

ENGINEERS
AUSTRALIA

CAREER DEVELOPMENT GUIDE

CAREER PLANNING

It's NEVER too early to get started with your career development plan. By following a goal-driven plan you will be well placed to develop your knowledge and skills.

Are you ready to move ahead?

CONTENTS

Introduction	3
What is career path planning?	3
Career analysis – individual assessment	5
STEP 1 Assessment	6
STEP 2 Researching your career prospects	8
STEP 3 Decision-making and planning	18
STEP 4 Making your decision	19
STEP 5 Reviewing	20
STEP 6 Evaluation	21
Checklist for transitioning into your new role	22
Tools and resources	22
Career planning – it's up to you	23
Career log	26
Engineering skills matrix	27
Sample resumes	29
Option 1 Chronological resume	29
Option 2 Functional resume	30
Option 3 Student resume	32
Sample cover letter	34
Networking over summer – it doesn't need to be painful!	35

Your experience journey

Year 1	Years 2 – 4	Years 5 – 10	Years 10 – 15	15 years +
<ul style="list-style-type: none"> • Start career planning • New grad positions become available • You are on a STEEP learning curve • On the journey to find the right fit for you • You start to identify needs for your skills and experience • Continue to develop good learning habits • You take control of your career • Start a journal practice (info available in the Professional Development Program resources) • Record your Continuous Professional Development including “on the job training” • Observe good operators and tailor their actions to suit your own style • Seek out client feedback • Start networking 	<p>GET YOUR CHARTERED STARTED</p> <ul style="list-style-type: none"> • Start to develop preferred area of practice • Seek out and document new experiences • Continue to build your skills and knowledge • Adopt good learning habits to assist you in becoming more organised • Continue to network, including with clients • Maintain a journal of your new knowledge and experiences • Get a mentor • Submit draft Engineering Competency Claim(ECC) • Seek out rotation opportunities to develop your skills and experiences • Volunteer for more complex engineering tasks • Record your CPD • Develop an action plan 	<p>COMPLETE CHARTERED JOURNEY</p> <ul style="list-style-type: none"> • You may have completed your Chartered journey ... now what? Develop your management and leadership skills and knowledge • You may start to become a technical expert • Gain an understanding of what is expected at this level • Attend CPD events and update your CPD record • Form a peer network • Become a mentor • Reflect on your learning • Give back to your profession and become a Chartered Interviewer 	<p>You are now a Senior Engineer</p> <ul style="list-style-type: none"> • You are most likely managing staff • Explore interesting options to keep yourself motivated • Give back to your profession and become a panellist • Support EA programs • Attend CPD events • Become a mentor 	<p>You now have a Senior Management role</p> <ul style="list-style-type: none"> • You may be a technical expert • Give back to your profession • Start your stage 3 journey and become EngExec • Apply your engineering expertise to good management



Introduction

This document is for engineers at all stages of their career including students, graduates and experienced engineers who may be looking for a change.

“ENGINEERS AUSTRALIA IS YOUR HOME FOR LIFE”

For students it will assist you to:

- ▶ help plan your career path
- ▶ provide valuable resources
- ▶ help you start your curriculum vitae (CV)

For graduated engineers it will assist you to:

- ▶ achieve Chartered status and registration on the appropriate National Register
- ▶ plan the next steps in your career

For Chartered engineers it will help you to:

- ▶ plan the next steps in your career
- ▶ keep your CV up to date
- ▶ record your continuing professional development (CPD) to meet ongoing requirements of your Chartered status and registration on the appropriate national register
- ▶ provide practical advice to young engineers about their careers

No matter what stage you are at in your career, you can always benefit from thinking about your past experience and training to help decide where you are heading.

What is career path planning?

Career path planning is a process where an individual consciously decides to take control of their career and its direction. Most people spend a considerable amount of time at work and commuting, so they need to ensure they are satisfied, have a sense of fulfilment, are engaged during work hours and enjoy what they do.

Benefits of career path planning are:

- ▶ fast-track your career
- ▶ greater job satisfaction
- ▶ greater sense of belonging
- ▶ increased self-confidence

By working through this career development guide, you will be able to explore your current values, interests and skills to gain a better understanding of yourself.

Researching your career options lets you explore what's important to you in both your professional and personal life.

By understanding what motivates you, you gain valuable insight into yourself as well as your career expectations and personal needs.

