Resumes, Job Interviews and a Career in Engineering: *Technology, Responsibility Service and Safety*

Dr. P.R. Frise, FCAE, FEC, P.Eng.
Associate Dean of Engineering
Professional Programs
University of Windsor

Getting a Job

RESUMES, COVER LETTERS AND JOB INTERVIEWS

Resumes….how you sell yourself

Your resume:

- Well organized and logical;
- Readable but not overblown (no exaggeration or arrogant language);
- Do not use the words: *excellent, superb, world class* etc. to describe yourself
- *Perfect* spelling and grammar

Resumes….how you sell yourself

- Interesting to look at - but not weird:
  - *NO coloured paper;*
  - *Reasonable margins (25mm top, bottom left and right)*
  - *NO strange fonts – 12 point minimum: Arial, Courier or Times New Roman)*
- No information about age, religion, gender, health status, birth place etc.
- Two pages *maximum*.

Resumes….how you sell yourself

Your resume must convey:

- *WHO you are (your full name);*
- *HOW do I find you (your contact information);*
- *What is you ambition (in just a few words);*
- *WHAT you are (your basic qualifications & skills);*
- *WHAT you can already do (your experience);*
- *WHAT would it be like to work with you: say something interesting about your travels, languages spoken, hobbies and interests;*

Resumes….how you sell yourself

- Your complete contact information (street address, phone number, email address (NOT Hotmail – but GMail is OK) must be at the top of the first page;
- If sending electronically – do *NOT* call the file *resume.doc*:
  - the filename should contain *YOUR* name, the word “resume” and the year (e.g.. MWJones_resume-2014.doc).

A Traditional Resume

Your O. Name
88 Your Street
Anytown, ON N8Y JJJ
(519) nnn-nnnn
Email: JJJJ@KKKK.ca

EDUCATION

2004 **Bachelor of Applied Science, Mechanical Engineering Co-op Education Program**
(degree to be conferred October, 2004)
University of Windsor, Windsor ON
- Relevant courseware includes: Modern Steels, Welding Engineering and Deformation and Fracture, Machine Design

TECHNICAL SKILLS

Training Programs: DFMA, WHMIS

CAD Software: AutoCAD 2000, Cadkey '97, CATIA, SolidWorks

Programming Software: C, C++, Maple, MathCAD, Matlab

Shop Practice: hand and machine tools and working on machinery and vehicles;

EMPLOYMENT EXPERIENCE

Fall 2003 **Henry Motors Windsor Engine Plant**, Windsor, ON
Student Engineer
- Monitored tool trials in cylinder head and crankshaft departments by interacting with tool management personnel and machine operators
- Managed company metrics by tracking cost savings, delivery times, inventory levels, etc. at both the Henry Windsor Engine Plant and the Henry Essex Engine Plant, using Excel
- Prepared information in the form of reports and presentations to be available to clients, suppliers, and other personnel

Winter 2003 **Beercan International Ltd.,**
Kingston Research and Development Center, Kingston, ON
Student Engineer
- Tested a range of mechanical properties (using tensile tests, grain size measurements, and formability tests) of sheet aluminum for automotive industry and interpreted results to determine if customer specifications are being reached
- Experimented with different aluminum heat treatments and tempers including normalizing, annealing, and solutionizing to lower BeerCan's production costs
- Oversaw up to five ongoing research projects at once (of various timelines) including natural aging studies and varying solutionizing temperatures studies and was able to meet strict deadlines

Summer 2001 **Fred Bloggs & Associates**, Windsor, ON
Co-op Student
- Converted various structural and mechanical field sketches to AutoCAD 2000 for proposals and as builds
- Interacted with engineers at various manufacturing sites (Henry, Gonzales and Walter Motors) to take field measurements to document industrial structures and HVAC systems

ACADEMIC PROJECT EXPERIENCE and ACTIVITIES

2004 **Stufftek Inc.**, Wallaceburg, ON
PDC Drill Bit for Oil and Gas Exploration
Fourth Year Capstone Project Group Member
- Converted existing 2D AutoCAD drawings to 3D SolidWorks models to resolve discrepancies to make machining process easier and to allow models to be used for FEA analysis
- Researched the feasibility of alternate materials and brazing processes taking into account cost, corrosion resistance, hardness, and toughness
- Aided Stufftek in switching from machining process to powdered matrix process by researching powdered metals and calculating soak times

2001-2004 **The Essex Newspaper,** Windsor, ON
Editor in Chief – Student Managed University Engineering Newspaper
- Directed the publication of three issues per year
- Implemented cost reduction initiatives by introducing online publications and advertisement
- Managed article submissions from many academic levels (faculty, students, and industry professionals) by enforcing deadlines to ensure that the newspaper would be printed on time

ADDITIONAL EXPERIENCE

Summer 1997 **That Wired Place Catering Ltd.**, Windsor, ON
Banquet Server
- A key player in the training of newly hired personnel. Responsible for training all new banquet servers (trained approx.. 12 people);
- Dealt with customer concerns on a daily basis, supervised junior employees;
- Handled cash receipts for the company;
- Adjusted to work in different settings (halls, homes, places of worship).

