

The Resumé Writer's Workbook

CHAPTER 15

The Job Interview

Preparing for the Interview

COMPANY NAME: *SEALICO STEEL*
POSITION: *PROCESS ENGINEER*
DATE OF INTERVIEW: *2/26/01*
TIME OF INTERVIEW: *10:00 AM*
PHONE NUMBER: *555-889-3500*
EMPLOYER'S (INTERVIEWER'S) NAME: *TIA*
ADDRESS: _____

TRAVELING INSTRUCTIONS: *from airport, turn right onto 1st St*

TRAVEL TIME: _____

COMPANY DESCRIPTION (Background): *Industry 46 years in comm*

CHAPTER 15

Using the Internet in Your Job Search

LIST OF
JOB POSTINGS (Metaboards)
www.delmar.com

CHAPTER 17

Your Personal Job Journal

SECONDARY CONTACTS
Think of at least fifteen people from whom you can get their phone numbers or you can get their phone numbers from employers

Name

2nd
EDITION

Stanley Krantman

Worksheets

Internet Job Search

Interviewing

Networking

Skill Assessment

The Cover Letter

EXPERIENCE REQUIRED FOR THE POSITION: *experience under stan*
CONTRIBUTION: *in meeting*
al cutting
radi cal

Technical Skill Areas

Account Management
 Accounting
 Administration
 Administrative Assistant
 Adult Care
 Advertising
 Appraising
 Arc Welding
 Architect
 Artist-Illustrator
 Assembly Line Work
 Audio-Visual
 Auditing
 Automotive
 Banking
 Barber
 Bookkeeping
 Brokers
 Building Maintenance
 Business Management
 Buyer
 Capital Development
 Career Development
 Carpenter
 Cash Flow Management
 Cashier-Checkout
 Chemistry
 Child Care
 Clergy
 Clerk
 Communications
 Community Relations
 Computer Sciences
 Conservationist
 Construction-Labor
 Consulting
 Consumer Affairs
 Corporate Executive
 Cost Analysis
 Counseling
 Curriculum Development
 Customer Relations
 Data Processing
 Delivery
 Department Manager
 Designing
 Development
 Dietician
 Drafting
 Drama
 Driving
 Editor/Editing
 Education
 Electronics

Employee Relations
 Engineering
 Equipment Maintenance
 Farm Work
 Fashion/Clothing
 Field Research
 Filing
 Film and Video
 Finance
 Fitness Consultant
 Flight Attendant
 Food Preparation
 Food Services
 Foreign Languages
 Forklifting
 Franchise Management
 Gardening
 Geology
 Government Service
 Graphic Design
 Groundskeeping
 Health Sciences
 Hotel Management
 Housekeeping
 Import/Export
 Insurance
 Interior Designer
 International Business
 Interviewing
 Inventory Control
 Jeweler
 Journalism
 Laboratory Technician
 Legal Services
 Loading-Unloading
 Loans
 Machine Operation
 Mail Clerk
 Make-up, Cosmetology
 Management
 Market Research
 Marketing
 Mathematician
 Medical Services
 Military
 Modeling
 Municipal Work
 Music
 Nurse
 Office Management
 Performing Arts
 Pharmaceutical
 Photographer
 Physical Therapist

Physicist
 Plumber
 Police and Security
 Printing
 Product Development
 Product Management
 Proofreading
 Psychologist
 Public Relations
 Publishing
 Purchasing
 Quality Control
 Radio
 Real Estate
 Receptionist
 Recruiting
 Recycling
 Remodeling
 Repairing
 Reporting
 Research and Development
 Retail Sales
 Robotics
 Sales Representative
 Secretarial
 Securities
 Security Guard
 Social Worker
 Special Education
 Speech Pathologist
 Sports
 Statistics
 Supervisor
 Switchboard
 Systems Analysis
 Teacher
 Telecommunications
 Therapy
 Trade Shows
 Training
 Transportation
 Travel Agent
 Truck Driver
 Veterinarian
 Visual Arts
 Volunteer Services
 Waiter/Waitress
 Warehouse Work
 Waste Disposal
 Word Processing
 Writer
 Other: _____

