

UNIVERSITY of HOUSTON

CULLEN COLLEGE of ENGINEERING
Engineering Career Center



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Engineering Career Center

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Our Team



WHAT SERVICES DO WE PROVIDE?

- eCONNECTION
 - Resumes
 - Mock Interviews
 - On-Campus Interviews
 - Internship/Job Postings
 - Appointments
- Career Fairs
- Workshops
- Info Sessions
- Co-op



Career Center Services



WhooOOOooo
are you?

- **Your value**
- **How do others see you?**
- **Your goals/target audience**
- **Attention to detail**
- **Social Networks (LinkedIn)**
- **Go offline (industry groups, conferences, all networking events)**

Personal Branding



YOUR IMPACT

University of Houston, Cullen College of Engineering

- Industry/Market?
- After Graduation goals?
- Where?
- Additional education?
- Specific Employers?
- Resources Available to you?

My Degree = What Kind of Work?



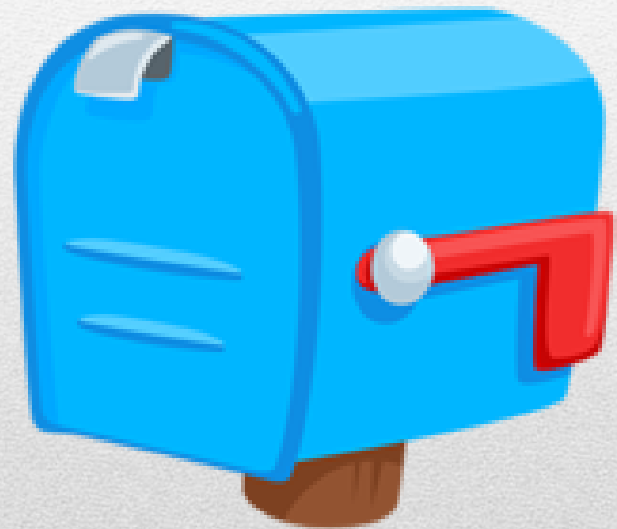
THE RESUME



- 10-30 second presentation of your experience and knowledge
- Reflection of who you are
- List of previous jobs/projects
- Summary of education

What is a Resume?

The Mailing Address



Contact Information

RESULTS-DRIVEN ENGINEERING MANAGER

Dedicated to ensuring safe, durable, and efficient machinery and tooling equipment.

Boasting long-standing, proven experience across mechanical applications and corporate management. Thorough understanding of maintenance aspects and safety standards. Dedicated to and actively involved in corporate vision and operations. Superb balance of technical know-how with workforce management and collaborative abilities. Earned reputation as a hard charging leader with distinctive ability to train and lead efficient, goal-focused teams. Invited to serve on numerous corporate improvement committees and completed various workshops covering communication, chemical handling (AAA Corporation), and safety.

- Equipment & Tooling Maintenance
- Manufacturing Processes
- Cost Analysis & Budgeting
- Training & Development
- Die Building & Repair
- Critical Issue Resolution
- Quality Control
- Vendor Communications
- Maintenance Planning Strategies
- Project Management
- Planning & Improvement
- Regulatory Compliance

