Your First Steps in the Profession and the Future

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Short Course Topics

- Employment Opportunities in Geoscience
- How to Look for a Job
- The Interview
- What to Expect as a New Hire
THE JOB SEARCH?
Crystal Ball
How to Look for a Job
LNAPL Release
Three-Phase Flow

Hydrocarbon Spill
Diesel Fuel

Residual Hydrocarbon
Mobile Hydrocarbon

Water Table
Capillary fringe

Hydrocarbon components dissolved in ground water

Ground-water flow

Vadose Zone
Saturated Zone
How to Look for a Job

PITY THE POOR COVER LETTER!
How to Look for a Job

Cover letter needs to introduce **YOU**
**AND** connect **YOU** with the posted job
Cover letter is YOUR opportunity to create a LINK with potential employer.
How to Look for a Job

Three types of cover letters:

1. Networking;
2. Inquiry; and
3. Specific Position
How to Look for a Job

Cover Letter Tips:

1. Keep it brief and get to the point;
2. Edit, check spelling, and grammar;
3. Personalize;
4. Colored and odd-sized stationary is a no; and
5. Thank You! Also, write a thank you note.
How to Look for a Job

Content of cover letter:

1. Purpose;
2. Immediate Link;
3. Key Accomplishments in Your Listed Skills; and
4. Take Charge and Act Within a Week.
How to Look for a Job

Getting an Appointment/Interview is Crucial Next Step
How to Look for a Job

At the end of the day, the question is…

“What are you going to do for us?”
How to Look for a Job

Resume
How to Look for a Job

Resume

Your cover letter is a connection to your resume and helps the reviewer look for important and relevant information.
How to Look for a Job

Resume

• Be Honest
• Emphasize Your Accomplishments
  • Academic
  • Internships
  • Work-Related
• References
How to Look for a Job

Summary

1. Cover Letter and Resume are linked.

2. The reviewer of your cover letter and resume has been there, seen it, and is the gatekeeper to the job you want. So, take this process seriously!

3. You want to get past the gatekeeper in order to present yourself to the technical decision makers.

4. Most people’s careers just happen through networking and circumstance (not luck, although it may help).
Field Truthing

360/88W

75/37N
FLOWING OFFERS!

2,700 GPM Discharge Rate