Major Skill Areas Specific Tasks

Management Skills

Administrative
Analyzing performance
Coordinating programs
Delegating responsibility
Evaluating performance
Executing programs
Improving techniques
Increasing sales
Monitoring people
Monitoring tasks
Motivating people
Organizing people and tasks
Planning
Prioritizing
Recruiting and hiring
Reorganizing
Restructuring
Reviewing
Scheduling
Supervising

Communication Skills

Addressing the public
Advising people
Arbitrating
Arranging functions
Coaching
Correspondence
Counseling
Directing people and tasks
Editing
Entertaining people
Fundraising
Handling complaints
Instructing
Lecturing
Meeting the public
Moderating
Negotiating
Persuading
Promoting events
Publicizing products
Public Relations
Recruiting
Running meetings
Selling
Setting up demonstrations
Teaching
Translating
Writing press releases

Research Skills

Analyzing
Calculating
Clarifying
Compiling statistics
Evaluating programs
Indexing
Organizing programs
Organizing data
Summarizing
Systematizing

Financial Skills

Appraising
Auditing financial records
Balancing
Billing (A/P, A/R)
Bookkeeping
Budget management
Calculating
Computing
Forecasting trends
Invoicing
Payroll
Projecting future growth
Purchasing
Raising funds
Tax preparation

Creative Skills

Conceptualizing
Creating new ideas
Creating new products
Creating new techniques
Designing
Developing
Establishing
Founding
Illustrating
Implementing
Integrating
Introducing
Inventing
Originating
Performing
Planning
Revitalizing

clerical Skills

Arranging functions
Billing
Calculating
Cataloguing and Filing
Compiling information
Computer skills
Coordinating itinerary
Correspondence
Dictation
Dispatching
Editing reports/letters
Generating information
Monitoring
Organizing office and tasks
Prioritizing
Reading materials
Report writing
Scheduling appointments
Systematizing information
Typing

Computer Skills

Creating new software
Data Entry
Designing new systems
Knowledge of programs:
 Accounting Programs
 Databases
 Languages (C, Java, etc.)
 Spreadsheets
 Word Processing
Maintaining computers
Operating systems
Programming
Repairing systems

Other Skills

Marketable Personality Traits

Task-Oriented Skills

Accurate
 Adaptable
 Ambitious
 Analytical
 Artistic talent
 Awareness (i.e., of market trends)
 Capable
 Clear-thinker
 Commitment to growth
 Competent
 Conscientious
 Cooperative
 Creative
 Dedicated
 Dependable
 Eager
 Efficient
 Energetic
 Enterprising
 Eye for detail
 Farsighted
 Flexible
 Gets things done right the first time
 Goal directed
 Good judgment
 Hard worker
 High achiever
 High energy
 Highly motivated
 Honest
 Imaginative
 Independent
 Industrious
 Innovative
 Leadership ability
 Loves a challenge
 Loyal
 Manages time efficiently
 Methodical
 Meticulous
 Motivated
 Optimistic
 Orderly
 Organized
 Perfectionist
 Persistent

Problem solver
 Productive
 Punctual
 Quick learner
 Realistic
 Reliable
 Resourceful
 Risk taker
 Self-motivated
 Sense of humor
 Sensitive
 Serious
 Shrewd
 Sincere
 Team player
 Through
 Trustworthy
 Verbal
 Versatility
 Visionary
 Works well under pressure

People-Oriented Skills

Ability to motivate others
 Congenial
 Cooperative
 Courteous
 Diplomatic
 Eloquent
 Excellent communication skills
 Friendly
 Generous
 Gets along well with others
 Good listener
 Helpful
 Leadership qualities
 Optimistic
 Outgoing
 Patience
 Sense of humor
 Sensible
 Supportive
 Sympathetic
 Team worker
 Tolerant of others
 Understanding

