

## Hold On to Your Resume!

1. We will talk about resume tips today
2. We wanted to help you get ready for the career fair
  - You need to carry a few resumes with you to the career fair
3. Resume due next time we meet

## Business

### 1. Assignments Due

- a. Master of Learning Assignment
- b. Resume (keep for now)

### 2. Due Next Time We Meet (Oct. 9)

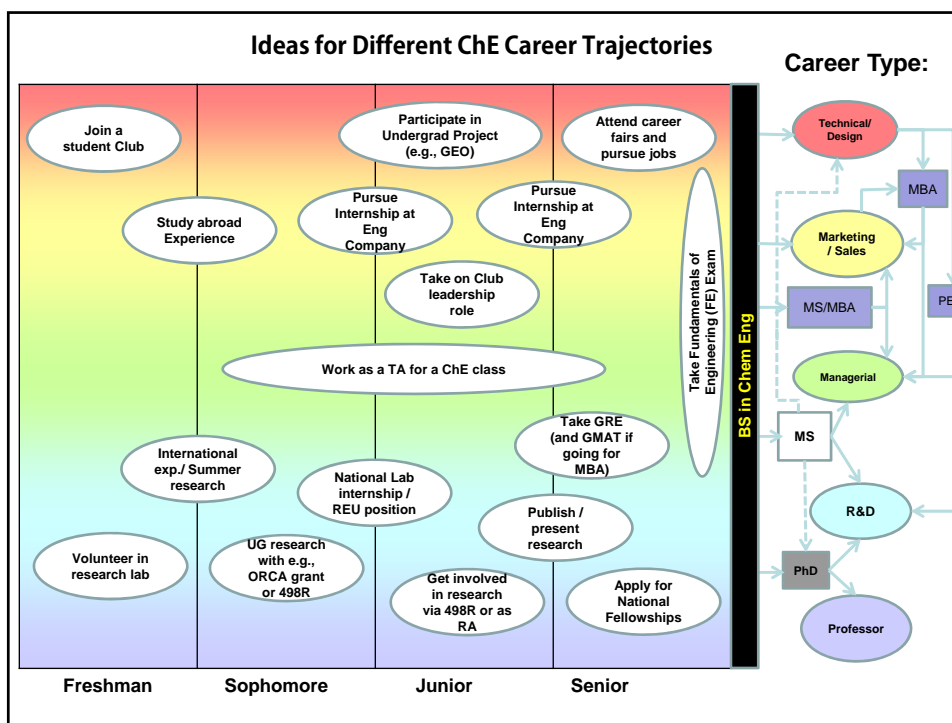
- a. Career Fair assignment
- b. Revised resume
  - based on today's class
- c. ChE Video Assignment
  - What do Chemical Engineers do?
  - 4 videos
- d. Course Plan Assignment for last names A-F
  - Meet with advisor about your course plan to graduate!

## Schedule

- **Next week is the Career Fair**
  - Thursday, September 25
  - 9 am to 3 pm
  - Wilkinson Center Ballroom
- **Class will be to attend the Career Fair**
  - Dress up
  - Career Fair assignment is to talk to at least one recruiter and write a paragraph about it

## Outline

1. **Preparing for Career**
2. **Resumes**
3. **Career Fair**
4. **Internships**



## Resumes

ChE 191  
Fall 2014



## Importance of Resume

- **“BYU ChE students are some of the best students in the country, but have the worst resumes”**
  - Quote from multiple recruiters
- **BYU ChE students somehow feel entitled, and therefore do not work as hard for a job**
  - Paraphrased from recruiters

## Key Concepts

- **First impression/attractive layout**
- **Error-free**
- **Easy to read**
- **Layout directs reader to key features**
- **One page if possible**
- **White or off-white paper**
- **Scannable version**

## Essential Components

- **Personal Information**
- **Objective (optional)**
- **Education**
- **Experience**
- **Activities/Honors**
- **References available upon request (optional)**

## Personal Information

- **Name**
  - All caps, large, bold
- **Address**
  - campus, permanent
- **Phone**
- **E-mail**
- **Do not give**
  - age, health
  - marital/family status
  - other personal information irrelevant to job

**Accuracy!!!**

## Education

(Put this first!)