PROFESSIONAL ORGANIZATIONS AFFILIATIONS

2003-present Student member of the Ontario Society of Professional Engineers

2000-present Student member of the Professional Engineers of Ontario

2000-2004 Active member of the University of Windsor Engineering Student Society Council

Fall 2003 Foundry Educational Foundation College Industry Conference Student Delegate

REFERENCES **Available upon request**

Your O. Name
88 Your Street
Anytown, ON N8Y JJJ
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Email: JJJJ@KKKK.ca

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REFERENCES **Available upon request**

CCC XXXXX
Permanent Address:
??? Curry
Anytown, ON N*B 2#1
Home: (519) xyz-nnnn Cell: (519) nnn-nnnn
E-mail: xxx_ccc@GMail.com

September 3, 2003

Xxxxx NAME
xxxxx, xxxxxx Address

Dear Mr. NAME:

After being in contact with Dr. xxxxx, I was made aware of possible openings at your firm.

I was recently employed by the INA-Schaeffler KG company in Herzogenaurach Germany within the Testing Department. I finished a one-year contract to conduct research and design work leading to a Master's of Applied Science degree. My project involved the development of a cold box for automotive powertrain test stands. Having finished my term in Germany I have returned to Windsor, Ontario. Currently, I am seeking full time employment in the Windsor-Detroit area.

My experience at INA-Schaeffler in Germany was a great asset to my personal growth and development as an engineer and as a person. This work term has not only enhanced my professional career, but contributed to the strengthening of my personal character. It has also assisted in the broadening of my cultural awareness and diversity. Within this past year I have taken on the task of learning and communicating using the German language and immersing myself in a culture different from my own.

Having undertaken the task of developing a cold box, I have learned a lot about project management while broadening my problem solving skills. Dealing with supplier firms has enabled my communication and interpersonal aptitudes to flourish. Past work experience at a large powertrain manufacturing facility in the quality and testing departments were essential to building a solid professional foundation. I often had contact with our customer plants and co-ordinated problem containment and solutions. I am accustomed to working in an organized labour environment.

Attached is a copy of my resume. I would encourage you to review it and would welcome the opportunity of a personal interview to discuss my potential contribution to the xxxxxxx team.

Sincerely,

CCCC XXXXX, B.A.Sc.

Your signature always goes here

Job Interview Skills

The Rules:

- **Be punctual: *never ever be late for an appointment*;**
- **Be well-dressed: *jacket & tie (for men) or business suit (for women), polished shoes*;**
- **Be well-groomed: *shave, haircut, clean hands*;**
- **Be truthful – *DO NOT embellish or exaggerate – <u>BUT</u> – do not under-sell yourself*;**
- **Be positive: *happy, optimistic and pleasant*;**
- **Be respectful: *yes sir, no sir, please and thank-you, and NEVER say "Yah" or "Huh?"*;**
- **Turn your cell phone <u>completely</u> <u>*OFF.*</u>**

Job Interview Skills

What to Bring:

- Carry 2-3 additional copies of your resume;
- Portfolio of relevant work;
- Bring 2-3 copies of your academic transcript;
- Writing pad, pen, business cards;
- List of references:
  - *NO family members;*
  - *NO "buddies" or close friends;*
  - *NO religious connections;*
- Always ask references before listing them and if you sense *ANY* reluctance, move-on and ask someone else;
- Use formal titles (Mr., Ms., Dr. etc.) with references.

Job Interview Skills

How to Act:

- Use a firm handshake and look the interviewer in the eye as you introduce yourself;
- Smile and speak clearly and not too quickly;
- Do ***NOT*** use colloquialisms ("hook-up", "figure out") and keep your answers brief and on point;
- Sit up straight and pay attention;
- Be sure to ***thank*** your interviewers for their time and for the opportunity to speak with them;
- Be certain to ASK for the job (***tell*** them you want it);
- Hand them your list of references as you leave.

