



Career Center Intro
Roland Block, Associate Director, Career Center

HOWDY!

- Roland Block
 - Associate Director, Career Center, Engineering
 - MEEN '92 with 25 years' Medical device experience



Questions

- Who has attended a **Career Fair**?
- Who has used **Hire Aggies** to look for jobs?
- Who has a **LinkedIn profile**?

What I would do!

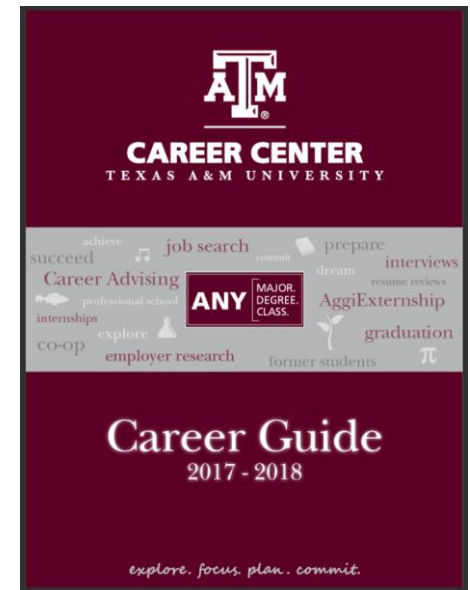
Step 1) Download “Career Guide”

1. Resume Formats, Verbs, Bullet advice
2. 30 Second Elevator Pitch (Google)
3. STAR Method for interviews

Step 2) Register on Hire Aggies

Step 3) Attend Career Fairs

Step 4) Networking / LinkedIn



www.HireAggies.com



click on

“Current Student”



RESOURCES EVENTS BLOG ABOUT US

achieve job search prepare career fairs
succeed externships cover letters former students
professional school
ANY MAJOR, DEGREE, CLASS.
networking graduation interviews
co-op explore employer research dream
resume reviews

The Texas A&M Career Center is here to help you realize your potential.

Let's Get Started



Current Students



Employers



Former Students



Prospective Students



Families



Faculty & Staff

Career Guide on right side (other great resources on this page too!!)

careercenter.tamu.edu/Current-Students



Current Students

Welcome Student
Log In to get content tailored just for you!

Any Major. Any Degree. Any Class.

Let the Career Center help you connect the dots between your interests and your future through major exploration, resume writing, job shadowing and more!

Explore

- > My Major
- > Career Advising
- > Professional School Advising
- > Self-Assessments

QUICK LINKS

- 2017-2018 Career Guide
Check out the online version of our Career Guide for information about resume writing, networking, interviewing, graduate and professional school steps, and more!
- Access HireAggiles
Find internships, co-ops and part-time jobs! Gain experience and launch your career with HireAggiles today!
- Who Hires My Major
Search companies who have hired Aggies with your major!
- Average Salaries
Check out salaries of Aggies who recently graduated!

Career Guide

HireAggiles!

Register here

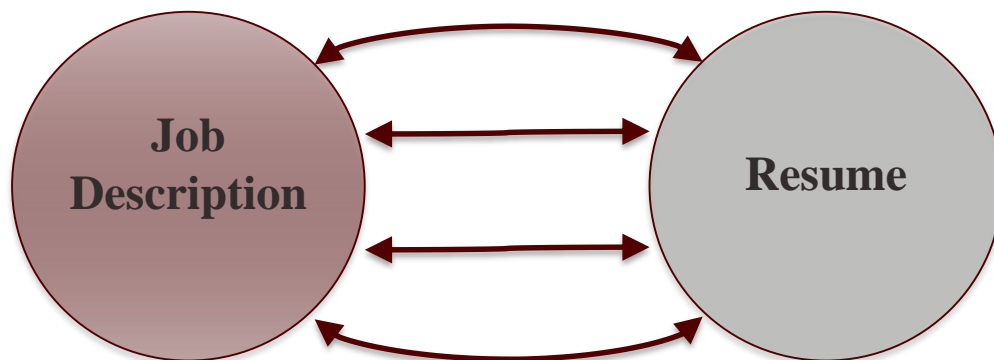
4,000+ Companies

60,000+ Jobs/Intern/Coop

Great stuff over here too!!!
Scroll down for lots more

Hiring Process

- **Hiring Manager** – Subject Expert (e.g. Medical Director)
 - Asks HR Manager / Recruiter for top ~10 candidates
- **HR Manager** – Non-Subject Expert People-Person
 - Posts position, filters 100’s to 1,000’s of resumes
 - Primary Filter is Match Between the Job Description and your Resume



What else is most important to HR Manager / Recruiter??

