

Tailoring Your Resume

▶ By Gerry Green

Tailoring Your Resume

- ▶ The objective of the tailored resume is **not** to tell them what you are like.
- ▶ The objective is to convince the prospective employer that: (1) you are the most qualified person for the job, (2) you bring skills that will help the company achieve its long and short term goals.

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Summary

An Industrial Engineer (IE) who thrives in a dynamic and challenging manufacturing environment. Proven track record of results using cutting edge systems and processes toward exceeding expectations in Return on Investment, Delivery, Quality, and Cost Reduction.

- **Manager**
- **Project Manager**
- **Outsourcing**
- **Interpersonal Skills**
- **Mentor**
- **Process Improvement**
- **Problem Solver**
- **Capacity Planner**
- **Good Guy**

Professional Experience

Industrial Engineering Supervisor

Boeing, Everett, WA

2003-2004

- Managed the redesign of a manufacturing shop floor using CAD, which increased workflow by 25%, and reduced work related accidents by 47%.
- Managed a cross-functional team (IE, Planning, Engineering, Quality Assurance, Manufacturing, Tooling, etc.) which implemented Lean Manufacturing and Six Sigma to enhance production.
- Managed the implementation of a Kanban system with improved workflow by 35%.
- Received 3 Outstanding Achievement Awards and Recognitions, including one presented by the Vice President over Manufacturing Operations.

Lead Industrial Engineer

Boeing, Everett, WA

1999-2003

- Saved the company over \$10 Million in costly tooling through effective capacity and resource planning.
- Developed from scratch a Standards and Tool Crib (significantly under budget and ahead of schedule), increasing overall parts/tool acquisition efficiency by 300%.
- Led Material Requirements Planning (MRP) implementation as the site key user; tested the new software, designed curriculum, and organized, scheduled and implemented training of 40 IE's toward an unprecedented and seamless (no downtime) and on-time implementation.
- Successfully led and trained 11 Industrial Engineers, assessing skills and assigning to appropriate responsibilities.
- Received 5 Outstanding Achievement Awards and Recognitions.

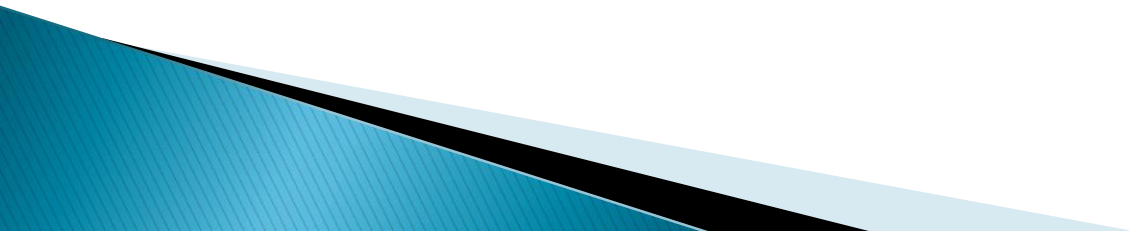
Industrial Engineer (Outsourcing)

Boeing, Everett, WA

1995-1997

- Negotiated contracts with Boeing subsidiaries and outside suppliers toward outsourcing assembly work, successfully creating core competencies.
- Transferred all responsibility for the 767 forward landing gear to BF Goodrich, including complete analysis of a 4000 part bill of material, resulting in 100% on-time delivery of first unit.
- Conducted a precedent-setting work transfer of 200 minor subassemblies to a sheltered workshop to train the disabled, which set the standard for many successful follow-on transfers.

