

# Resume and Job Search for the EHS Intern and Graduate

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**Semi-Retired Professional**

# WHO IS THOMAS BLANK?

Certified Industrial Hygienist (1985)

Certified Safety Professional (1986)

Fellow of the American Industrial Hygiene Association

## Job History

Combustion Toxicologist – University of Utah, Flammability Research Center

Inhalation Toxicologist – Monsanto Company

Corporate Industrial Hygienist – Monsanto

Superintendent of Health and Safety (Plant) – Monsanto

EHS Consultant – SE, Technologies, LR Kimball and Associates

Engineering Office Manager – Pennoni Associates

D&D EHS Professional - BWXT

# TOP TEN THINGS TO KNOW!!!!

- ▶ 10 - Know how to network



# TOP TEN THINGS TO KNOW!!!!

## 9 – Who are the key decision makers?

Figure out company or employer politics to find out who you should focus your attention

Do you know someone who can help?



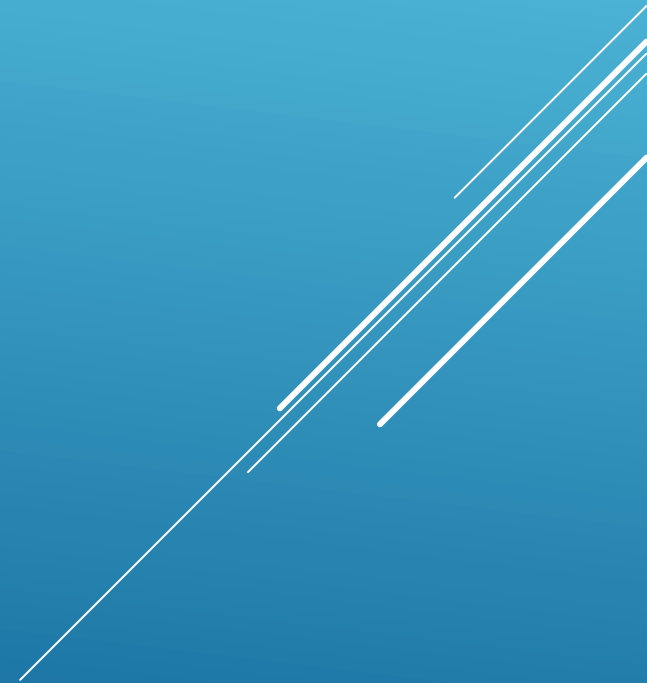
# TOP TEN THINGS TO KNOW!!!!

- ▶ 8 – Don't make unreasonable requests!
  - ▶ Don't ask for a car right out of school
  - ▶ Some things are negotiable, like salary and vacation but know the company. They may have a rigid entry level system.
  - ▶ Use your experience and expertise to get additional perks



# TOP TEN THINGS TO KNOW!!!!

- ▶ 7 – Understand the local economy.
  - ▶ Make sure you can afford to live on the salary offered.
  - ▶ Cost of living has a major impact on the value of the offer.



# TOP TEN THINGS TO KNOW!!!!

- ▶ 6 – Understand the job requirements and what they actually want you to do
  - ▶ Don't waste your time or the time of the hiring manager if the job is not a match



# TOP TEN THINGS TO KNOW!!!!

## 5 – Prepare for the interview

- ▶ Do a mock interview with a friend
- ▶ Prepare talking points
- ▶ Have questions ready
- ▶ What are their expectations





# TOP TEN THINGS TO KNOW!!!!

## 4 – Learn about the Company

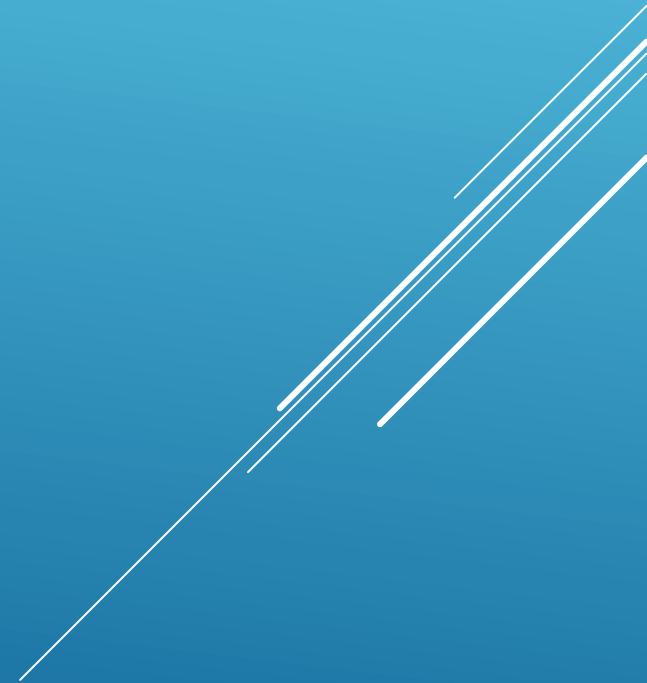
- ▶ Use all of your resources
- ▶ Make connections with people in the company



