will permit you to make a detailed recommendation. The majority of case interviewers don't have a specific right answer that you, the candidate, are expected to give. What the interviewer is looking for is a thought process that is both analytical and creative (what consultants love to call "out-of-the-box" thinking). Specific knowledge of the industry covered by the case question is a bonus but not necessary. An understanding of the business models and processes as well as global business experience is helpful for success.

Question categories can be identified as:

- **Market-sizing** questions focus on determining the market size for a particular service or product.
- **Business operations** questions refer to running a business and getting a product out the door. The focus may include purchasing and transporting raw materials, manufacturing processes, scheduling of staff and facilities, product distribution … the day-to-day of running the business.
- **Business strategy** questions deal more with the future direction of a firm. Good strategy questions may have a market-sizing piece, a logic puzzle, multiple operations issues, and a dose of creativity and action. These types of questions tend to be quite complex.
- **Résumé case** questions come directly from the candidate's résumé. One example may be,"I see that you play rugby. Describe all the different positions on a rugby team, and the play strategy for each."

VIRTUAL INTERVIEWS

Phone/Video interviews are often used as a screening method prior to extending face-to-face interviews. An employer will evaluate you to determine the benefit of inviting you for an on-site visit.

Some general advice:

- Prepare as if this were a face-to-face interview.
- Have résumé, references page, transcripts, and other items, such as list of publications, presentations, patents, as well as sample projects and papers close by if needed.
- Have a pen, paper, personal calendar, and class schedule for scheduling employer visits.
- Be in a quiet space. Turn off any alarms scheduled on your phone or calendar. Mute the notifications on your computer.
- Write down the names of the interviewers. Refer to them as Mr. or Ms., unless otherwise indicated.
- Take quick notes during the interview. At the close of the interview, thank the interviewer using their name.

- Smile. You will sound more interested and friendly. A smile over the phone can be recognized.
- Have a glass of water or waterbottle nearby.

Telephone Interviews
During the job search, remember that a telephone interview (much like business email) must be formal and professional. You must adopt a manner in using the phone that conveys your seriousness of purpose, ability to concisely communicate your strengths, and desire to work for the employer.

In a phone interview, your voice is the sole means of communication. You cannot use eye contact, facial expressions, body language, or other visual means of communication, nor can you respond to the interviewer's nonverbal cues or attempt to interpret their interest. You are selling yourself using only words and the tone of your voice.

Telephone Tips:
- Speak slowly. Articulate clearly. Your diction, voice level, intonation and choice of words are your main forms of communicating.
- Don't use a speakerphone. If you choose to use headphone with a speaker make sure to test them out ahead of time.
- Allow for silences or pauses. If you need more time to consider a question, simply ask for it, since silences are more pronounced on the phone.
- Listen. With no other communication clues except a voice, it is critical for you to focus and listen carefully. Ask for clarification if you don't understand a question.
- Don't interrupt, although some "over-talk" is bound to happen on the phone. Confirm that what you said has been "heard."

Occasionally, an employer will call you unexpectedly asking about your interest in job opportunities and/or wanting to ask you a few questions regarding your qualifications. If the employer has caught you at a bad time, it is ok to request that you talk at another time, if you express your appreciation and interest in the opportunity.

Video Interviews
Many organizations will now utilize internet software for conducting interviews. The combination of audio and visual elements improves the employer's ability to get a better understanding of a potential candidates' skills and fit for the position.

Video Tips:
- Ensure you have a strong internet connection
- Turn on your camera for the interview. Make sure your light source comes from behind your computer. Check your background.
- Log on a bit early to test audio, microphone and camera
- Look at the camera
- Dress appropriately for a business interview
- Use a computer, not a mobile device

Video interviews can also include a pre-recorded format. Here, you log in and answer a set of pre-recorded interview questions with no interviewer present. The responses are then shared with the interviewer. In this case, do your best to imagine you are having a live conversation. Typically, with pre-recorded questions, you can re-record some of your responses. You may find resources on the internet that allow you to practice a pre-recorded format. A trial run is a good idea.

TECHNICAL INTERVIEWS

Technical interviews are common in engineering because they allow employers to evaluate your problem-solving skills. Some questions will be specific to the position, while others may be more general logic problems.