Decision-making is made easier when you investigate what is important to you. You are more likely to set realistic goals and develop a basis to review your progress.



Career analysis – individual assessment

There are key steps in managing a review of your career and establishing career steps. This assessment is designed to assist you in discovering your skills, aptitude and talents. It will help identify your strengths and areas in need of development.

Work your way through these steps:

STEP 1 INDIVIDUAL ASSESSMENT

This is a vital step in your career development. It allows you to:

- ▶ review your current values
- ▶ understand your skills and interests
- ▶ get to know yourself better
- ▶ explore your development needs
- ▶ think about what keeps you satisfied at work and where you would prefer to work

STEP 2 RESEARCHING OPTIONS

- ▶ identify your career options
- ▶ research these options
- ▶ take a reality test

STEP 3 DECISION-MAKING AND PLANNING

- ▶ decision-making tools
- ▶ support options
- ▶ prepare a great CV/resume

STEP 4 REVIEWING

- ▶ check your progress towards achieving your goals and expectations
- ▶ acknowledge your achievements and learning

STEP 5 EVALUATIONS

- ▶ maintain a record of your learning and development achievements

Step 1 Assessment

Self-assessment is the vital step in career planning. It allows you to explore your current values, interests, and skills and allows you to get to know yourself better.

First, explore what is motivating you to undertake your career development:

- Work/life balance
- Time for a career move and explore opportunities
- Feedback from your employer and mentor have prompted a review of your skills
- The need for career goals
- You have gained new skills and experiences and want to take them further
- You are bored with your current job

Others:

The following questions have been designed to encourage you to think critically about your current career circumstances. Your answers will help you decide which considerations are important when you are evaluating your next career step.

CURRENT SITUATION:

In terms of your overall career, the main opportunities for development in your current role are:

The rewarding aspects of your current role are:

The least rewarding aspects of your current role are:



The new skills, experiences and behaviours you have gained include:

LEARNING FROM EXPERIENCE:

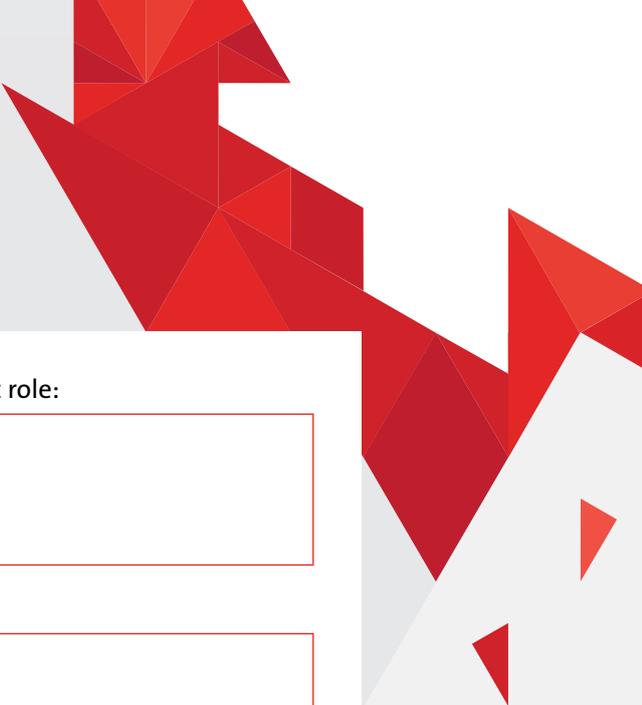
What competencies would you like to develop (relate them to the Engineers Australia stage 2 and 3 competencies) which you need to become chartered or for your future career needs:

What job tasks do you find satisfying, and why?

Over the past year you have developed and applied the following skills and experiences:

What other opportunities could you explore to enhance or change your current role? Have you asked for feedback? Who else could you ask for feedback?

What are three actions you can take to implement the above opportunities?



Outline the achievements you have accomplished in your current role:

Why are these achievements important to you?

Looking toward your next career move, you need to focus on the following areas of your performance and experience:

STEP 2 Researching your career prospects

To maintain your professional currency as an Engineer, it will be important to develop the habit of staying well-informed about current engineering practice, business and technology developments. You will also be on a life journey and, as aspects of your personal life change, you may be in a position to review your career options from time to time.

Things you may consider:

- ▶ Do you want a new career?
- ▶ Should you explore other business opportunities?
- ▶ Are you in the industry you should be?

