



College of Engineering
and Applied Science

WEEKLY BULLETIN

Job Searching During The Corona Virus Pandemic

US News published these recent articles that may be helpful if you think 'there are no jobs out there'. We all know a lot has changed over the last few months but some things remain the same: preparing for a job search has always taken time, effort, and energy.

Consider browsing both these articles; realizing, you aren't alone in this and your CEAS Career Services staff is able to assist with ideas, potential connections, and strategies.

How College Students Can Get a Job Internship During
Coronavirus: <https://www.usnews.com/education/best-colleges/articles/how-college-students-can-get-a-job-internship-during-coronavirus>

Your Guide to Job Searching During the Coronavirus
Pandemic: <https://money.usnews.com/careers/articles/your-guide-to-job-searching-during-the-coronavirus-pandemic>

In This Week's Bulletin

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More Information Below

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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

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

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



UW

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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:

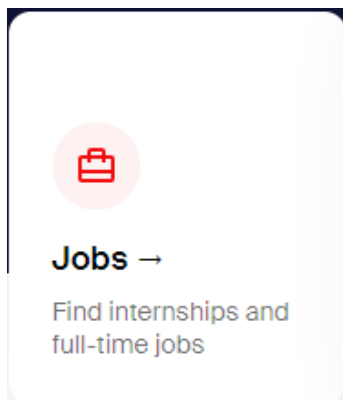
*THE WORLD NEEDS
MORE COWBOYS.*

University of Wyoming Handshake

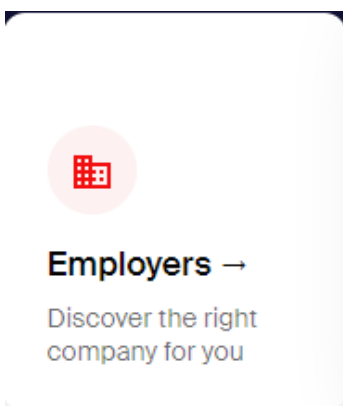
The University of Wyoming Handshake page is a great resource to learn about job and internship opportunities. This resources will help you to narrow down career and internship opportunities to what you might be interested in. Handshake also allows you to build a profile, that can be visible to employers. Such employers have the ability to contact you if they are interested in you.

[You can log into Handshake by clicking here](#)

Each of the following sections will describe a feature of Handshake.



This "Jobs" tab allows you to browse, filter, and even apply for jobs that you are interested in! You can also save jobs to come back to later. In this tab you can view any applications that you have started or submitted. Finally you can see employers, as well as any on-campus interviews that employers may be having!



This "Employers" tab allows your to view all employers that are on Handshake. It also allows you to filter the employers, based on ones that you may be interested in. You can also follow employers, and view only the employers that you follow. You can narrow down employers by searching for them, by their location, by employers with reviews, by the size of the employer, or by the industry of the employer. You can also view students who have worked there in the past and reach out to them directly to network!



Community →

Learn from alumni and students

This "Community" tab allows you to explore your fellow students. You can filter such students by name, school, alumni status, school year, majors, previous employers, as well as by student organizations.



Career paths →

Explore roles and average salaries

This "Career Paths" tab allows you to browse available positions. This tab is similar to the "Jobs" tab. You can mark positions that you are interested in, to save them for later. You can also view information about each position below the title of the position.



Events →

Register for events and career fairs

This "Events" tab allows you to browse upcoming events both on and off campus. You can search events, find career fairs, request appointments, and explore jobs under this tab. You can also see your upcoming events and interviews. This tab is important to keep you eye on for events that you may be interested in participating in.



Career center →

Connect with the experts

This "Career Center" tab allows you to schedule appointments with the University of Wyoming Career Services team. It also allows you to view resources, experience, and surveys. This tab also helps you to connect with mentors who can help you build your career.



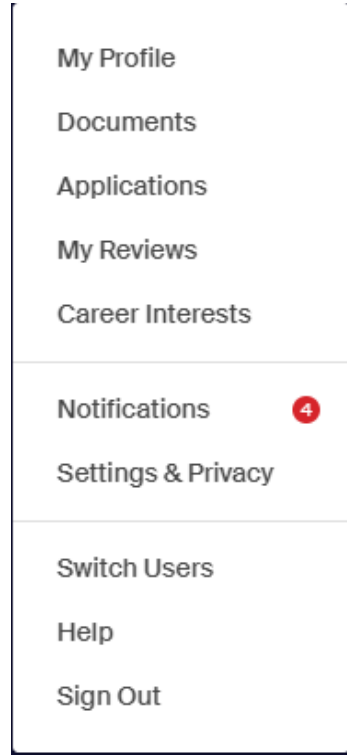
It is important to complete and to continue to update your profile in Handshake.

This is because it helps employers to know if you would be a good fit for their company. It is important to complete your profile to at least 50%, because it will provide information about you that the employer will most definitely need!

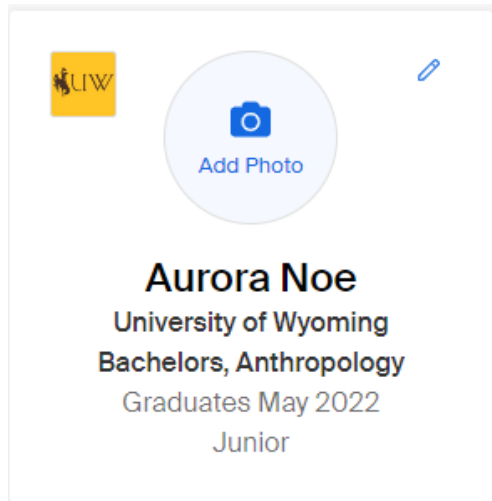
How to Access and Update your Profile in Handshake:



In the upper right hand corner of your screen you will see three icons. You will click on the one that says "AN", but your will have your initials.



Next, this drop down menu will open. You will click on the tab that says "My Profile", at the top of the list. Though, you should also explore the other tabs that are included in this drop down menu.

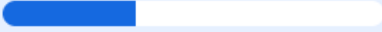


On the left hand side of the page, you should see a box that is similar to the one shown. This box should be pre-filled with your name, institution, major(s), expected graduation date, and your year of college

Finally, below the box with your name, there will be a box that looks like the one shown. Begin by clicking on one of these tabs, now you can start filling in your information. The little bar at the top shows you how complete your profile is. The more

complete, the better!

Your profile is 35% complete



Add Work Experiences

Add Organizations

Add Skills

Add Documents

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: United States Navy Civil Engineer Corps, VIVID Engineering Group, Inc., Raker Rhodes Engineering, LLC, FirstPass Engineering, Pacific Architects and Engineering (PAE), (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](#).