Approach to Answering
1. Restate the problem
2. State assumptions and ask clarifying questions if needed
3. Share your approach to solving (often the key component)
4. Solve the problem

Example Questions
1. You need to measure out four gallons of water, but you only have a three-gallon jug and a five-gallon jug. How do you measure out four gallons exactly?
2. If you have seven white socks and nine black socks in a drawer, how many socks do you have to pull out blindly in order to ensure you have a matching pair?
3. If x amount of weight was applied to a cable with a cutoff of xx weight, how much force would a motor have to produce to cut-off the cable?
4. Give two ways of converting a two input NAND gate to an inverter.
5. Imagine an analog clock set to 12 o'clock. Note that the hour and minute hands overlap. How many times each day do both the hour and minute hands overlap? How would you determine the exact times of the day that this occurs?

A perfect answer is not always the purpose of a technical question. Being able to articulate your process, approach to solving, and resources needed or used are all important components of determining your problem-solving abilities.

INTERVIEW FOLLOW-UP

The interview is not the end of the job search process; follow-up is required.

It is important not only to reflect on your interview performance, but also to continue a dialogue with the recruiter. What does this mean? It means that it is in your best interest to follow-up the interview with a thank you email or letter and maintain a regular follow-up schedule. Employers are interested in hiring people who are interested in the position!

Indicate your interest by continuing to communicate with the recruiter until a decision has been made. Use discretion regarding frequency—do not become a pest.

Within one to two days, send an email message thanking the recruiter for the interview, clarifying topics discussed in the interview, and re-emphasizing interest in the employer's opportunity. A well-written, well-timed thank you message will not get you a job, but it can tip the scales if all other factors are equal.

- By sending a thank you message, you will:
- Show courtesy and appreciation
- Stand out from the crowd
- Reiterate interest in the opportunity
- Make points you forgot during the interview
- Demonstrate your writing skills

Regularly contact the recruiter after the thank you letter; do so approximately every 2 weeks until a decision is made. Offer to provide other materials, such as transcripts or samples of your work.

QUICK TIPS

Develop a spreadsheet with employer names, recruiter contacts, interview dates, and follow-up dates. Since you are actively searching, a spreadsheet will help you track the interactions with a large number of employers and recruiters.

INTERVIEW THANK YOU AND FOLLOW-UP

Send immediately after interview.

Thank you for your time and consideration during our interview on Thursday. I enjoyed our discussion on the new widget product you are developing and appreciated your tour of the facility. As we discussed your needs and toured the facility, my interest in joining your team became even stronger.

In giving further thought to our discussion about working in the widget industry, I realized I had a similar experience several years ago while working with new optical technology at ABC Corp. While it required more time to get up to speed, I dedicated extra personal time to become familiar with the specifics of that project, and was able to deliver our prototype ahead of schedule. With my dedication, team work, and experience in developing optical technology, I am confident I would be an asset to your team and make a valuable contribution to Techno Products, Inc.

I appreciate your consideration and am excited by the prospect of working with you and developing the new widget product line. Enclosed is an additional copy of my résumé for your convenience. I look forward to talking with you again soon.

FOLLOW-UP EMAILS

Send two weeks after thank you email for interview.

I am still very interested in pursuing opportunities with ABC Corp. in the widget division. As we discussed on campus in Madison last month, my academic project in XXX will enable me to make immediate contributions as an entry-level engineer. Please let me know if I can provide you with any other materials to help you make your decision. I look forward to scheduling an on-site visit at your convenience.

Thank you, once again, for your time and consideration.

Send 2 weeks after first follow-up email.
(A professional phone call of continued interest is also appropriate instead of this email.)

After meeting with you on October 14, I remain extremely interested in your XXX position and I feel confident that I can work with your team to maintain your high level of performance and customer service.

Recently, I have scheduled second interviews with two other companies and received one offer on which I will need to decide by the end of the month. Since ABC has always been my employer of choice, I would very much appreciate a communication regarding my application status and would like the opportunity to interview on-site with you.

EVALUATE OFFERS & MAKE DECISIONS

Many factors affect the number of job offers you will receive. Most of this booklet has been devoted to a key factor: **your preparation**—which is completely under your control. Not under your control is the cyclical economy. But even in the worst of times, jobs are available. Expectations may have to be changed, however with an effective, focused job search, you will find a job.

THE OFFER

While it is unlikely that you will be hired on the spot or told that an offer will definitely be forthcoming, be prepared. If an offer should be extended then, always ask for a chance to think it over. Accepting immediately is poor policy because you lose your opportunity to give thorough consideration to all aspects of the offer. Even if you think the offer is exactly right, the employer's enthusiasm and your own may cloud your objectivity. Show appreciation, but always ask for time to consider the offer as well as a formal offer in writing.