- **Most recent institution first**
- **Full university name and location**
- **Degree you will receive and major**
- **GPA**

### Example:

B.S., Chemical Engineering, Brigham Young University  
 GPA: 3.6 (or ACT: 30)                      expected April, 2017

## Experience

(Put this second)

- **Most recent first**
- **All jobs should be listed**
- **List organization, location, your title, dates**
- **Bullet your key accomplishments**

Recruiter comment (Valero):

- I get suspicious of a person with a 4.0 GPA but no work experience
- I would rather look at a person with a 3.5 GPA and work experience

## Key Accomplishments (Dow)

**Don't just say what the job was...**

**... Say what difference you made!**

### **Three questions:**

1. What did I do?
2. What did I change or impact?
3. What was the value of that change or impact?

## Example 1

### **What did I do?**

good

Responsible for improving performance of reactor

### **What did I change or impact?**

better

Improved batch reactor turnaround time by 3%

### **What was the value of that change or impact?**

best

Created \$250,000 annual savings by improving reactor turnaround time by 3%

## Example 2

### **What did I do?**

Conducted market research on the opportunities for high-heat resistant plastics in medical applications

### **What did I change or impact?**

Identified 10 potential new customers for high-heat resistant plastics in medical applications

### **What was the value of that change or impact?**

Identified \$15 MM of potential new business within the medical market segment for high-heat resistant plastics

## What If I Have No Work Experience in ChE?

### **Build Your Resume!**

- **Try to find some ChE experience**
  - Internships (even at a small company)
  - Research assistant at BYU
  - Clubs  
(AIChE, Biomedical, ChE Car, SPE, etc)
- **Make a difference**



## Activities/Honors

- **Activities**
  - College organizations
  - Extracurricular (sports, music, drama, etc.)
  - Honor societies
  - Professional organizations
- **List leadership positions or committee work**
  - Title, role, and impact
- **Honors**
  - Scholarships
  - Awards
    - Eagle Scout

## Missions

- **Not required, but missing 2 years or 18 months will be questioned**
- **Can include as a work experience or activity**
- **Use to demonstrate skills/traits**
  - Leadership, service, and interpersonal skills

### Example

**Voluntary Representative, The Church of Jesus Christ of Latter-day Saints, Nagoya, Japan 1997-1999**

- Conducted presentations for individuals and groups
- Performed community service activities
- Supervised 10 other volunteers
- Planned and facilitated monthly meetings
- Learned to speak, read, and write Japanese

# Church Service

- **Not required, but can demonstrate leadership qualities**
- **Make your listing intelligible to non-member readers**

- **Examples:**

## President of Men's Religious Organization

- Coordinated service activities of 20 volunteers

## Presidency of Women's Religious Organization

- Coordinated religious and service activities for 20 young women

**Brent Pickett**

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Email: bmp36@email.byu.edu

Local Address: 916 E 700 N, Provo, UT 84606 (801)372-9519

**Education**  
Brigham Young University: Provo, UT  
September – December 1999; January 2002 – Present  
• Major in Chemical Engineering (overall GPA 3.654/4.00)  
• Prospective graduation with a bachelor's degree in April 2005

**Relevant Courses Taken:**

• Thermodynamics	• Energy and Environment
• Heat and Mass Transfer	• Separations
• Chemical Reaction Engineering	• Process Control and Dynamics
• Fluid Mechanics	• Unit Operations
• Organic Chemistry	

**Work Experience**  
Research Assistant (Forest Fires): Brigham Young University Provo, UT  
November 2004 – Present  
• Performed ASTM tests on leave samples  
Teaching Assistant (Fluid Mechanics): Brigham Young University Provo, UT  
August 2004 – December 2004  
• Provided help sessions for students  
• Corrected papers  
Summer Intern: Sandia National Laboratories Livermore, CA  
Summers 2003-2004  
• Compiled and tested new version of the program CHEMKIN  
• Others now more accurately predict species profile with new program  
Maintenance: Century 21 Bushnell Orem, UT  
May – October 2002, February – January 2003  
• Laid ceramic floor tile and painted apartments  
• Solved maintenance problems with a variety of tools

**Service**  
Volunteer Representative: The Church of Jesus Christ of Latter-day Saints  
January 2000 – January 2002  
• Presided over 20 other volunteers in Bilbao, Spain  
• Learned to read, write, and speak Spanish fluently  
• Performed community service activities  
Scouting:  
• Eagle Scout  
• Duty to God Award  
Other Volunteer Work:  
• Speak Spanish weekly with students  
• Sang in a choir for elderly people

