

First impressions

- Knocking on office doors
- E-mail of introduction
- Elevator pitch
- Cover letter and resume

EXAMPLE 1:
Subject: samples Q

Hey Kate, Sorry if this question is weird, but i remember from the ESS Gala that Josephina had gotten some sediments measured by a machine that automatically measured them (does that make sense?) to show a size distribution of a sample when she was working on a project with you, and I have a few hundred barnacle plates that could use some measurements, would it be possible to chat with you about this?Thanks for any help,-Rob Smith

Subject: Graduate School Inquiry

Dear Dr. Huntington,

My name is Georgina Geo, and I am writing to inquire about opportunities for graduate study in your group at the University of Washington. I am a recent graduate of the Department of Earth Sciences at Superstar University, where I had the opportunity to conduct geochemistry research in the stable isotopes lab of Prof. Smartipants.

I wanted to contact you to see if you were planning to accept students for the Fall of 201X. If so, do you have a sense for the types of projects that might be available to your students? I have read with interest the project descriptions on your web page, and I am especially interested in potential projects involving geochemistry and the evolution of mountain systems and landscapes.

I have attached a resume, and I would be happy to field any questions you might have about my background and experience. I look forward to hearing from you.

Sincerely,
Georgina Geo
B.S. in Geology with Honors, 200X
Department of Earth Sciences
Superstar University

EXAMPLE 2:
Subject: message from student

Really. I was only asking for an extension of a few hours. I don't understand having only a week between the first and the second assignments, and then we get two weeks for the second assignment revision. Your inflexibility in this matter seems unwarranted.

As far as my reasons for wanting an extension, I happen to have a lot but feel that they are not any of the schools business nor are they yours.

Subject: request for ESS XXX assignment extension

Dear Kate,

I am writing to follow up on my request for an extension of the ESS XXX assignment from class today. You said that without a compelling reason for an extension beyond "wanting more time", you could not grant the request. Although I did not feel comfortable telling you why I was making the request in class, I assure you it is not because I squandered my time or misunderstood the assignment. Although I'd prefer not to share the details of my situation, my need for an extension is due to life circumstances that are beyond my control. Since you said illness and circumstances beyond your control are acceptable reasons to grant an extension, I am hoping you will reconsider your earlier decision now that you have more information.

Sincerely,
Roberta

Formal Email of Introduction Assignment

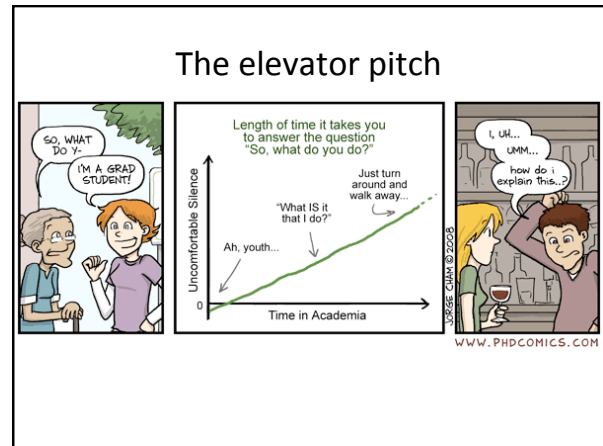
Send instructor a formal email introducing yourself. Describe what you hope to learn in this class and how your goals for the class relate to your career or other future goals. The final class assignment involves a geoscience policy question (e.g., energy or mineral resources), so please briefly describe a geoscience policy question or debate that is of interest to you. Ask a question that would elicit a response from the recipient of your email.

Guidelines: Address Prof. Huntington, and sign with your full name and contact information or title (e.g., "Joe Geo, IsoLab Assistant, Department of Earth and Space Sciences, University of Washington"). Be sure to state clearly who you are and the purpose of your email up front. Length should be the equivalent of one typed page or less, with no typographical or grammatical errors. Like in newspaper articles, easy-to-read emails are composed of short paragraphs, with each paragraph composed of a clear topic sentence and supporting information.

