RECRUITMENT ESSENTIALS

Session – 1

Looking at an engineering career through the prism of an effective resume

résumé

UK /ˈrez.juː.meɪ/ US /ˈrez.ə.meɪ/

- a short statement of the important details of something:

- (US / UK- CV) - a short written description of your education, qualifications, previous jobs, and sometimes also your personal interests, that you send to an employer when you are trying to get a job:

- A résumé is a document used and created by a person to present their background, skills, and accomplishments. Résumés can be used for a variety of reasons, but most often they are used to secure new employment.

- A typical résumé contains a "summary" of relevant job experience and education.

What to include in a résumé

Personal Details

- Include are your full name and contact information – this is usually both your phone number and email address.

- Take a pass on unnecessary information that includes your religion or nationality and **definitely not your bank account details**.

What to include in a résumé

Career Objective or Summary

- If you're a recent university leaver without much professional experience, begin your résumé or CV with a career objective in a short sentence or two.

- If you've gained experience in the workforce, a career objective is less necessary, however you may want to replace it with a career summary, describing your professional profile in a short sentence or two.

What to include in a résumé

Education

- List your most recent educational experiences first. Include your qualifications, institutions you studied at, graduation dates and other specializations. Mention any special awards and other educational achievements.

Work Experience

- If you are a fresher, Internships and Volunteer work can be mentioned here.

What to include in a résumé

Additional Information

- You may like to create headings such as 'Skills', 'Strengths' or 'Interests' and list information that would be relevant to the job you're applying for.

- Information that illustrates your proficiency in languages and computer programs should be included here.

What to include in a résumé

- Keep your résumé short and concise to make a good impression in a quick glance.

- Make it clear and straightforward. Use simple text in one modern, standard font that is easy to read, and that everyone can understand.

- The design and layout of your résumé or CV should be neat and easy to read. Use only one or two easy to read fonts and include headers, bullet points and paragraphs.

- Avoid using cluttered or complicated layouts with headers, footers, tables or other items that may not look right especially, when viewed on different computers with varying software versions.

What To Exclude From Your Résumé?

- Personal details such your religion, age or marital status
- Every skill you have, especially when it **isn't relevant** to the job you're currently applying for
- Salary expectations

Résumé writing

- Résumé writing is a skill that often needs more mastering.

- Whether you've got years of experience under your belt or are newly joining the workforce, your chance of landing an interview is much more likely if you have a killer résumé to show off your education, skills and experience.
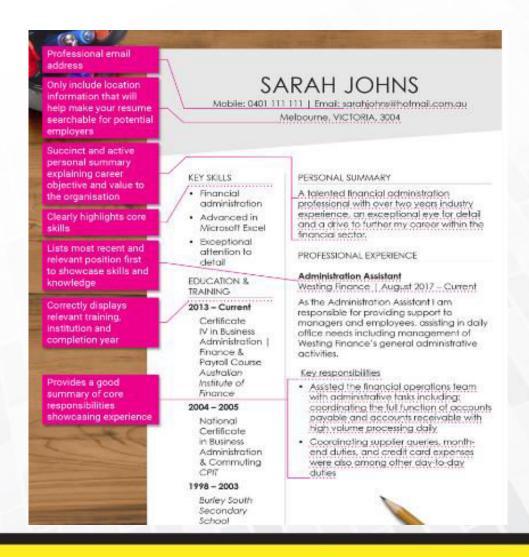
Résumés: The Good And The Bad

- Brief is best.

- Make sure you include specific skills that are relevant to the job you're applying for.

- **Avoid** writing in first or third person.

- Keep to the employer's submission requirements.

- The smallest of details can make the biggest of differences.

- Hone in on those little details that separate a good résumé from a bad one.

Résumés: The Good And The Bad

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Résumés: The Good And The Bad

- Think of a résumé as "self-advertisement" that sums up on one page.

- Your résumé is one of the most important pieces of your job application.

- It gives the hiring manager an overview of the qualifications you have for the job for which you're applying.

Résumé and a cover letter

- You should also familiarize yourself with the difference between a résumé and a cover letter:

- A résumé is typically sent with a cover letter, which is a document that provides additional information on your skills and experience in letter form.

