



Career Fair Prep

Christian Engineering Leaders
Fall 2020



When?

Virtual Company Showcase

Tuesday, September 1

Career Fair

Wednesday - Thursday, September 2-3,

9 a.m. - 4 p.m.

Where?

Online through HireAggies using Symplicity platform



**Online Career Fair? That sounds a
little intimidating . . .**



A lot is the same...

- Resumes
- Elevator Pitch
- Dressing Professionally
- Talking to Recruiters

Tips & Tricks

- First, do your research!
- Know who you're talking to
- Apply online beforehand and ask about next steps
- Take advantage of personal contacts within the company
- Questions to ask:
 - Company culture? A day in the life of an engineer?
- Close the deal!



- 1 page only!
- Proofread
- Tailor to purpose
- Consistent, neat formatting
- Readable font
 - Times New Roman, Arial
 - Size 10-12

Aggie Name _____
Address _____
City, State Zip _____
(999) 999-9999 _____
ita@tamu.edu _____

OBJECTIVE Seeking an entry-level position in Technical Sales, Production, or Field Engineering.

EDUCATION	<p>Texas A&M University, College Station, TX Bachelor of Science in Mechanical Engineering, Certificate in Project Management May 2008 Major GPR: 3.32 Cumulative GPR: 2.87 <i>Financed 75% of college education through employment and grants</i></p>
------------------	--

Study Abroad: University of Applied Sciences, München, Germany
Received DAAD University Summer Course Grant to study entrepreneurship,
business planning, and project management in international teams.

ACTIVITIES	<p>Student Engineers' Council (SEC)</p> <p><i>Career Fair Team Leader</i></p> <ul style="list-style-type: none"> Directed successful career fair with revenue exceeding \$30,000. Recruited 100+ volunteers for golf tournament and career fair. Organized corporate-student golf teams for 64 companies. 	September 20xx - Present
------------	---	--------------------------

Society of Women Engineers	January 20xx - Present
Sisters of the Sword and Shield	September 20xx - May 20xx
Texas Aggies Making Changes	January 20xx - June 20xx

HONORS Pi Tau Sigma, National Mechanical Engineering Honor Society
Dean's Honor Award, Dwight Look College of Engineering
TAMU Representative at SEC Convention, New York, NY

EXPERIENCE	Lyondell Chemical Company, Victoria, TX <i>Machinery Engineer Co-op (200x)</i>	January 200x – August 200x
	<ul style="list-style-type: none"> Further developed life cycle cost program and assisted in training engineers on program. Assisted in analysis of data gathered for long range equipment reliability study. Played a role in designing a mechanism to increase cooling for polymer gear pump bearings. Increased knowledge of low speed gear units through attendance of Lufkin Industries Gear School. Assisted in execution of company's reliability forum through presentation development. 	
	Machinery Engineer Co-op (200x) <ul style="list-style-type: none"> Assisted in the development of a program to conduct basic life cycle cost analysis. Developed an Excel database for a long range plan to increase reliability. 	
	Reliability Engineer Co-op (200x) <ul style="list-style-type: none"> Submitted and received approval for installation of condensate traps on air compressors. Followed flare and rotary feeder installation during a plant turnaround. Presented at a technical exchange on problems with double ball check valves. 	

Crescent Moon Family Farm, El Campo, TX May 20xx - August 20xx

- Operated and maintained all equipment (combines, tractors, four-wheelers, etc.).
- Gained many technical skills and production operations experience.

SKILLS AutoCAD, AutoCAM, Microsoft Office, intermediate proficiency in spoken/written German

Objective

Seeking an...

- Internship
- Co-op
- full-time/entry level

in/relating to

- XX Engineering
- Technical Sales
- Research & development

for/starting

- Summer 2021
- January 2021

Aggie Name
Address
City, State Zip
(999) 999-9999
ita@tamu.edu

OBJECTIVE Seeking an entry-level position in Technical Sales, Production, or Field Engineering.

EDUCATION **Texas A&M University**, College Station, TX
Bachelor of Science in Mechanical Engineering, Certificate in Project Management May 20xx
Major GPR: 3.32 Cumulative GPR: 2.87
Financed 75% of college education through employment and grants

Study Abroad: University of Applied Sciences, München, Germany Summer 20xx
Received DAAD University Summer Course Grant to study entrepreneurship, business planning, and project management in international teams.

ACTIVITIES **Student Engineers' Council (SEC)** September 20xx - Present
Career Fair Team Leader

- Directed successful career fair with revenue exceeding \$30,000.
- Recruited 100+ volunteers for golf tournament and career fair.
- Organized corporate-student golf teams for 64 companies.