SKILL INVENTORY PRACTICE WORKSHEET

Technical Skills:

1. _____
2. _____
3. _____
4. _____

Major Skill Areas:

Specific Skills:

- | | |
|----------|----------|
| 1. _____ | A. _____ |
| | B. _____ |
| | C. _____ |
| 2. _____ | A. _____ |
| | B. _____ |
| | C. _____ |
| 3. _____ | A. _____ |
| | B. _____ |
| | C. _____ |

Personality Traits:

1. _____
2. _____
3. _____

EXAMPLE 1: Most Common Layout

This has become the most common layout, and you won't go wrong with it.

JUAN ORTEGA
 1124 Bakery Avenue
 Bakersville, NC 90000
 (555) 876-7876
 juano@aol.com

EXAMPLE 2: Another Popular Layout

Arranging your name on the far right has a definite advantage. When an employer flips through a stack of resumes, yours will stand out. Because of this, some experts prefer this layout.

JUAN ORTEGA
 1124 Bakery Avenue
 Bakersville, NC 90000
 (555) 876-7876
 juano@aol.com

EXAMPLE 3: A Variation of the Previous Layout

This layout is pleasing to the eye only if *all* of your resume headings are left justified.

JUAN ORTEGA
 1124 Bakery Avenue
 Bakersville, NC 90000
 (555) 876-7876
 juano@aol.com

EXAMPLE 4: Another Variation

This is a nice layout if you want to put emphasis on your phone number. And it is especially effective if you are listing more than one number.

JUAN ORTEGA
 1124 Bakery Avenue
 Bakersville, NC 90000

Day Phone: (555) 876-7876
 Home Phone: (555) 887-9087
 juano@aol.com

EXAMPLE 5: A Contemporary Layout

JUAN ORTEGA
1124 Bakery Avenue • Bakersville, NC 90000 • (555) 876-7876
Web site: umo.edu/juan12.html

EXAMPLE 6: Another Variation

This format is an excellent choice. It highlights your name, and because it is so different, your rest immediately stands out from the others. It also makes for a very professional-looking letterhead

JUAN ORTEGA

1124 Bakery Avenue
Bakersville, NC 90000
(555) 876-7876
juano@aol.com

Worksheet Instructions

Enter your Contact Information as you want it to appear on your resume.

Study the examples on the preceding pages. Choose one. Arrange your information according to that layout.

Use a font that stands out, such as Times Roman, Bookman, Palatino, or any other serif font. (The serif fonts are easier to read than "sans-serif" such as Helvetica.)

For effect, use bold or italic fonts, or even all caps. You may also change the point size of a font to highlight your name. For example, you may want your name in 16-point type and boldface, and the rest of the contact information in 12-point type. This way, your name stands out.

When you have finished, check and double check:

- ⊙ Address and zip code are correct
- ⊙ Area code is listed with the phone number
- ⊙ Day phone and home phone are both listed if needed

Contact Information

WORKSHEET

Contact Information:

Resume Style Guidelines:

Name should be:

- All caps
- Boldface
- Italics
- Centered
- Right aligned
- Left aligned
- Point size _____

Address should be:

- All caps
- Boldface
- Italics
- Centered
- Right aligned
- Left aligned
- Point size _____

Phone Number should be:

- All caps
- Boldface
- Italics
- Centered
- Right aligned
- Left aligned
- Point size _____

Other Instructions:

- E-mail address
- Hyperlink to Web site

CAREER OBJECTIVE PRACTICE WORKSHEET

1. JOB TITLE: _____

2. MAJOR SKILL AREAS IMPORTANT FOR THE JOB:

1. _____

2. _____

SPECIFIC TASKS/ACCOMPLISHMENTS NEEDED FOR THE JOB:

1. _____

2. _____

NUMBER OF YEARS EXPERIENCE IN DESIRED FIELD: _____

(Add this *only* if you have an impressive number of years experience.)

