



Finding a Chemical Engineering Job March 22, 2011

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Jim Terkovich
Engineering Resource Group, Inc.

About Us

Engineering Resource Group

- ▶ Founded in 1991
- ▶ Leading contract and permanent engineering staffing firm in NJ.
- ▶ All Recruiters have a 4 year engineering degree plus 5+ years industry experience.
- ▶ All Recruiters now have an average of over 10 years experience at Engineering Resource Group.

About Us

Allan Berman, Senior Recruiter

- ▶ At Engineering Resource Group since 1998
- ▶ BSChE from Rutgers in 1988
- ▶ 10 years prior experience in various engineering sales and marketing positions including for process equipment, laboratory equipment, and environmental systems.

About Us

Jim Terkovich, President

- ▶ BS and MBA from Rutgers University.
- ▶ Served in marketing and management positions at the Cadbury and Nabisco divisions of Kraft Foods.
- ▶ Selected team of recruiters to build, maintain and enhance ERG's reputation of professionalism
- ▶ Built a compensation system so that a job seeker may end up working with three different recruiters on multiple job openings.

Engineering Jobs 2011 Outlook

- ▶ Job market is improving as companies are more comfortable with their business conditions than this time last year.
- ▶ Companies often look for new graduates with the hopes of growing them into valuable experienced engineers.
- ▶ Reduced supply of engineers results with fewer applicants for new jobs. Baby boomer engineers have retired, and there have been less new engineers graduating.

Resume Writing

- ▶ Content
- ▶ Cover letters
- ▶ Sending the resume

Resume Writing

Overview

- ▶ Used as an Instrument of Rejection
- ▶ Your resume is your very first impression of yourself to a prospective employer.
- ▶ Reviewed in 30–60 seconds, usually by HR. They're job is to keep about 20% of the resumes they receive for interviews. It takes a lot less time to reject a candidate...
- ▶ A well written resume might not get you the job, but a poorly written resume will prevent you from getting the job.

Resume Writing

Format

- ▶ Left Justified
- ▶ Arial or Times New Roman (easy to read font)
- ▶ Chronological, not functional
- ▶ Keep to 1 page. Less than two pages if you have industry experience.
- ▶ Bulleted format
- ▶ Use a Word (.doc or .rtf) format. Avoid using a Word .docx or a .pdf format.

Resume Writing

Contact Information

- ▶ First name and last name. No need for middle initial or suffix. If you have a foreign name and use an Americanized nickname, use the nickname. (i.e. Name is Huijan, but you go by Jenny).
- ▶ Full Address – If looking to relocate, use address local to where you're looking for a job. Get a PO Box if necessary.
- ▶ Cell Phone Number
- ▶ Professional sounding Email Address. Avoid strange e-mail addresses like fatboy360@gmail.com. Use your university e-mail address.

Resume Writing

Objective

- ▶ A brief statement that should say something concrete instead of nothing, but not too specific.
- ▶ Example: “A Process Development Engineering in the petrochemical industry.”
- ▶ Avoid clichés like “Results Oriented Professional” and “Looking to help the company’s bottom line”.

Resume Writing

Education

- ▶ List after the objective. After 5 years experience, list education at the bottom.
 - Example: BS – Chemical Engineering, May 2011 (expected)
 - Rutgers University, Piscataway, NJ
 - Overall GPA: 3.4/4.0 (only list if higher than 3.0)
 - Major GPA: 3.6/4.0 (only list if higher than 3.0)
- ▶ Key courses: (List all relevant courses)

Resume Writing

Summary of Skills

Without post graduate industry experience, list all of your skills acquired from your coursework, summer jobs and internships. Highlight your skills listed to the job description and what is most relevant. Use bulleted format.

Examples of Skills to list:

- ▶ CAD / CAE
- ▶ Simulation Programs
- ▶ Operating Systems
- ▶ Programming Languages
- ▶ Hardware
- ▶ Databases
- ▶ Job Specific Computer Software
- ▶ Leadership related
- ▶ Microsoft Office (Word, Excel, Power Point)
- ▶ Fluency in foreign languages

Resume Writing

Summary of Skills (continued)

Skills not to list:

- ▶ Internet searching (Everyone has this)
- ▶ E-mail (will be obvious if you e-mail your resume).

Resume Writing

Experience – the meat of the resume

- ▶ List Intern / Summer Jobs and Student Projects
- ▶ Reverse Chronological Order
- ▶ Company names and locations
- ▶ Accurate Dates
- ▶ Responsibilities and accomplishments in Bulleted Format
- ▶ For intern and summer positions, avoid exaggerating words like **developed**, **spearheaded**, **managed**. Better to use words like **generated**, **evaluated**, **assisted**, **part of a team involved in...**, etc.
- ▶ BOLD points most related to job.
- ▶ OK to list irrelevant summer jobs (i.e. Starbucks Barista), but it shouldn't take up much space. Don't list mundane details (i.e. "Responsible for accurate mixing in assembly of coffee drinks". Instead list something like "Troubleshoot and solved computer problems..."