Society of Women Engineers January 20xx - Present
Sisters of the Sword and Shield September 20xx - May 20xx
Texas Aggies Making Changes January 20xx - June 20xx

HONORS **Pi Tau Sigma**, National Mechanical Engineering Honor Society
Dean's Honor Award, Dwight Look College of Engineering
TAMU Representative at SEC Convention, New York, NY

EXPERIENCE **Lyondell Chemical Company**, Victoria, TX January 20xx - August 20xx
Machinery Engineer Co-op (20xx)

- Further developed life cycle cost program and assisted in training engineers on program.
- Assisted in analysis of data gathered for long range equipment reliability study.
- Played a role in designing a mechanism to increase cooling for polymer gear pump bearings.
- Increased knowledge of low speed gear units through attendance of Lufkin Industries Gear School.
- Assisted in execution of company's reliability forum through presentation development.

Machinery Engineer Co-op (20xx)

- Assisted in the development of a program to conduct basic life cycle cost analysis.
- Developed an Excel database for a long range plan to increase reliability.

Reliability Engineer Co-op (20xx)

- Submitted and received approval for installation of condensate traps on air compressors.
- Followed flare and rotary feeder installation during a plant turnaround.
- Presented at a technical exchange on problems with double ball check valves.

Crescent Moon Family Farm, El Campo, TX May 20xx - August 20xx

- Operated and maintained all equipment (combines, tractors, four-wheelers, etc.).
- Gained many technical skills and production operations experience.

SKILLS AutoCAD, AutoCAM, Microsoft Office, intermediate proficiency in spoken/written German

- **Objective**
- **Education**
- **Experience**
 - Professional
 - Research
 - Academic
- **Leadership**
- **Activities/Involvement**
- **Skills**
- **Honors and Awards**
- **Relevant Coursework**

Aggie Name
Address
City, State Zip
(999) 999-9999
ita@tamu.edu

OBJECTIVE	Seeking an entry-level position in Technical Sales, Production, or Field Engineering.	
EDUCATION	<p>Texas A&M University, College Station, TX</p> <p>Bachelor of Science in Mechanical Engineering, Certificate in Project Management</p> <p>Major GPR: 3.32 Cumulative GPR: 2.87</p> <p><i>Financed 75% of college education through employment and grants</i></p> <p>Study Abroad: University of Applied Sciences, München, Germany</p> <p>Received DAAD University Summer Course Grant to study entrepreneurship, business planning, and project management in international teams.</p>	<p>May 20xx</p> <p>Summer 20xx</p>
ACTIVITIES	<p>Student Engineers' Council (SEC)</p> <p><i>Career Fair Team Leader</i></p> <ul style="list-style-type: none"> Directed successful career fair with revenue exceeding \$30,000. Recruited 100+ volunteers for golf tournament and career fair. Organized corporate-student golf teams for 64 companies. <p>Society of Women Engineers</p> <p>Sisters of the Sword and Shield</p> <p>Texas Aggies Making Changes</p>	<p>September 20xx - Present</p> <p>January 20xx - Present</p> <p>September 20xx - May 20xx</p> <p>January 20xx - June 20xx</p>
HONORS	<p>Pi Tau Sigma, National Mechanical Engineering Honor Society</p> <p>Dean's Honor Award, Dwight Look College of Engineering</p> <p>TAMU Representative at SEC Convention, New York, NY</p>	
EXPERIENCE	<p>Lyondell Chemical Company, Victoria, TX</p> <p><i>Machinery Engineer Co-op (20xx)</i></p> <ul style="list-style-type: none"> Further developed life cycle cost program and assisted in training engineers on program. Assisted in analysis of data gathered for long range equipment reliability study. Played a role in designing a mechanism to increase cooling for polymer gear pump bearings. Increased knowledge of low speed gear units through attendance of Lufkin Industries Gear School. Assisted in execution of company's reliability forum through presentation development. <p><i>Machinery Engineer Co-op (20xx)</i></p> <ul style="list-style-type: none"> Assisted in the development of a program to conduct basic life cycle cost analysis. Developed an Excel database for a long range plan to increase reliability. <p><i>Reliability Engineer Co-op (20xx)</i></p> <ul style="list-style-type: none"> Submitted and received approval for installation of condensate traps on air compressors. Followed flare and rotary feeder installation during a plant turnaround. Presented at a technical exchange on problems with double ball check valves. <p>Crescent Moon Family Farm, El Campo, TX</p> <ul style="list-style-type: none"> Operated and maintained all equipment (combines, tractors, four-wheelers, etc.). Gained many technical skills and production operations experience. 	<p>January 20xx - August 20xx</p> <p>May 20xx - August 20xx</p>
SKILLS	AutoCAD, AutoCAM, Microsoft Office, Intermediate proficiency in spoken/written German	

- What you learned
- Skills you gained
- Accomplished - quantify what you've done
- Results - if applicable

