

## Term 6. Lecture 2.

# Job Application



## Plan:

1. Recruitment  
(*Am. E.* Hiring)
2. Resume / curriculum vitae (CV)
3. Cover letter
4. Job interview



**I. Recruitment (Hiring)** is the process of finding people for particular jobs.



**A recruit (a hire)** is someone who has been recruited.



The company **employs** or **hires** them.

They **join** the company.

A company may recruit employees directly or use outside

-recruiters,  
-recruitment agencies or employment agencies.



Outside specialists called headhunters may be called on to headhunt people for very important jobs.

This process is called headhunting.



## 2. Resume or curriculum vitae (CV)

### **A resume or curriculum vitae (CV)**

It is a written list that describes your education and the jobs you have had.

### **The difference between a CV and a resume**

- length,
- the focus on credentials,
- what the documents are used for.

(Typically, a CV is required in academia, scientific research and medical fields.)

# Parts of a Resume (CV)

Header (Personal Information)

Summary

Objective

Education and qualifications

Work experience

Skills

Interests, hobbies and achievements  
(optional)

References

# Header (Personal Information)

- Full name
- Professional title
- Email address
- Phone number
- Address or location
- Personal website (Optional)

## *Example:*

Terry A. Jones  
Industrial Engineer  
terry.avery.jones@gmail.com  
715-677-1838  
San Francisco, CA  
[linkedin.com/terryjones79](https://www.linkedin.com/terryjones79)

# Summary

It consists of 30-50 words explaining the relevant skills and capabilities of the applicant.

*Example:*

Highly-effective and goal-oriented industrial engineer with six years of industry experience. At Jabil, implemented process improvements using LEAN manufacturing techniques that reduced expenses by \$210,000 per year. Presented related project findings at IISE 2022. Excited to streamline processes and find manufacturing or supply chain efficiencies at Future Electronics using MTM- and Six Sigma-certified methodology.



## Objective

It consists of 2-3 lines that explain the goal of the applicant.

### *Example:*

Looking for an industrial engineer position to apply problem-solving and analytical skills.

# Education

In reverse chronological order, give brief details of your academic qualifications.

## The education section elements:

- Degree
- Major(s) and/or minor(s)
- The graduation year
- The school's name and location
- Honors or awards

*Example:*

## **Education**

B.Sc. in Industrial Engineering, Clemson University, Clemson, SC

Graduation Year: 2015

Awards: Dean's List for 2014 and 2015

## ***Certificates***

2019 — Project Management Professional (PMP)

2015 — Methods-Time Measurements (MTM)

# Work experience

## Aspects:

- The name of the company
- The location of the company
- The title and/or position
- Employment dates: include the month and year
- Responsibilities and achievements

## Recommendations:

- List your most recent position first, continuing in reverse chronological order.
- Highlight your responsibilities and achievements in each role using action words such as *developed*, *planned* and *organized*.

*Example:*

## **Work Experience**

Industrial Engineer II

Jabil

Anaheim, California

November 2018–Present

Increased manufacturing efficiency by 11% by developing and ensuring adherence to new Standard Operating Procedures (SOP's).

Cooperated with contractors and suppliers to support installation, repair and maintenance of manufacturing equipment.

Prepared work-analysis reports by collecting, analyzing and summarizing information and data collected.

## Skills

*Hard skills*(профессиональные навыки)

AutoCAD

Simul8

Microsoft Office

*Soft skills* (личные качества)

Excellent communication skills

Problem-solving

*Languages*

Spanish (Conversational)

*Conferences*

IISE 2019 (Presentation)

INCOSE 2017-2019 (Attendance)

*Associations*

IISE Member (2016-2020)

INCOSE Member (2018-2020)

# Interests, hobbies and achievements (optional)

*Example:*

Reading, cinema, stamp-collecting, playing  
computer games

Cinema: member of the University  
FilmMaking Society



# References (Рекомендации)

*Normally two referees are sufficient:*

- one academic (your tutor or supervisor);*
- one employer.*

● *Example:*

References are available on request.



## James Flinn

*Mechanical Engineer*

Hardworking LEED-certified Mechanical Engineer with 3+ experience in troubleshooting and maintenance. Solved multiple technical errors daily and engaged in 15+ one-to-one basis project management cases.

✉ james.f@gmail.com

📍 Seattle, WA

📞 +222 99332211

### Work Experience

#### Senior Mechanical Engineer

01/2016 - 01/2021

LALA Company | Seattle, WA

- Trained and mentored 100 junior engineers annually.
- Completed 10 projects with budgets of over \$10 million.
- Collaborated with Cisco to create a computer-aided design.

#### Junior Mechanical Engineer

01/2012 - 12/2015

MAX Company | Seattle, WA

- Assisted in developing system security networks.
- Supervised 10 engineer interns.