- A résumé is a concise, often bulleted summary, while a cover letter highlights and expands on certain traits or accomplishments that would be unique or ideal assets for the particular job.

An effective résumé

- An effective résumé lays out a summary of qualifications that will push the hiring manager or employer to move forward and invite you to interview for the position.

- As well as details on skills, education, and work history, résumés can also have optional sections, such as an objective, summary statement, skills, or career highlights.

- Those sections can be added after you've compiled all the factual information you need to list on your résumé.

An effective résumé

- You can also include awards or accolades, volunteer or community experience, post-grad coursework, and skills, as well as your college education, which can move to the bottom of your résumé once you get your first job after college.

Focus on Your Achievements

- When writing the descriptions for the jobs / internships you've held/ done, focus on what you accomplished in each position rather than what you did.

- Listing quantifiable achievements in a numerical manner (eg.: reduced expenses by 10%) will help your résumé stand out.

- Be sure to match those accomplishments to the criteria the employer is seeking in the job posting.

What You Exclude From Your Resume'

- What You Exclude Is Just As Important As What You Include.

- There are some things that don't belong on a résumé for a job.

- For example, if you took a job and only stayed there for a month or so, you wouldn't want to include that position.

- If you've been out of college for more than two years, it's generally best to remove any internships you've had.

- However, this is a case where you'll want to use your common sense. If you went to college for marketing and had a marketing internship in your senior year, then worked as a steward for the next several years, you would ideally need to include only your marketing internship.

- Ultimately, you want to try to strike a balance between including experience that is both timely and relevant.

Choose a Résumé Style

There are several basic types of résumés used to apply for job openings.

- Your options include:
  - [Chronological](#) - The most common résumé type, in which you list your work experience in reverse chronological order, from the most to the least recent.
  - [Functional](#) – A functional résumé focuses on your skills and abilities rather than your work history.
  - [Combination](#) – This type of résumé lists your skills and experience before your employment history.

Which Résumé Type is Right for You?

- Which résumé type should you use for your job search? That depends on what you're trying to accomplish.

- The goal of any résumé is to show a hiring manager the applicant's strengths, skills, and experience in as short a time as possible.

According to one study, recruiters spend as little as **six seconds** reviewing a résumé before moving on to the next, so it's in your best interests to put your finest qualities and accomplishments in a prominent position on the page.

Start Compiling Your Résumé

- Once you've decided on a résumé type, it's time to start writing your résumé.

- Aim to tailor your résumé to the job you are applying to.

- It's a bad idea to send the same exact résumé to multiple openings.

- Your goal should be to write your résumé with both robots and humans in mind.

- Many organizations use **Applicant Tracking Systems [ATS]** to sort and vet résumés.

- Good keywords will refer to the job description in the posting as well.

Format Your Résumé

- Format your résumé according to typical professional standards.
  - Consistent spacing throughout, and evenly sized margins on all
- Always safe to stick with traditional formatting:
  - white page, black text, readable font
- Even if you are only sending in copies digitally, it is a good idea to print your résumé to ensure it looks professional.
- Ask someone else to give it a final review to be sure it's perfect before you click send or upload to apply for a job.

Résumé

Think of Your Résumé as a Living Document

- In the short term, you should tweak your résumé based on each job you apply to. For example, if one position you're applying to seems to weigh a certain responsibility or focus over another, you should be sure your résumé conveys your expertise in this area.

- At the same time, you should be updating your résumé adding any new skills you've learned, courses you've taken or awards you won.

8 Design Ideas for Making Your Résumé Pop

- If you want to make a great impression, you have to understand your audience. So take a moment to put yourself in the shoes of the hiring manager you wish to impress.

- Now picture the desk in front of you and the towering piles of résumés.

- How can one eager and able applicant stand out in a sea of competitors? It's a difficult task, but not impossible.

8 Design Ideas for Making Your Résumé Pop

- While you may think that visual appeal is not so critical when it comes to résumé writing, think again.

- You should seize every opportunity to catch the eye of the hiring manager.

- A sharp-looking document shows that you have the ability to present yourself with professionalism and style.

- If you are applying for design-related jobs or positions requiring a flair for visuals, an attractive résumé is even more important.