What Employers Value... after match to job description

Top 5 consistently (thousands Recruiters surveyed)

- 1) Relevant “work” experience
- 1) Team Work / Interpersonal Skills Oral & written
- 1) Creativity & Problem Solving
- 4) Leadership in Professional Societies
- 4) GPA (Note this for Industry employers, NOT Academia, Med / Law School...)

Resumes & Cover Letters

- **SECRET TIP:**
 - It's not all about you!
 - It's about how you **MATCH** the **JOB DESCRIPTION** and **COMPANY**
- **Cover Letters are critical**
 - How found, research, fit
 - Your unique benefits to company
 - Thank you and follow-up
- www.HireAggies.com “Career Guide”



Resume - Overview

- 1-2 Page Only!
- Font 10.5 min – 12pt
– 11pt is my preference
- Think Executive Summary
- Remember a non-technical HR manager is likely the first filter / reviewer (Networking can help you circumvent this filter in the future)

Aggie Freshman 555-555-5555
1234 Aggie Way College Station, Texas 77840 aggie.freshman@email.tamu.edu

EDUCATION
Texas A&M University, College Station, Texas
Bachelor of Business Administration May 20xx
GPR: First Semester Student

A&M Consolidated High School, College Station, Texas
Graduated with honors; Rank: 1/500; Valedictorian June 20xx
Overall GPR: 4.36

EXPERIENCE
RE/MAX United, Bryan, Texas July 20xx – August 20xx
Intern

- Validated property credibility by collaborating with 6 contractors and 10 realtors
- Improved efficiency by examining over 40 lease documents for errors

The Dance Room, College Station, Texas January 20xx – May 20xx
Dance Teacher, August 20xx – May 20xx

- Taught 50-60 children ages 3 through 13 years of age in dance techniques
- Prepared 6 unique dance lessons including ballet, tap and jazz for basic, intermediate and advanced skill levels
- Organized and orchestrated annual recital and seasonal events for 50 students

Assistant Dance Teacher, January 20xx – August 20xx

- Supervised 3 dance classes consisting of approximately 45 students, assisting the dance teacher in providing lessons

LEADERSHIP
Student Council, A&M Consolidated High School September 20xx – May 20xx
Vice President, September 20xx – May 20xx

- Presided over class meetings with President
- Began planning for 10 year class reunion

Treasurer, September 20xx – May 20xx

- Managed and tracked finances for prom, overseeing a budget of \$10,000
- Organized meetings, events, socials, and prom

National Honor Society, A&M Consolidated High School September 20xx – May 20xx
President, September 20xx – May 20xx

- Planned meetings and activities including volunteer and fundraising opportunities for 35 members
- Led 8 meetings, guiding 50 members to decisions regarding organization's involvement on campus and in the community

Member, October 20xx – August 20xx

ACTIVITIES
American Marketing Association, Texas A&M University September 20xx – Present
Member

HONORS
Hugh O'Brian Youth Leadership Conference

- Chosen as sophomore representative for high school through essay submission and teacher evaluation

Girl's State

- Selected as female scholarship recipient from student body by American Legion Auxiliary through represent local community

Navasota Valley Electric Scholarship


- Awarded scholarship based on essay and interview process

Chris Jones Memorial Scholarship

- Received scholarship based on essay, interview and transcript

SKILLS
Basic Java and SQL

As you continue to add college experiences, try to remove all high school activities from your resume by sophomore year.



CAREER CENTER
TEXAS A&M UNIVERSITY

we need you
Career Advising
job search
prepare
interview
make a choice
ANY MAJOR DEGREE CLASS
AggieExternship
graduation
CO-OP employer research
internships explore
further studies

Career Guide
2017 - 2018

explore. focus. plan. commit.