# TOP TEN THINGS TO KNOW!!!!

3 – You are selling yourself and your abilities

- ▶ Don't be ashamed to toot your own horn
- ▶ However, don't be too self serving



# TOP TEN THINGS TO KNOW!!!!

- ▶ 2 – Don't be late for the interview!!!



# TOP TEN THINGS TO KNOW!!!!

- ▶ 1 – Dress for Success
  - ▶ Find out the dress for the interview
  - ▶ Business casual
  - ▶ Suit



# JOB SEEKER RESOURCES

- ▶ Networking! Join a committee of a local organization, Friend of the Family, Professors, Local Business Meetings
  - ▶ Personal Contact - Former Colleagues, Associates, classmates, etc.
  - ▶ Job Postings - Technical job posting websites (e.g. AIHA CES, ASSP, etc.), Job Boards (InDeed, Monster, EHS Careers, LinkedIn, Kimble, etc.)
  - ▶ Specific Company Job Postings
  - ▶ State Unemployment Systems
  - ▶ Headhunter, Recruiters
  - ▶ Job Fairs
  - ▶ Meeting Announcements
    - ▶ AIHA, ASSP Local Section Meetings
    - ▶ Other Local EHS Meetings
- 

# WHAT IS A RESUME?


- ▶ Your advertising - marketing tool
- ▶ Make it searchable
- ▶ Helps sell you by describing skills and accomplishments that support your job objective
- ▶ Personalize to the employer where possible
- ▶ Tells why you are qualified for this role
- ▶ Answers “Why should I hire you?”
- ▶ To obtain an interview
- ▶ Spell Check everything, have someone else review



# KEY TO YOUR RESUME!!!

- ▶ Include a brief overview of your professional experience in a section called “professional summary”
  - ▶ Delete job goal section
  - ▶ Be concise
  - ▶ Compare to the job posting and use the language of the potential employer
  - ▶ Avoid jargon or language only pertinent to your current job
- ▶ Header/footer with name and page numbers if multiple pages
- ▶ Be sure to include all contact info
  - ▶ Name
  - ▶ Phone number(s)
  - ▶ Email
    - ▶ Professional!
  - ▶ Address
    - ▶ Unless you are not local

# KEY TO YOUR RESUME!!!

- ▶ Use active verbs
    - ▶ Minimize use of pronoun “I”
    - ▶ List items for which you were the leader or had substantial input
    - ▶ Minimize “participated in”, “member of a team”, “reviewed”, etc.
    - ▶ Demonstrate how you participated in the activity
    - ▶ You don’t want to appear to be an observe
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# NOT IN THE RESUME


- ▶ Do not include:
  - ▶ References
    - ▶ wait until requested and notify each of your references in advance of contact
  - ▶ Nonessential personal info
  - ▶ Salary history
    - ▶ wait until requested




# IMPORTANT!!

- ▶ Proofread!
  - ▶ Pay special attention to accuracy of dates of employment
  - ▶ Have at least one other person also proof it
  - ▶ If possible, have a person outside the field review it for flow and continuity. Many first reviews are by a non technical person or search software.
  - ▶ Read it backwards, you will be surprised what you see
- ▶ Do not try to “cram” too much information onto the pages
  - ▶ List pertinent, relevant experience and information

# WHAT A RESUME IS NOT!!

- ▶ A fun form of self expression
  - ▶ A history of your entire life
  - ▶ A document you quickly throw together
  - ▶ Mass mailing
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# PAST & PRESENT EXPERIENCES

- ▶ First time job seekers should include:
    - ▶ All Jobs, related or not
    - ▶ Volunteer positions
    - ▶ Appointments
    - ▶ Internships
  - ▶ Awards
    - ▶ Scholarships
    - ▶ Eagle Scout
- 


# COVER LETTER

- ▶ Always include one!
- ▶ Address to a specific person, if known
- ▶ Consider your cover letter as a brief introduction to you
- ▶ Be focused and concise!
- ▶ Review the Job Description Reiterate specific language from the job posting
- ▶ Hit all of the key elements
- ▶ Summarize your skills


Yes, my dear, it's true,  
you really should  
submit a cover letter  
with your resume even  
if it's not required.




