
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?



Fight for the Waterhole, by Frederic Remington; The Museum of Fine Arts, Houston; The Hogg Brothers Collection, Gift of Miss Ima Hogg

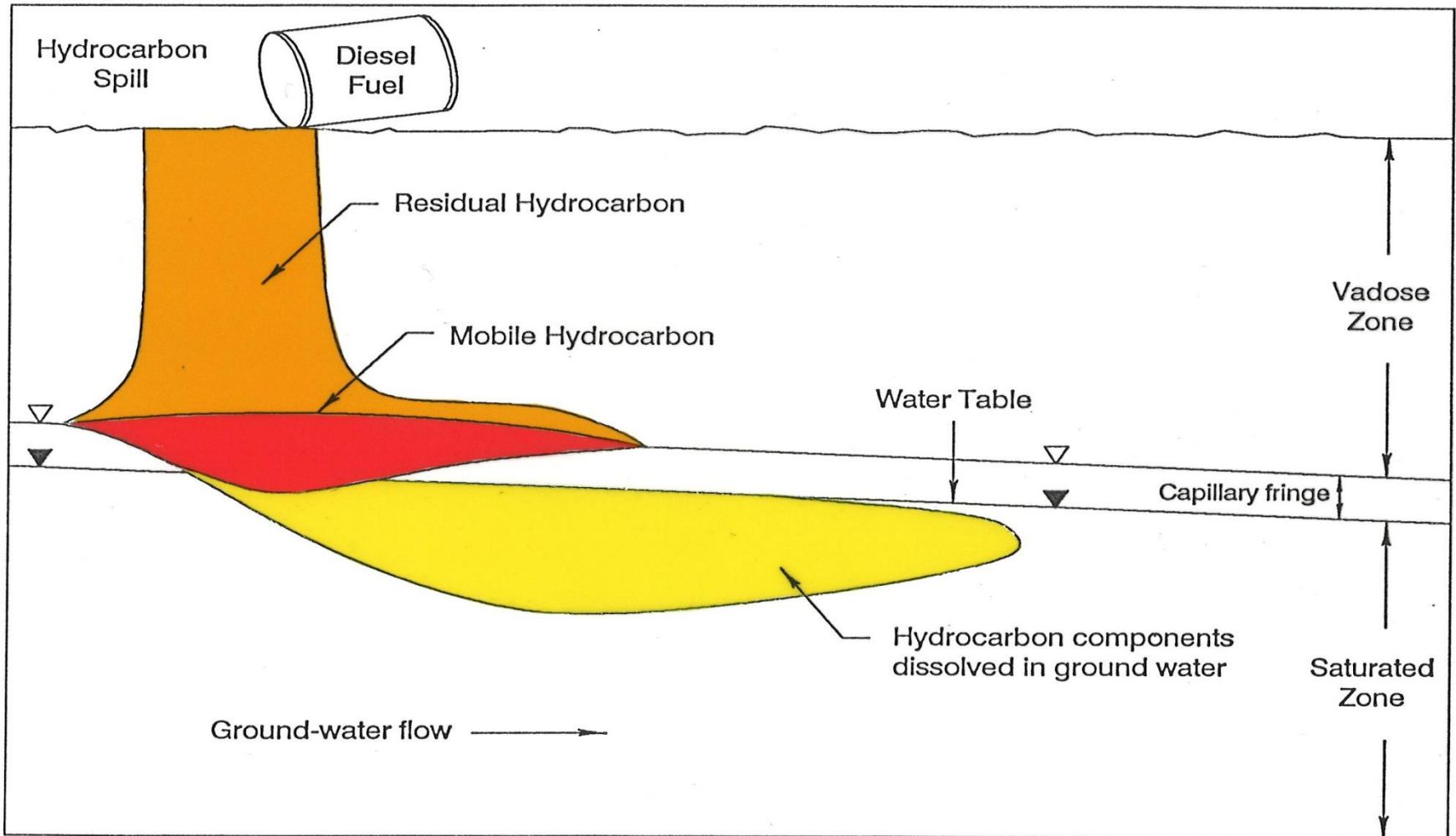
Crystal Ball



How to Look for a Job



LNAPL Release Three-Phase Flow





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

How to Look for a 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 stationery 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



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Discharge Rate**