Resume - Structure

- Most important items go higher. Why?
 - Sections
 - Bullets
- The more space something takes up the more important
- Which is better?
 - 2-3 GREAT Bullets
 - 2-3 GREAT and 2 GOOD

Aggie Freshman 555-555-5555
1234 Aggie Way College Station, Texas 77840 aggie.freshman@email.tamu.edu

EDUCATION
Texas A&M University, College Station, Texas
Bachelor of Business Administration May 20xx
GPR: First Semester Student

A&M Consolidated High School, College Station, Texas
Graduated with honors; Rank: 1/500; Valedictorian June 20xx
Overall GPR: 4.36

EXPERIENCE
RE/MAX United, Bryan, Texas July 20xx – August 20xx
Intern

- Validated property credibility by collaborating with 6 contractors and 10 realtors
- Improved efficiency by examining over 40 lease documents for errors

The Dance Room, College Station, Texas January 20xx – May 20xx
Dance Teacher, August 20xx – May 20xx

- Taught 50-60 children ages 3 through 13 years of age in dance techniques
- Prepared 6 unique dance lessons including ballet, tap and jazz for basic, intermediate and advanced skill levels
- Organized and orchestrated annual recital and seasonal events for 50 students

Assistant Dance Teacher, January 20xx – August 20xx

- Supervised 3 dance classes consisting of approximately 45 students, assisting the dance teacher in providing lessons

LEADERSHIP
Student Council, A&M Consolidated High School September 20xx – May 20xx
Vice President, September 20xx – May 20xx

- Presided over class meetings with President
- Began planning for 10 year class reunion

Treasurer, September 20xx – May 20xx

- Managed and tracked finances for prom, overseeing a budget of \$10,000
- Organized meetings, events, socials, and prom

National Honor Society, A&M Consolidated High School September 20xx – May 20xx
President, September 20xx – May 20xx

- Planned meetings and activities including volunteer and fundraising opportunities for 35 members
- Led 8 meetings, guiding 50 members to decisions regarding organization's involvement on campus and in the community

Member, October 20xx – August 20xx

ACTIVITIES
American Marketing Association, Texas A&M University September 20xx – Present
Member

HONORS
Hugh O'Brian Youth Leadership Conference

- Chosen as sophomore representative for high school through essay submission and teacher evaluation

Girl's State

- Selected as female scholarship recipient from student body by American Legion Auxiliary through represent local community

Navasota Valley Electric Scholarship

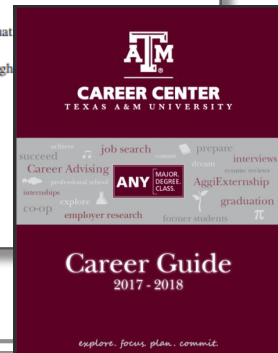
- Awarded scholarship based on essay and interview process

Chris Jones Memorial Scholarship

- Received scholarship based on essay, interview and transcript

SKILLS
Basic Java and SQL

As you continue to add college experiences, try to remove all high school activities from your resume by sophomore year.



CAREER CENTER
TEXAS A&M UNIVERSITY

ANY MAJOR DEGREE CLASS

Career Guide
2017 - 2018

explore. focus. plan. commit.

Resume – Bullet Structure

- Bullets need..
 - Start with Action Verb
 - #, \$, %... Help quantify how big accomplishment
 - Results, Achievement, Scale, not just what you did!



Aggie Freshman 555-555-5555
1234 Aggie Way College Station, Texas 77840 aggie.freshman@email.tamu.edu

EDUCATION
Texas A&M University, College Station, Texas
Bachelor of Business Administration May 20xx
GPR: First Semester Student

A&M Consolidated High School, College Station, Texas
Graduated with honors; Rank: 1/500; Valedictorian June 20xx
Overall GPR: 4.36

EXPERIENCE
RE/MAX United, Bryan, Texas July 20xx – August 20xx
Intern

- Validated property credibility by collaborating with 6 contractors and 10 realtors
- Improved efficiency by examining over 40 lease documents for errors

The Dance Room, College Station, Texas January 20xx – May 20xx
Dance Teacher, August 20xx – May 20xx

- Taught 50-60 children ages 3 through 13 years of age in dance techniques
- Prepared 6 unique dance lessons including ballet, tap and jazz for basic, intermediate and advanced skill levels
- Organized and orchestrated annual recital and seasonal events for 50 students

