



College of Engineering
and Applied Science

WEEKLY BULLETIN

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Career Services Update

The Career Services team will be working remotely. We are still taking appointments, scheduling information sessions, and available for assistance via phone and email. Contact information is just below.

Tyler Grabner | Internship Coordinator

Email: tgrabner@uwyo.edu

[Make an appointment with Tyler by clicking here!](#)

Ann Jones | Associate Director of Career Services

Email: aljones@uwyo.edu

[Make an appointment with Ann by clicking here!](#)

Aurora Noe | Career Peer

Email: anoe1@uwyo.edu

Announcements

ES 3100 Class

The purpose of this Internship Preparation course is to prepare students for applying to internships in all applicable facets. Students will learn how to build their resume, write job specific cover letters, search for positions, and communicate with employers effectively. This course is a self-study with assignments given weekly. Students will be required to complete assignments and schedule individual appointments with an instructor in order to follow up on assignments.

INTERNSHIP PREPARED COURSE

ES 3100

- Preparing for employment after-college may be the most important steps you take while in-college
- Start early with the **ES 3100-Internship Prepared** course designed to increase your awareness and access to job resources, internships, and employers
- Two sections offered Fall 2020: Independent Study or Traditional Lecture Classroom

ONE CREDIT HOUR | FOCUS ON CAREER READINESS | PROFESSIONAL DEVELOPMENT



ENROLL NOW!

[Click for More Information](#)

Weekly Highlight

Who's Hiring Right Now?

According to a recent *LinkedIn* article and post, hiring is happening even in this economic downturn.

Instacart is hiring 300,000 contract workers while Amazon hopes to hire 175,000.

Here is the article and list of companies referenced:

<https://www.linkedin.com/pulse/heres-whos-hiring-right-now-andrew-seaman/>

Not finding a company that completely reflects your interest? Consider working a job completely out of your comfort zone. COVID-19 caused us to learn in new and unusual ways so take advantage of it now and stretch your skills even further. Let this be part of the self-discovery story you tell during an interview when asked “How did you re-aligned your motivation and skills during the recent pandemic?”

Go forth and show how it’s done:

*THE WORLD NEEDS
MORE COWBOYS.*

CEAS Career Services Webpage

Our own University of Wyoming College of Engineering and Applied Science Career Services Webpage is a great resource to both learn about graduates in engineering, as well as find resources to help you search for and obtain an internship or a professional position.

[You can view our web page by clicking here](#)

Each of the following sections will describe a row with in our webpage.

“Meet your career team”

MEET YOUR CAREER SERVICES TEAM



Ann Jones

Ann strives to increase student and employer professional engagement opportunities, hosts career development speakers, and assist students with their career development strategies.

Contact Ann:

Email: ajones@uwyo.edu

Schedule an appointment with Ann to talk about all things career related by clicking here!



Tyler Grabner

Tyler assists students with locating internships and ensuring they have resources while preparing for their transition from college student to professional.

Contact Tyler:

Email: tgrabner@uwyo.edu

Schedule an appointment with Tyler to talk about internships and application procedures by clicking here!



Aurora Noe

Aurora is a University of Wyoming student who assists her colleagues in career oriented endeavors within the College of Engineering and Applied Science Career Services Department.

Contact Aurora:




Email: anoe1@uwyo.edu

Schedule an appointment with Aurora now by clicking here!

This section has a little bit of information about each of the Career Services employees dedicated to helping you with your career or internship! Reach out to any of them by making an appointment with the link provided or sending them an email for help with anything and everything career related.

Resume help
Interview assistance
Job searching tips
Etc.

USE THESE TOOLS TO HELP YOU FIND AND PREPARE FOR EMPLOYMENT

		
<ul style="list-style-type: none">• Self-directed education: explore your major• Internships• Resumes• Cover letters• Interviewing• Networking <p>Login now ></p>	<ul style="list-style-type: none">• Individual job search portfolio• Jobs & internships• Tracking favorite companies• Career events at UW <p>Login Now ></p>	<p>Individual appointments:</p> <ul style="list-style-type: none">• Internship/CO-OP• Resume/cover letter• Interview prep• Job fair prep• Government resume prep <p>Click here to make an appointment with Ann Jones Click here to make an appointment with Tyler Grabner</p>

This row contains 3 of the most important resources available to you.




EPIC – a simple website with short lessons on career related subjects, such as how to write a cover letter, how to prepare for an interview. Each lesson has a few bullet points on the subject and a short video. Feel free to use this tool anytime as a career self-study.

Handshake – Handshake like a LinkedIn specifically for students. Build a profile, connect with others, and search for positions. However, unlike LinkedIn, jobs posted to handshake may just be for students either at multiple universities or just UW.

Your career team! – make an appointment with your career team for help with anything career oriented or just to touch base to make sure you are on the right track.

“Career Services Resources”

CAREER SERVICES RESOURCES

 WEEKLY BULLETIN AND ARCHIVES	 JOB LINKS	 RESOURCES
<ul style="list-style-type: none">◦ Weekly Bulletin - 6/8/20◦ Weekly Bulletin - 6/1/20◦ Weekly Bulletin - 5/25/20◦ Weekly Bulletin - 5/18/20◦ Weekly Bulletin - 5/11/20◦ Weekly Bulletin - 5/4/20	<ul style="list-style-type: none">• GoinGlobal• Employer Search• State of Wyoming <p>View additional job links ></p>	<ul style="list-style-type: none">• Candid Career<ul style="list-style-type: none">◦ Select "Get Hired" at the menu tab• 2018 ACES Career Guide (PDF)• Writing a Resume• Interview Prep• SOAR

Weekly Bulletin - Each week the Career Center sends out the bulletin that you are currently reading! It often times contains information about jobs, internships, events, classes, updates, and currently career related resources! In this area, you can view past bulletins.