8 Design Ideas for Making Your Résumé Pop

1. Get it Together

- Make sure your content is compelling first, then worry about the design and layout. While appearance can set you apart, it's hard to impress if you don't have substance to go with that style.

2. Use a Template

- If you're not a designer and don't have time to spend on formatting, the fastest way to a good-looking résumé may be through a template. You'll find some decent free résumé templates online.

8 Design Ideas for Making Your Résumé Pop

3. Find a Great Font

- Your selection of font options is endless, free, and available all over the web. If you can't pick a favorite, your best bet is to stick with simple, thin fonts.

- Steer clear of fussy or dated-looking fonts at all costs (Comic Sans is not your friend).

- When it comes to font size, don't go any smaller than 9 points. You want to remain easily readable and maintain a professional look.

8 Design Ideas for Making Your Résumé Pop

4. **Contact Information**

- Your name and contact information should appear prominently at the top of the page without exception.

- Think of it as the personal letterhead at the top of your professional résumé.

- It should stand out, make a good first impression and gain credibility that will bring the reader in to the rest of your document.

8 Design Ideas for Making Your Résumé Pop

5. Make It Skimmable

- Remember that many hiring managers will first view your résumé on the computer screen.

- People read differently on a computer screen than on paper.

- They skim and scan instead of reading every word.

- That means it's critical to make sure that your résumé is skimmable — and it should only take you a few minutes to make a dramatic difference in readability.

8 Design Ideas for Making Your Résumé Pop

5. **Make It Skimmable**

- First, clearly mark your headings. Each heading should be bolded or italicized.

- Let the headings have some white space around them as well. A cramped résumé is no one's friend — and not very easy on the eyes.

- Keep your paragraphs and bullet point entries short.

- In general, avoid setting type in all caps. Because the letters start to look the same, words in all caps are harder to read.

8 Design Ideas for Making Your Résumé Pop

6. **Color is OK!**

- If wielded with a light hand, color can add a needed point of interest that will draw in the reader.

- A black and white résumé is the norm, but adding one touch of color is not unheard of.

- Consider adding a different color monogram, or making your headings a dark blue instead of black.

- Keep in mind that if you're sending the résumé electronically, the recipient may not print it out in color despite your intentions.

8 Design Ideas for Making Your Résumé Pop

7. Don't Get Too Artsy

- Even in the case of an artist or designer's résumé, one should resist the urge to use any sort of clip art, confusing lines or borders, or fancy bullets.

- Your aim is certainly to stand out, but fancy extras only serve to confuse.

- A thin, simple border line under your name and address can serve as a nice divider, and further serve your aim to make the résumé an easy read.

- There is a fine line between appropriately stylistic and cluttered/overdone.

8 Design Ideas for Making Your Résumé Pop

8. Link Them to Work Samples

- If you really want to WOW! them with your creativity, check out and set up an online portfolio.

- Use a link or QR code on your résumé to direct hiring managers to the online portfolio.

- It may be smart to link to an online portfolio to show potential employers your best work. Just make sure that the link is active.

- And don't forget that it needs to be well maintained and true to your résumé!

- Let your talent speak for you by showing off your best work. Do that by adding social media handles. Include your LinkedIn address, Twitter handle, or Instagram.

End of Session - 1

Thank You...

Recruitment Essentials
Session – 2

The purpose of a résumé

Your résumé is a marketing tool. It needs to demonstrate:

- That you are employable

- How you meet the job and the organisation's requirements

- That you have the right qualifications and education

- That you have the right experience and skills

- That you have the right level of professionalism for the job

How should I order my résumé?

Generally it's always good to present the information on your résumé in this order:

- Contact details

- Opening statement

- List of key skills

- List of technical/software skills

- Personal attributes/career overview

- Educational qualifications

- Employment history/volunteering/work placements

Do I need to change my résumé for each application?

- You need to tailor your résumé to every job application so that it responds to the specific requirements of the job you're applying for.

- You might not need to change much, but you do need to make sure your opening statement, your key skills and your personal attributes all respond to the needs of the role, based on the job ad (if there was one) and the research you've done into the job.