Resume Writing

Activities / Interests / Community Service / Personal

- ▶ List relevant activities that show you have leadership or organizational skills (i.e. Student Chapter President of AIChE, Tutoring, General Manager of Radio Station).
- ▶ List accomplishments associated (i.e. Eagle Scout).
- ▶ Community service is fine as long as it isn't religiously or politically polarizing (i.e. NRA). Don't go overboard with community service which could give you an indication that your dedication will be elsewhere.
- ▶ If played sports in college, ok to list here.
- ▶ OK to list participation sports like golf and tennis that professionals can relate to, but avoid those that are not relatable (i.e. Skateboarding, Paintball).
- ▶ US Citizenship, Green Card Holder, etc.

Resume Writing

Certifications

If you have any, good to show as follows:

- ▶ Passed FIT Exam, April 2011.

Professional Affiliations:

Good to show as follows:

- ▶ “American Institute of Chemical Engineers, 1987 – present”
- ▶ “Society of Women Engineers, 1994 – present”

List any office titles:

- ▶ “American Institute of Chemical Engineers, 1987 – present
- ▶ Held Treasurer for NJ Chapter, 1992 – 1994”

Resume Writing

Publications:

- ▶ Unless relevant to position, better to leave off and at most state “Published 5 technical papers in Chemical Engineering magazine. Titles and details furnished upon request”. Listing all will make resume cumbersome, and you’ll look too academic.

Patents: List them with spaces to ensure an easy-to-read format.

Resume Writing

References:

- ▶ Leave blank. If they are going to check references, it will be after you interview. Once you give references, make sure your references know you've given out their name and contact information.

Resume Writing

Proofread!

- ▶ Once you've completed your resume, use the spell check and grammar check. Nothing will take away from your qualifications more than misspellings (see what I mean).
- ▶ Fragments are OK, but try to avoid run on sentences and punctuation problems (proper spacing after commas). If English is not your first language, and you don't feel comfortable with English grammar rules, have a friend proofread.

Sending Your Resume

Resume File name

- ▶ First name, Last name – Company Name, “Resume”
- ▶ (Allan Berman – Merck Resume)
- ▶ Save as .doc or .rtf file

Sending Your Resume

Subject Line

- ▶ Make it easy for the recipient to search for the subject line among dozens or hundreds of other e-mails.
- ▶ Example: Resume of Allan Berman

Sending Your Resume

Cover Letter

- ▶ Tailored to the job
- ▶ Body of the email (not separate attachment).
- ▶ Maximum 2 to 3 short paragraphs
- ▶ Highlight skills in the job description
- ▶ Include contact information.
- ▶ Only attachment is the resume



Sending Your Resume

Cover Letter – Example:

Dear Mr. Terkovich,

I am applying for your entry level position of Chemical Process Engineer listed in your CareerBuilder posting, reference #15,550. I will be earning my BSChE from Rutgers University in May 2011 and have six months of chemical process engineering experience in two internship positions in the pharmaceutical industry.

My resume is attached. I hope to hear from you to schedule an interview.

Regards,

Allan Berman
11 Gardner Way
Morris Plains, NJ 07950
(973) 555-4461

The Interview Process

- ▶ Things to do / remember
- ▶ Things to not do / avoid
- ▶ Before the Interview
- ▶ Phone Interviews
- ▶ In-person Interviews
- ▶ Thank you notes
- ▶ References

The Interview Process

Things To Do / Remember

Ask not what your company can do for you – ask what you can do for your company.

- ▶ Stand out for the RIGHT reasons
- ▶ Offer examples of past accomplishments – not just responsibilities
- ▶ Be positive.
- ▶ Be honest and don't fake it. If you don't know an answer, let them know it and you are able and willing to learn.

The Interview Process

Things Not To Do / Avoid

- ▶ Saying negative things about a previous employer
- ▶ No matter how you're feeling, keep your personal woes out of the interview process.
- ▶ Asking about salary and benefits or anything else that will benefit you.
- ▶ Nervous movements like looking around the room, tapping your fingers, etc.

The Interview Process

Before The Interview – Be prepared!

- ▶ Research the company's website
- ▶ Look for your job description. Understand how your skills match what they are seeking.
- ▶ Read the About Us section. Look for management bios.
- ▶ Look for information on company business, products, number of employees, and sales figures. Read the company news (press releases) and if available, annual reports.

The Interview Process

Before the Interview – Be Prepared!

