CHOOSE YOUR OWN ADVENTURE:
A GUIDE TO JOB HUNTING, INTERVIEWING, & ALL THINGS IN-BETWEEN
Think of your job hunt as an adventure. It’s exciting but you may have a few questions too. Something to remember, this is an adventure where YOU make the choices. You get to choose the why(s), when(s), and where(s) of how your story will unfold. As an added bonus – you don’t have to do it alone! This guide book, your advisors, online resources, and a dedicated career services staff are here to help. All adventures have to start somewhere, sometime. Why not start yours here and now?

**INDEX:**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>What kind of job is best for me</td>
<td>3</td>
</tr>
<tr>
<td>Wheel of Life Exercise</td>
<td>4-5</td>
</tr>
<tr>
<td>Where are these jobs &amp; how do I find them</td>
<td>6</td>
</tr>
<tr>
<td>Can I get help with my resume &amp; cover letter</td>
<td>7</td>
</tr>
<tr>
<td>Sample Resumes</td>
<td>8-11</td>
</tr>
<tr>
<td>Cover Letters</td>
<td>13-17</td>
</tr>
<tr>
<td>Job Fairs &amp; Networking</td>
<td>18</td>
</tr>
<tr>
<td>Elevator Pitch</td>
<td>19-21</td>
</tr>
<tr>
<td>Thank you letters</td>
<td>22</td>
</tr>
<tr>
<td>The Interview</td>
<td>23</td>
</tr>
<tr>
<td>Sample interview questions &amp; answers</td>
<td>24-26</td>
</tr>
<tr>
<td>Keeping up appearances</td>
<td>27-28</td>
</tr>
<tr>
<td>Out to Lunch, Dinner, or Drinks</td>
<td>29-30</td>
</tr>
<tr>
<td>Resources</td>
<td>31</td>
</tr>
</tbody>
</table>
WHAT KIND OF JOB IS BEST FOR ME?

A huge part of the job search involves self-reflection. You will want to ask yourself questions about how you would most like to use your degree. Think about how you would answer the following questions:

- What do I like to do?
- Do I have the skills the employer is looking for?
- What do I value? (i.e. money, time with family, benefits… etc.)
- What motivates me?
- Do I like working with people or would I prefer concepts and data?
- Am I okay with relocation out of city or state for work?

Honestly answering these questions will help you narrow down your job hunt. Earning a B.S. in Energy Resource Management/Development will no doubt open doors for you. Regardless of your concentration, you will ask yourself some pretty important questions about what sort of career you would like to pursue. Here are some of the job titles you will want to keep an eye out for, categorized by concentration:

<table>
<thead>
<tr>
<th>Energy, Land, &amp; Water (ELW)</th>
<th>Professional Land Management (PLM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Resource Specialist</td>
<td>Landman</td>
</tr>
<tr>
<td>Environmental Analyst</td>
<td>Right of Way (ROW) Agent</td>
</tr>
<tr>
<td>Reclamation Technician</td>
<td>Title Abstractor</td>
</tr>
<tr>
<td>Ecological Restoration Technician</td>
<td>Land Agent</td>
</tr>
<tr>
<td>Land Conservation Specialist</td>
<td>Realty Agent/Specialist</td>
</tr>
</tbody>
</table>

**ACTION STEPS:**

1. Take a few minutes to read the questions above and write down your answers.
2. Given your responses, what job do you think would best suit you?
3. Talk to your advisor about these jobs and any questions you may have.
Here’s an exercise designed to help you identify and explore what is important to you. How does this pertain to your job search? Reflecting on your personal values will help guide your decisions while researching and applying to jobs. Is location important? Proximity to friends and family? What about your physical environment? Complete this exercise and use your results to help narrow your job hunt.

**EXAMPLE:**

![Wheel of Life Diagram](image)

**RESULTS:**

**EXAMPLE:** My wheel of life shows that I find these areas to be the most important: **Friends & Family and Health**

Given that I value these areas of life the most, I know I will look for the following qualities in my future employer: **close to home, also values family time, and one that values the health and well-being of their employees by offering health insurance & gym discounts.**
YOUR TURN:

Directions: With the center of the wheel as 0 and the outer edge an ideal 10, rank each life area according to its level of importance to you. Now draw a straight or curved line to create a new outer edge (see example). The new perimeter of the circle represents your Wheel of Life, or your value system. What do you value the most? The least? Begin to think about why this information might be important in your job search and then complete the reflection in the results section below.