Four Hurdles Your Resume Must Pass



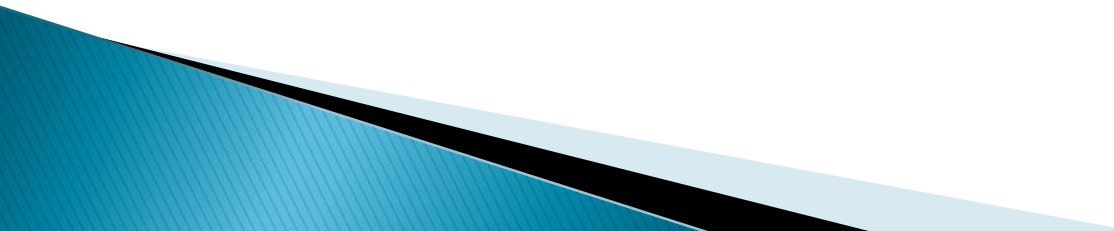
Four Hurdles Your Resume Must Pass

- ▶ Computer scan

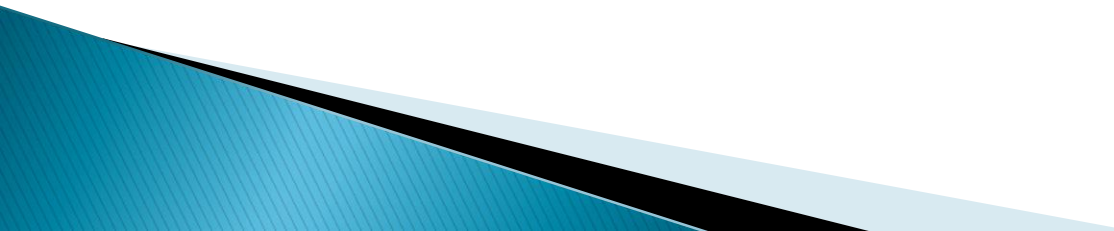
Four Hurdles Your Resume Must Pass

- ▶ Computer scan
- ▶ 10–30 second review

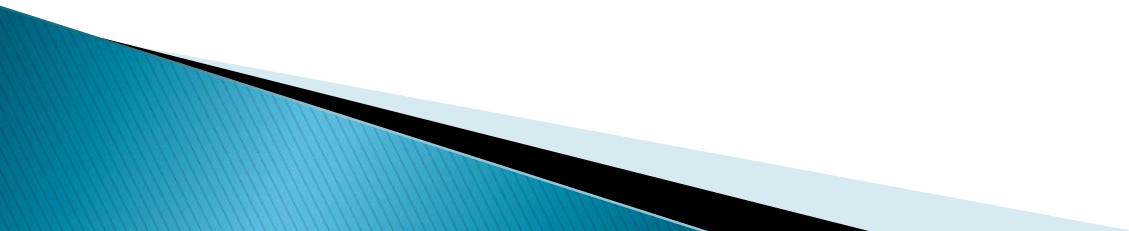
Four Hurdles Your Resume Must Pass

- ▶ Computer scan
 - ▶ 10–30 second review
 - ▶ 5 minute review
- 

Four Hurdles Your Resume Must Pass

- ▶ Computer scan
 - ▶ 10–30 second review
 - ▶ 5 minute review
 - ▶ Final exam
- 

Four Types of Resumes



Four Types of Resumes

- ▶ General Resume

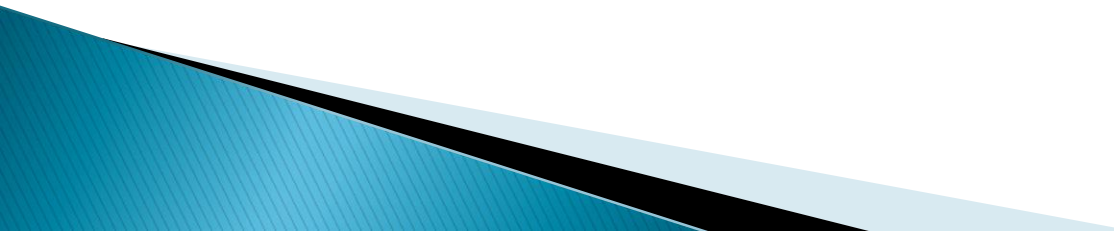
Four Types of Resumes

- ▶ General Resume
- ▶ Tailored Resume

Four Types of Resumes

- ▶ General Resume
- ▶ Tailored Resume
- ▶ Long Resume

Four Types of Resumes

- ▶ General Resume
 - ▶ Tailored Resume
 - ▶ Long Resume
 - ▶ Electronic Resume
- 