Please refer to additional guidelines and pointers from class and from assigned readings.

Grading Rubric:

0	1	3	4	5
Content: Email missing two or more topics requested in assignment	Content: Email missing one topic requested in assignment	Content: Email addresses all topics requested in assignment		
Format: Email fails to follow multiple formatting guidelines	Format: Email follows all but one formatting guideline	Format: Email follows all formatting guidelines		
Organization: Poor organization at document and sentence scale	Organization: effective organization at either document or sentence scale	Organization: effective organization at both document and sentence scale		
Mechanics: more than one grammatical or typographical error; poor and/or incorrect word choice	Mechanics: max of one typo or grammatical error. Word choice might be improved, but no blatantly incorrect choices.	Mechanics: no typos or grammatical errors. Correct and highly appropriate word choice.		
Tone: sounds unprofessional	Tone: sounds professional in all but one sentence or phrase	Tone: sounds professional. I might want to hire you!		



Elevator pitch = 20 to 30 seconds

An elevator pitch is a brief overview of an idea for a product, service, or project. The pitch is so called because it can be delivered in the time span of an elevator ride (say, thirty seconds).

I use them:
 When I meet people
 When I visit another school
 When asked to introduce myself
 When run into a program officer (\$\$'s)
 When run into a university higher up
 When introduce myself to a new colleague
 Over coffee, lunch
 ...

Have you ever had occasion that would be good for an elevator pitch?

Even if you don't need or want something from the audience, an elevator pitch can help you figure out what's at the core of your goals.

Pick an audience (this class, prospective employer you run into at a conference). Brainstorm. Practice. What message do you want to convey?

- Cover letter and resume (sometimes referred to as a Curriculum Vitae, or CV) is often the first opportunity a job applicant has of being noticed and securing an interview.
- These documents should be brief and to the point, highlighting the most important strengths, skills and experiences that make you a great candidate.
- The purpose of the cover letter and resume is to demonstrate that you meet or exceed the requirements listed in the job description. The letter should convey that you are interested in the position and that you are available to accept the position, if offered.
- Many of the guidelines for professional emails are applicable to cover letters.
- Additional tips and pointers are available online. Rather than following a boring template, your letter should be personal and stand out in a pile of 100 or more other letters.

Your institution's name
Your institution's address
Date of letter

Recipient's name
Recipient's title
Recipient's institution
Recipient's institution address

Recipient's Name:

People read business letters quickly. Therefore, get to the point in the first paragraph—the first sentence, if possible. In other words, state what you want up front.

Single space your letters and use a serif typeface. Skip a line between paragraphs. Because people read business letters quickly, use shorter sentences and paragraphs than you would in a longer document. Sentences should average fewer than twenty words, and paragraphs should average fewer than seven lines.

Space your letter on the page so that it does not crowd the top. However, if possible, keep your letter to one page. Second pages often are not read. Send copies to anyone whose name you mention in the letter or who would be directly affected by the letter.

Final paragraphs should tell readers what you want them to do or what you will do for them.

Sincerely,
Your Signature
Your Name

Enclosure.

cc: Name to receive copy

934 West Dayton Street
Madison, Wisconsin 53715
October 30, 1997

Mr. Jeffrey Peterson
Manager, Electrical Systems, Midwestern Region
2275 Half Day Road
Suite 300
Bannockburn, IL 60015

Mr. Jeffrey Peterson:

Thank you for the interview at the University of Wisconsin-Madison on Thursday October 30, 1997. I particularly appreciate the time you took to explain the differences between Electrical Systems and other companies. Our discussion strengthened my desire to pursue a career with Electrical Systems.

At your request, I have enclosed my senior design project, which includes a design, cost breakdown, and complete thermodynamic analysis of a plutonium-core reactor. I believe that this project is a good representation of not only what I have learned in my Engineering Physics curriculum, but also what I can produce for Electrical Systems.

Thank you for your consideration, and please feel free to contact me with any further questions. I look forward to the prospect of working with you.