RESULTS:

My wheel of life shows that I find these areas to be the most important: ________________________________

__________________________________________________________________________________

Given that I value these areas of life the most, I know I will look for the following qualities in my future employer: ________________________________

__________________________________________________________________________________
It’s never too soon to start checking out the job market— you probably started the process in high school. There are endless search engines, job boards, etc. out there to choose from. So how do you decide who is reputable and which will be the right fit for you? Well, we kind of did it for you. We comb through Indeed, Conservation Corps, State of Wyoming’s Job Board, & International Right of Way Association’s sites daily to ensure you have the most up to date listing of jobs and internships. Check out jobs that have been hand-picked for SER students here:

**handshake**: This is an online tool designed to connect students and alumni with job and internship opportunities. Every UW student has an account. Log in with your student ID and Password to view current jobs, internships, find mentors, and work on your resume. A great networking tool. [http://www.uwyo.edu/aces/career-services/handshake.html](http://www.uwyo.edu/aces/career-services/handshake.html)

**UW ENERGY CAREERS**: This website is updated daily with new job and internship postings from Indeed, USAJOBS, Conservation Job Board, State of Wyoming’s Job Board, and International Right of Way Association. [https://uwenergycareers.wordpress.com/](https://uwenergycareers.wordpress.com/)

**SER Jobs Bulletin**: This gem is emailed out to SER students every Friday and includes jobs from Handshake and UW Energy Careers. Additionally, you will get some great tips on everything job related!

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**ACTION STEPS:**

1. Check your email often. Most of your correspondence from the advising center and UW will come to you via your student email account. This can be your most valuable tool in your job hunt!

2. Set up your profile on Handshake. Great practice for resume creation and job searching.

3. Don’t ignore the newsletter. Jobs/internships associated with ELW and PLM concentrations appear daily. Don’t miss out on an opportunity!
**CAN I GET HELP WITH MY RESUME AND COVER LETTER?**

Absolutely! SER’s Advising Center offers resume and cover letter review for their students. You may choose to meet with your advisor one on one via a scheduled appointment, attend a resume meet-up, or a drop in advisor visit during office hours. If you prefer online help, check out EPIC. EPIC is an online resource center for job related topics, giving students the opportunity to develop their resume and cover letters through the completion of exercises, watching videos, and reviewing their work with a career services specialist!

**RESUME CHECKLIST:**

- Error Free
- Tailor your resume so it is relevant to each employer and job you submit to
- One Page - Be concise. It’s okay to exceed one page if you have extensive & relevant experience to include
- Easy to read
- Make your name prominent – larger font and bold
- Contact Info - up to date and easy to find
- Clear Sections - start with your most recent work experience and work back
- Objective - great for use during job fairs, allows multiple employers to understand, in one or two sentences what you are looking for
- Education Section - should be the first section on your resume, include GPA if 3.0 or better, include your anticipated graduation date
- Be consistent with your tense throughout
- Job Descriptions (highlight skills, abilities, and competencies, quantify with numbers)
- Action words
- Avoid acronyms and jargon - these will likely be unfamiliar to the employer
- Well organized format
- Consistent margins

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**ONLINE RESUME RESOURCES:**


14 Reasons this is a Perfect Recent College Grad Resume  [https://bit.ly/2wi2ilx](https://bit.ly/2wi2ilx)

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**ACTION STEPS:**

1. Review your resume. What do you like or dislike about it?
2. Is your resume consistent with the checklist above?
3. Review the sample resumes on the next few pages to get some ideas of how you want your resume to look to employers.
Patricia Landman
307.333.444 | professionalemail@gmail.com | Laramie, WY | LinkedIn/triciaL

Education
University of Wyoming, Laramie, WY
Bachelor of Science in Energy Resource Management and Development
Concentration: Professional Land Management
Overall GPA: 3.0 or better

Project Experience
Title Search Project
Worked in a team to research deeds at the county courthouse.

Internship and Job Shadowing Experiences
FERC Tariff and Contracts Intern
Black Hills Energy – Rapid City, South Dakota
May 2018 – August 2018
• Assisted with the development and configuration of internal compliance software.
• Supported the drafting of compliance policies and procedures.
• Aided in the evaluation of BHC metering equipment and associated specifications as it relates to the Western Interconnection.
• Compiled and evaluated PI data related to BHC transmission assets

Job Shadow
Operations Landman
Noble Energy Inc. – Greeley, Colorado
May 2017 – August 2017
• Observed daily activities in the office and the field
• Assisted in negotiations with surface and mineral owners, regulatory agencies, and internal and external stakeholders

Work Experience
Waiter
Altitude Chophouse – Laramie, WY
August 2015 - Present
• Work as a liaison between the kitchen and the customer to ensure excellent service in a high volume restaurant
• Operate a cash register with up to $1,000 on a daily basis

Honors and Awards
Nielson Energy Scholarship
August 2015 - Present
Dean’s List
Fall 2017

Skills
Microsoft Office (Word, Excel, PowerPoint), ARC GIS software
Peter Land-Management  
1122 Grand Avenue, Laramie, WY 82072
Tel: (307) 867-5309  
Email: pmanagemet@gmail.com  
LinkedIn/peterMan

EDUCATION

University of Wyoming  
Bachelor of Science, Energy Resource Management and Development  
Concentration: Professional Land Management  
Laramie, WY  
Anticipated: May 2019

PROJECT EXPERIENCE

**Title Search Project**  
August 2015 – December 2015  
Together with classmates researched various deeds and property titles both written and digital at the Albany County Courthouse in Laramie, WY. Produced an end of semester project detailing the process and our findings.