Address
City, State Zip
(999) 999-9999
ita@tamu.edu

EDUCATION	Texas A&M University, College Station, TX Bachelor of Science in Mechanical Engineering, Certificate in Project Management Major GPR: 3.32 Cumulative GPR: 2.87 <i>Financed 75% of college education through employment and grants</i>	May 20xx
------------------	--	----------

ACTIVITIES	<p>Student Engineers' Council (SEC)</p> <p><i>Career Fair Team Leader</i></p> <ul style="list-style-type: none"> Directed successful career fair with revenue exceeding \$30,000. Recruited 100+ volunteers for golf tournament and career fair. Organized corporate-student golf teams for 64 companies. 	September 20xx - Present
------------	---	--------------------------

HONORS PI Tau Sigma, National Mechanical Engineering Honor Society
Dean's Honor Award, Dwight Look College of Engineering
TAMU Representative at SEC Convention, New York, NY

- Further developed life cycle cost program and assisted in training engineers on program.
- Assisted in analysis of data gathered for long range equipment reliability study.
- Played a role in designing a mechanism to increase cooling for polymer gear pump bearings.
- Increased knowledge of low speed gear units through attendance of Lufkin Industries Gear School.

- Assisted in the development of a program to conduct basic life cycle cost analysis.
- Developed an Excel database for a long range plan to increase reliability.

Crescent Moon Family Farm, El Campo, TX May 20xx - August 20xx

- Operated and maintained all equipment (combines, tractors, four-wheelers, etc.).
- Gained many technical skills and production operations experience.

SKILLS AutoCAD, AutoCAM, Microsoft Office, intermediate proficiency in spoken/written German

Elevator Pitch

- 30 second pitch that summarizes who you are, what you do, and why you'd be a perfect candidate
- Tailor the pitch to the company
- Write it down to prepare, but then read aloud to make sound natural
- Remember to speak slowly and not get too technical with HR rep



Your Turn!

- Practice with a partner!
- Name, major, general interests
- Full-time, internship, or co-op?

Your Turn



Getting Ready for an Online Career Fair

Business Professional

How to Dress?



Setting

- Your background:
 - Avoid noisy surroundings
 - Properly frame the picture
 - Good lighting
- Setting up your computer:
 - Check internet connection
 - Plug in to power supply



1. Log in to HireAggies

- Visit the TAMU Career Center Website (careercenter.tamu.edu)



2. Find and Select the Career Fair events

← → ↺ tamu-csm.symphlicity.com/students/app/career-fairs/upcoming ☆ 📅 NP ⚙️ 👤 ⋮

ATM CAREER CENTER UNIVERSITY 🔍 1 KF

Home / Career Fairs

Career Fairs

Information for Texas A&M University Career Fairs can be found on the Calendar and in Workshops under the Events tab. ✕