**Achievements**  
Leadership:  
• National Honors Society President (High School)  
• Captain of High School Varsity Sports Teams (Baseball and Football)  
• Freshman Class President (High School)

Observation: Format very attractive, but bullet items not very descriptive of contribution

Typo

**Brian S. Clegg**

98 W. 1230 N. #227 84604 Phone: (801) 371-8710 e-mail: [basc@remail.byu.edu](mailto:basc@remail.byu.edu)

EDUCATION	
<b>Brigham Young University</b> (1997 – present)	Provo, UT
Pursuing BS in Chemical Engineering and minor in economics. Graduation scheduled for April 2001. GPA 3.0/4.0.	
<b>University of Utah</b> (1996)	Salt Lake City, UT
Completed freshman year of general education classes.	

WORK EXPERIENCE	
<b>Engelhard Corporation</b> (Summer 2000)	Peskskill, NJ
Process Engineer	
<ul style="list-style-type: none"> <li>Saved \$20,000 on purchase of Surface Area Analyzer by product comparisons and successful negotiations with vendors.</li> <li>Implemented new technology and methods for measuring caloric temperature profiles.</li> <li>Completed lab and plant research to determine and achieve ideal calcining time / temperature conditions.</li> </ul>	
<b>Start-up Yard Care Business</b> (1996 – 2000)	Salt Lake City, UT
Founder	
<ul style="list-style-type: none"> <li>Created client base by forming and implementing marketing plan.</li> <li>Maintained client base and obtained referrals by detailed commitment to customers' needs and punctuality.</li> <li>Streamlined operation to reach goal of \$30.00 per man hour income.</li> </ul>	
<b>Other Work Experience</b> (1993 – 99)	
Teacher at Missionary Training Center, commercial and residential construction, bilingual telephone operator, sprinkler installation and landscaping.	

LEADERSHIP / SERVICE	
<b>BYU Rugby Team</b> (1998 – present)	Provo, UT
Three Year Starter	
<ul style="list-style-type: none"> <li>Team ranked 2<sup>nd</sup> nationally</li> <li>Voted "Most Outstanding Forward" by teammates and coaches.</li> <li>Dedicate 20 hours per week to practice, study, and physical preparation.</li> </ul>	
<b>BYU Men's Service Group</b> (Spring 2000)	Provo, UT
Vice President	
<ul style="list-style-type: none"> <li>Organized and oversaw effort of group members to make monthly visits and ensure well being of approximately 160 other students.</li> <li>Participated in weekly presidency meetings where plans were implemented to reach group goals.</li> <li>Oversaw weekly teaching of group members.</li> </ul>	
<b>FIACG Micro-credit Bank</b> (Summer 1999)	Guatemala City
Volunteer	
<ul style="list-style-type: none"> <li>Met with several village banks to compare success of urban versus rural banks.</li> <li>Spoke with over 100 individual bank members to document various uses of borrowed capital.</li> </ul>	
<b>Student Social Organization</b> (1997 – 98)	Provo, UT
Committee Chair	
<ul style="list-style-type: none"> <li>Organized monthly dances, dinners, and other social events for 170 other students.</li> <li>Headed a 15 member committee and saw that delegated assignments were completed.</li> </ul>	
<b>Guatemala City Central Mission</b> (1993 – '95)	Guatemala City
Volunteer Missionary	
<ul style="list-style-type: none"> <li>Worked as secretary to the president in charge of providing supplies and living accommodations for office and 180 missionaries. Out time spent to fulfill office duties by fifty percent.</li> <li>Supervised and trained over 30 other missionaries in various leadership positions.</li> <li>Dedicated 60 – 70 hours per week to counseling, studying, community service and leadership activities.</li> </ul>	

ADDITIONAL INFORMATION	
<b>Skills</b> – Fluent Spanish. Mathcad and Excel math programs. Familiarity with Fortran programming language. <b>Personal</b> – Involved in competitive athletics. Enjoy the outdoors including sailing, fishing, and backpacking. Interested in economics and international business and development.	