**Oil & Gas Law**  
Worked with a team to determine issues in the area of oil and gas law and determine methods to solve those problems. The project detailed how to work with landowners, royalty owners, regulatory agencies, and legislatures to negotiate a solution.

WORK EXPERIENCE

**University of Wyoming**  
Laramie, WY  
**Student Ambassador, School of Energy Resources (SER)**  
August 2017 – Present  
- Update the school’s website utilizing Client Management Software  
- Facilitate recruiting events for SER faculty and staff including- meet with perspective students and parents promoting the school’s programs and answering questions, record student data to follow up with requested programming information

**Camp Wyoming**  
Buffalo, WY  
**Camp Counselor**  
July 2016 - August 2016  
- Directed daily activities and ensured safety of 20 campers  
- Lead groups on various outings including hiking, canoeing, and rock climbing  
- Recorded and reported daily activities to the camp supervisor

**Wal-Mart**  
Laramie, WY  
**Floor Associate - Grocery**  
August 2015 – June 2016  
- Updated and submitted a daily damaged/expired products report for the grocery department  
- Worked to provide excellent customer service through guest engagement and ensuring aisles were properly stocked

SKILLS

**Software:**  
ARC GIS, Microsoft Office (Word, Power Point, Excel)

**Technical:**  
Title Search, Cadastral Mapping
Edna Land-Waterman
1122 Water Way | Laramie, WY 82072 | 307.332.1528 | Ewaterman@gmail.com | linkedin.com/edna

EDUCATION
Bachelor of Science – Energy Resource Management & Development
Concentration: Energy, Land, and Water
University of Wyoming – Laramie, WY, United States
GPA 3.7


OBJECTIVE
Highly driven student seeking experiences, travel, and opportunities to increase understanding of natural resources management with the Wyoming Conservation Corps

EXPERIENCE
Student Ambassador
University of Wyoming, School of Energy Resources | Laramie, Wyoming
August 2016 - Present
• Update the school’s website utilizing Client Management Software
• Facilitate recruiting events for faculty and staff including- meet with perspective students and parents promoting the school’s programs and answering questions, record student data to follow up with requested programming information

Environmental Intern
The Center for Alaskan Coastal Studies | Homer, Alaska
May 2018 – August 2018
• Educate children, school groups, and visitors about the natural world
• Impart knowledge and a sense of stewardship to visitors and groups from around the world
• Lead multi-day field studies and guided natural history tours

Nursery Production Technician
Oxbow Farm & Conservation Center | Carnation, Washington
May 2017 – August 2017
• Monitored seed and seedling health and germination rates
• Carried-out propagation via cuttings and divisions as seasonally appropriate
• Assisted with optimizing nursery space to allow for each species-specific needs, i.e. drainage, light requirements, hardening, and protection from elements
• Storm water mitigation

ACTIVITIES
Energy Resources Club Treasurer
August 2016 - August 2017
Restoration Outreach and Research (ROaR!) member
August 2016 – Present
Emilio L. Wolf  
1213 Mountain Way | Sheridan, WY 82801 | ELW@gmail.com | 307.867.5309 | linkedin.com/ELW

EDUCATION  
Bachelor of Science – Energy Resource Management & Development Anticipated: May 2021  
Concentration: Energy, Land, and Water  
University of Wyoming – Laramie, WY, United States GPA 3.2  

OBJECTIVE  
Current college sophomore seeking experiences, travel, and opportunities to increase knowledge of natural resources management.

EXPERIENCE  
Nursery Production Technician  
Oxbow Farm & Conservation Center | Carnation, Washington May 2018 – August 2018  
• Monitored seed and seedling health and germination rates  
• Carried-out propagation via cuttings and divisions as seasonally appropriate  
• Assisted with optimizing nursery space to allow for each species-specific needs, i.e. drainage, light requirements, hardening, and protection from elements  
• Storm water mitigation

Reclamation Field Intern  
K.C. Harvey | Southern Wyoming Summer 2017  
• Work independently and on teams to conduct environmental monitoring and assessment in a timely manner  
• Conduct storm water inspections  
• Handle site assessments including mapping and inventories of soils and vegetation  
• Identify native and invasive plants using USDA codes

Lifeguard  
• Monitored pool activities to ensure the safety of swimmers of all ages  
• Opened and closed the pool depending on schedule  
• Instructed two classes of ten, 8 - 10 year old children in a beginners swim class  

ACTIVITIES  
Restoration Outreach and Research (ROaR!) member August 2017 – Present

SKILLS  
Microsoft Office (Word, Excel, Power Point), Plant identification, Storm water mitigation
DO I HAVE TO WRITE A COVER LETTER?

The short answer, yes! A cover letter is almost always a required component of your application packet but more importantly, it serves as your introduction to the employer – i.e. your opportunity to sell yourself to the company.