Assistant Dance Teacher, January 20xx – August 20xx

- Supervised 3 dance classes consisting of approximately 45 students, assisting the dance teacher in providing lessons

LEADERSHIP
Student Council, A&M Consolidated High School September 20xx – May 20xx
Vice President, September 20xx – May 20xx

- Presided over class meetings with President
- Began planning for 10 year class reunion

Treasurer, September 20xx – May 20xx

- Managed and tracked finances for prom, overseeing a budget of \$10,000
- Organized meetings, events, socials, and prom

National Honor Society, A&M Consolidated High School September 20xx – May 20xx
President, September 20xx – May 20xx

- Planned meetings and activities including volunteer and fundraising opportunities for 35 members
- Led 8 meetings, guiding 50 members to decisions regarding organization's involvement on campus and in the community

Member, October 20xx – August 20xx

ACTIVITIES
American Marketing Association, Texas A&M University September 20xx – Present
Member

HONORS
Hugh O'Brian Youth Leadership Conference

- Chosen as sophomore representative for high school through essay submission and teacher evaluation

Girl's State

- Selected as female scholarship recipient from student body by American Legion Auxiliary through represent local community

Navasota Valley Electric Scholarship

- Awarded scholarship based on essay and interview process

Chris Jones Memorial Scholarship

- Received scholarship based on essay, interview and transcript

SKILLS
Basic Java and SQL

As you continue to add college experiences, try to remove all high school activities from your resume by sophomore year.

ATM
CAREER CENTER
TEXAS A&M UNIVERSITY

we need you to succeed
job search
prepare
interview
make a choice
graduation
explore
employer research
farmer students
IT

ANY MAJOR
DEGREE
CLASS

Career Guide
2017 - 2018

explore. focus. plan. commit.

Resume – Examples

- Waiter provide outstanding customer service in English & Spanish. Open and Close with \$2,000 in register
- Scholarship or Award
 - 1 out of 10?
 - 1 out of 10,000
 - What were characteristic of event
- Do you participate in events or Shadow?
 - What did you learn?
 - Accomplishments?
 - Don't look like a Pizza Eater!

Aggie Freshman

1234 Aggie Way
College Station, Texas 77840

555-555-5555
aggie.freshman@email.tamu.edu

EDUCATION
Texas A&M University, College Station, Texas
Bachelor of Business Administration

May 20xx
GPR: First Semester Student

A&M Consolidated High School, College Station, Texas
Graduated with honors; Rank: 1/500; Valedictorian

June 20xx
Overall GPR: 4.36

EXPERIENCE
RE/MAX United, Bryan, Texas

July 20xx – August 20xx

Intern

- Validated property credibility by collaborating with 6 contractors and 10 realtors
- Improved efficiency by examining over 40 lease documents for errors

The Dance Room, College Station, Texas

January 20xx – May 20xx

Dance Teacher, August 20xx – May 20xx

- Taught 50-60 children ages 3 through 13 years of age in dance techniques
- Prepared 6 unique dance lessons including ballet, tap and jazz for basic, intermediate and advanced skill levels
- Organized and orchestrated annual recital and seasonal events for 50 students

Assistant Dance Teacher, January 20xx – August 20xx

- Supervised 3 dance classes consisting of approximately 45 students, assisting the dance teacher in providing lessons

LEADERSHIP
Student Council, A&M Consolidated High School

September 20xx – May 20xx

Vice President, September 20xx – May 20xx

- Presided over class meetings with President
- Began planning for 10 year class reunion

Treasurer, September 20xx – May 20xx

- Managed and tracked finances for prom, overseeing a budget of \$10,000
- Organized meetings, events, socials, and prom

National Honor Society, A&M Consolidated High School

September 20xx – May 20xx

President, September 20xx – May 20xx

- Planned meetings and activities including volunteer and fundraising opportunities for 35 members
- Led 8 meetings, guiding 50 members to decisions regarding organization's involvement on campus and in the community

Member, October 20xx – August 20xx

ACTIVITIES
American Marketing Association, Texas A&M University

September 20xx – Present

Member

HONORS
Hugh O'Brian

- Chosen as sophomore of the year at high school through essay submission and teacher evaluation