Tailoring Your Resume



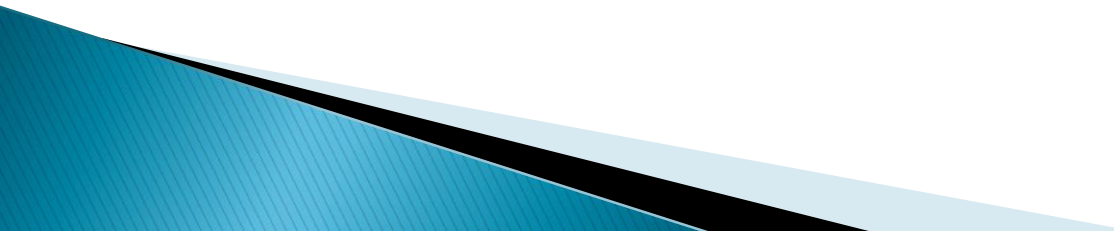
Tailoring Your Resume

- ▶ Read the job description and requirements

Read the job description and requirements

- ▶ Read the job description and requirements
- ▶ Close your computer

Read the job description and requirements

- ▶ Read the job description and requirements
 - ▶ Close your computer
 - ▶ State in one or two sentences what they want you to accomplish. (Not the skills that are required.)
- 

Computer Scan

- ▶ Make a list of the hard requirements that are required to pass the computer scan.

Make a list of job characteristics

- ▶ Copy job description and requirements

Make a list of job characteristics

- ▶ Copy job description and requirements
- ▶ Paste to Word

Make a list of job characteristics

- ▶ Copy job description and requirements
- ▶ Paste to Word
- ▶ Paste to TagCrowd.com (a word cloud)

Make a list of job characteristics

- ▶ Copy job description and requirements
- ▶ Paste to Word
- ▶ Paste to TagCrowd.com
 - Set word number to 10
 - Set show frequencies to yes
 - Push visualize button

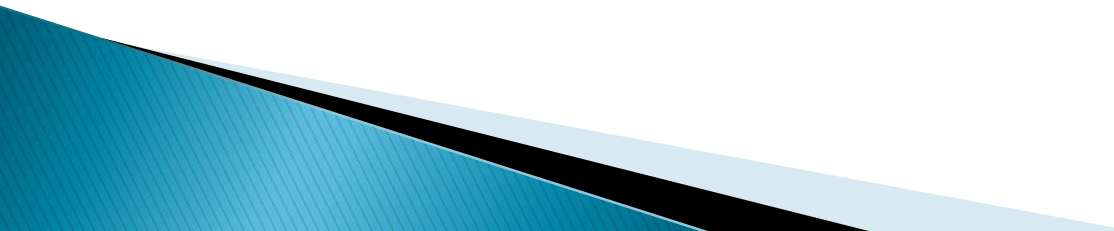
Make a list of job characteristics

Using Microsoft Word find, type in the most frequent found word in the job description.

Note on your paper the context of the word.

Repeat until you have looked at all of the contexts for the most frequent word.

Repeat for the next most frequently occurring word.



- ▶ Do you meet the requirements?