Sincerely,

Roger Bloom

Roger Bloom

Enclosure.

Exercise: Correspondence

Given below are four beginnings to pieces of correspondence. Each of the pieces of correspondence requests employment with a company or laboratory. For each beginning, consider the following areas: structure, language, format, and mechanics (grammar, punctuation, and usage). Identify the area that is the weakest. The purpose of this exercise is two-fold: (1) to help you identify writing problems in a more precise fashion, and (2) to make you comfortable with the writing terms *structure*, *language*, *format*, and *mechanics*. The numbers in parentheses refer to page numbers in *The Craft of Scientific Writing*:

1. Structure (pages 173-176) The strategy of a document.
2. Language (pages 176-177) The way we use words (order of words, lengths of words, use of examples).
3. Format (pages 221-227) The way a document is arranged.
4. Mechanics (pages 257-273) Grammar, punctuation, spelling and usage.

1. The following piece of correspondence is weakest in the following area:

Structure Language Format Mechanics

**5939 Seminole Court, #206
Madison, Wisconsin 53711
November 13, 2010**

Dr. Patricia N. Smith
Director of Personal
Sandia National Laboratories
Livermore, California 94550

Dear Dr. Smith:

In last months *Engineering Educator*, Sandia National Laboratories advertised positions beginning next June for undergraduate researchers. Would you please consider me for one of those positions? I am a junior in chemical engineering at the University of Wisconsin-Madison, however, I am deeply interested in engineering research. Because Sandia is such a prestigious research laboratory, I would like a position at one of it's facilities. I have two major areas of research interests; how chemical kinetics effects the design of reactors and heat transfer.

2. The second piece of correspondence is weakest in the following area:

Structure Language Format Mechanics

**Engine Research Center
College of Engineering
University of Wisconsin
November 13, 2010**

To: Professor Karen Thole

From: Jim Harrington *JTH*

Subject: A Small Request

I am an undergraduate research assistant working with Professor Farrell in the Engine Research Center. My project is the interaction of gas-fuel phase injection with a strong swirling flow. This project also considers the effect of swirl on homogeneous combustion. In this work we have made two-component velocity measurements using laser doppler velocimetry. I have enjoyed the experimental work in the Engine Research Center very much, and if I were interested in automobile engines, I would continue my work there after my baccalaureate degree. The truth of the matter, though, is that I am much more interested in airplane engines, particularly the new generation of gas turbine engines used on fighter jets.

3. The third piece of correspondence is weakest in the following area:

Structure Language Format Mechanics

Mr. Stephen Archer
Manager of Operations
The Trane Company
3650 Highpoint Drive
San Antonio, Texas 78217

Dear Mr. Archer:

Are you inundated with job application requests? Well, I'm sorry to say that this letter is yet another for your pile, but here it goes: I am a forthcoming graduate in mechanical engineering and am interested in the design position that you have advertised for your company. Academically, I stand well within the top half of my class. A failure to be glib on exams prevented me from qualifying for Tau Beta Pi. However, this failure has not prevented me from succeeding in any other endeavor.

4. The fourth piece of correspondence is weakest in the following area:

Structure Language Format Mechanics

2116 MONROE STREET
MADISON, WISCONSIN 53711
SEPTEMBER 15, 1997

DR. DAVE CABE
MANAGER
AIR QUALITY SERVICES
1515 CAPITAL OF TEXAS HIGHWAY SOUTH
AUSTIN, TEXAS 78746

DEAR DR. CABE,

PROFESSOR KEN POTTER AT THE UNIVERSITY OF WISCONSIN-MADISON RECOMMENDED YOU AS A CONTACT PERSON FOR A POSSIBLE POSITION AT AIR QUALITY SERVICES. I AM A GRADUATING SENIOR IN CIVIL ENGINEERING WITH A MAJOR EMPHASIS IN ENVIRONMENTAL ENGINEERING (PLEASE SEE THE ENCLOSED RESUME). THE PAST TWO SUMMERS I HAVE GAINED EXPERIENCE WORKING WITH MONTGOMERY WATSON, A COMPANY THAT SPECIALIZES IN GROUNDWATER TESTING. BECAUSE YOUR COMPANY IS A NATIONAL LEADER IN REDUCING AIR POLLUTION FROM COAL PLANTS, AN AREA THAT INTERESTS ME GREATLY, I WOULD LIKE YOU TO CONSIDER ME FOR A POSSIBLE POSITION.