When the written offer arrives, read it carefully. It should specify your job title, salary, and the name of the department and supervisor to which you will be assigned. The offer may be contingent upon your passing a physical exam and/or drug test. It will usually have a deadline by which you must accept in writing, ranging from two to eight weeks, depending on the time of year and the current market. The actual starting date may be specified then or after your acceptance.

Keep in mind that you and the employer have different concerns about "time." You most likely would like ample time to hear from other employers and consider all your alternatives. Employers, on the other hand, want to know your decision as quickly as possible. If you reject their offer, they will need to quickly contact second-tier candidates.

Offer deadlines are taken quite seriously. If you do not meet the deadline, the offer may be withdrawn; if you need more time to consider an offer, ask for an extension. Be specific as to how much time you will need to make a decision. Show appreciation, enthusiasm for the offer, and emphasize the importance of making the right decision.

While making a decision on an offer, be sure to talk to all other employers who showed interest in you. Contact them directly, explaining that you are close to making a decision regarding your job search, are very interested in their opportunities, and ask about your status with them. Hopefully, they also will be able to make an offer if interested.

Job offers are often made verbally first, followed by a written offer containing various details. If you are fortunate enough to obtain more than one job offer, take time to compare and contrast various components of the offer, the employer, and the location.

Should you accept? Things to consider:

- Will you enjoy working with your future co-workers and supervisors?
- Will you have a good opportunity to express yourself on the job?
- Is the working environment satisfactory?
- Will you be fully using your primary skills?
- Is there sufficient diversity and challenge?
- Will you be able to get the kind of feedback you require to see the results of your efforts?
- Is there an opportunity to learn and expand?
- Are there open avenues of communication?
- Will you be able to get value from your work?
- Do you clearly understand what your responsibilities will be, to whom you will report, and how evaluations will be conducted?
- Do you clearly understand typical work hours and overtime expectations?
- Is the company product or service something you believe in?
- Is the offer within your expected range? Check ECS resources for average salaries.
- What priority do you place on location? How long is the commute?
- Are your favorite activities or recreations readily available?

In summary:

- Only consider job offers after you receive them in writing. (Co-ops and interns should consider verbal offers, although it is good to request a written offer.)
- It is acceptable to ask for additional time to consider the offer. A minimum of 2 weeks is generally offered.
- Once you accept, honor your commitment to the employer. Don't accept an offer while at the same time hoping that a better one will come along.
- Decline all other offers immediately to allow other candidates the opportunity. Discontinue all interviewing and other job search activities.

TESTING

After the second interview, many employers will make an offer contingent on a negative test for drugs and controlled substances. This test takes the form of a specimen analyzed for presence of a substance. Be aware this test may occur and be advised that failure to submit to a drug test may end further employment consideration. Tests often need to be completed within 24-48 hours of the offer or it may be withdrawn.

SHOULD YOU NEGOTIATE?

In many cases, yes! It does not hurt to ask. It is important to know market rates and ask, not demand. How you ask is important. The best position from which to negotiate is to have more than one offer and strong qualifications. Generally, most students are interested in negotiating salary.

Review the following options and considerations:

- Negotiations may not be necessary. The job may be appealing and with a good employer. You may like the people with whom you'll be working and the geographic location. The salary may be within the average range for an engineer with your background and experience. The benefits also may be good. The market might be tight. Then, there is no need to negotiate.
- Timing is critical. The opportunity to negotiate exists only between the times an offer is extended and before it is accepted.
- Do not talk salary or negotiate until an offer has been extended. If the recruiter discusses salary prior to making an offer, you might respond, "Perhaps we can discuss the salary once a job offer is made."
- Base your salary negotiation on fact, not emotion. Use cost-of-living statistics and UW-Madison or national salary averages.
- Base salary negotiation on your market value, not on what you think you "need" or "want."
- Choose negotiation items carefully. Do not negotiate every item. Prioritize your needs.
- Do you feel you deserve a higher starting salary? Relocation expenses? Different start date? Another week of vacation? Does your spouse require assistance in a job search? Ask for only one or two items. Base your request on fact.
- Be fair. Do not be greedy. On rare occasions, job offers have been rescinded due to what has been viewed as very unrealistic candidate expectations.
- Do not take negotiations personally. Employers may be unwilling to negotiate some items.

ACCEPT AND DECLINE ALL OFFERS IN WRITING

Once you have made the decision to accept or reject an offer, verbally accept and immediately follow-up in writing. Be sure to clarify the "start date," relocation reimbursement, salary, and other important issues in your letter, and in particular, items that were modified during negotiations.