3. MOST IMPORTANT PERSONALITY TRAIT NEEDED FOR THE JOB:

4. CHECK THE MAIN BENEFIT(S) YOU WILL BRING TO THE JOB:

Increase sales

Improve system performance

Increase market share

Improve employee work performance

Improve efficiency

Promote good customer relations

Develop new products

Create new programs

Attract new clients

OTHER: _____

(continued)

CAREER OBJECTIVE PRACTICE WORKSHEET *(continued)*

5. PUTTING IT ALL TOGETHER

Transfer your information from the previous page to the chart below:

_____ (job title)

where my _____ (skill #1 or years experience)

_____ (skill #2)

_____ (personality trait—if applicable)

will result in _____ (benefit)

Worksheet Instructions

Compare the objective you wrote with the example at the bottom of page 24 and the previous example of the pharmacist on page 23.

Make whatever changes you need so that your objective flows smoothly.

Copy the final version of your objective on the worksheet page that follows.

Remember: write it *exactly* as you want it to appear on your resume.

RESUME STYLE GUIDELINES

Your job title should stand out. To do this use either caps, italics, boldface, underlining, or a combination. The choice is yours.

Instruct the typist how you want your job title printed.



EVEN IF YOUR RESUME DOES NOT WARRANT A LENGTHY OBJECTIVE, DO NOT OMIT IT ALTOGETHER. AT THE VERY LEAST, LIST THE JOB TITLE OF THE POSITION YOU ARE SEEKING (LIKE THE EXAMPLE OF THE PHARMACIST).

REMEMBER: AN EFFECTIVE OBJECTIVE, ONE THAT MENTIONS SKILLS AND BENEFITS, WILL BE TAKEN THE MOST SERIOUSLY.

Summary of Qualifications

WORKSHEET

Summary of Qualifications:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Resume Style Guidelines:

Each statement should be highlighted with a bullet: • ✓ Other: _____

Action Verbs—Categorized by Skill Areas

Creativity

authored
conceived
created
designed
developed
devised
directed
enhanced
established
formulated
illustrated
improved
initiated
introduced
invented
launched
marketed
originated
planned
prepared
produced
proposed
set up
structured
wrote

Planning and Research

arranged
automated
budgeted
calculated
catalogued
classified
collected
compared
compiled
completed
computed
critiqued
decreased
diagnosed
dispatched
distributed
evaluated
examined
executed
generated
identified
implemented

inspected
interpreted
interviewed
investigated
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
reviewed
scheduled
screened
summarized
surveyed
systematized
tabulated
validated
verified

Human Resources

advised
assessed
assisted
clarified
coached
collaborated
consulted
counseled
diagnosed
educated
employed
grouped
guided
handled
hired
integrated
mediated
monitored
motivated
negotiated
recruited
represented
sponsored
strengthened
trained

Management and Leadership

administered
analyzed
assigned
attained
authorized
chaired
consolidated
contracted
controlled
coordinated
delegated
developed
directed
evaluated
enacted
established
exceeded
executed
expanded
guided
headed
implemented
improved
incorporated
increased
initiated
instituted
investigated
launched
led
maintained
managed
mediated
negotiated
organized
oversaw
performed
planned
prioritized
produced
proposed
recommended
reduced
repositioned
retained
reviewed
revised
scheduled
sorted
strengthened
supervised

Technical

assembled
built
calculated
computed
designed
engineered
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Finance

allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
forecasted
managed
marketed
planned
projected
tabulated

Speaking

advised
clarified
coached
communicated
encouraged
evaluated
explained
guided
influenced
informed
instructed
lectured
persuaded
stimulated
trained

Communication

addressed
arbitrated
arranged
authored
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
interviewed
lectured
moderated
negotiated
participated
persuaded
presented
presided
promoted
publicized
recruited
represented
sold
spoke
translated
wrote

Success Words

accomplished
awarded
corrected
diverted
eliminated
expanded
generated
identified
improved
masterminded
pioneered
rectified
single-handedly
solved
strengthened
surpassed
turned around
was promoted to
was responsible for

Professional Experience
Chronological

WORKSHEET

BE SURE TO FILL OUT BOTH SIDES OF THIS SHEET.