Cover Letter and Resume Writing Assignment

Bring 2 paper copies (typed) to class for peer review AND submit an electronic copy via Canvas by the due date. All assignments should be free of typos and grammatical errors. Remember to include good topic sentences to make the documents easy to scan and understand quickly.

Professional job description, cover letter and resume

A strong cover letter and resume (sometimes referred to as a Curriculum Vitae, or CV) is often the first opportunity a job applicant has of being noticed and securing an interview. These documents should be brief and to the point, highlighting the most important strengths, skills and experiences that make you a great candidate. The purpose of the cover letter and resume is to demonstrate that you meet or exceed the requirements listed in the job description. The letter should convey that you are interested in the position and that you are available to accept the position, if offered.

Many of the guidelines for professional emails are applicable to cover letters. Additional tips and pointers are available online. Rather than following a boring template, your letter should be personal and stand out in a pile of 100 or more other letters.

In this assignment, you are asked to submit

- (1) a job advertisement / description that you have found or written
- (2) a professional one-page cover letter tailored to this job description
- (3) a professional one-page resume tailored to this job description

Prepare your letter and resume as if you were applying for the specific position at the specific company or organization in the ad / job description (e.g., tsunami modeling intern at NOAA; entry-level staff geologist, Landau Associates, an environmental consulting firm; position for “University Student Seeking an Internship/ Student Placement” at ExxonMobil; Research Assistant in IsoLab; job opportunities here: <http://www.engeo.com/geotechnicalcareers/>). Feel free to target a fictional or real job opportunity. There is no need to use fancy paper or letterhead.

Please refer to additional guidelines and pointers from class and from assigned readings.

Writer:
Reviewer:

Grading Rubric (cover letter):

0	1	3	4	5
Structure: Poor organization at document and sentence scale. First sentence does not state purpose. Beginning does not make audience want to keep reading. Reader is left with little sense for the message.	Structure: effective organization at either document or sentence scale. One or two items could be more effective in a different place (e.g., first sentence does not state purpose).	Structure: effective organization at both document and sentence scale. First sentence states purpose clearly. Beginning keeps audience reading. Middle delivers on promises of beginning. Ending offers closure and possibly call to action.		
Tone (related to Language): sounds unprofessional in 3 or more sentences or phrases. Conveys a tone of arrogance (e.g., overly formal phrasing), or is slightly too informal (e.g., uses contractions).	Tone (related to Language): sounds completely professional in all but one or two sentences or phrases. Conveys a tone of arrogance (e.g., overly formal phrasing), or is slightly too informal (e.g., uses contractions).	Tone (related to Language): sounds professional, yet forthright. I want to read your resume and I might want to hire you!		
Language: Order of words confused in several places. Length of words and sentences is distracting or makes it difficult for reader to understand message being emphasized. Unclear in several places. Not enough details to be very useful. Does not stand out in a pile of 100. Language is distracting.	Language: Order of words, lengths of words and sentences, use of examples are mostly effective and efficient, but are distracting or weak in 1 or 2 places. May be unclear in a couple of places. Some specifics and details are offered to support message, but doesn't particularly stand out.	Language: Order of words, lengths of words and sentences, use of examples are effective and efficient. Clear, forthright, simple, straightforward. Specifics and details strongly support message. Not distracting. Letter stands out in a pile of 100.		
Format: Letter fails to follow multiple formatting guidelines (e.g., one big block of text, non-Times font, inconsistent justification or spacing, missing address)	Format: Letter follows all but one formatting guideline. Looks professional, but one or more elements provide stumbling blocks or distractions to the reader.	Format: Letter follows all formatting guidelines. Looks professional. Is easy to read quickly and digest.		
Mechanics: more than punctuation, spelling grammatical or typographical error; poor and/or incorrect word choice/usage.	Mechanics: max of one typo, punctuation, spelling or grammatical error. Word choice might be improved, but no blatantly incorrect choices/usage.	Mechanics: no typos, punctuation, spelling or grammatical errors. Correct and highly appropriate word choice/usage.		