GoinGlobal – If you are interested in working in a different country, are from a different country, or would like to work in a big city, check out GoinGlobal! GoinGlobal has visa information for countries as well as a list of companies that have hired international students in the US.

Employer Search (Buzzfile) – Buzzfile is a database of employers that hire certain majors. For instance if you are a mechanical engineering student and want to look for companies that hire mechanical engineering students in Laramie, use buzzfile!

State of Wyoming – If you are looking for government jobs here in Wyoming,

follow this link!




Candid Career – Candid Career offers short recordings of professionals in various fields talking about their profession. This is a great tool for learning a little more about what it is like to work as a professional in your field!

2020 ACES Career Guide – The Career Services teams from all over campus have collaborated on this document for you! This 44 page document has everything you need when it comes to applying to jobs.

SOAR – Every experience you have, whether it is just an employer information session or an internship, can be recorded in SOAR. This will keep track of everything you have done at UW and will give you points along the way.

“Additional Resources”

ADDITIONAL RESOURCES

 RESOURCES	 RESOURCES	 RESOURCES
Informational Interview Playlists <ul style="list-style-type: none">• Electrical Engineering• Architectural Engineering• Biomedical Engineering• Chemical Engineering• Civil Engineering• Computer Engineering• Computer and Tech• Construction Engineering• Electrical Engineering• Mechanical Engineering	Hand Outs <ul style="list-style-type: none">• Resume Checklist• Resume Example 1 (Jane Engineer)• Resume Example 2 (John Dugood)• Application/Cover Letter Example• Behavioral Interviews• What to do Before an Interview• Example Interview Questions• Reasons Recruiters Reject Candidates• Thank You Letter• Decline a Job Offer Example• Tips For Interns• Statement Of Purpose Outline	Information Sessions <ul style="list-style-type: none">• Engineering with the National Forest Service

Informational Interview Playlists – Taken from Candid Career, these are sets of videos for each individual major.

Handouts – Here are downloadable documents to assist you in different aspects of obtaining a career.

Information Sessions – As we record employer information sessions, we will post them here!

“2019 Employment Data”

This section of our site offers some information regarding where our graduates in the College of Engineering and Applied Science are going as well as how much they are making upon leaving the University!

For more information follow this link -https://www.uwyo.edu/aces/career-services/career_outcomes.html

Jobs/Internships

Gateway Construction Drafting Internship

Gateway Construction is currently seeking a drafting intern who will assist our Head Designer. Candidates must be proficient in Revit. Experience using AutoCAD is helpful. Their ideal candidate is self-motivated, eager to learn, listens to directions, organized and has good time management skills. They are looking for an ambitious, talented team player with strong communication skills who is capable of staying focused and meeting deadlines with limited

supervision.

General Job Duties:

- Design work focused on new homes, primarily using Revit
- Make modifications to existing plans
- Develop new plan
- Produce full plan sets including foundation plans, floor plans, roof plans, elevations, cross sections and detail sheets
- Send out RFPs to suppliers
- Verify shop drawings and other submittals (i.e. cabinets, windows, trusses, etc.)
- Convert AutoCAD plans to Revit
- Assist with brainstorming design idea

To Apply:

Please send an application, through regular mail, or email to sean.quinn@gateway-const.com. Address application letter and resume to Sean Quinn at

PO Box 3244
Cheyenne, Wyoming 82003

Internship with Scout Clean Energy

This role will support the Asset Management team's decision-making processes by utilizing real-time data from our 3 operating wind facilities across the United States. The intern will use their quantitative skills and enhance their capabilities with problem definition, data processing, data analysis, and data visualization in this role. The intern will report directly to the Manager of Remote Operations, a six-year Marine Corps veteran.

Qualifications

- Working towards or recently completed a bachelor's degree in Engineering, Math, Data Science, Business Administration, Economics, Statistics, or a related field
- Interest in the renewable energy industry, specifically the operation of utility-scale wind farms.
- Demonstrated commitment to excellence in delivery and in results.
- Resident of the state of Colorado (for grant-related reasons).
- A working understanding of analytics processes is required; hands-on experience is optional.
- Intermediate to advanced proficiency with Microsoft Office, especially Excel. The successful intern will have experience with using formulas, macros, and pivot tables and will be comfortable with large data sets (e.g., 1 million cells or more).
- Experience as an analytical storyteller, creating charts, graphs, and other data visualization to distill complex information into an easy-to-follow graphic or narrative that is appropriate for multiple levels and types of technical expertise is required.
- Experience with Microsoft Power Bi, Tableau, or Grafana are also preferred.
- Preferred but not required: Experience with databases, SQL, API query, or OSI Soft.

To Apply:

Please send a resume and cover letter to info@scoutcleanenergy.com.

For more information: www.scoutcleanenergy.com



- new jobs or internships are posted daily -

Companies recently postings: Goken America, Oak Ridge Institute for Science and Education, Advanced Engineering and Environmental Services, Inc., Bechtel (and many more!)

Click on the [Handshake](#) button above and

students use your UW username and password to sign-in;
update your student profile if actively seeking
employment opportunities



Self-directed career preparation modules
(Including resume/cover letter/interviewing/networking)

Click the EPIC button above and use your UW username and password to sign in and start learning!

Feel free to contact Ann Jones or Tyler Grabner by emailing CEAScareerservices@uwyo.edu for any questions.

You can also make an appointment with us for job search help, cover letter help, resume assistance, etc. by clicking [here](#).