Professional Experience:

JOB TITLE—MOST RECENT JOB:

DATE EMPLOYMENT BEGAN (Month, Year):

DATE TERMINATED (or "to Present"):

_____, 20____

NAME OF EMPLOYER/COMPANY/ORGANIZATION AND DEPARTMENT (if company is large):

EMPLOYER'S ADDRESS (City, State):

DESCRIPTION OF THE COMPANY OR DEPARTMENT (if the company is not well-known):

(continued)

Professional Experience
Chronological

WORKSHEET
(continued)

DUTIES AND RESPONSIBILITIES:

List three or four of your daily tasks and duties.

(Begin with the catch phrase: "Responsible for/Responsibilities included/Duties included." Bullet [•] each "duty" for emphasis.)

ACCOMPLISHMENTS OR MAJOR SKILLS—List four or five. Set them off with bullets:

EDUCATION PRACTICE WORKSHEET

IF YOU HAVE A COLLEGE EDUCATION

WHAT IS THE HIGHEST DEGREE YOU RECEIVED OR ARE PRESENTLY WORKING ON? _____

WHAT YEAR DID YOU GRADUATE? _____

WHAT COLLEGE OR UNIVERSITY IS YOUR DEGREE FROM?

Name: _____

City: _____ State: _____

YOUR MAJOR (if relevant to your objective): _____

YOUR MINOR (if relevant to your objective): _____

WHAT SPECIAL COURSE STUDY OR PROJECTS WOULD INTEREST YOUR EMPLOYER?

1. _____

2. _____

3. _____

WHAT SPECIAL HONORS/ACHIEVEMENTS/SCHOLARSHIPS DID YOU RECEIVE?

1. _____

2. _____

3. _____

4. _____

THESIS OR PUBLICATIONS:

1. _____

2. _____

WHAT OTHER DEGREES HAVE YOU RECEIVED? _____

FROM WHICH COLLEGE DID YOU RECEIVE THAT DEGREE?

Name: _____

City: _____ State: _____

YOUR MAJOR (if relevant to your objective): _____

Additional Qualifications

The end of your resume is a good place to highlight additional impressive qualifications and credentials you could not fit elsewhere into your resume.

Additional qualifications can include:

- ⊙ Honors and awards
- ⊙ Publications
- ⊙ Membership in professional organizations
- ⊙ Licenses and accreditations
- ⊙ Foreign languages
- ⊙ Computer skills
- ⊙ Special skills
- ⊙ Civic involvement
- ⊙ Military record
- ⊙ Hobbies, if relevant to your job objective

CRUCIAL INFORMATION THAT BELONGS IN YOUR RESUME

You can use a single catchall heading such as: **ADDITIONAL QUALIFICATIONS**, and beneath it list all awards, honors, professional affiliations, and licenses. See Example 1.

If you would rather emphasize each of these, use a separate heading for each. For example, you could use a heading such as: **LICENSES**, and under it list the various licenses you've received. Below that you could add another heading such as: **PROFESSIONAL AFFILIATIONS**, and list under it all of your pertinent affiliations that would be of interest to an employer. See Example 2.

It is important to choose only those qualifications that are in line with your career objective, or demonstrate your ability to succeed. If you are applying for a job as a banker, you need not mention your membership in a Ham Radio Club. However, that membership would be of interest to an employer if you are seeking a job in radio and communications.

