

# CAREER OPPORTUNITIES AND EMPLOYER RELATIONS (COER)

Career opportunities and employer relations (COER), located on the third floor of Norwood Hall, provides many services to assist Missouri University of Science and Technology students and alumni in their job search for professional full-time, intern (summer) and co-op employment.

COER is an effective link between Missouri S&T students and employers, and its goals are two-fold: first, to PREPARE students for conducting a successful job search, and second, to PROVIDE opportunities for employment.

## Job Search Preparation

The COER webpage, <http://career.mst.edu>, (<http://career.mst.edu>) contains information on services, career fairs, events, on-campus interviews, and job listings, as well as on-line copies of the COER Career Guide.

### Individual Advising

Appointments are available with career advisors who work one-on-one with students to review their resume and cover letter and to discuss job search concerns.

### Seminars & Events

Seminars on resume and cover letter writing, conquering the career fair, professionalism and interviewing skills, networking, negotiating a job offer and more are presented each semester at convenient times for students.

An etiquette dinner is provided once an academic year to review dining and business etiquette.

### Practice Interviews

Practice interviews are available for students who would like to assess their interviewing skills. Students are evaluated by a career advisor and given feedback on their strengths and areas that need improvement.

## Job Search Opportunities

### Career Fairs

Multiple career fairs are sponsored each year to provide students direct access to hundreds of employer representatives. Students have the opportunity to meet face-to-face with recruiters, hand out resumes, and collect employer information. These contacts often lead to full-time, intern, and co-op interviews and employment.

### On-Campus Interviews

Full-time, intern and co-op interviews are conducted by employers in COER's professional interview suites, located on the 3rd floor of Norwood Hall. Students must be registered with COER to upload their resume into Handshake and participate in on-campus interviews. Students should check the system daily for information about employers coming to interview, job requirements, and important dates. Each student is responsible for submitting his or her resume electronically and for signing up for interviews by the stated deadlines.

### Resume Referrals

When a student registers with COER, his or her resume can be referred to employers who are interested in hiring Missouri S&T students even though the employer may not necessarily be coming to campus to interview. The employer will then contact the student directly if he or she is interested.

### Resume Drops

Some employers will list their job opportunities and request a "resume drop" from students. Interested students are responsible for making their profile and resume public through Handshake by a designated date. Resumes submitted are reviewed and students the employer is interested in will be contacted.

### Alumni

Missouri S&T alumni may also register with COER. Once registered, they will receive access to Handshake to search job listings. In addition, alumni resumes that are uploaded in the system will be sent to employers requesting resume referrals if they match their hiring qualifications. To register, contact COER at 573-341-4343.