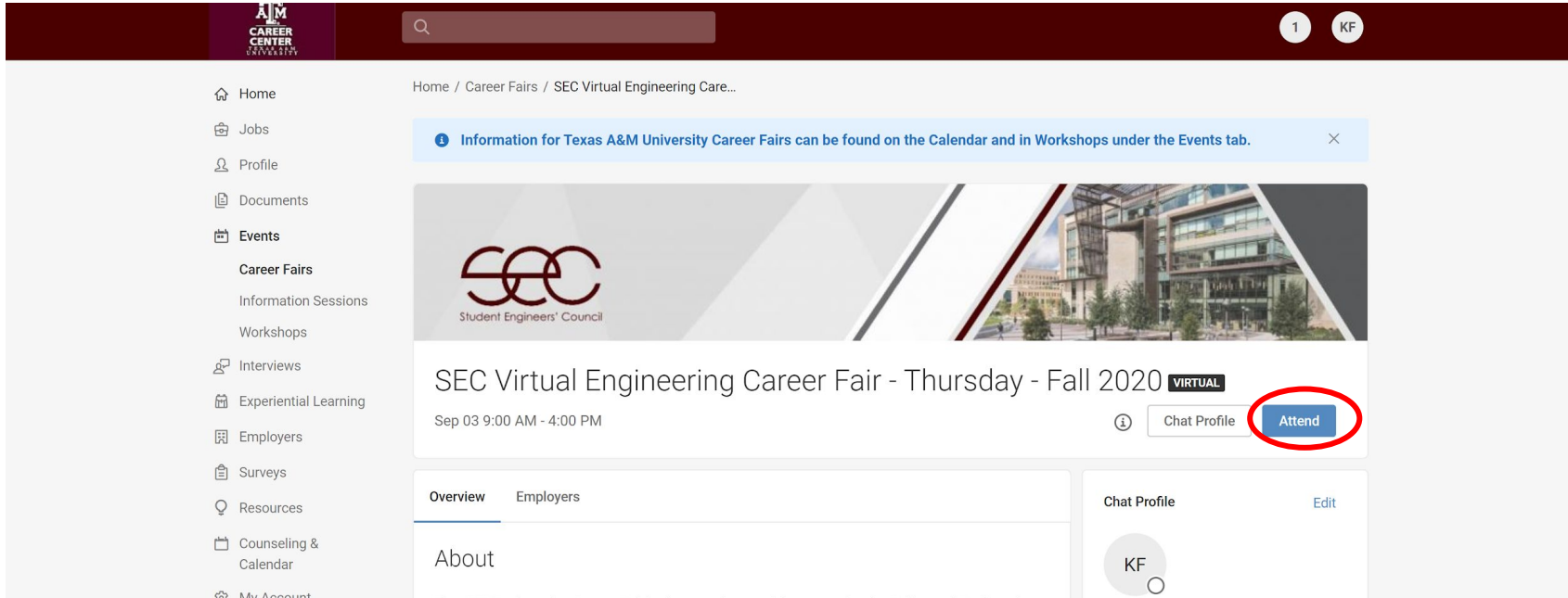
Upcoming Past

13 career fairs Show 20 ▾

DAY 1 HONORS Career Fair SEP 01 9:00 AM - 4:00 PM
Engineering Honors Virtual Career Fair / Day 2 - Fall 2020 **VIRTUAL**
16 Employers
✓ Attending

Home
Jobs
Profile
Documents
Events
Career Fairs
Information Sessions
Workshops
Interviews
Experiential Learning
Employers
Surveys
Resources

3. Select the event you plan to attend & hit attend



The screenshot displays the Texas A&M University Career Center website. The top navigation bar is dark red with the A&M Career Center logo on the left, a search bar in the center, and user profile icons (1 and KF) on the right. A left sidebar contains a menu with links: Home, Jobs, Profile, Documents, Events, Career Fairs, Information Sessions, Workshops, Interviews, Experiential Learning, Employers, Surveys, Resources, Counseling & Calendar, and My Account. The main content area shows the breadcrumb path: Home / Career Fairs / SEC Virtual Engineering Care... Below this is a blue informational banner. The event card for 'SEC Virtual Engineering Career Fair - Thursday - Fall 2020' features the SEC logo and a building image. The event is marked as 'VIRTUAL' and scheduled for Sep 03 9:00 AM - 4:00 PM. It includes 'Chat Profile' and 'Attend' buttons, with the latter circled in red. Below the event card are tabs for 'Overview' and 'Employers', and a 'Chat Profile' section with an 'Edit' link and a user icon labeled 'KF'.

Home / Career Fairs / SEC Virtual Engineering Care...

Information for Texas A&M University Career Fairs can be found on the Calendar and in Workshops under the Events tab.

SEC
Student Engineers' Council

SEC Virtual Engineering Career Fair - Thursday - Fall 2020 **VIRTUAL**

Sep 03 9:00 AM - 4:00 PM

Chat Profile **Attend**

Overview Employers

About

Chat Profile Edit

KF

4. Update your chat profile & include your resume

The screenshot displays the user interface of the SEC Virtual Engineering Career Fair. At the top, a dark red header bar contains the 'AJM CAREER CENTER' logo on the left, a search bar in the center, and two circular profile icons labeled '1' and 'KF' on the right. A left-hand navigation menu lists various options: Home, Jobs, Profile, Documents, Events, Career Fairs, Information Sessions, Workshops, Interviews, Experiential Learning, Employers, and Surveys. The main content area features the 'SEC Student Engineers' Council' logo and a banner for the 'SEC Virtual Engineering Career Fair - Thursday - Fall 2020', which is marked as 'VIRTUAL'. Below the banner, the event dates 'Sep 03 9:00 AM - 4:00 PM' are shown, along with a green status bar indicating 'You're Attending' with a 'Cancel' link. A 'Chat Profile' button is prominently displayed and circled in red. The bottom section is divided into two panels: 'Overview' (with sub-tabs for 'Overview' and 'Employers') and 'Chat Profile'. The 'Overview' panel shows an 'About' section with the text 'The SEC Engineering Career Fair is the premier recruiting event for the College of Engineering'. The 'Chat Profile' panel shows a circular profile icon with the initials 'KF' and an 'Edit' link.