If you have more than one award or membership, you may want to use bullets to draw attention to them. See Example 1.

Additional Qualifications

WORKSHEET

Heading #1: _____

QUALIFICATIONS: _____

Heading #2: _____

QUALIFICATIONS: _____

References

WORKSHEET

1. _____
(name)

_____ (job title)

_____ (company)

_____ (address—street/suite number)

_____ (city, state, zip)

_____ (area code/phone number)

2. _____
(name)

_____ (job title)

_____ (company)

_____ (address—street/suite number)

_____ (city, state, zip)

_____ (area code/phone number)

3. _____
(name)

_____ (job title)

_____ (company)

_____ (address—street/suite number)

_____ (city, state, zip)

_____ (area code/phone number)

will simplify the typist's job. Be sure to indicate to the typist where you want bullets (• type of bullet you prefer (•) or (✓) or (—).

If you are not certain how to format your resume, let the service do the job for you. Most will know from their experience the best way to format your resume.

If you are not sure if the service does a good job, ask to see samples of their work. Or give a copy of one of the sample resumes that follow.

Print at least fifty copies of your resume on a good stock of paper such as one with a linen finish. The best color for a resume is off-white, eggshell, or gray. Ask the printer for sample resume paper and choose one with an executive look.

Before you print your resume, complete the checklist that follows. After you have put your resume together, use this checklist to rate your resume. Remember: If your resume falls short, before you've spent money on printing it.

Also, have someone who doesn't know you very well read your resume. Find out the image you project to a stranger. Is it on the mark? Have you included all the necessary information neatly, precisely, and accurately? If so, you have a solid resume. Also, have a friend proofread your resume. Sometimes another person will be able to find flaws that you overlooked.

RESUME CHECKLIST

- My Contact Information is complete and correct.
- My e-mail address is included.
- My Objective is clearly defined.
- My resume is concise (no longer than two typed pages).
- Irrelevant personal information has been left out.
- I've used action verbs to describe responsibilities and accomplishments.
- I've emphasized employer benefits throughout.
- I've projected myself as a problem solver.
- All major accomplishments have been mentioned.
- I've given concrete examples of my accomplishments (using specific examples, numbers or percentages to back it up).
- I've chosen the proper resume format for my career goal.
- Past employers and job tasks are clear.
- I've chosen an eye-catching layout with margins, indents, and headings that make it easy to read.
- I've used bullets to highlight and emphasize.
- I've chosen a good paper stock, off-white or gray.
- MY RESUME PRESENTS A POSITIVE IMAGE OF ME!
- MY RESUME PROJECTS A PROFESSIONAL IMAGE!

To write and format electronic resumes (e-resumes), see Chapter 13.

EXAMPLE: Skilled Worker with No Formal Education—Chronological Format**MICHAEL THOMPSON**

7988 North Brooks Road
Chicago, IL 90000
(555) 544-0987

OBJECTIVE

DRIVER/TRANSPORTATION MANAGER — where my extensive experience as a professional driver of straight trucks, my ability to train and supervise a driving crew, and my knowledge of warehouse management will be utilized to more efficiently run a transportation operations company.

PROFESSIONAL QUALIFICATIONS

- Outstanding driving record
- Thorough knowledge of the Chicagoland area
- Excellent physical condition—able to load heavy freight and operate lift gate
- Dependable, hard working
- Always maintains good rapport with customers

EXPERIENCE1994 to Present

Chicago Metro Delivery Service, Inc., Chicago, IL
DRIVER

Freight transportation in Chicago and surrounding environs

Supervised crew of five

Completed all invoices and standard order forms

1990 to 1994

Sugarette Delivery, Chicago, IL

DRIVER

Transporting materials throughout Illinois

Responsible for inventory control

1987 to 1990

Metro-plex, Inc., Willmette, IL

ASSEMBLER

Assembly line — automotive vehicles

Repair Work

LICENSES & CERTIFICATES

- Class 2 License
- D.O.T. License

REFERENCES

Excellent references available upon request

EXAMPLE: Recent Graduate—Chronological Format**MARIA HERNANDEZ**

Route 343
 Nashville, TN 90000
 (555) 989-8765
 mhernand@juno.com

CAREER OBJECTIVE

Psychological Counselor for group or individual counseling in a hospital or rehabilitation center where my counseling experience combined with my sensitivity towards patients will result in superior handling of patients' needs.