Girl's State

- Selected as representative from student body by American Legion Auxiliary through representation

Navy

- Interview process

Chris

- Interview and transcript

16 CAREER CENTER • careercenter.tamu.edu

CAREER CENTER
TEXAS A&M UNIVERSITY

Career Advising | job search | prepare | interviews
 internships | ANY MAKE OR DEGREE CLASS | AggieExternsip | graduation
 CO-OP | employer research | former students

Career Guide
2017 - 2018

explore · focus · plan · commit

Networking in person tips

- Dress Sharp! (First Impressions are important)
- Be Approachable and Professional if appropriate
- **ARRIVE EARLY!!!!!!!!!!!!!!!!!!!!!!**
 - Stay LATE if you can

Be PREPARED

Who to meet?

What to accomplish?



Make a great first impression!!

- What makes a great first impression?
 - Dress Professional and Sharp
 - Introduce yourself
 - Make Eye Contact
 - Shake hands Confidently
 - Show Enthusiasm!!

**Stand up and take turns
introducing yourself to your
neighbor on each side**



Networking Meetings

- Professional societies
- Training Sessions
- Texas A&M Clubs
- Texas A&M Reveille Networking Clubs
 - Reveille Club in Houston www.reveille.org
 - Phillip Wilkerson Reveille Club Woodlands
phillip@seethebeacon.com
 - The Roundtable Group in Dallas A&M Club
<http://www.dallasaggies.org/html/network.asp>
 - The Aggie Roundtable in Ft Worth
<http://www.tarrantcountyaggies.org/article.html?aid=139>
 - Austin Reveille Group Breakfast @
IHOP brian@briansellsaustinhomes.com

Activity: What makes you...you?

- Write down
 - 3-5 **Education:** Major/Minor, Research, Aspirations
 - 3-5 **Professional:** Job, Internship, Experience, Skills
 - 3-5 **Social:** Clubs, orgs, music, free time...
 - 3-5 **Unique personal:** What makes you special?

- **GOAL:** Convey what makes you unique and interesting and a **great fit**

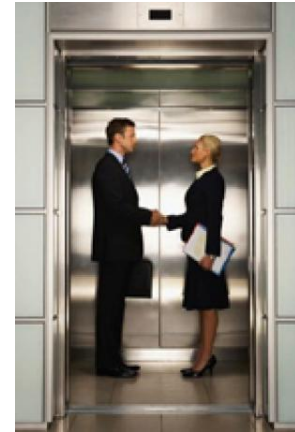


Interesting Examples

- Education
 - Undergrad Degree, Grad Degrees, Minors, Aspirations
 - Research / Specialty, focus, or just top interest
 - Think about what relates most to your job and the organizations
- Professional:
 - Work, Internship / Co-op experience, Summer Jobs
 - What are your Ninja skills?
 - Career Aspirations, Career Indecisions
- Social
 - College Team Fan
 - Volunteer Activities (Be careful about religious affiliations)
 - Dancing, Music, Books, Movies...
- Unique personal
 - Where born & raised
 - Family
 - Hobbies
 - Sports



Activity: Interesting Conversation



- What did you discover?
- You can use this technique to create a 30 second elevator pitch!
- Goal: Tell a story about yourself that illustrates who you are, your unique skills, and why you are a **great fit** for the job & Company

Roland's Example

When Done, Strike out Titles, Most from Education and Profession

- Professional:
 - Associate Director Texas A&M Career Center
 - 25 years in Medical Device
 - From Engineer to Director Global Marketing
- Education
 - BS MEEN TAMU '92
 - MBA AUM (Partially completed)
 - Dale Carnegie, Lean, 6 Sigma, Management Training Courses
- Social
 - Love rooting for Texas A&M sports
 - Mentor/Volunteer for 3DS, Aggies Invent, Raymond Ideas Challenge, iCorp
 - Former President of ASME student chapter
- Unique personal
 - Born and raised in Atlanta, GA
 - Married 21 years and have 2 teenage boys
 - Love golf and played soccer in high school
 - Moved to College Station from Seattle Washington