What NOT to put on your résumé

- Private Information

- Typos or Factual Errors

- Images And Graphics

- Information In Tables

- PDF Versions of Your Résumé

Targeted Résumés

- Résumé Reaches The Recruiter's Table Much Before Than You Do.
- Hence it is very much important to have a structured and concise résumé to make the first impression work for you.
  - ○ Résumé to tell about you
  - ○ To convince that you are the one
  - ○ To sell your skills
  - ○ To grab an interview
  - ○ To brand yourself
  - ○ Quick but lasting first impression
  - ○ Summarize your career aspiration

The Ultimate 2019 Engineering Résumé

Different Skills And Industry Specialties

- Engineers have a very broad reach comprised of many different skills and industry specialties.

- You also need a variety of soft skills – such as great communication and emotional intelligence – along with the technical ones that all engineers will take as a given.

- Whether you're writing a Mechanical, Electrical, Civil, Software, or Chemical Engineering résumé, or a graduate engineer's résumé – here's what you need to know:

1. How to present your contact information

2. How to write a strong résumé summary

3. A quick word on engineering qualifications and licenses

4. The hard and soft skills of leading engineers

5. Highlighting your achievements as an engineer

How to Write a Strong Engineering Résumé Summary

Good Engineering Summary Résumé Example	*Wrong*
Experienced, organized Mechanical Engineer with a background in project management as well as training in Electrical Engineering. In possession of strong communication and leadership skills.	I am a Mechanical Engineer seeking employment with Millson, Inc. because I want to reach my dreams of becoming a Mechanical Engineer. I have a Master's in Engineering and I was a TA in some engineering classes, so I know what I'm doing!

The Hard and Soft Skills of Leading Engineers

- Engineering is a highly technical job – but soft skills are equally important.

- No matter what kind of engineer you are, you're going to communicate with and lead others.

- Your skills will relate to your own unique experience, but here are some hard and soft skills you could use to craft a memorable résumé.

Hard Skills for an Engineering Résumé

- Math

- Mechanical skills

- Project management

- Troubleshooting

- Prototyping

- Workflow development

- Computer skills

- Knowledge of manufacturing processes

- Knowledge of applicable laws

Soft Skills for an Engineering Résumé

- Creativity

- Problem-solving skills

- Teamwork and collaboration

- Listening skills

- Communication skills

- Ability to work under pressure

- Leadership

- Analytical thinking

- Prioritization

- Time management

Highlighting Your Achievements as an Engineer

- Skills are a necessity – but they're often shared with many other candidates. Now it's time to make yourself stand out.

Good Examples of Achievements for an Engineering Résumé

- Spearheaded the Smartphone Manufacturing initiative
- Performed Computer-Aided Design for a set of various types of cooking knives
- Completed a six-month internship with xxxxxxxxx
- Implemented Kanban system for project management

Wrong

- Made blueprints
- Designed a smartphone
- Led people
- Saved money

5 Skills Hiring Managers Look for in Engineering

- Technical Skills

- Communication Skills

- Interpersonal Skills

- Problem Solving and Critical Thinking

- Enthusiasm, Commitment and Motivation

Technical skills take first rank, as expected for jobs in the engineering field. The others, however, fall into the category of "soft skills."

Soft Skills in the Modern Engineering Workplace

- The modern engineering workplace requires more than strictly technical skills.

- Recruiters are often looking for a combination of technical ability and transferable or soft skills.

- "Technical skills alone are not enough to ensure a successful engineering career, as engineers need to able to function as a member of a team, think critically, and have a strong work ethic.

- It's these soft skills that will differentiate candidates from one another.

Engineering Résumé Examples: Two Summaries

Look at these very different mechanical engineer résumé examples:

- **WRONG :**

- Mechanical engineer with nine years experience. Skilled in leadership, collaboration, lean manufacturing, and manufacturing design layout.

- **RIGHT :**

- Energetic mechanical engineer with 9+ years experience. Seeking to use proven process and production design skills to advance manufacturing excellence at Boeing. Increased production efficiency by 35% at Raytheon IADC. Decreased costs 28% and cut lead times by 22%. Lowered defects 32% department-wide. Spearheaded the team that received the Shingo Prize in 2017.