- ▶ Review other media coverage, industry blogs, and other websites (i.e. LinkedIn, MacRae's, etc.).
- ▶ Have questions ready to ask them.
- ▶ For in-person interviews, dress professionally and make sure suit (or pants and jacket) are cleaned and pressed the night before. Shine your shoes!
- ▶ Make sure your familiar with the driving directions to avoid getting lost.

The Interview Process

The Phone Interview

- ▶ Be available when they call. Try to arrange a time. If they call you unexpectedly, ask for a number to return the call to give you a chance to get prepared.
- ▶ Use a land line when you can.
- ▶ If you're home, turn off any background noise (TV, music, etc.)
- ▶ Listen to the questions. Answer the questions directly. If you don't know something, but try to answer with something related (i.e. "I've worked with other simulation programs which I picked up rather quickly".)
- ▶ Keep your answers to a minute maximum.
- ▶ Have a couple of relevant questions ready. Shows interest in the company and position.
- ▶ Do not ask about salary or benefits.
- ▶ Close the interview with "I'm very interested in the position and like what I've heard about your company. What is the next step?"
- ▶ Stand up and smile during the conversation. You'll sound stronger, clearer, and with more enthusiasm.

The Interview Process

The 1st In-Person Interview

- ▶ Plan to arrive at least 30 minutes early, but don't walk in more than 15 minutes before your scheduled time.
- ▶ Leave your cell phone in the car. If you forget and bring it in, set it to silent mode. Do not answer it or to text during interview!
- ▶ Bring extra copies of your resume.
- ▶ Bring work samples if you have, but make sure they're not proprietary or giving away secrets.
- ▶ Listen to questions and act natural answering. No faking it. If you don't know an answer, it's ok to answer with something related or tell them you're able and willing to learn.

The Interview Process

The 1st In-Person Interview (continued)

- ▶ Don't bring up salary or benefits, but if possible, review their benefits on their website so you have some knowledge in case they ask.
- ▶ Have appropriate questions ready. Could be based on something you discussed or saw during the interview.
- ▶ Collect business cards from those you meet
- ▶ Stay positive and enthusiastic.
- ▶ Again, close the interview.
 - Look for positive clues such as them asking "when can you start?"
 - Sincerely say "I'm very impressed with what I saw today and very interested in this position. What is the next step in the process?"
 - When can I expect to hear from you on a decision with how you'll proceed with me?

The Interview Process

The 2nd In-Person Interview

- ▶ Still keep in mind how you can help the company in the future with your experience, skills and ability to learn.
- ▶ Have references ready
- ▶ Stay positive and enthusiastic
- ▶ Be prepared to discuss salary and benefits, but don't bring it up.
- ▶ Close the interview by, expressing your interest, asking how soon they will have a decision.

The Interview Process

Questions To Ask

Ask future oriented, forward looking questions. Examples:

- ▶ What will I be expected to accomplish in the first 3 months and in the first 6 months?
- ▶ What are the companies strengths compared to the competition?
- ▶ What is the organization's plan for the next five years and how does this department fit in?
- ▶ What particular computer equipment and software do you use?
- ▶ What expansion projects are planned for the next few years?

The Interview Process

Questions Not To Ask

Avoid negative, backward looking or embarrassing questions.

Examples:

- ▶ What happened to the last person in this position?
- ▶ What kind of turnover rate does the company have?
- ▶ How financially sound is this company?
- ▶ What is the sick day policy / vacation policy?
- ▶ What does this job pay?
- ▶ When will I get my first performance review / raise?
- ▶ What type of benefits do you offer?

The Interview Process

Secret To A Successful Interview

- ▶ Don't need to be the smartest person
- ▶ Don't make mistakes
- ▶ Don't ask stupid questions (or give stupid answers)
- ▶ Don't criticize

The Interview Process

Thank you notes

- ▶ Send after the first in-person interview.
- ▶ Send to the hiring manager you'd be reporting to and copy HR who set up the interview.
- ▶ Thank the individuals you met with for their time and interest.
- ▶ Keep it short and sweet. Just show your enthusiasm and interest but not re-state your qualifications.



The Interview Process

Thank you notes –Example:

Dear Mr. Terkovich,

I am taking this opportunity to thank you and your colleagues for taking the time to interview me for the Chemical Process Engineer position. From what I saw and what we discussed, I remain very interested in the position.

I look forward continuing the interview process.

Regards,

Allan Berman

42 Rivera Drive

Morris Plains, NJ 07950

(973) 555-4461

Allan.Berman@gmail.com

The Interview Process

Reference Checks

- ▶ Have List of References available
- ▶ Names, work phone numbers, and e-mail addresses, relationship to you.
- ▶ Use Professional References – past supervisors or professors
- ▶ Make sure your references know you are using them.

Good Luck!

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