

MEMORANDUM

DATE: August 31, 2009
TO: All Petroleum Engineering Students
FROM: Stephen A. Holditch
SUBJECT: Permanent and Summer Job Expectations

For all new students, **welcome to the department**, and for returning students, **welcome back**.

This memorandum provides information that will help you get a permanent job upon graduation or an internship for next summer.

- Updated schedules of company presentation and interview schedules (both by company name and date of interview) are posted on our website and updated frequently. Links to these lists can be found here: <http://www.pe.tamu.edu/jobs/index.shtml>.
- Companies will be interviewing to fill summer intern positions (I), permanent bachelor level positions (BS) and/or permanent graduate level positions (MS or PhD).
- Some interviews may be held at the Career Center.

To schedule an interview, you must register with the career center.

- Attachment 1 is document which contains helpful pointers on interviewing and visiting with prospective employers. A successful job search requires effort that can be divided into steps such as planning, preparation, interviewing, and possibly site visits.

If you want a job, either a permanent job or a summer job, you must start working on getting that job today. You need to interview this semester and work hard at preparing a resume and presenting yourself well. If you do not interview this semester, then your chances of getting any job next May or June, much less the one you want, will be diminished.

The department will help you, but you must put out the effort. **Grades matter.** In the past few years, the students with the most trouble finding jobs were the ones with the lowest grades, especially your grades in Petroleum Engineering courses. **If you work hard, we will help you and it will pay off in the long run.**

Attachment 1

Interviewing Tips by Betty Robbins

Getting started

- Join SPE. Attend the SPE resume help session that will be held the first week of school. Attend SPE meetings and social functions to learn about the industry. Get involved. It's a good way to start networking. Attend field trips sponsored by SPE.
- Register at the Career Center during the first two weeks of school in the fall and the spring. Attend workshops for resume writing, interviewing skills, job search strategies, mock interviews, salary negotiation, company visit, and internship strategies.
- Prepare a resume and have it reviewed by Darla-Jean Weatherford or a Career Center representative. It should include your overall GPR, your GPR in Petroleum Engineering, your expected date of graduation, your e-mail address, and a phone number so companies can reach you.

Getting an Interview

- Attend Student Engineering Council's Engineering Career Fair. Visit with the recruiters. Introduce yourself, shake their hands, ask questions, and leave them a copy of your resume.
- Know your customer's needs. Do research on companies. Have questions prepared. Use Career Center web searches to get more information. Use all resources available to you.
- Check job descriptions before you decide to sign up for an interview. The job may not be for you.
- Attend company presentations and ask questions. Introduce yourself. Attend the presentations if you will be interviewing the next day.
- Check e-mails frequently for opportunities regarding company presentations and interviews through the Career Center and the department. Read company flyers posted in the building.

When Interviewing

- Be aware of the importance of a good first impression.
- Take care of personal hygiene. Take a quick look in the mirror. Avoid excessive cologne/perfume. Remove any body piercing, including earrings, and cover tattoos.
- Dress for success. A suit is not necessary, but business casual is appropriate. When in doubt ask, or dress conservatively and lean more towards business rather than the casual side.
- Arrive at the interview early. Turn cell phone off. Bring a copy of your resume and transcript.
- During the interview be enthusiastic, interested, and ask relevant questions. Avoid discussing salary. At end of interview, ask for business card and if you can call or send them an e-mail if you have additional questions or follow-up on the status of your application.
- Do not take notes during the interview. Listen carefully to the questions being asked and answer them completely.
- Send thank you letters within two days of the interview.

For More Information

- TAMU Career Center: <http://careercenter.tamu.edu/>
- Betty Robbins: betty@pe.tamu.edu, Room 507 Richardson Building, 845-2241

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