Engineering Résumé Examples: Two Summaries

- **WRONG :**

- Engineer with BS in mechanical engineering. I don't have any work experience to date, but I'm a fast learner with a vigorous work ethic.

- **RIGHT :**

- Enthusiastic engineering college graduate with freelance experience. Completed several client projects, including small consulting and research jobs. Made a watch movement in CAD with precise dimensions. Delivered each job under budget and before deadline.

Two Entry Level Engineer Résumé Samples

WRONG

- *Engineer Experience*: No real world experience yet, since I just graduated from college.

- *Other Experience*

- Clerk, Ridley's Supermarkets

- Bartender, Silver Street Tavern

RIGHT

- *Freelance Engineer* 2008 - 2009

- Sourced a small motor gear box for a customer's specifications.

- Assisted with design of a small custom microscope optics system.

- Performed CAD design for a new sports visor idea.

- Consistently delivered to customer needs at 20%+ under budget.

Two Engineering Résumé Examples

WRONG

- ***BS in Mechanical Engineering*** *2004 - 2008*

- *GPA 3.6*

- *Passed all curriculum classe*s in engineering.

- But let's add some relevant details.

-

RIGHT

- ***BS in Mechanical Engineering*** *2004 - 2008*

- *Followed my passion in Product Design and Manufacturing coursework.*

- *Excelled in Mechanics and Materials.*

- *Pursued an independent study program in Machine Layout Design.*

- *Wrote a weekly colum*n on Lean Manufacturing concepts in The Tech.

-

Add things like:

- Conferences you've been to

- Articles you've written

- Courses

- Software

- Additional activities

- Volunteer work

- Professional associations

How To Do A Résumé Cover Letter:

- Make your engineering cover letter personal. Start with the recruiter's name.

- Make it relevant. If you like that the company is more concerned with "right" than "fast," then say so in your cover letter. Then link your cover letter to their needs. Mention a couple of high points from your résumé that match the job.

- End your cover letter with a call to action. Say something simple like, "I'd welcome the chance to talk with you."

- Cover letters matter. All the more relevant to entry level engineers.

Five skills to give your engineering CV the edge

Ask the following questions of your engineering CV to really make recruiters take notice.

1. Does my CV show I am a team player?

2. As an engineer do I really need to show creativity?

3. Is my eye for detail strong enough?

4. Do I show enough of my personality?

5. Can I demonstrate any data and analytical skills?

Writing An Engineer Résumé Summary Statement

Summary Statement

- A résumé summary statement is similar to an objective statement in that it is a quick way for a job seeker to catch a hiring manager's attention by summarizing critical information at the top of your résumé in an easy to read format.

How To Write A Great Résumé Summary Statement

- The goal is to get your statement down to four to six bullets (give or take a couple) distilled down into two or three laser focused sentences.

- The first thing you want to do is go back and look at the job you're applying for and determine your target audience.
  - ○ Who are they looking for?
  - ○ What are your top selling points?
  - ○ What critical problems did you identify in the job posting and how are you positioned to solve them?
  - ○ How does your summary align with the company job requirements?
  - ○ What are your career highlights and key strengths?
  - ○ Do you have additional certifications or achievements that set you apart?

How to Format an Engineer Résumé Summary Statement

- When writing a résumé summary statement, begin with the information that is most relevant to the specific job you want.

- Keep your summary statement between four and six lines, and, if you need more room to highlight your skills and accomplishments, create an areas of expertise table underneath it.

- The most important aspect of writing a résumé summary statement for an engineering job is focus.

- Be as specific as possible when discussing experiences that match the job duties of the engineering job you are applying for

Examples of an Engineer Résumé Summary Statement

1. Proven software engineer with extensive firewall and virus research experience. Excellent technical and communication skills. Dedicated to improving network security and eliminating vulnerabilities. Organized and analytical. Detail- and goal-oriented professional.

2. Team-focused environmental engineer with a passion for developing new methods of reducing carbon manufacturing. More than 10 years of experience in the industrial manufacturing industry, including project development and planning. Knowledge of environmental law.

3. Dedicated mechanical engineering student with internship experience in mechanical engineering. Strong interpersonal and communication skills. Leadership and integrity. Automotive focus.

End of Session - 2

Thank You…