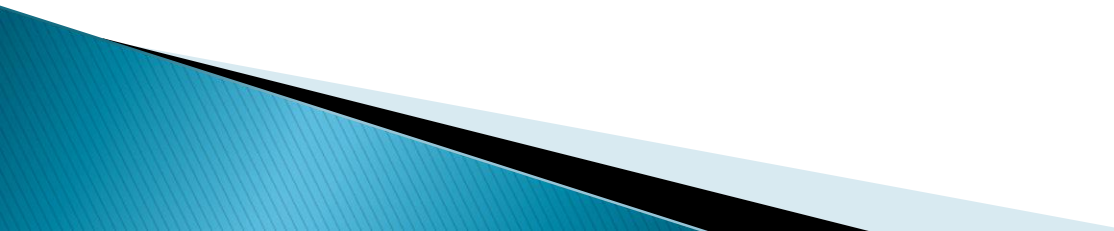
Creating Your Tailored Resume

- ▶ Contact information above the solid line does not change

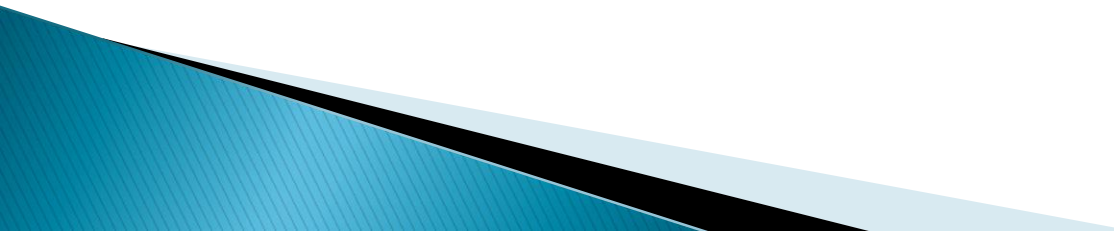
Creating Your Tailored Resume

- ▶ Contact information above the solid line does not change
- ▶ Your summary should be close to the “what they want” from earlier step and may include a few job requirements.

Creating Your Tailored Resume

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 - ▶ Your summary should be close to the “what they want” from earlier step and include a few job requirements.
 - ▶ Your 9 bullet points should come directly from the job requirements.
- 

Creating Your Tailored Resume

- ▶ Contact information above the solid line does not change
 - ▶ Your summary should be close to the “what they want” from earlier step and include a few job requirements.
 - ▶ Your 9 bullet points should come directly from the job requirements.
 - ▶ Between your summary and your 9 bullet points, all of the most important job requirements should be listed
- 

Creating Your Tailored Resume

- ▶ Make sure all of the hard requirements are covered in the resume.
- ▶ If after all of the job requirements are listed, you may have room to include some of the job skills

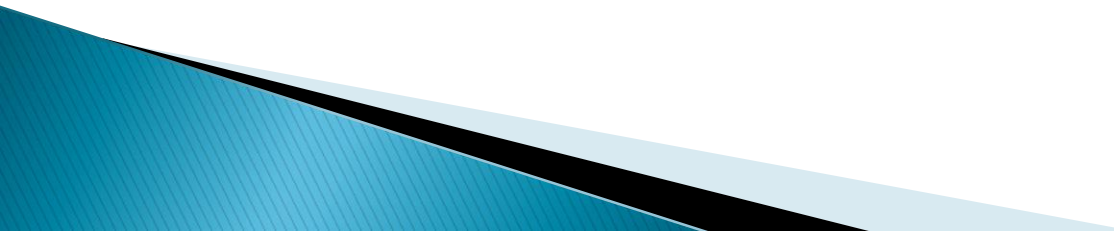
Creating Your Tailored Resume

- ▶ If you do not have a required skill, **do not** list it on your tailored resume

Creating Your Tailored Resume

- ▶ Under Professional Experience, list at least one accomplishment statement for each bullet point and desired skill listed.

