Thesis Workshop

1. Graduation update!
   1. Hooding is 6/16 – 10:30-12:30 in Recital Hall (comms building)
   2. Eligible to participate in Hooding and Main ceremony if, by end of spring quarter, you have 8 or less elective credits to complete, and on track to complete thesis by December 2017 – let us know if you have questions on this
   3. Apply to graduate (find link on website) by NEXT FRIDAY 4/14
2. Admitted Student Day 12-5:30 on 4/27 – let me know if you’re interested in helping out

Applying for jobs:

1. Pieces of Applications – list on board
   1. Resume
   2. Cover Letter
   3. References
   4. Writing Sample
   5. Transcripts
   6. Others?
2. Activity – BILT Stewardship Coordinator
   1. Take 20 minutes to read job description, consider your resume, and draft an outline of a cover letter
   2. In groups of 4-5, discuss
      1. Does your resume fit the job description? Why or why not? Could it? How would you alter it? Is everything relevant?
      2. How did you craft your cover letter?
      3. What questions do you have? Come up with 1-3 questions to pose to the group.
3. Questions and Discussion
4. Tips and Tricks for Resumes
   1. Active Voice – reference job description
   2. Quantify
   3. Skip the “objective” section
   4. 1 OR 2 pages (not partial)
   5. Use consistent formatting and a good template
   6. Relevant – good to have a master that you pull experience from
5. Tips and Tricks for Cover Letters
   1. Don’t regurgitate Resume
   2. Skill based – not chronological
   3. Make it clear you know about the place you’re applying
   4. Sell yourself!
   5. Quantify
   6. Tell a short, sweet, appropriate story
6. Difference between a Resume and a CV
7. Other pieces of applications – tips, tricks, questions