SEC Virtual Engineering Career Fair - Thursday - Fall 2020 VIRTUAL

Sep 03 9:00 AM - 4:00 PM

[Chat Profile](#)

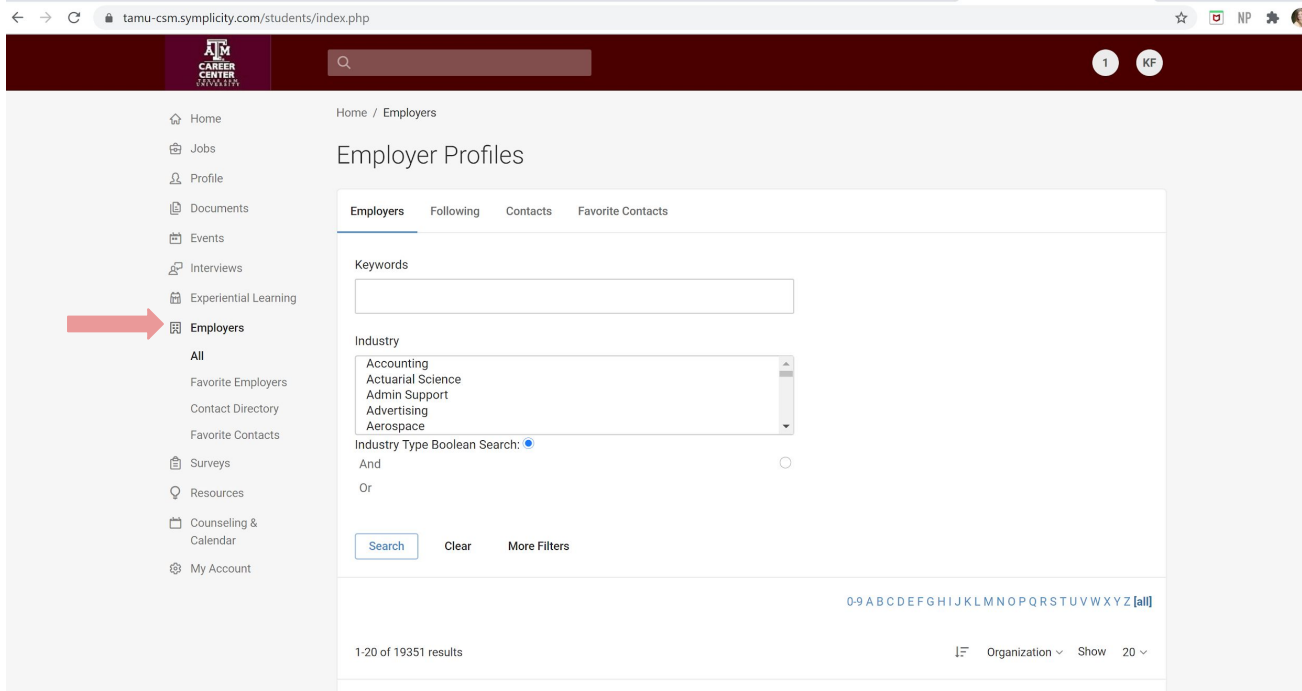
Chat Profile [Edit](#)

Overview Employers

About

The SEC Engineering Career Fair is the premier recruiting event for the College of Engineering

5. Browse Participating Employers



The screenshot shows the TAMU Career Center Students' index page. The browser address bar displays `tamu-csm.symlicity.com/students/index.php`. The page features a dark red header with the TAMU Career Center logo on the left, a search bar in the center, and user profile icons (1 and KF) on the right. A left sidebar contains a navigation menu with icons and labels: Home, Jobs, Profile, Documents, Events, Interviews, Experiential Learning, **Employers** (highlighted with a red arrow), All, Favorite Employers, Contact Directory, Favorite Contacts, Surveys, Resources, Counseling & Calendar, and My Account. The main content area is titled "Home / Employers" and "Employer Profiles". It includes tabs for "Employers", "Following", "Contacts", and "Favorite Contacts". Below the tabs are search filters: a "Keywords" text input, an "Industry" dropdown menu (showing Accounting, Actuarial Science, Admin Support, Advertising, Aerospace), and an "Industry Type Boolean Search" section with radio buttons for "And" and "Or". At the bottom of the filters are "Search", "Clear", and "More Filters" buttons. A pagination bar at the bottom shows "1-20 of 19351 results" and a "Show 20" dropdown.