# COVER LETTER

- ▶ Demonstrate you understand the company and culture
  - ▶ Sometimes this is your only shot at a first impression
  - ▶ Paste text in body of email in addition to attachment
  - ▶ Some employers will screen emails in the same fashion as a cover letter or resume
  - ▶ Use the appropriate buzz words from the posting or the potential employer's jargon
  - ▶ Use proper letter format
  - ▶ Use a business appropriate font
  - ▶ Don't add a stationery design to the email or letter
  - ▶ Formal grammar and style
- 


# SKILLS TO EMPHASIZE

- ▶ Teamwork – the ability to work well with others
  - ▶ Flexibility – willingness to take on new and varied projects
  - ▶ Detail-Oriented – being organized, meticulous – can work well without constant supervision
  - ▶ Self-Motivated – self starters
  - ▶ Accomplishments – No matter the size
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# PREPARE FOR THE INTERVIEW

- ▶ Know about the organization and job you are applying for
    - ▶ Apply early
    - ▶ Link your resume & skill set to the specific job
    - ▶ Have an updated resume
    - ▶ Have references ready
    - ▶ Practice, Practice, Practice!
  - ▶ Interviewing managers are trying to determine 3 main things:
    - ▶ Can you do the job?
    - ▶ Are you motivated to do the job?
    - ▶ Will you fit in the organization?
- 




- ▶ Prepare by learning about the company
    - ▶ Review their website thoroughly
    - ▶ Ask others about the company
    - ▶ Find out who is conducting the interview, position in the company and something about them, if possible
      - ▶ LinkedIn, web search, professional organizations
    - ▶ Know what the company does, market competing in, locations, etc.
- 

- ▶ Make a good first impression
  - ▶ Attire
    - ▶ assume business dress unless told otherwise
  - ▶ Fragrance-free
  - ▶ Eye contact
  - ▶ Smile
  - ▶ Firm handshake, but not over firm or arm shaking



# PHONE INTERVIEWS


- ▶ Prepare for phone interviews just like you would for face-to-face
    - ▶ Warning—they are used to screen OUT rather than IN!
    - ▶ Be professional and polite
    - ▶ Be ready at least 5 minutes in advance of the time
    - ▶ They likely have a script and may not understand the job, may be a screener from HR
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# FINAL PREPARATION FOR THE INTERVIEW


- ▶ Arrive early but not too early
- ▶ Find out any specific site requirements for access to the site/building and build in enough time
- ▶ Bring a copy of your resume, references, examples of your work
- ▶ Avoid discussing salary requirements until the right time
- ▶ Be prepared with questions, check the company website
- ▶ Ask others what they know about the company and the job
- ▶ Avoid interviewing for a job you know you would not take



# TELL THEM WHO YOU ARE AND SHOW YOUR WORTH

- ▶ Prepare by creating “stories” to respond to behaviorally-based interview questions
  - ▶ Tell about what you have done in comparison to the job description
  - ▶ Talk about how you reacted in a given situation and how you may have reacted different with experience
  - ▶ Show confidence and maturity
    - ▶ Be confident, but not overly so
- 


# DEMONSTRATE YOUR PREPARATION AND INTEREST

- ▶ Prepare by making a list of questions to ask about the job and company
    - ▶ Do NOT ask salary questions
    - ▶ Confirm organization structure
    - ▶ Ask about others in a group, both peers and experienced level staff
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# HIRING PERSPECTIVES - DOS


- ▶ Understand who is looking for people, hiring manager, locations
  - ▶ Address the company specifically in all correspondence
  - ▶ Prepare correspondence to link to the position description
  - ▶ Research!!!!
  - ▶ Understand the company products or services
  - ▶ Know what job you would like to do
  - ▶ Spell/Grammar check everything
  - ▶ Get it in writing!!
- 

# HIRING PERSPECTIVES – DON'TS

- ▶ Don't send out blanket resumes
  - ▶ One size does not fit all, short and sweet, searchable
  - ▶ Review your skeletons, Facebook, LinkedIn, Twitter, social media
  - ▶ You may only get one chance
  - ▶ Don't be late!!
  - ▶ Tell the truth, they will find out quickly
  - ▶ Don't expect all companies to be the same or looking for the same skill set
  - ▶ Don't forget to talk to your references
- 



# SUMMARY

- ▶ Use every resource available, network, colleagues, professional organizations, etc.
  - ▶ Have a great cover letter
  - ▶ Prepare a specific resume, searchable to the job description
  - ▶ Prepare for the interview
    - ▶ Do a mock interview with a friend
    - ▶ Prepare questions, anticipate questions
  - ▶ Don't be late
  - ▶ Thank the interviewer
  - ▶ Send a follow up letter, email, note, etc.
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# QUESTIONS