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 <u>employs</u> or <u>hires</u> 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

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.



iames.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)

- I) 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 I lpt, 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

- 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.

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

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

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

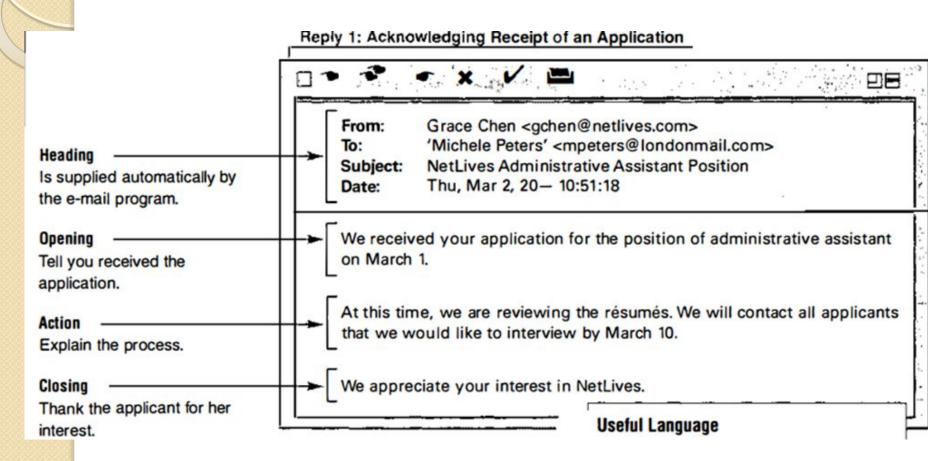
2 paragraph

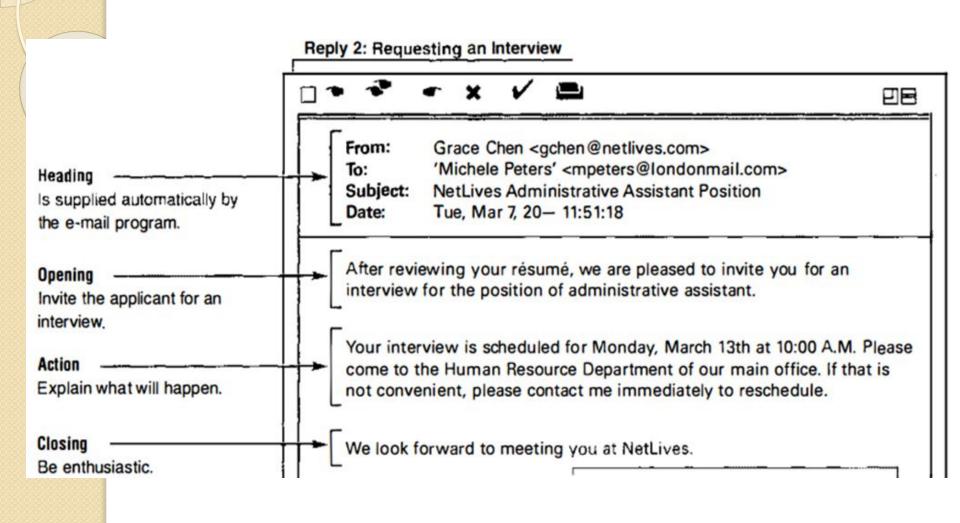
l paragraph

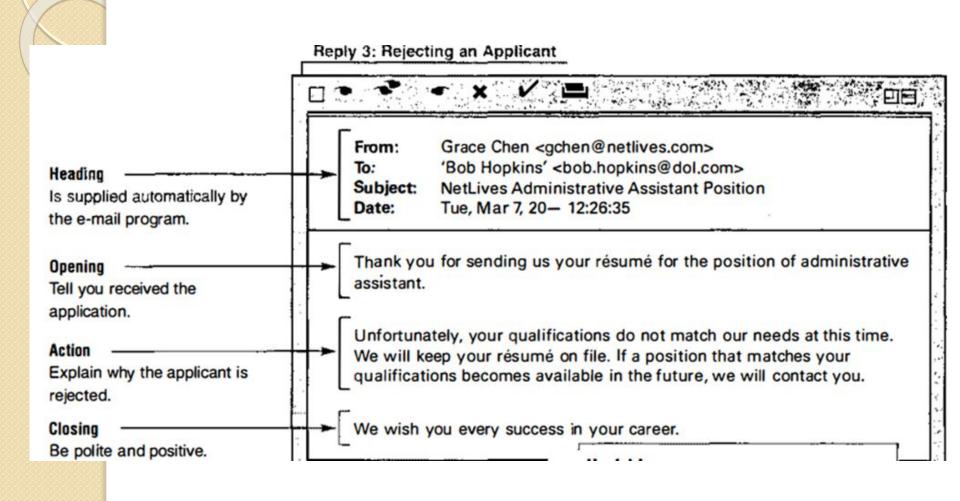
3 paragraph

4 paragraph

Model E-Mails: Replying to Job Applicants







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.

job, industry and employer.

Prepare answers to likely questions.

Competency questions.

Describe a situation where you worked in a team.

Give an example of your leadership skills.

Hypothetical Questions

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

Dress very smartly!

Shows your interest in the job and commitment.

SKILLS

Sell your USPs (Unique Selling Points).

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

Body language.

Smile, make eye contact, and shake hands.

Questions about your CV or application form.

Make sure you read these again carefully beforehand!

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!