

Resumes

- *Needs to be as engineering related as possible!*
 - May be only document employer sees to determine if they want to speak to you or not
- Name and contact info first, phone # and email need to be accurate> spellcheck and co-op office won't know if they're wrong but employers will!
 - Name/contact should not be spaced out to take up a lot of room
- Needs to be balanced- not too much white space or huge margins
 - Check spelling
 - Don't overuse buzzwords
 - Be careful using a template
- Objective- good to have now when applying for co-ops, let's employer see major and when you're available right away.
 - Shouldn't be too long, a line or two is good
- Education next
 - Pitt first then high school (everything from most recent to oldest)
 - List major
 - GPA above 2.8, can list overall and major or last term's, must have overall
 - List related courses
 - Scholarships/awards
- Projects/related experience section
 - Freshman engineering conference (researched, wrote paper, presented)
 - Or art of making. List other class projects
 - Technical skills (MATLAB, C++, etc.)
 - Projects outside of class
- Leadership/extracurricular activities
 - Engineering clubs (and others)
 - Volunteer work
 - Sports, etc.
- Work experience
 - Regular jobs
 - Don't need a lot of detail if at all, good to show you've worked though
 - If you received a merit raise, list it
 - If internship or engineering related, section should be listed higher

Interviews

- Relax, don't be nervous, be yourself
- Do your research! Know some things about the company/job posting
 - Good to bring up things from job description and discuss how your skills fit
- Be positive and optimistic- self-confidence is crucial
- Be early!
 - *"5 minutes early is on time; on time is late; late is unacceptable."*

- Small talk is good, be aware of your surroundings
 - Helps break the ice, helps you to relax, makes a connection
 - Can help you stand out (oh yeah, this person asked me about my dogs)

- Don't be stiff, interview is just you talking to another person (about yourself)
- Bring several resumes
- Common sense- be professional, courtesy, well mannered, dress professionally
 - Always better to be over-dressed than under-dressed

- Prepare for situational questions, why you picked your major, why you're interested in the company (do research), 3 words to describe you, strengths/weaknesses, etc.
 - Have specific examples/stories!

- Ask them questions, shows you're prepared and did research
- Get contact info, send follow-up thank you email the next day (simple, 1-3 sentences)
- Participate in mock interviews- practice makes perfect