Roland's Example

Select ~10 interesting ones and line out others

- Associate Director Texas A&M Career Center
- 25 years in Medical Device
- From Engineer to Director Global Marketing
- BS MEEN TAMU '92
- ~~– MBA AUM (Partially completed)~~
- ~~– Dale Carnegie, Lean, 6 Sigma, Management~~
- ~~– Love rooting for Texas A&M sports~~
- Mentor/Volunteer for 3DS, Aggies Invent, Raymond Ideas Challenge, iCorp
- ~~– Former President of ASME student chapter~~
- Born and raised in Atlanta, GA
- ~~– Married 21 years and have 2 teenage boys~~
- ~~– Love golf and played soccer in high school~~
- Moved to College Station from Seattle Washington

Roland's Example



Rearrange to Tell your story casually, NOT memorized

- 1) Born and raised in Atlanta, GA, but TAMU MEEN grad
- 2) 25 years in Medical Device
- 3) From Engineer to Director Global Marketing
- 4) Prior to coming back to TX my family and I were in Seattle for 1 ½ years (survived a winter)
- 5) I'm the Assoc. Dir. TAMU Career Center, responsible for the employment of 19,000+ engineering students
- 6) Enjoy mentoring students in entrepreneurial events such as Aggies Invent and 3DS

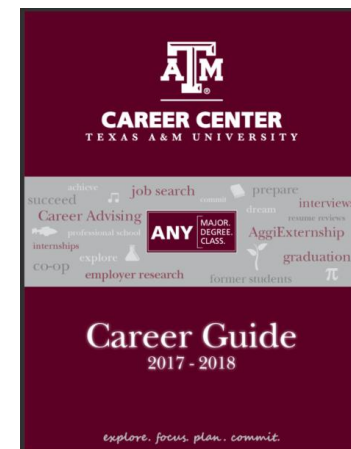
Putting it all Together

- “Tell me about yourself?”
 - Pick top 8-12 items
 - Arrange order into a story
 - Practice, Practice, Practice



STAR Method for Interviews

- Best way to answer Behavioral Interviews I've seen in my career
- 10 – 20 stories can answer virtually any behavioral questions
- Prep stories for bullets on your resume
- STAR interview method is in the “Career Guide” or you can google it



STAR - Example

- Situation: problem encountered
- Task or Tactics: your plan to solve
- Action: what you did
- Result: quantify accomplishments



Company Knowledge

- The job often goes to the most **PREPARED**
 - What do they sell, make, or service provided?
 - Who are their customers?
 - How are their financials?
 - What divisions do they have and which ones are you interested in?
 - What products excite you (know their names)?
 - Investor information tab for public companies
- Are you following them on LinkedIn?

Close Like a Sales Pro

- Thank you for
- I believe my skills / experience are a great match for ...
- Do you have any additional questions or is there anything we may not have covered...?
- What is the next step in the process?
- If I don't hear back by _____, who should I contact?
- Ask for a business card or write down their name (Given quantity of student at career fair, they may not provide)
- Write down notes immediately following conversation!
- Send "Thank you" email <48hrs (Roland's rule SAME DAY! Remember you want to stand out from others). Show interest and remind why a great fit. Perfect grammar and spelling!

Career Fair Checklist

- Game plan (Networking, Companies, Checklist)
- Resume Error Free & enough copies in Folder
- Researched company and have questions ready
- Make a Great first impression
- Elevator Pitch about FIT smooth & casual
- Have your stories and STAR method rehearsed
- “Close” like a pro!

Career Prep Events

- Resume Day: Jan 23rd; 9:00 am – 5:00 pm; Koldus 209
- Mock Interview Day: Feb 21st; 10:00 am – 2:00pm; MSC 1400



Future Presentations

Interviewing Tips

Dates:

- January 30th
- February 8th

Time:

- 5:00 – 6:00 pm

Location:

- Koldus 209

First Job/Internship Success Tips

Dates:

- March 27th
- April 25th

Time:

- 5:00 – 6:00 pm

Location:

- Koldus 209

Future Presentations

LinkedIn & Networking

Dates:

- February 1st
- February 24th
- March 27th
- April 17th

Time:

- 5:00 – 6:00 pm

Location:

- Koldus 209



Thank you!



Quick Survey:
tx.ag/RolandFB

Career Center 979.845.5139

HireAggies.com

Koldus 209

www.linkedin.com/in/rolandblock/