Recruiter comment:  
I loved the content of the bullets, but the format was not attractive

## Conclusions

- **A good resume takes time**
- **Let others read and critique your resume**
- **Three keys:**
  - Well Organized (& pretty)
  - Accurate
  - Meaningful (but brief)

**Turn in Resume by April 9**

## Career Fair

ChE 191  
Fall 2014



## Career Fair Next Week

- **Thursday, Sept. 25, 9 am to 3 pm**
  - Wilkinson Center  
(Ballroom, Garden Court, Food Lounge)
  - Important even for **FRESHMEN**
  - **Don't wait until April to look for a summer job**
    - **Do it now!**
- [Web page](#)



## 1. Have Fun!

- **Dress up**
- **Be patient**
  - Very crowded
- **Make an impression**
  - They have to sift through 150 resumes
  - How can they remember YOU?
    - Unique work experience
      - Fishing boat in Alaska
    - Great personality
    - Persistent in getting face time
- **SMILE!!!**



## 2. Volunteer

- **Career Fair needs student volunteers**
  - Great way to get to know recruiters
  - Too late this year? What about next year?
- **AIChE officer**
  - Great way to get to know recruiters
  - Leadership experience for resume
  - Get to know classmates (future jobs/help)

## 3. Extra Opportunities

- **Info Sessions**
  - Posted on e-recruiting at BYU
  - Posted on ChE AIChE board
  - Emails
- **Workshops**
  - Interviewing
  - Resumes
- **Breakfasts & Dinners**

## What Do the Recruiters Want?

- **New employees that are a good match**
  - Technically competent
  - Good match with company culture
    - Leadership
    - Happy
  - Informed about their company
    - Not impressed if you ask  
“So what does your company do?”
    - Search a little bit about their company

## Your Assignment

- 1. Walk through the Career Fair**
  - See how many recruiters are for ChE
- 2. Talk to at least one recruiter**
  - Hand them your resume
  - Ask for suggestions
    - Resume
    - Job opportunities elsewhere
- 3. Write about the experience**
  - Assignment sheet is on the web page

# Internships & Co-Ops

ChE 191  
Fall 2014



## Definitions

- Internship**

- Short-term employment of a novice in a professional setting
- Summer internship is typically May thru Aug

Fall	Winter	Sp/Su (internship)	Fall	Winter	Sp/Su (internship)
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- Co-Op (Cooperative educational experience)**

- 4 to 6 month industrial experience during academic year
- Delays graduation, but better guarantee of a job
- Pays well (~80% of a full-time engineer salary!)
- Generally 2 or more periods
  - Winter and Fall semesters (Sp/Su at BYU)

Fall	Winter (co-op)	Sp/Su	Fall (co-op)	Winter	Sp/Su
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## Can You (Freshmen) Get an Internship?



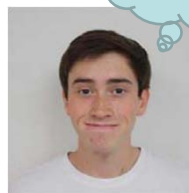
**Yes!**



- May not be super-technical
- Great learning experience
- Great for building resume
- Will help get another internship
- \$\$\$\$

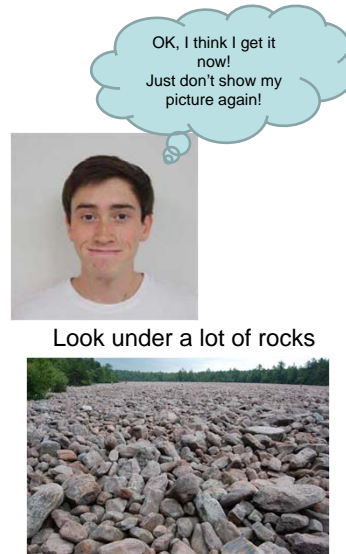
## How to Get an Internship

- **Connections**
- **Connections**
- **Connections**
- **Connections**
- **Personal Contact**



## What Connections Do You Have?

- **Family**
- **Friends**
- **Church Associates**
- **Home Town**
- **School friends**
- **BYU ChE Alumni**



## Hustle and Perseverance

- **Believe in yourself**
- **Be optimistic**
- **Don't limit yourself**
  - Be creative
- **Keep checking back**
  - The squeaky wheel...
- **Don't give up**



# Personal Contact

- **Career Fairs**
  - BYU Bridge ([bridge.byu.edu](http://bridge.byu.edu))
- **Follow letters with phone calls**
  - Let them hear your voice
- **Find a way to visit them**
  - Jenna's story