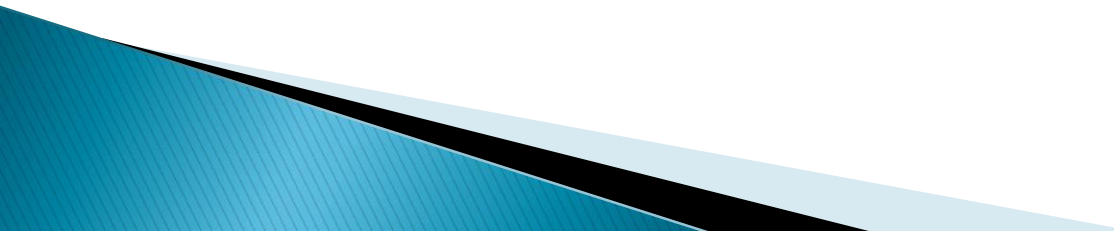
Creating Your Tailored Resume

- ▶ Under Professional Experience, list at least one achievement for each required and each desired skill listed
 - ▶ The achievement statement should include situation, action, and result.
- 

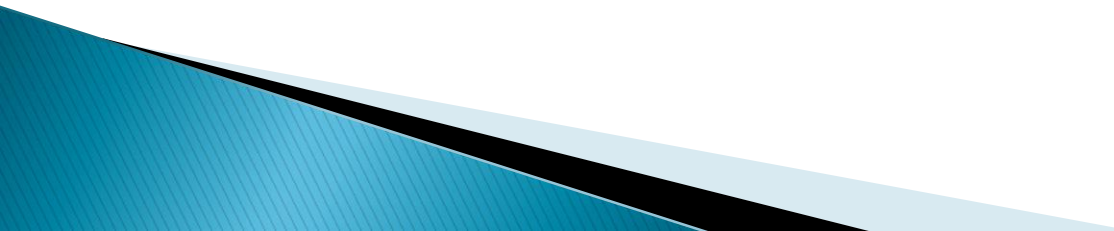
Creating Your Tailored Resume

- ▶ Achievement statement problems
 - I was responsible for statements
 - Academic statements
 - Long winded statements

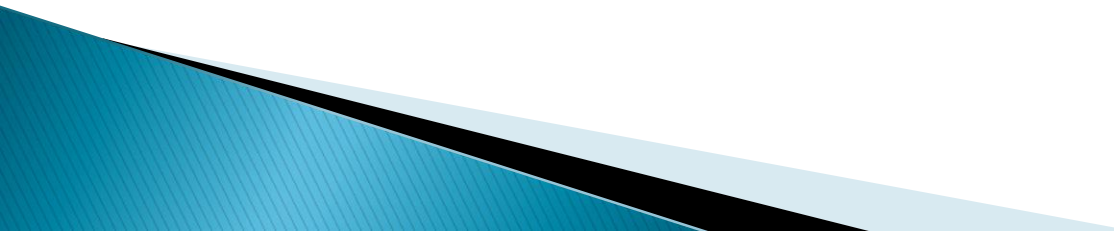
Creating Your Tailored Resume

- ▶ Under Professional Experience, list at least one accomplishment statement for each required and each desired skill listed.
 - ▶ The achievement statement should include situation, action, and result.
 - ▶ The achievement statements will help you as you prepare for the interview and during the interview
- 

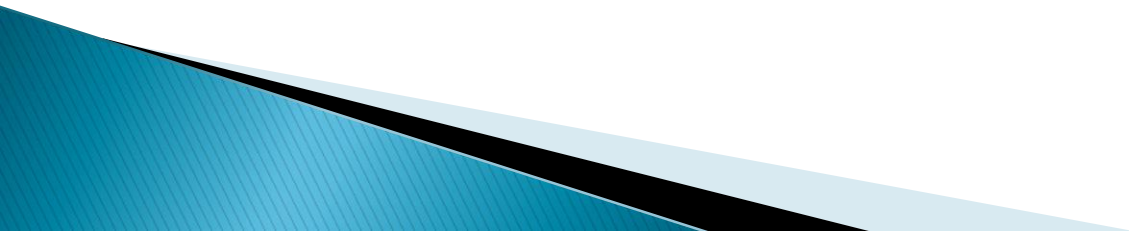
Creating Your Tailored Resume

- ▶ Under Professional Experience, list a power statement for each required and each desired skill listed
 - ▶ The achievement statement should include situation, action, and result.
 - ▶ The achievement statements will help you as you prepare for the interview and during the interview
 - ▶ If you have room, list other skills that you have
- 

LinkedIn Profile

- ▶ Choose at least 5 job descriptions that you are interested in filling.
 - ▶ Go through the process that we outlined today using all 5 job descriptions.
- 

The End



Personal Network

- ▶ About half of you will find your next job because of your social network.