Your Name  
Your address  
City, State, & Zip

Date (Month, Day, & Year)

Name of Employer  
Organization  
Street Address  
City, State, & Zip

RE: Job Title (Position you are applying for with job number if available)

Dear Mr. /Ms. /Dr. (if unknown, Dear Search Committee or Hiring Manager),  

Introduction Paragraph:  
• Why are you writing? Specifically mention the position and the company you are applying to  
• If you know someone who works at the company, mention them! This will connect you to the search committee and help make you memorable. Note, make sure the person you are mentioning is worth mentioning. You wouldn't want to be remembered for any negative reasons.  
• Conclude the intro with your thesis statement- indicate the skills you will address in the next two paragraphs

Body Paragraphs:  
• Be specific in your examples- show the committee what you bring to the table by providing examples of work, internship, volunteer, leadership, or class experiences  
• Explain why you are a perfect fit for the job and organization  
• What will you add to the organization? Give an example.

Closing Paragraph:  
• Thank the committee for reviewing your application materials  
• Reiterate your interest in the organization and the position  
• Let the committee know that you are available should they need any follow up information from you to make their decision

Signature Line:  
“Sincerely” or “Respectfully”  
Signature  
Typed Name

Do I have to write a cover letter?
SAMPLE JOB DESCRIPTION

Position 222: Surface Landman
Employer: Devon Energy
Location: Cuero, TX
Position Type: Full-Time

Job Description:
The Field Landman, under general supervision, provides support to division exploration in routine matters relating to the review and acquisition of various forms of leases and ownerships including determination of lease or land ownership, identification of mineral rights and negotiating and preparing documentation to acquire lease or ownership.

Experience:
Requires a minimum of 3 years of related industry experience; BS in relevant field

Job Responsibilities:
• May conduct projects and/or act in liaison capacity with other departments, divisions and organizations
• Conduct public records research to determine surface ownership
• Facilitate and coordinate negotiation and acquisition of surface leases, surface use agreements, right of way, facility agreements and other agreements in support of field operations
• Support preparation and compliance of permits issued and/or administered by regulatory agencies
• Communicate with surface owners and with field operations personnel on an ongoing basis to address and resolve issues related to exploration, development and production activities
• Maintain and foster public and community relations that demonstrate excellent corporate stewardship

Other Requirements:
• Oil and Gas Industry Experience Preferred
• Practice safe work habits at all times
• Demonstrate commitment to Devon Attributes
• Intermediate level computer skills
• Contract drafting and analytical skills are critical
• Strong written and verbal communication skills
• Strong interpersonal and organizational skills
• Able to travel as required

Application:
To apply, submit cover letter and resume to Jane Ward, HR Manager at jward@devon.com
January 29, 2019

Ms. Jane Ward
Human Resources Manager
Devon Energy
23 Vitality Way
Cuero, TX 56479

RE: Surface Landman, Position 222

Dear Ms. Ward:

Having experience as a Professional Landman intern with Noble Energy and enthusiasm for the field of land management, I am excited to apply for the Surface Landman position with Devon Energy. After speaking with Dale Dribble at the University of Wyoming information session about Professional Land Management opportunities in your Cuero, TX office, I knew Devon Energy would be the right fit for my skill set. Devon Energy is on the cutting edge with land management and my strong background in reviewing and determining land rights, identification of mineral rights, and negotiating and preparing documents to acquire lease or ownership of land make me a strong candidate for this position.

As a professional Landman intern I gained direct experience negotiating and preparing documents to acquire lease or ownership of land. One of the largest deal negotiations I worked on during my internship was between local ranchers and the city of Greeley. The intern teamed worked together to research and prepare documentation for senior landmen. During this time I was able to put to use knowledge gained in the classroom while also learning the finer points of negotiation and the legalities associated with acquiring land rights first hand from working professionals. I look forward to applying this skill set to the position of Surface Landman at your organization.

Thank you for your thoughtful consideration of my application. If you should have any questions please contact me at 307-867-5309 or plandman@gmail.com. I look forward to meeting with you to discuss how I might apply my skill set and experiences to the position of Surface Landman.

Sincerely,

(Signature here)
Patricia Landman
Position 3645: Natural Resource Specialist  
Employer: Sierra Institute for Community and Environment  
Location: Taylorsville, CA  
Position Type: Seasonal/Temporary

**Job Description:**

The Sierra Institute for Community and Environment seeks qualified individuals to fill the position(s) of Resource Specialist(s) to analyze and summarize the potential effects of fuels reduction and forest health activities. Specialists will be part of a multi-stakeholder environmental analysis team for a potential forest health project on the Lassen National Forest. The project is part of a 600,000-acre focal landscape for the South Lassen Watersheds Group, a collaborative planning effort involving forest and watershed management, climate resilience, and economic development in critical upper watersheds of the North Fork of the Feather River, and Mill and Deer Creeks. Resource specialists will be focused on environmental analysis for public lands, but will be expected to support collaborative all-lands work as needed. Requested areas of specialization include: wildlife biology (including fisheries and aquatics), fuels management, hydrology, archaeology, and recreation. Review of applications will begin January 15, 2019.