Immediately decline (in writing) all other offers. This is a professional courtesy, as well as a way of making opportunities available for others. Graciously decline offers to keep open the possibility of future employment.

Notify all other employers who are still considering you. Thank them for their interest and tell them that you have accepted another offer.

In addition, thank your references, professors and any others who served as mentors throughout this process.

REPORT JOB OFFERS TO ECS

Look for instructions in the Offers & Negotiation section of the ECS website to report your job offer.

Note: The College of Engineering uses aggregate information for national rankings, salary surveys, and ABET accreditation.

RESCIND POLICY

Rescind: To take back your acceptance

Never accept a job with the intent to continue looking for something "better". Carefully consider an offer and accept or decline based on the merits of the position and your interests. Do not continue to interview or search further once you have accepted a position.

Rescinding reflects negatively on you, your department, the College of Engineering, and UW-Madison. Rescinding results in loss of ECS and Handshake privileges. Speak with an ECS advisor if you are considering rescinding.

QUICK TIPS

Consult with an ECS staff member before accepting a position for guidance on evaluating offers.

SAMPLE EMAIL: ACCEPTING A JOB OFFER

Send after first accepting job offer by phone *(in person)*.

I am pleased to formally accept your offer for the industrial engineer position with Maynard, Inc. After our phone conversation of last week and after reviewing your written offer, I understand my starting date will be January 15, 20XX, and that my monthly salary will be $6,020.00.

Enclosed is a copy of your formal offer letter with my acceptance signature. I look forward to beginning my career with you.

Thank you for your confidence in my qualifications. I will work hard to meet and exceed your expectations.

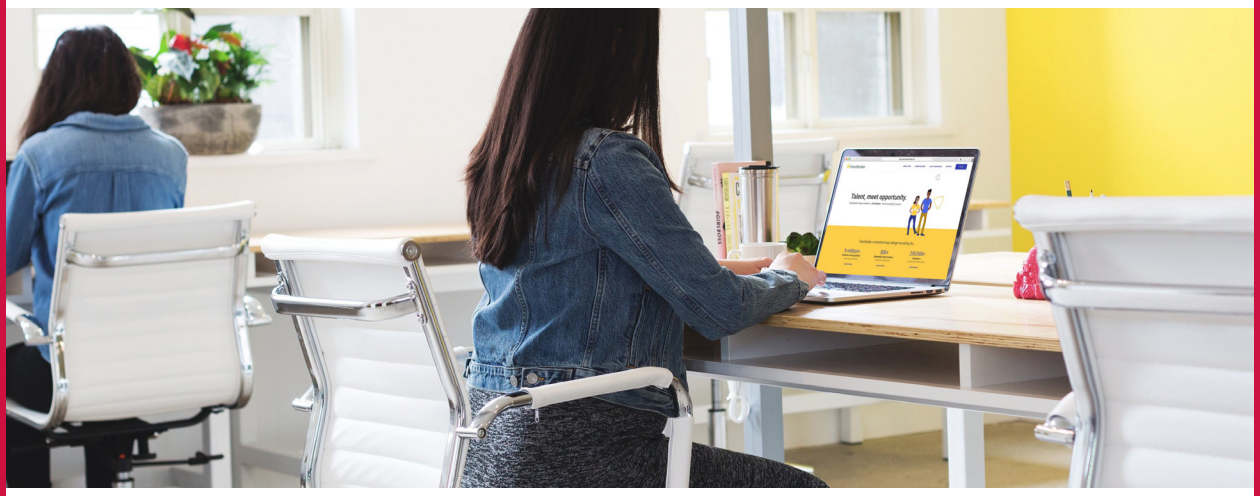
SAMPLE EMAIL: REJECTING A JOB OFFER

This letter confirms our phone conversation this morning indicating that I will not accept your job offer to join the staff at Rollando Products. As you know, this was a very difficult decision for me, but I have decided to accept another opportunity.

As I approach graduation and reflect on my experiences and prepare for the future, I am grateful for the many opportunities offered me. While at Rollando as an intern engineer, I learned a great deal. You have always treated me with professionalism and provided me with mentorship that forms a solid foundation upon which I will build my career.

Thank you.

START YOUR CAREER SEARCH



All the tools you need to connect with employers

Handshake makes it easy for every UW-Madison student to explore career events, connect to jobs and internships, and even schedule on-campus interviews.

With Handshake you can:

Browse and register for career events on campus

Explore thousands of jobs and internships from employers nationwide

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