← → ↻ 🔒 tamu-csm.symlicity.com/students/index.php ☆ NP

TAMU CAREER CENTER STUDENTS

Home / Employers

Employer Profiles

Employers Following Contacts Favorite Contacts

Keywords

Industry

Accounting
Actuarial Science
Admin Support
Advertising
Aerospace

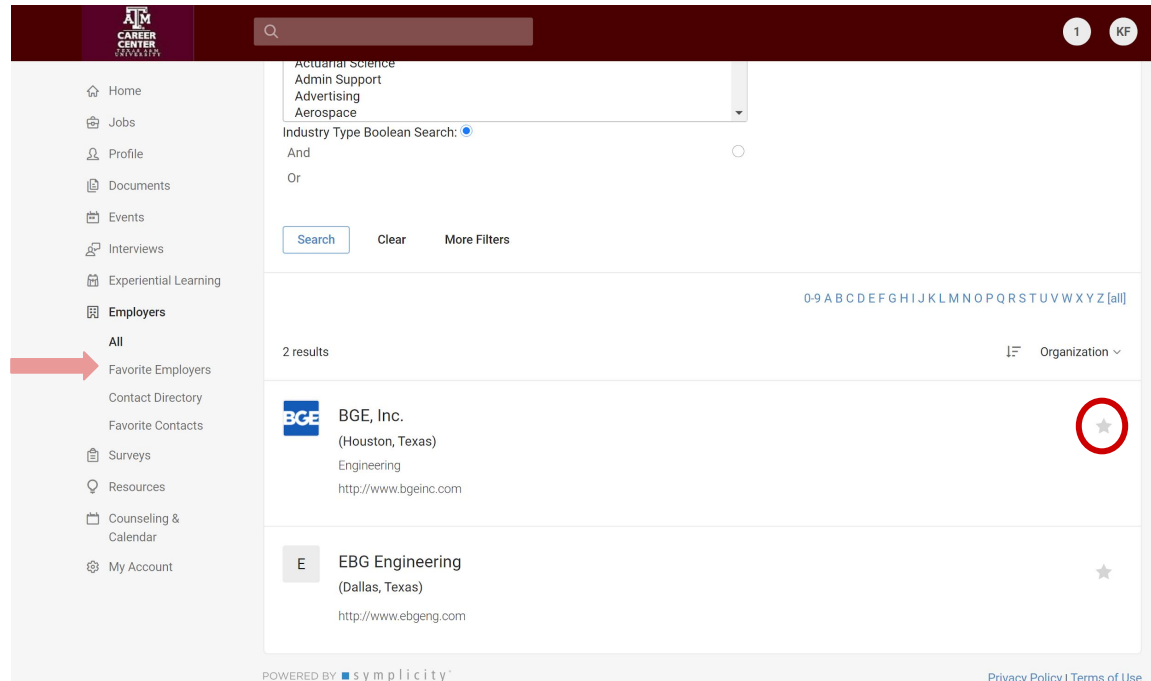
Industry Type Boolean Search: ☒ And ☐ Or

Search Clear More Filters

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [all]

1-20 of 19351 results Organization Show 20

6. Pick your favorite employers and save them



The screenshot shows the ATM Career Center website interface. On the left is a navigation menu with options: Home, Jobs, Profile, Documents, Events, Interviews, Experiential Learning, **Employers**, All, Favorite Employers, Contact Directory, Favorite Contacts, Surveys, Resources, Counseling & Calendar, and My Account. A red arrow points to the 'Favorite Employers' option. The main content area displays search results for employers. At the top, there's a search bar and a dropdown menu with options: Actuarial Science, Admin Support, Advertising, and Aerospace. Below this is a section for 'Industry Type Boolean Search' with radio buttons for 'And' and 'Or'. A 'Search' button is present. The results show '2 results' with a list of employers. The first result is 'BGE, Inc. (Houston, Texas) Engineering' with the URL 'http://www.bgeinc.com'. A red circle highlights a star icon next to this entry, indicating it can be saved as a favorite. The second result is 'EBG Engineering (Dallas, Texas)' with the URL 'http://www.ebgeng.com'. The footer indicates the site is 'POWERED BY simplicity' and includes links for 'Privacy Policy' and 'Terms of Use'.

ATM
CAREER
CENTER
UNIVERSITY

Home
Jobs
Profile
Documents
Events
Interviews
Experiential Learning
Employers
All
Favorite Employers
Contact Directory
Favorite Contacts
Surveys
Resources
Counseling & Calendar
My Account

Actuarial Science
Admin Support
Advertising
Aerospace

Industry Type Boolean Search: ☒ And ☐ Or

Search Clear More Filters

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [all]