**Qualifications:**

- An undergraduate degree in related field (natural resources, forestry, wildlife biology, etc.);
- Minimum three years’ experience performing relevant fieldwork, including but not limited to resource surveys;
- Demonstrated experience with technical writing for natural resource management;
- Basic understanding of NEPA requirements and processes;
- Ability to meet deadlines both independently and as a team member;
- Detail-oriented, organized, and able to work well on simultaneous tasks;
- Competent at taking detailed project notes;
- Excellent verbal and written communication skills;
- A valid driver’s license and access to reliable transportation;
- Experience living and/or working in a rural setting and a strong desire to engage in land management issues and collaborative landscape management projects.

**Application:**

To apply, submit cover letter and resume to sice@sierra.org
Edna Waterman  
1122 Water Way  
Laramie, WY 82072  
307.332.1528 | Ewaterman@gmail.com | linkedin.com/edna

January 29, 2019

Sierra Institute for Community & Environment  
2 Rainbow Circle  
Taylorsville, CA 90210

RE: Position, 3645 Natural Resource Specialist

Dear Search Committee,

As an Environmental Intern with The Center for Alaskan Coastal Studies, I had the opportunity to utilize and build upon knowledge gained through coursework as a student. Given this experience and forthcoming graduation date, I am excited to submit an application for the Natural Resource Specialist position with your organization. Sierra’s commitment to research, the environment, and your multi-stakeholder approach to innovative problem solving connects to my personal passion and philosophy for this field of study. While working in Alaska, I made lifelong connections with scientists and educators in my field. Sara Sweetwater was one of the scientists I worked with and she informed me of the Natural Resources Specialist position with your organization.

During my internship I gained direct experience with land stewardship, team work, project development, and data recording. The interns worked together to organize multi-day field studies and one of the largest projects we worked on together required planning and executing a three day field study for a tourist group. Working both as a group and independently our team mapped out hiking and camping, acquired all of the necessary supplies, and developed mini-classes to educate the group on various plant life and land stewardship projects throughout the region. Along the way, our team retrieved samples to support a concurrent forestry project; keeping detailed records of our data. Overall the experience was a success imparting invaluable knowledge about the environment, working with a team, sample recovery, and data recording.

Being a Student Ambassador for UW’s School of Energy Resources required participation in various recruiting events to disseminate program information to students and parents. Another vital task was composing professional correspondence to prospective and current students, current faculty members, and alumni. This position proved to be an exceptional experience; honing my verbal and written communication skills while further preparing me for the position with your organization.

Thank you for your thoughtful consideration of my application for the Natural Resource Specialist. I look forward to discussing this position with you and discovering how my skills and experience match at the Sierra Institute for Community and Environment. If you should have any questions please contact me at ewaterman@gmail.com or 307.332.1528.

Sincerely,

Edna Waterman
JOB FAIRS & NETWORKING

BEFORE YOU ATTEND A FAIR:
• Have your resume reviewed by your advisor or someone at career services
• Check the Handshake database to see which employers will be there
• Research the employers that you are interested in speaking with - write down a few questions to ask them i.e. work culture, recent remarkable events, or questions about internships and open positions. This shows your active interest in the organization and makes you more memorable
• Practice your elevator speech
• Check Handshake, SOAR, or ask your advisor if there are any job fair prep events you can attend – there are typically a number of organized job readiness events for students the week prior to a job fair on campus
• Select your outfit – you will want to wear your most appropriate business professional attire

DURING THE FAIR:
• Remember to conduct yourself professionally at all times – not just when engaging an employer
• Ask questions about potential opportunities
• Ask for contact information from the employer
• Take notes after each interaction

AFTER THE FAIR:
• Organize the contact info and any materials you may have collected from employers by organization
• Send a follow up email or note to recruiters and thank them for their time
• Review your data – which organizations stand out to you? Follow up with them via their website to see what positions are available
• Check Handshake for any future recruiting or interviewing events employers may have scheduled

ONLINE RESOURCES:
1. Handshake
2. SOAR
3. EPIC
4. LinkedIn

ACTION STEPS:
1. If you haven’t already done so, create a Handshake, EPIC, & SOAR profile. These resources will keep you informed of campus career fairs.
2. Print multiple copies of your resume.
3. Create a LinkedIn profile.
CHOOSE YOUR OWN ADVENTURE

Have you logged into EPIC? There are some really helpful notes about giving your elevator pitch. Here’s a useful exercise, found on EPIC, explaining how to create your elevator pitch:

IMPORTANT NOTES ABOUT YOUR ELEVATOR PITCH:

- Just as you customize your resume and cover letter to individual companies, your elevator pitch can also be customized to highlight your most relevant skills and experience for a situation.
- Your elevator pitch should have the ability to be changed based on a variety of situations, time limitations, and environments. Make your pitch relevant to your audience.
- An elevator pitch is never limited to professional situations, so you should always be prepared to share your pitch.
- Practice, Practice, Practice! As much as you can, a good pitch should be comprehensive but concise, somewhere around 30 – 45 seconds long.
- Be creative and confident. Be yourself and don’t be afraid to sell your story. What you say is important, but often even more important is how you say it.

