

NOTES FROM APRIL 13 MEETING

St. Joseph the Worker Job Networking Club
St. John's Catholic Church, Hughes Rd., Madison, AL

Job Club Website:
www.stjohnbchurch.org/jobclub/jobclub.html

04/13/10

Resumé Workshop

Mauren Chemsak - Convener

The job club has a lot of volunteers

Today is the middle of 3-part resumé workshop

The usual format for our meetings:

- First half hour introductions and announcements
- Second half hour presenter
- Third half hour volunteers provide refreshments, informal networking

The meeting is different from usual this week and next week because of the workshop

We don't collect any fees or dues - we are an all-volunteer organization so we would like you to pay back by bringing refreshments once every 4 months or so

There is a sign up sheet

Three Part Resumé Workshop

The workshop is designed to help you document your skills, abilities and talents, choose an objective, and the means to learn the requirements of a job

Part Two

Dave Sadlowski

Jennifer McDougal is here today (from Redstone Federal Credit Union, a Volunteer for the Job Club) and will be working with one of the groups

The group leaders will try to solicit your view of what processes you have for finding a job

Handout from Ed Snow's 3/23 presentation

The objective is to get you to participate in the resumé process so you understand what you wrote

We can help, we can coach but this way you know what is on your resumé and you're more prepared for an interview

Huntsville Times is coming today - they are writing an article on unemployment

Notes from Ed Snow's working group

Come up with a job objective, and at the same time pulling in what you can do for the employer
Need to be oriented to the Huntsville mindset - the type of work being done here, using terminology not just exclusive to automotive - Continental, Toyota

Try to pull out the key summary of qualifications or job objectives

What are you going to do for the employer?

If you are doing the development and testing, are you trying to help develop a better product?
If you have worked in defense you are prepared to work on any defense contract

If you have not worked in defense and you are looking to get into defense configuration you need to put your accomplishments into the lingo of the defense industry:

- Management, Program Management, Project Management

When he reviewed resumé's Ed also pulled out skills and put it into the local terminology

- Everyone wants Statistical Process Control (SPC)

With an Electrical Engineering (EE) degree:

- One engineer wants to work with Technical Data Management and Presentation skills

- Another wants to work in Technical Design, hands-on calculations to develop product and process

- A third wants to work in Project Management, working with schedules and budgets

That's why the job description is important to put in there

- If you have ever had a security clearance, put that in the resumé even if it is not current, or if it was many years ago

Question: Should information about a past security clearance go in the cover letter?

Answer: It should go in the resumé

We will be discussing cover letters next week - half the time they are thrown away, but what about the half the time they are not thrown away? So it's better to have it than not to have it

But if it is important, get it in the resumé so if it is separated the important information is in there

You need to write the job objective sufficiently broad to get you in the door several places, but not so broad that they don't know what department to send it to

A general area but a focused area

You are trying to appeal to the person who has a job to fill

There are some people who say you don't need a job objective

But on the commercial and government side you really need to define what you want to do and what you can contribute

They are not going to spend an hour on your resumé like I did, circling things...

If they don't see those skills up front they're not going to read further and they will never get to page two

- If you have Verification and Validation experience (V&V) - pull that out and put it up front
- Cost Reduction is very important and you have the accomplishments to back it up
- Good supplier relations is important
- Configuration Management is also in demand
- Root Cause Analysis is something very important in the engineering field
- Experience in Statistical Process Controls (SPC) - use both formats so the computer search will pick it up no matter which format they are looking for
- Proficient in countering EMI and design for EMC (Electro-Magnetic Interference / Electro-Magnetic Compatibility) - important in the electrical engineering field

No one works in a job without having accomplishments - you just might not be able to recognize them

You might have some experience that they are looking for

When he reviewed the resúmes, Ed tried to pull out those talents that are in demand locally

On average a Human Resources person spends 30-60 seconds reviewing any given resumé to put it in a classification to give it to a manager

The manager will spend a lot longer (but it has to get to him or her first before they will be able to look at it)

If you were on a team and contributed, you can take credit for the team accomplishments and you can put that on your resumé - you did your job, you pulled your weight

- Tracked Cost

- Responsibility for \$__ budget

- Contract Negotiations