2 results

BGE BGE, Inc.
(Houston, Texas)
Engineering
http://www.bgeinc.com

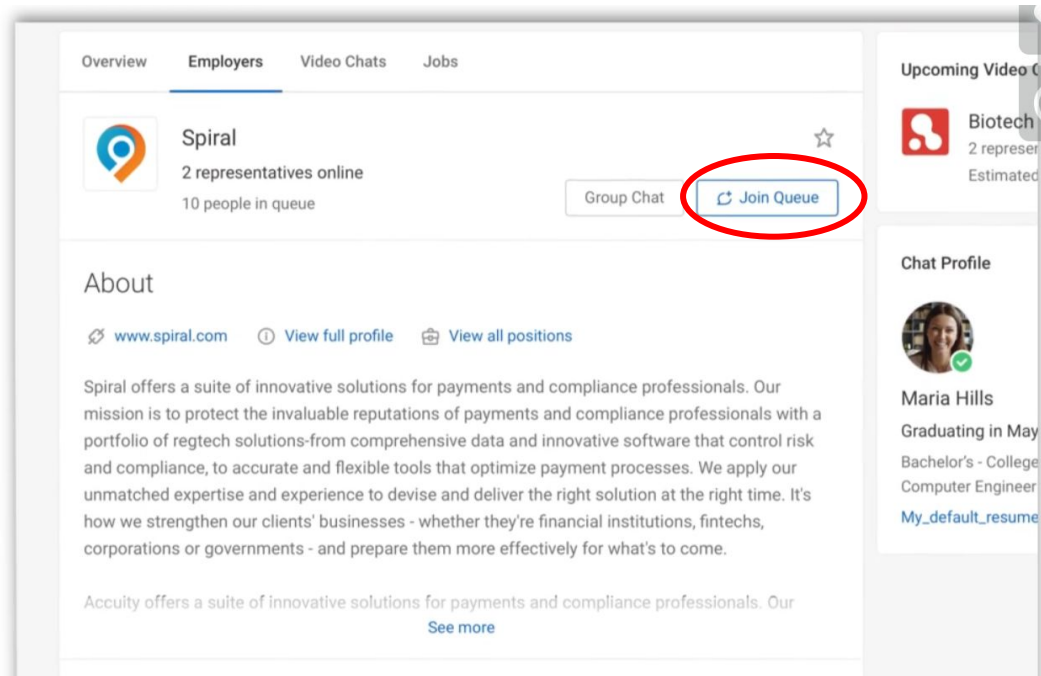
E EBG Engineering
(Dallas, Texas)
http://www.ebgeng.com

POWERED BY simplicity

Privacy Policy | Terms of Use

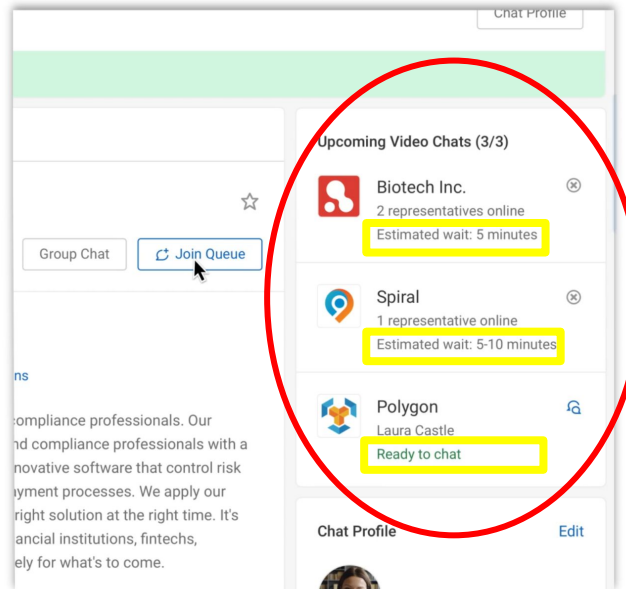
Simplicity Features

Join a chat queue to chat with recruiters 1 on 1

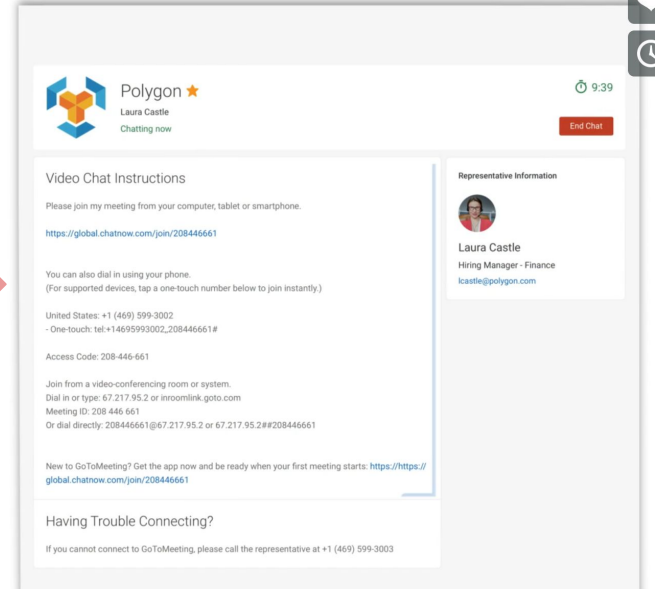
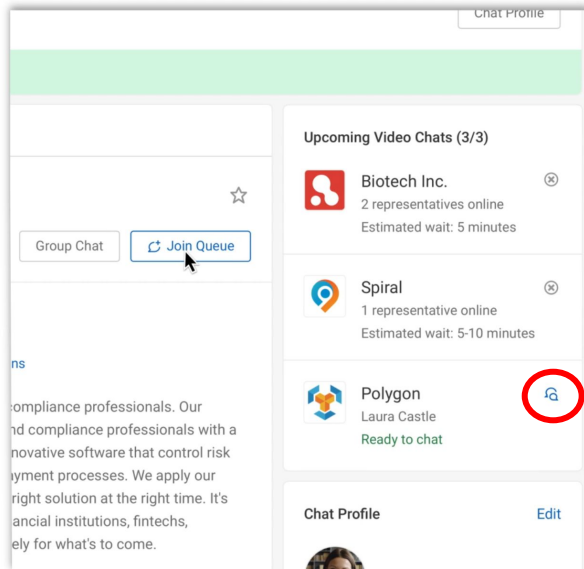