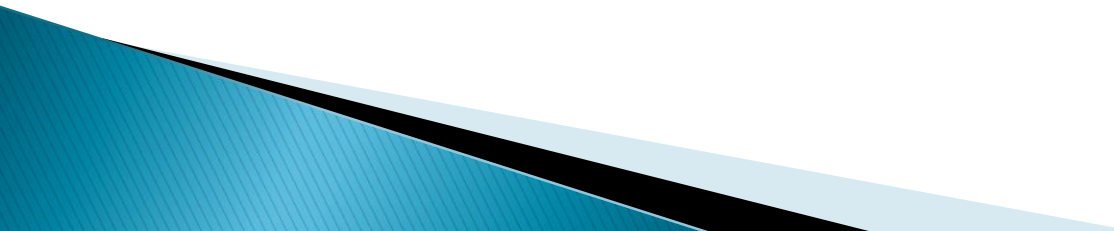
Personal Network

- ▶ 1) List everyone that would know who you are when they heard your name.

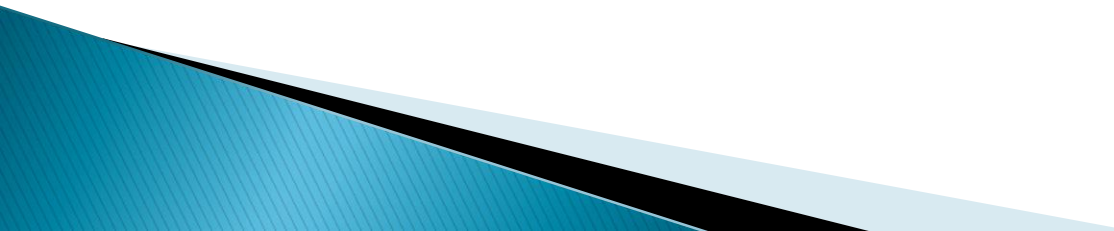
Personal Network

- ▶ 1) List everyone that would know who you are when they heard your name. (about 200 names)
 - Relatives
 - Friends
 - Business associates
 - Past bosses
 - People you know from church
 - People you know from the community
 - School friends

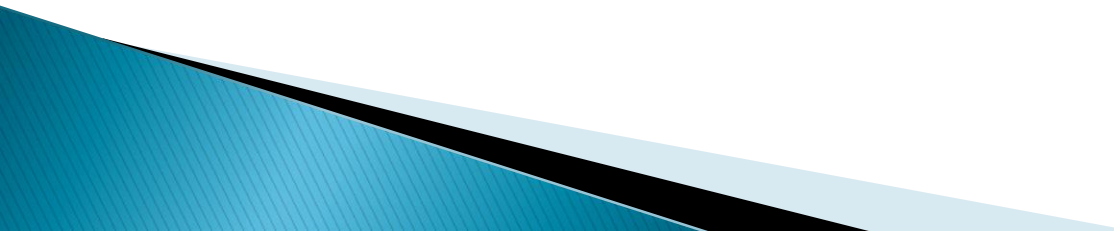
Personal Network

- ▶ 1) List everyone that would know who you are when they heard your name.
 - ▶ 2) Choose the 50 that are most likely to know someone in your field and are most likely to help you.
- 

Personal Network

- ▶ 1) List everyone that would know who you are when they heard your name.
 - ▶ 2) Choose the 50 that are most likely to know someone in your field and are most likely to help you.
 - ▶ 3) Contact them using the most personal way that you can, ie meeting, phone, E-mail
- 

