

Engineering Student Resume Review Session CAREER Expo Prep



- Presented by: Andrea Joldrichsen, Angie Gorny and Davlon Miller

Fall 2019



AGENDA

INTRODUCTION – CAREER RESOURCES

- **RESUMES** – template: <https://www.utoledo.edu/engineering/graduate-studies/currentstudents/career.html>
 - **General resume information – self review**
 - **Peer review – exchange resumes**
 - **Expert critique – is the resume Career Expo ready?**
- **CAREER EXPO**
 - **Career Fair plus**
 - **Pre-registration info**
- **INTERVIEWING**
 - **Big Interview**
 - **Follow-up**

Upcoming Events/Q&A

FIRSTNAME LASTNAME (ALL CAPS)

City, State Zip Code

(000) 000-0000

Email address

LinkedIN

PROFESSIONAL SUMMARY

[Summary of relevant information and qualifications.]

Example: Skilled engineer seeking to assist a growth-oriented company by providing XYZ.
(XYZ = your skills/expertise)

EDUCATION

The University of Toledo, Toledo, Ohio

Month Year - Present

Degree Expected in Major

Minor: If applicable

- Anticipated Graduation Date: Month Year
- Grade Point Average: 0.00
- Thesis Title/Area(s) of Research; Advisor(s) Name

University Name, City, State, Country *(if outside of U.S.)*

Awarded Month Year

Degree Awarded in Major

- Grade Point Average: 0.00

ENGINEERING EXPERIENCE

Company Name, City, State (do not abbreviate)

Month Year -

Job Title

Month Year

- Bullet points describing your job duties, accomplishments, skills
- Bullet points describing your job duties, accomplishments, skills
- Bullet points describing your job duties, accomplishments, skills
- Bullet points describing your job duties, accomplishments, skills

ADDITIONAL EXPERIENCE

Company Name, City, State (do not abbreviate)

Month Year -

Job Title

Month Year

- Bullet points describing your job duties, accomplishments, skills
- Bullet points describing your job duties, accomplishments, skills

- COMPUTER SKILLS**
- AutoCAD 20XX
 - SolidWorks 20XX
 - MATLAB
 - Microsoft Office
- LEADERSHIP & ASSOCIATIONS**
- Role (Chair/Treasurer, etc.), Student Organization Name, Year(s)
 - Student Member, American Society of XXXX Engineers, Year(s)
 - Community and Industry Boards, Committees or Organizations, Year(s)
- GRANTS/AWARDS** [if applicable]
- PUBLICATIONS** [if applicable] Standard bibliographic format for your field
- PRESENTATIONS** [if applicable] Standard bibliographic format for your field
- RELATED PROJECTS & POSTERS** [if applicable]
- SPECIAL SKILLS**
- Special certifications or trainings
 - Languages spoken



SELF/PEER REVIEW

- **Look for content errors** – for example, is your e-mail address correct? Phone number?
- Any paragraphs? Substitute **bullet points** whenever possible.
- Does your **education and experience** dominate your resume?
- Look for **grammar, spelling and capitalization errors**.
- Is the use of bolding and underlining, **consistent**?
Appropriate?
- If you were an employer, do you want to read on?

EXPERT CRITIQUE

- Review for ease of reading; do you get a good sense of who this engineering professional is from the resume?
- If you were an employer, do you want to read on? Would you contact this engineer for an interview? If not, why?
- Is the resume *employer-ready*?

THANK YOU EXPERTS!!

INTERVIEWING

- Interviewing Basics
- Questions – What will they ask?

What will you ask?

- PRACTICE – 

- Lasting Impressions – **follow-up!**

Interviewing Basics

- Research the company:
 - What do they do?
 - Who are their competitors?
 - How do your skills benefit the employer?
- Interview logistics – know where you are going!
- What should you bring to the interview?
- First impressions - professional, polished appearance: **SUIT UP!**

Questions????????????

What will they ask?

- “Tell me about yourself”
- Open-ended behavioral questions
- STAR method
- Responses - not too brief; not too lengthy

What should you ask?

- Tailor to the interviewer
- What not to ask



PRACTICE, PRACTICE, PRACTICE!



biginterview is a tool that will enhance your job interviewing skills and develop an edge over the competition. Through this interactive tool, you can video record your responses to practice interview questions and review them or share them with others. There are tips, sample interview questions, and answers spanning more than 140 industries. In addition there are other resources to help you prepare for that big interview. Get both expert training and unlimited interview practice.

LOG-IN TO THE MYUT PORTAL, SCROLL DOWN TO THE *UNIVERSITY CAREER SERVICES* SECTION

Lasting Impressions

- Thank you e-mail
 - Professional signature line:
<http://www.utoledo.edu/offices/marketing/toolkit/email-signature/>
- LinkedIn account
- Social media
- Digital portfolio/website

- Follow-up after interview - when and how?

UPCOMING EVENTS

- **COLLEGE OF BUSINESS FALL JOB FAIR**

Wednesday, September 25, 2019

Savage Arena, Main Campus

Contact: Business Career Programs, 419.530.5400

- **JCPENNEY ROCKET SUIT UP**

Sunday, September 29, 2019

6:30 p.m. – 9:30 p.m.

JCPenney Store

Franklin Park Mall

5001 Monroe St., Toledo

Contact: Career Services, 419.530.4341

- **NSA CAREER FAIR**

Monday, October 7, 2019

Student Union, Ingman Room

- **FALL CAREER FAIR**

Tuesday, October 8, 2019

2 p.m. – 5 p.m.

Student Union Auditorium, Main Campus

Contact: Career Services, 419.530.4341

QUESTIONS?

- Make resume corrections, if needed
- Research companies
- Polish social media
- PRACTICE interviewing!

Additional assistance? Undergrads: Co-op advisor

Grad students: Andrea Joldrichsen, NI 1016

Are you ready to launch your career?