The screenshot displays a user interface for a job platform. At the top, there are navigation tabs: 'Overview', 'Employers', 'Video Chats', and 'Jobs'. The 'Employers' tab is selected. Below the tabs, the profile for 'Spiral' is shown, featuring a logo, the company name, '2 representatives online', and '10 people in queue'. A 'Group Chat' button is visible, and next to it, the 'Join Queue' button is highlighted with a red circle. Below the company name, there is an 'About' section with a link to 'www.spiral.com' and buttons for 'View full profile' and 'View all positions'. The 'About' text describes Spiral's services for payments and compliance professionals. On the right side, there is a sidebar with 'Upcoming Video Chats' (listing 'Biotech' with 2 representatives) and a 'Chat Profile' for 'Maria Hills', who is 'Graduating in May' and a 'Bachelor's - College Computer Engineer'. A link to 'My_default_resume' is also present.

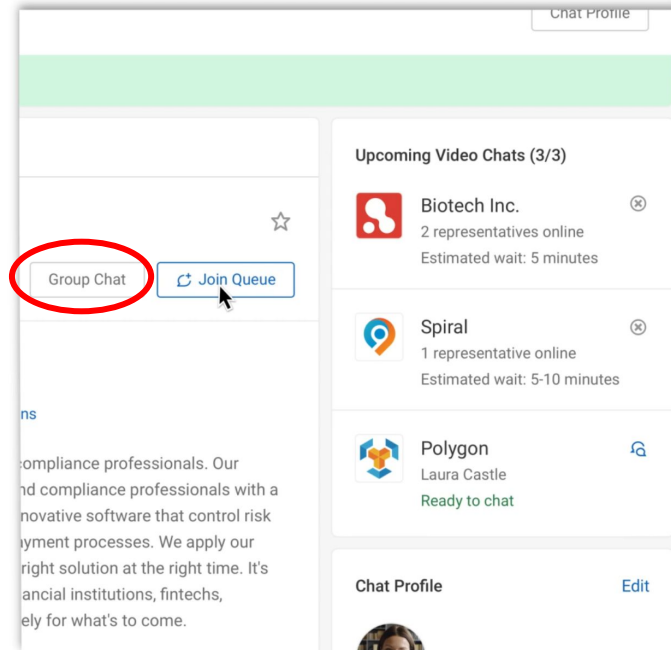
Side bar that shows your queue for upcoming chats and estimated wait times



Alerted when it's your turn, follow instructions recruiters provide to access the chat



Some may allow you to join a group chat



After talks, write quick notes in the space provided


The screenshot shows a web application interface for a career fair chat. The header is blue with "DEMO UNIVERSITY" and a search bar. The left sidebar contains navigation links: Home, Jobs, Profile, Documents, Network, Events, Career Fairs, Information Sessions, Workshops, and Account. The main content area is titled "Fall Career Fair" and shows a chat summary for a chat with "Polygon" (Laura Castle). The chat summary includes the start time (Apr 10, 2020 at 10:00 AM), duration (10 minutes), and representative information (Laura Castle, Hiring Manager - Finance). Below the chat summary is a text input field for notes, which is circled in red. The input field has a placeholder text "These will only be visible to you". Below the input field are "Submit" and "Cancel" buttons. On the right side of the chat summary, there is a section for "Upcoming Video Chats (3/3)" and a "Chat Profile" section for "Maria Hills" (Graduating in May 2021, Bachelor's - College of Engineering/Computer Engineering, with a link to "My_default_resume").


Find recruiter contact info for following up

Human Resources, Industrial Management, International Business, Manufacturing

Work authorization desired
Authorized to work lawfully in the United States

Representatives

 Laura Castle
Hiring Manager - Finance
lcastle@polygon.com

 Jeanine Smith
Recruiting coordinator - Engineering
jsmith@polygon.com

Contact Information

Full Name
Brandon Austin

Phone
(410)-642-4271

You got this!
Any questions?