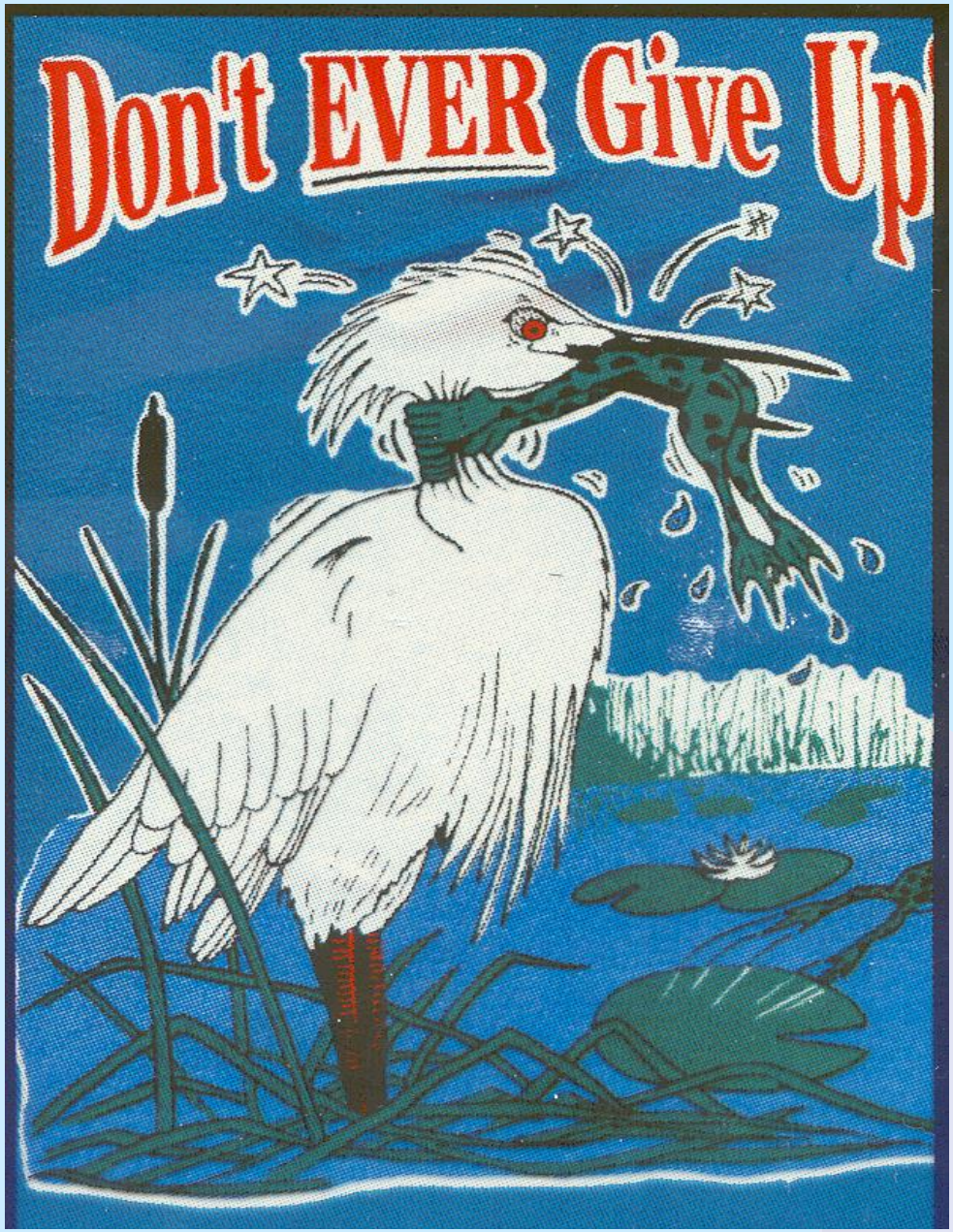
Your Major Role and How to Function at Work

- As a young engineer, your *main* job is to *solve problems* for your boss;
- Arrive early, stay late; ask good questions;
- *Never* interrupt, be quiet and listen to senior people – their *experience* is a great teacher;
- Evaluate all decisions against these criteria:
  - *Is it fair?*
  - *Is it the truth and will it build relationships?*
  - *Does what I am doing make problems bigger or smaller?*

The best engineers are like the frog:

- ***courageous;***
- ***determined;***
- ***resourceful.***

Use your education, your skills and your experience to make your dreams come true!



Thank-you for your attention
- any questions?