- How well was the letter tailored to the Position Announcement?
- How well was the resume tailored to the Position Announcement?

Gina R. Geoscientista

Address street • City, State, Zip • Phone if you want to include it • youremail@u.washington.edu

April 17, 2025

Janice Smartipants
Intern Project Manager
SuperGeo Consultants
5000 University Way
Seattle, WA 98195

Dear Ms. Smartipants:

I am writing to apply for the geology intern position at SuperGeo Consultants. After graduating with a B.S. in geology from the University of Washington in June 2025, I plan to take the WA Fundamentals ASBOG exam and pursue a career in geotechnical consulting. While my current quantitative, field, and laboratory skills are an excellent match for this position, I also am excited to learn new techniques that could help advance SuperGeo's goals.

As a geology major, I have acquired physics and GIS skills, and experience in local stratigraphy and hazard assessment that would be immediately valuable to your team. In geomechanics, seismology, and physics courses I developed strong problem solving skills and facility with Matlab. Many of my course projects included slope stability and seismic hazard analysis in ArcGIS. I completed a 6-week field camp in Montana as well as stratigraphy exercises in the Seattle area. This combination of quantitative skills and field experience in a variety of rock types is well suited to SuperGeo's environmental, geological, hydrological, and geotechnical projects. I am willing to travel as needed to apply these skills in SuperGeo's projects in Washington and beyond.

My previous work prepares me to perform the lab tasks relevant to this position and to communicate the results in both internal and external technical reports. As a research assistant, I prepared sediment samples using wet chemistry and analyzed them using microscopy and U-Pb geochronology. In these and other detail-oriented tasks, my strong work ethic and independence helped me succeed with minimal direction and oversight. In addition to gaining technical expertise, I developed strong communication skills working with research teams at different universities and presenting my work at both research symposia and volunteer events.

My resume is attached, and I will follow up via e-mail next week. Please contact me at the phone number listed above if you would like additional information or a list of references. Thank you for your consideration.

Regards,

Gina R. Geoscientista

Gina R. Geoscientista

Address street • City, State, Zip • Phone if you want to include it • youremail@u.washington.edu

EDUCATION

- University of Washington (UW), Seattle, WA** 2009-present
B.Sc. in Geosciences, expected June 2013, with Departmental Honors (major GPA: 3.65)
- University of Washington 6-Week Field Camp in Dillon, MT** 2012
under Prof. Darrel Cowan (GPA from course: 3.4)

PROFESSIONAL SKILLS

- Specialized Coursework:** Optical Mineralogy, Stratigraphy, Seismology, Geomechanics, Geochemistry, Thermal Physics, Electromagnetism, GIS
- Computer Skills:** ArcGIS software, MatLab, Microsoft Word, Excel, PowerPoint, Google Earth
- Lab Techniques:** Density Separation, Magnetic Separation, Zircon Ablation for U-Pb dating, Grain Mount Preparation, Mineral Identification, Topographic Map Interpretation
- Communication:** Technical Report Writing, Public Speaking, Teaching

RESEARCH AND WORK EXPERIENCE

- Research Assistant • Dr. Kate Huntington, UW Earth and Space Sciences (ESS)** 2012-present
Examined detrital sands for petrographic provenance studies. Developed a new method of point counting using Electron Microprobe and ImageJ software.
- Teaching Assistant, Introduction to Geology (ESS 101) • Dr. Terry Swanson, UW ESS** 2012
Taught lab sections with class size of 20-30 undergraduate students. Met weekly with teaching staff to discuss lesson plans, field trips, and criteria for grading lab exercises.
- Math Tutor • South Seattle Community College, Seattle, WA** 2010-2011
Met with assigned individuals to assist with learning objectives. Subjects covered included algebra, trigonometry, and chemistry.
- Customer Service Specialist • Recreational Equipment Incorporated, Seattle, WA** 2009-2010
Identified, researched, and resolved customer issues. Processed purchases and returns, and performed other customer service functions.