ELEVATOR PITCH EXERCISE:

CREATING YOUR PITCH

Answer these simple questions, using complete sentences, to create your elevator pitch.

Who are you?
Example: “My name is Johanna Smith; I am studying marketing in the College of Business at the University of Wyoming.”

Write your “who are you” statement here:
What skills do you bring to any opportunity?
Avoid using generic statements, make these statements specific to you. Be detailed to your area of interest but avoid too much industry jargon. Be confident in discussing your strengths and think of using “I” statements.

Examples:
“My current employer told me that she was impressed with my work ethic, especially since this was my first job”

...OR...

“Feedback from clients highlights my ability to create precise proposals that add value to a company with low-costs”

Try to list 2 skills if possible.

Skill 1:

Skill 2:

Why it matters or next steps:
Examples:
“As someone with experience working in the advertising field, what advice might you have for me?”

...OR...

“What does your company look for in an account manager (or new employee)?”

The end of your elevator pitch will vary from one situation to the next. What you might ask yourself is “why am I sharing my pitch with this individual”? “What do I want them to do with it”? “Why does it matter to them”? If this is your first time meeting this person, you may use it as an introduction and as a start to the relationship. A next step for this situation might be to learn more about the individual by asking their opinion or experience, “What led you to the field of advertising?” or “I would love to hear your opinion on the effect of mobile marketing on the advertising industry.” You may also want to learn more about the field and how you might fit in with the organization or ask for their contact information to follow up.
Put it all together:

Examples:

“Hello. My name is Johanna Smith; I am studying marketing in the College of Business at the University of Wyoming. Creative brainstorming, presenting ideas, and forming proposals are my specialties. I am passionate about presenting ideas to companies that accurately portray their product, service, and culture. I am looking to combine my creativity and attention to detail into an account manager position in the advertising industry. As someone with experience working in the advertising field, what advice might you have for me?”

...OR...

“Hello, my name is Johanna Smith; I am studying marketing in the College of Business at the University of Wyoming. One of the things I pride myself on is my work ethic; my current employer told me she was impressed with it since this was my first job out of high school. I like to work well for my employer and desire to assist in making the company successful. What types of skills do you value in your employees and what is some advice you might have for me to be successful in this industry?”

Example of an elevator pitch; put together the text you wrote in the box.

Write an example of a question you might ask to close your elevator pitch.
THE INTERVIEW

You made it - You landed the interview…now what?! There are a couple of things to consider before, during, and after the interview. Let’s break it down:

BEFORE THE INTERVIEW:
• Print out your references – bring plenty of copies so all members of the interview committee receive a copy.
• Do your research and get to know the organization you might work for – it makes you look eager, intelligent, and you will stand out to the interviewing committee if you are able to recall and discuss some info about their company.
• This may seem like a no brainer, but study the job description. Know what the employer is looking for and how your skill set will work for them.
• Set up a mock interview with an advisor or a career services staff member – it helps to stumble a little over the tough questions with someone who can advise you.
• Get organized! Create a folder for each company you submit applications to. Include the job description, application information, and any contact info or notes you find necessary.
• Select an appropriate interview ensemble – the better you look the more confident you will be in the interview.

DURING THE INTERVIEW:
• Arrive 10-15 minutes early – you can get the lay of the land this way and review any notes before the interview.
• Turn off your cell phone – it would be embarrassing to get a call in the middle of your interview.
• Shake hands with each member of the interviewing committee – have a strong handshake? Test it. The next friend, professor, advisor…any trusted person you are comfortable with, shake their hand and ask them for a critique. No one likes a weak handshake. Watch this tutorial on handshakes and introducing yourself at youtu.be/41BdlgNyKFI
• Make eye contact and smile – you want to show the committee that you are a positive person.
• Be honest about your skill set – a lie could come back to bite you.
• Remember the research you did about the organization? Now is your opportunity to let it shine. Ask a couple of questions about the company – i.e. what sort of benefit structure do you have? ....or...I noticed that your company is a frontrunner in the research of (insert project name here). Could you tell me more about how this development has/will affect the company’s overall growth?
• Be sure to end the interview with a handshake and a thank you for their time – express your interest in the position and that you look forward to hearing from them.

AFTER THE INTERVIEW:
• Follow up with a thank you note via email or written mail
There are always some tough questions to answer in an interview. Here are some questions that commonly trip up applicants followed by examples of how to answer those difficult questions.

1. **TELL ME MORE ABOUT YOURSELF.**  
This is a VERY common opening question. You will want to give an answer that highlights some of your strengths and achievements for the committee. Your Elevator Pitch will work quite nicely here!