Personal Network

- ▶ 4) Get caught up on each others life.
 - ▶ 5) Indicate that you are looking for your next professional opportunity.
 - ▶ 6) Ask them who they would refer you to.
 - ▶ 7) Get contact information, how you know them, and what are their interests.
 - ▶ 8) After contacting the referral, get back to the referee and say “Thank You).
- 

Personal Network

- ▶ The math:
- ▶ $50 \text{ contacts} * 200 \text{ people/contacts} = 10,000$

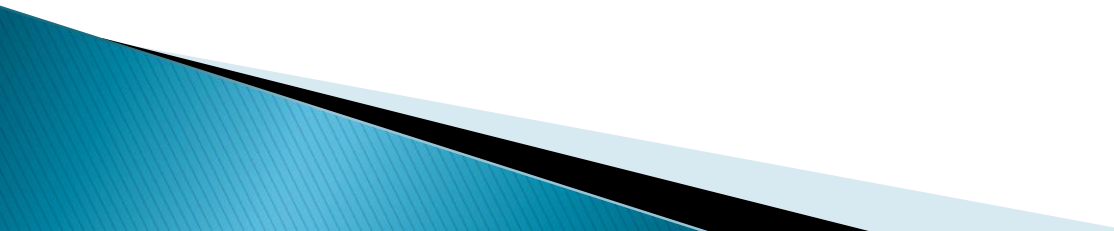
Personal Network

- ▶ Need to track commitments
 - ▶ Need to track contact train
 - ▶ Need to track gist of conversation
- 

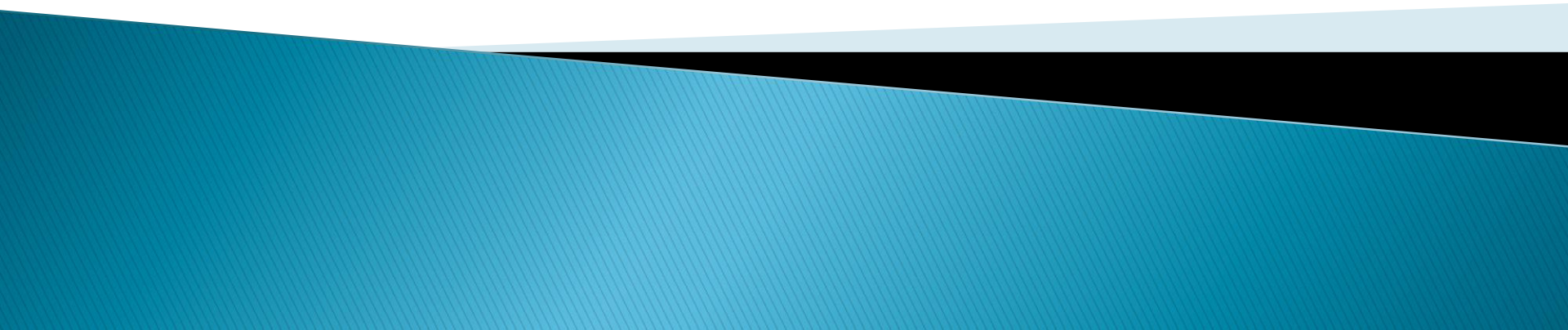
Personal Network

- ▶ Importance of feed back
- ▶ Importance of “Thank You”

Achievement Statements in Job

- ▶ After 12 weeks in new job, produce a one page job description.
 - ▶ What are the bosses expectations for your job?
 - ▶ Then sit down, one on one, to make sure you are in agreement.
- 

Achievement Statements on Job



Achievement Statements on Job

- ▶ After 12 weeks on job
 - Create a one page job description or job expectations
 - Review job expectations with your boss to make sure you are in agreement

Achievement Statements on Job

Each week take 10 minutes and write down 1 or 2 achievements for the week.

Each quarter send a E-mail with the best 2 or 3 achievements to:

- Home Computer
- Your Boss
- Your Bosses Boss

Be sure and thank your boss for the opportunity to work on these problems.

Achievement Statements on Job

Why???