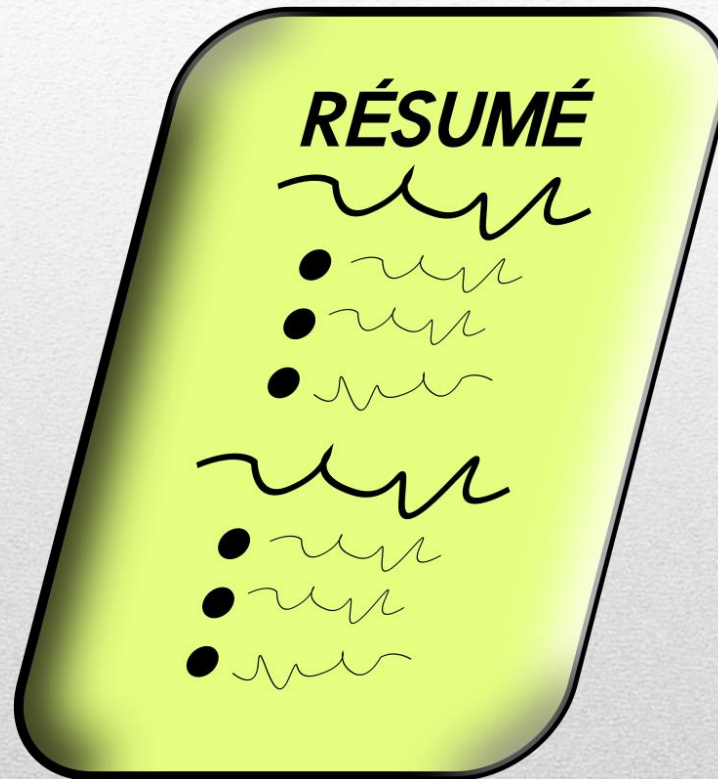
Professional Summary

- **Contact info – no mailing address**
- **Professional Summary**
- **Education and GPA**
- **Professional/volunteer experience**
- **Projects**
- **Relevant Coursework**
- **Professional Organizations or Leadership Experience**
- **Honors/Awards/Achievements**

Resume

Creating your Resume

- **Format**
- **Consistency**
- **Subjectivity**
- **Grammar**
- **Spelling**





THE INTERVIEW

Behavioral

- Behaved in specific work situations in the past
- Assumes past behavior predicts future performance.



Passive



Assertive



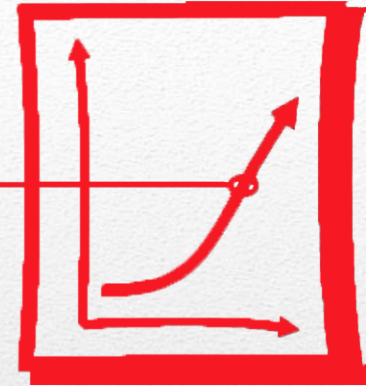
Aggressive

The Interview

Situation or

Describe the situation that you were in or the task that you needed to accomplish.

Task



Describe the action you took

Action

Results

What happened? What did you accomplish? What did you learn?

The Interview

- Describe a situation.....
- Give me an example of...
- Tell me about a time when...
- How do you deal with..... and give me an example

Interview–Sample Questions



Before The Interview

Before the interview

- Review your resume and organize some general points
- Research the company!
- Practice responses to common interview questions
- Make sure you are dressed professionally

Interview Tips



At The Interview

At the Interview

- Arrive early
- Be friendly and polite **to everyone** you encounter
- While you are waiting, review your general points one last time
- When you are approached by the interviewer, use a firm handshake, make eye contact and smile
- Sell yourself!!!!!!!

Interview Tips

After The Interview



After the Interview

- Follow up
- Remind the interviewer of your strong interest in the position and of your qualifications.
- If the interviewer asked you for additional information that you did not have with you during the interview, be sure to provide this in a timely manner afterwards.

Interview Tips

Fall 2017 Engineering Career Fair
Thursday, September 14th
UH Student Center
10am-4pm

Resumes & Business Attire Required
Suit Jacket & Tie Required for Men
(UH ID Required to Attend)

Career Fair

Spring 2017 Career Fair Networking Social

Thursday, September 7th

Engineering Commons

6pm-8pm

Business Casual

Career Fair

What to Wear

Men:

- Dark suit
- Solid color shirt (white, blue, etc.) with tie and please tuck in
- Belt
- No athletic socks!
- Clean shoes
- Leather briefcase or messenger bag
- Hair- out of your face. Facial hair - neatly trimmed and clean
- No cologne is better than too much

Career Fair Prep

What to Wear

Women:

- Skirt/pant suits or a one piece dress
- Nothing tight, sheer or lacy
- Nice portfolio.
- Clean, closed toe shoes with a medium or low heel
- Hair - neat and out of your face. Makeup-not too much
- No distracting jewelry
- No perfume is better than too much

Career Fair Prep

Caitlin MacNeil: Stem Counselor
713-743-5100


Location: Student Service Center 1

Walk-in Hours Available



University Career Services

University of Houston, Cullen College of Engineering



**We are here to
serve you!**

Engineering Career Center

University of Houston, Cullen College of Engineering