EDUCATION

B.A. Psychology, 1999 — University of Missouri, St. Louis, MO

- Emphasis on:
 - Clinical Problems in Childhood
 - Adolescent Psychology
 - Abnormal Psychology
 - Industrial and Organizational Psychology
- GPA 3.5/4.0 in major
- Dean's List — all four years
- Tuition paid via part-time employment, including working as a Psychological Counselor

PROFESSIONAL EXPERIENCE

- | | |
|------------------------------|---|
| Jan. 1999
to Present | VICTIMS SERVICE COUNCIL, Clayton, MO

<i>Phone Counselor</i> <ul style="list-style-type: none"> • Provided victims of crime with moral support via outreach phone calls • Assisted victims with food, medical, and counseling referrals |
| June 1997
to
June 1998 | CAMP WYATT, Springfield, IL
Camp for Underprivileged/Emotionally Disturbed Youths

<i>Unit Director</i> (Summer '98) <ul style="list-style-type: none"> • Promoted from Counselor to Unit Director • Trained and evaluated fifteen counselors • Designed and conducted workshops for counselors on camp procedures
<i>Counselor</i> (Summer '97) <ul style="list-style-type: none"> • Worked with six- and seven-year-olds who required special attention in building social skills/self-esteem • Worked with senior citizens |

FOREIGN LANGUAGES

Fluent in Spanish — reading and writing

EXAMPLE: Chronological Format—Functional Employment History**KISHA DANIELS**

9898 West 54th St.
Rockford, IL 90000

Home: 555/990-0988 • Work: 555/997-0900 • kdaniels@aol.com

CAREER OBJECTIVE

Metallurgical Engineer in the capacity of **Production Supervisor**—where my extensive knowledge of alloys, trouble-shooting ability, and top managerial skills will increase productivity and lower costs.

SUMMARY OF QUALIFICATIONS

- Investigated and solved "stain" problem that Coral, Inc. (company's largest account) experienced with an alloy. My cost-efficient solution kept Coral a satisfied customer.
- Identified and solved serious "clogging" problem on a Wertli Casting machine, ultimately improving the output of the machine.
- Designed new technique of thin strip casting that reduced waste and cut production costs by more than 25%.

EMPLOYMENT HISTORY

Metallurgical Engineer / Production Supervisor 1991–Present
COBB INDUSTRIES — Rockford, IL

RESEARCH AND DEVELOPMENT

- Assisted Mineral Research Group in testing new materials
- Conducted experiments to establish new products

MANAGEMENT

- Supervised and guided staff of five engineers
- Prepared project costs and time estimates
- Determined equipment and raw materials modifications by maintaining close contact with representatives of equipment suppliers *reducing operating costs by 12%*

PRODUCTION / TROUBLE-SHOOTING

- Designed and implemented cost-saving D.C. Casting technique—still in use today
- Solved major stain problem for preferred customer, Coral
- Identified and solved serious mineral clogging problem on Wertli Casting machine

EDUCATION

Masters of Science — Metallurgy, 1990
University of Michigan, Detroit, MI

Associate Degree — Mining Technology
Haileybury School of Mines — Ontario, Canada
Areas of Study: Surveying and Extractive Metallurgy

SEMINARS & WORKSHOPS

- *Management by Objectives* — two-week workshop by Jake Peters, Ph.D., 1994
- *Finance for Nonfinancial Managers* — two-day course, 1996