Answer: *Currently, I am a senior studying Professional Land Management in the School of Energy Resources at the University of Wyoming. My anticipated graduation date is ____. During my time at the university, I have been President of our school’s landman club, participated in local research uncovering lost deeds at the courthouse, and worked every year to grow my knowledge of the various nuances of land management.*

*Moving forward, I am excited to be making my way into the professional realm with your company. I have been impressed learning about your specific projects and believe that the skills I’ve acquired over my years in school will be a match.*

2. **HOW WOULD YOU DESCRIBE YOURSELF?**  
The committee wants to know how your characteristics align with the company’s values and if you are a fit for their organization.

Answer: *I would describe myself as being a dedicated student and hard worker. When I am presented with a task I not only want to see it through to completion, I want the end result to show the dedication and hours put into a project.*

3. **WHY DO YOU WANT TO WORK HERE?**  
Did you take the time to research the company you are interviewing with? They will know if you did or didn’t based upon your answer to this question. Always take a few minutes, or more to research before your interview.

Answer: *I was really impressed by the project you launched in 2016. At the time I was a sophomore and taking ______ class. That really drove home the basis of what you were just beginning. Since that time I have followed the progress of said project and even utilized your research in a senior project. My passion for this project and desire to apply similar knowledge and skill set acquired in the classroom ultimately compelled me to apply for your recent opening.*
4. CAN YOU TELL ME ABOUT A DIFFICULT WORK SITUATION AND HOW YOU OVERCAME IT?
This is another common question used to see how you perform when the pressure is on. Try to see this as an opportunity and tell a story of a difficult time you experienced highlighting how you overcame the problem.

Answer: One of the first meetings I held as President of my school’s chapter of the landman club was a difficult learning experience. During the weeks leading up to the meeting I had delegated the responsibility of coordinating the group’s monthly guest speaker lunch to my vice-president and treasurer. I learned only days before that none of the tasks had been completed. Fortunately, I was able to identify the problem prior to the meeting and work closely with members of the club to find a replacement speaker and hold the meeting on schedule. It turned out to be an opportunity for me to get to know my team and the end result was fantastic. Ultimately it taught me a great lesson in management – be prepared for anything.

5. WHAT IS YOUR SALARY EXPECTATION?
Some of the most uncomfortable questions have to do with money. To prepare for this question, research what the average rate of pay in the region your position is located.

Answer: For a candidate with my level of experience in this city, I would expect my salary to be between _______ and _______. However, I am willing to negotiate.

6. DO YOU HAVE ANY QUESTIONS?
Always have a couple of questions prepared for the committee prior to your interview. Also, jot down questions during the interview if you would like more information on a topic they covered. This will show your interest in the position and the company.

Answer: What are the challenges associated with this position? What do you like about working for this company? How would you describe the culture of this organization? What does a typical work day look like for this position?
BEHAVIORAL BASED INTERVIEWS: STAR METHOD
Instead of asking how you would behave, they will ask how you did behave. The interviewer will want to know how you handled a situation as a predictor of what you might do in the future. In a traditional interview you are asked questions such as “What are your strengths and weaknesses?” or “Why should I hire you?” Answers to these questions typically are more straight-forward and general, rather than based upon your specific actions.

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SITUATION TASK ACTION RESULT - Ways to prepare for a behavioral based interview:

- **Tell a story.** Recall recent situations that reflect favorable behaviors or actions, specifically involving course work, work experience, leadership, teamwork, initiative, planning, and customer service.
- **Paint a Complete Picture.** Be sure each story has a beginning, a middle, and an end. Be sure the result or outcome reflects positively on you (even if the result itself was not favorable).
- **Be Honest.** Don’t embellish or omit any part of the story.
- **Be Specific.** Don’t generalize about several events; give a detailed account and discuss your specific role within one event.
- **Prepare.** Write your stories down so you remember the details you want to.
Writing a thank you letter after an interview or a meeting with a recruiter at a job fair is a great way to stand out to your future employer. It shows that you are a serious candidate who takes initiative. Also, it’s another opportunity for you to remind the employer of your skill set.

**SAMPLE THANK YOU NOTE:**

Patrick Landman  
1122 Grand Avenue, Laramie, Wyoming 82070  
307-867-5309 | pland@gmail.com

February 28, 2019

Dear Ms. Smith,

It was a pleasure meeting with you this afternoon at the Big Job Fair at the University of Wyoming. Thank you for taking the time to answer my questions about Anadarko and the Landman position that you have coming up in the summer. As you mentioned in our meeting, my internship with Black Hills Energy was an outstanding opportunity and served as a great complement to the coursework I have completed thus far with the School of Energy Resources.

Your enthusiasm for the company and passion for the industry was evident, thank you. I hope to join you at Anadarko in the future.

Sincerely,

Patrick Landman

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**ACTION STEPS:**

1. Be sure to take notes immediately following an interview or other meeting with an employer.
2. Send your thank you note within 24 hours!
3. Consider writing your thank you note before the interview- sounds odd but this will guarantee your thank you(s) get out quickly.
Now that you’ve flown over that first hurdle and landed an interview, what should you wear? It could depend, right? For an interview, the general rule is to dress business professional; lean toward traditional or conservative attire. If you’re still unsure think about this, would you rather be the person who went the extra mile or the person that just showed up? Dress to impress your future employers during the interview process.