SERVICE AND OUTREACH

- “Rock”ing Out K-12 Educational Science Outreach • UW ESS** 2010-present
Taught Earth-science lessons in K-12 classrooms in Washington.
- Activity Leader, Geology Badge Day at the Burke Museum • Boy Scouts of America** 2011
Led hands-on activities and taught mineral and fossil identification to K-5 age children.
- Teaching Assistant’s Assistant, Geology 101 Course • UW ESS** 2010
Volunteered in multiple lab sections as help for the Lab instructor during weekly labs for undergraduates. 100+ hours logged.

SCHOLARSHIPS AND AWARDS

- UW Earth and Space Sciences Joseph A. Vance Endowed Fellowship, 2011
North West Geology Poster Competition, 2nd Place award, 2011

PROFESSIONAL AFFILIATIONS

- Student member of the Association of Engineering Geologists (AEG), Northwest Geological Society (NWGS), and Geological Society of America (GSA)

ABSTRACTS AND PRESENTATIONS

- Geoscientista, G.R. (2011) Sediment Erosion and Provenance from Heavy Mineral Petrography and Mixing Models in the Eastern Himalayas. Poster presentation at AEG Student Night.

Gina R. Geoscientista

Address street • City, State, Zip • Phone if you want to include it • youremail@u.washington.edu

POSITION ANNOUNCEMENT:

Geology Intern Position at SuperGeo Consultants.

SuperGeo Consultants, located in Seattle, WA, seeks full-time intern beginning July 2025.

Responsibilities of this position will involve....

The successful candidate should have obtained or be pursuing a B.S. in geology or related field and plan to take the WA Fundamentals ASBOG exam. Field geology experience is a must. Quantitative and laboratory skills relevant to SuperGeo's projects in environmental, hydrological, and geotechnical areas are desirable, as is willingness to travel to field sites in Washington and in other states. Send cover letter and resume to Intern Project Manager Janice Smartipants.

NOTE:

You will include different categories and emphasize different things to bring out your own strengths and experiences. As a general guideline, put the most impressive stuff near the beginning. There is no "recipe" for a resume, but this is a basic guide to give you some ideas if you are having trouble getting started. Look at examples on the internet, take your draft to the UW career center, then get feedback from your TA and other sources to further polish your resume.

Tips from geotech business owner and President of the Northwest Geological Society

For the resume:

- Fit resume on a single page if at all possible. If resume must extend to >1 page, number the pages.
- Stand out visually. You could add lines at the top or bottom of the page or put your name in a large font.
- Make sure you have NO spelling errors!
- Have a list of references (names and contact information) ready to supply, and make sure your references are informed that you are supplying their names and support you 100%.

For the cover letter:

- If applying for a professional geology position, be sure to mention your intention of taking the WA fundamentals ASBOG exam as soon as you qualify.
- Make sure you have the name of a project manager to send your letter to – not just a human resources person.
- If relevant, mention/show your
 - willingness to travel
 - flexibility
 - eagerness to learn and use new techniques
 - work ethic
 - ability to work independently

Job Search 101 (by Kathy Troost)

The perfect resume

1. Tailor resume to the specific position you're applying for
2. Make sure your name (in **BOLD**) and contact info are listed at the top
3. Only include a job or career objective if it's not generic
4. Resume length should reflect experience level
5. Do not list references unless the references have agreed to being contacted on your behalf
6. Use plenty of white space - don't distract with too many words
7. Use the right keywords
8. Only list relevant work experience
9. Use bullet points to list responsibilities, accomplishments and achievements
10. Put numbers (\$,%) to what you've done
11. List only relevant education info
12. Use chronological format (most recent experience first)
13. No personal details!
14. No hobbies or personal interests
15. Don't reveal everything - just enough to get an interview

Cover letters - customize or don't send at all!

