

# Career Development in the Building Materials Industry

BMATWT 492b

Wednesday 12:20 - 1-10

# Class Website

- <http://courses.umass.edu/bmat492b/>
- Objective
- Rules
  - Attendance
  - Punctuality
  - Interaction
  - Respect

# First Impression Critical

- Cover letter
  - Generate interest
  - Concise
  - Set stage for relationship
  - Know what you want
  - Know what you can provide
  - Direct letter to specific person

# Resume

- Short
- Precise
- Workshop next class

# Interview Impressions

- Appearance
  - Overdress
  - Business attire
  - Neat, clean & professional

# Preparedness

- Come to interview with note pad
- Provide resume
- Research company in advance
- Anticipate questions
  - Greatest strengths & weaknesses?
  - What do you want to do?
  - What are your career goals?

# Presentation

- Punctuality: come early
- Courtesy
  - Be polite
  - Follow up immediately with “thank you”
  - Maintain contact to understand status

# Money

- Don't initiate discussion early
- Establish your value first
- Understand what your duties will be
- Look forward 3+ years at career & don't focus on start-up salary

# Confidence!!!

- Be Confident, but not arrogant
- Be positive
- No complaints about anyone!
- Understand what the company does ---  
this leads to confidence.

# Plan For Your Career

- Research who are potential employers
- Dream -- Acceptable -- Not Acceptable
  - Place
  - Duties
  - Corporate Culture
  - Personalities