### Hard Skills

- AutoCAD
- Revit
- Python
- SketchUp
- MATLAB

### Soft Skills

- Creativity
- Problem-solving
- Observation skills
- Communication
- Interpersonal skills

### Education



2008 - 2012

Northeastern University

B.S in Engineering

# Recommendations for writing a resume (CV)

1) A clear and simple layout - Always keep your CV to one-two pages of A4.

2) Careful use of bold type can be effective, but don't overdo it.

3) Use typefaces like 'Times New Roman' or 'Arial' - they're easier to read.

4) Avoid using font sizes smaller than 11pt, employers won't strain their eyes to read it.

5) Check for spelling or typographical errors.

6) Before you distribute your finished document or upload it to the Internet, get someone to look over it.

# 3. Cover letter

- **A cover letter**

- introduces you to the person who is hiring for the job;

- shows the qualities the job calls for;

- makes a statement about yourself and your suitability for the job.

- It is attached with the CV giving a personal touch.

# Format of a cover letter

1 paragraph

- State the job you're applying for.
- Where you found out about it (advert in *The Guardian* newspaper etc.).
- When you're available to start work.

2 paragraph

- Why you're interested in that type of work.
- Why the company attracts you.

3 paragraph

- Summarize your strengths and how they might be an advantage to the organization.
- Relate your skills to the competencies required in the job.

4 paragraph

- Thank the employer(s) and say you look forward to hearing from them soon.

# Model E-Mails: Replying to Job Applicants

## Heading

Is supplied automatically by the e-mail program.

## Opening

Tell you received the application.

## Action

Explain the process.

## Closing

Thank the applicant for her interest.

### Reply 1: Acknowledging Receipt of an Application

**From:** Grace Chen <gchen@netlives.com>  
**To:** 'Michele Peters' <mpeters@londonmail.com>  
**Subject:** NetLives Administrative Assistant Position  
**Date:** Thu, Mar 2, 20— 10:51:18

We received your application for the position of administrative assistant on March 1.

At this time, we are reviewing the résumés. We will contact all applicants that we would like to interview by March 10.

We appreciate your interest in NetLives.

Useful Language

## Reply 2: Requesting an Interview



**From:** Grace Chen <gchen@netlives.com>  
**To:** 'Michele Peters' <mpeters@londonmail.com>  
**Subject:** NetLives Administrative Assistant Position  
**Date:** Tue, Mar 7, 20— 11:51:18

After reviewing your résumé, we are pleased to invite you for an interview for the position of administrative assistant.

Your interview is scheduled for Monday, March 13th at 10:00 A.M. Please come to the Human Resource Department of our main office. If that is not convenient, please contact me immediately to reschedule.

We look forward to meeting you at NetLives.

### Heading

Is supplied automatically by the e-mail program.

### Opening

Invite the applicant for an interview.

### Action

Explain what will happen.

### Closing

Be enthusiastic.

### Reply 3: Rejecting an Applicant

#### Heading

Is supplied automatically by the e-mail program.

**From:** Grace Chen <gchen@netlives.com>  
**To:** 'Bob Hopkins' <bob.hopkins@dol.com>  
**Subject:** NetLives Administrative Assistant Position  
**Date:** Tue, Mar 7, 20— 12:26:35

#### Opening

Tell you received the application.

Thank you for sending us your résumé for the position of administrative assistant.

#### Action

Explain why the applicant is rejected.

Unfortunately, your qualifications do not match our needs at this time. We will keep your résumé on file. If a position that matches your qualifications becomes available in the future, we will contact you.

#### Closing

Be polite and positive.

We wish you every success in your career.



## 4. Job interview

The purpose of the interview is for the interviewer to see if you match the **requirements** of the job:

### Your personal qualities:

Professionalism, Good Communication, Flexibility, Interpersonal/Teamwork Abilities, Positive Thinking

How well you express yourself

Your motivation and enthusiasm

**Preparation.**

Carefully research the job, industry and employer.  
Prepare answers to likely questions.

**Dress very smartly!**

Shows your interest in the job and commitment.

**Body language.**

Smile,  
make eye contact,  
and shake hands.

**Competency questions.**

Describe a situation where you worked in a team.  
Give an example of your leadership skills.

**INTERVIEW SKILLS****Questions about your CV or application form.**

Make sure you read these again carefully beforehand!

**Hypothetical Questions**

How would you deal with an irate customer?  
A staff member who was caught stealing?

**Sell your USPs (Unique Selling Points).**

The skills and attributes that make you stand out from other candidates.

**Have questions to ask**

What training would I receive?  
What is a typical career path in this job?

Task. Watch the video and answer the question: “How to pass an engineering interview?”





**THANKS !**