If you have an interview that occurs over multiple days involving lunches, site meetings, etc. business casual may be a more practical choice. When in doubt, assume professional.

**Special Note for SER students** – you may have observed that many folks in your future work world have a relaxed approach to dress (jeans, boots, etc.). While this may be, your interview is not the time to emulate a mentor! You’ll have plenty of time to dress down after you’ve accepted a job offer.

**BUSINESS PROFESSIONAL VS. BUSINESS CASUAL**

- Neat hairstyle,
- Solid, conservative colors
- Professional shoes

- Twill or cotton pants or skirts
- Polos, sweaters, or collared knit shirts
A TIP FOR MEN AND WOMEN: As a soon to be or very recent grad, your clothing budget may be limited. Living in a college town, there are some fantastic second hand clothing stores. Before you spend money you may not have, check out a thrift shop.

INTERVIEW ATTIRE FOR WOMEN

**Formal Interview Attire**
- Fresh hair cut
- White or blue solid shirt
- Dark single breasted suit
- Solid or conservatively patterned tie
- Tailored Jacket
- Polished shoes
- Dark, conservative colors

**Interview Attire**
- Hair neatly styled
- Simple, fresh makeup
- Conservative necklines
- Conservative skirtlines
- Simple jewelry
- Flats or modest heels
- Use perfume sparingly

**Casual Interview Attire**
- Neatly Trimmed face
- Sports Jacket
- Patterned shirts acceptable
- Tie coordinates with shirt
- Flat front khakis
- Socks that match suit
- Dress Shoes

INTERVIEW ATTIRE FOR MEN

**Button Downs**

**Statement Dress**

**Khaki Mix & Match Suit**

**Blouse & Skirt**
Many of you will have interviews that are all day events, including meals. This is an opportunity for your employer to observe your interpersonal skills. Here are a few tips on social drinking, basic table manners, and polite conversation.

**ALCOHOL:**
- Drink in moderation - order one alcoholic beverage and sip it throughout the evening
- Know yourself - if you have any adverse reactions to alcohol (become too giggly or lose control of your ability to filter your speech) DON’T DRINK!
- If you feel uneasy about not having a drink, order a “mock-tail” - Tonic with a twist is an easy choice

**TABLE MANNERS:**
- Avoid the temptation to look at your phone – in fact you may want to just turn it off and put it away
- Remember you are being interviewed - sit up straight, smile, and make eye contact
- Follow the lead of your host - order a meal the same price or less
- Avoid ordering messy food or food you must pick up with your hands like ribs, wings, soup, or corn on the cobb
- Wait to eat until everyone has been served
- Place your napkin in your lap not around your neck
- Cut your food one piece at a time and take small bites
- Don’t chew with your mouth open
- Don’t blow your nose at the table
- If you need to use the restroom, simply excuse yourself from the table by saying, “Excuse me, I’ll be right back” Don’t announce that you need to go to the bathroom
- Always thank your host at the end of the meal

**POLITE CONVERSATION:**
- As a general rule, avoid these topics - religion, politics, or any off color humor
- Appropriate dinner topics - their organization, career & educational background, travel, the food or restaurant, sports & entertainment
- Ask open ended questions. This shows your interest in the search committee member(s), the company, and shows you take initiative, are inquisitive, and have great interpersonal skills

**EXAMPLES OF OPEN-ENDED QUESTIONS:**
- How was your weekend?
- What do you like most about working at your company?
- I read on your website that your company is in the middle of a new project. Can you tell me more about how that project got started?
SIMPLE MOCK-TAIL ORDERS:
1. Shirley Temple - Simple & well known order: Sprite, grenadine, and a cherry on top
2. Roy Rogers - Another classic your bartender will know: Coke, grenadine, and a cherry
3. Club Soda with a Twist - Looks like you’re having a gin/vodka & tonic. Want to make it sweeter? Ask for tonic water instead of club soda. Optional - add cranberry juice and you have a cosmopolitan
4. Mock-Moscow Mule - Refreshing drink served in a really cool copper cup: Lime Juice, Ginger Beer (the name is deceptive, it is not beer it’s a ginger soda) club soda, and simple syrup
5. Order any drink “virgin” – Ask for practically any known alcoholic drink and add the word virgin to your order, Voila, no alcohol!
Let your story SOAR!

As a participant in SOAR, you will participate in high impact learning experiences in research, cross-cultural and international perspectives, internships, entrepreneurship, leadership and community service.
The School of Energy Resources (SER) promotes the development of human resources and the innovation required to solve critical energy challenges in today’s world. SER strengthens the significant talent and resources here at the University of Wyoming and promotes interdisciplinary academic research and outreach programs in engineering, science, economics, and environmental policy.

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We’re on social media!

Persons seeking admissions, employment, or access to programs at the University of Wyoming shall be considered without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, or political belief.