1. State why you are interested in the company and the position
2. Provide examples - projects, accomplishments, relevant skills
3. Outline how you could uniquely add value to the company
4. Do not restate what you list on your resume!
5. Close with thanks and contact info

Mastering the phone screen

1. You got a first date - now make a good enough impression for a second!
2. Make sure it's a scheduled call
3. PREPARE!
 - a. Research company
 - i. Look up interviewer on LinkedIn
 - b. Review job posting
 - c. Prep for anticipated questions
 - d. Prep questions for interviewer
 - e. Prep 30 second summary of why you are right for this job!
 - f. Prep your environment
4. Only use a cell phone if you can GUARANTEE good reception!
5. Take notes
6. Be enthusiastic! But don't interrupt...
7. Avoid negative words (can't, haven't, don't)
8. Avoid saying "um", "ah", "like"
9. Show you've done your homework
10. Ask your questions
11. Ask about next steps
12. Close with thanks

Interview etiquette

1. Put best foot forward - it's all about the first impression!
2. Know your audience and do your research
3. Prep responses to anticipated questions
4. Dress professionally - NO JEANS, but don't over-dress either. Inquire before the interview about appropriate dress and company culture
5. Bring hard copies of your resume
6. Do not bring a list of references unless you have notified them beforehand
7. Be early
8. TURN OFF YOUR CELL!
9. Be professional and polite to everyone, including the receptionist
10. Start and end interview with firm handshake
11. Maintain good eye contact
12. Be aware of body language
13. Don't joke or ramble
14. Don't chew gum or eat
15. Take notes
16. Highlight experience, accomplishments and goals without reading from resume
17. Be enthusiastic and inspire confidence that you can get the job done
18. Do not interrupt the interviewer or give overly long or short answers
19. Ask questions! (those prepared ahead of time, those that came up during interview)
20. Once interview process is complete: Thank the interviewer(s) verbally and send handwritten thank you note within 24 hours

Questions to ask during an interview

1. If I were to start tomorrow, what would be the top priority on my to-do list? (also during first 3 months)
2. What would you say are the two top attributes someone needs to possess in order to do this job well?
3. What improvements or changes do you hope the new hire will bring to this position?
4. How would you describe your company culture?
5. How would you describe your management style?
6. Why do you like working here?
7. What is the next step in the hiring process?

Handout by Kathy Troost

Interview Format: Staff-level candidate

Candidate's Name:

Date:

1. Why are you interested in this position? Our firm?
2. How did you choose your major and the MESSAGE program at the UW?
3. Discuss current/most recent applicable coursework. Which courses have you enjoyed most? Least? Confirm current GPA if not listed on resume.
4. Discuss current/most recent research, if applicable. What was the research topic? What did this research entail? Findings?
5. How do you feel your degree has prepared you for (a) for a career in the engineering/consulting industry, or (b) to excel as a (title of position they are applying for)? (IF RECENT GRADUATE)
6. What qualifications do you possess beyond academics that will enable you to make a successful transition into the business world? (IF RECENT GRADUATE)
7. Discuss previous internships, work experience, etc. What did you enjoy most about the work? Least?
8. If the above involved fieldwork, what types of interactions did you have in the field? Did you interact with contractors, clients, etc? Were there conflicts? What steps did you take to resolve these conflicts?
9. What's your ideal balance of field work vs. office work?
10. Tell me about a key accomplishment of yours.
11. What other types of positions and companies are you considering right now? Locations?

12. What does an ideal career opportunity look like for you at this point?
13. What is your career game plan over the next five years?
14. What working and living location(s) are you interested in?
15. How do you feel about business-related travel?
16. How soon would you be available to start work?
17. What is your current status? Do you have any offers pending or decisions to make in the near future?
18. What are your salary requirements?

Request the following from the candidate:

- Technical Writing Sample
- Letters of Recommendation