By undertaking research you can explore the options available to you. This helps you to plan your professional development needs, explore new options and to remain current professionally.

Work your way through step 2 to gather more information about yourself as well as your needs and expectations. Remember, networking can be a great place to start. By talking with other engineers in different industries you can start to gather data and information.

JOB MOTIVATORS ASSESSMENT

There are a number of aspects that give us job satisfaction. The nature of the work itself is very important.

Think about the things that are important to you at this point in your career and your life. Select items that are VERY important. This will give you food for thought as you begin to plan your next steps.

	Very important	Important	Unimportant
Respect from others			
A variety of tasks			
Having authority			
Control over how you work			
Creative work			
Undertaking team projects			
Management/supervision of others			
Clearly structured work tasks			
Customer/client contact			
Opportunities to learn			
Opportunities to influence others			
Predictable nature of work			
New role			
Team environment			
Working alone			
Working with people who share your ideals			
Air-conditioning, modern office			
High dress standard			

	Very important	Important	Unimportant
Getting ahead through more senior responsibilities			
Prestige, status			
Large employer (more than 500 staff)			
Medium employer (40 – 500 staff)			
Small employer (2 – 40 staff)			
Extensive employment benefits			
To feel secure			
Fast-paced environment			
Quiet environment			
Performance-based pay			
Values match			
Short commuting time			
Flexible work hours			
Business travel			
Control over when you work			
Work-friendly policies			
Full-time work			
Part-time work			
Contracting			
Job-sharing arrangements			
Temporary employment			
Monday to Friday (8.30am-5.00pm)			
Evening or shift employment			



CAREER SATISFACTION RATING

What constitutes career satisfaction differs from one person to the next. Rate your satisfaction for the following items:

	Very satisfied	Moderately satisfied	Satisfied	Neither satisfied or dissatisfied	Dissatisfied
Content of your current position					
Learning opportunities					
Colleagues at work					
Relationship with current manager					
Visibility to others of your contributions					
Remuneration fairness					
Contribution to your career sustainability					
Sense of achievement					
Communication					
Work/life balance					
Feedback on performance					
Work environment					
Decision-making accountability					
Organisational values					
Innovative thinking					

Read over your responses to the questions.

PROMPTING QUESTION

What would substantially increase your satisfaction in your current position and how can you personally take responsibility for increasing your current job satisfaction levels?

REFLECTING ON ACHIEVEMENTS

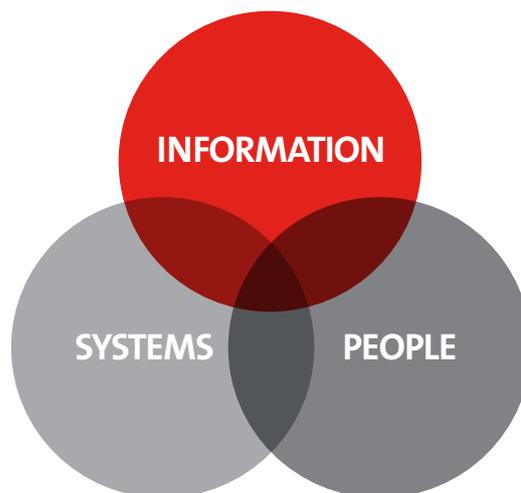
WHY UNDERTAKE REFLECTION?

Reflecting on what you have achieved and learned on your professional journey allows you to understand your strengths and weaknesses, to celebrate your successes, and to grow both professionally and personally.

WHAT WOULD YOU EXPECT TO GET OUT OF THIS?

As part of your overall assessment of your career journey, you will come away with valuable insights into what makes you who you are. Undertaking the values assessment, you will identify what is important to you. By examining the types of work you are interested in, you gain insight into what type of work you need to focus on. It also provides an opportunity to identify the areas you need to build on.

Reflective practice forms part of the Stage 2 competencies and is an important skill to master. By developing skills in your professional practice you will also be able to utilise the skills in your personal life.



INFORMATION

Reflect on what *information* you have produced. This could be in the form of reports, analysis, studies, writing or reviewing of operating procedures etc. Think about what you have achieved or what you need to develop.

PEOPLE

Every position involves working with *people*. This includes building effective relationships, engaging key stakeholders or people in the community, presentations, and influencing others or outcomes.

Reflect on what you have done involving people, which has produced effective outcomes:

Reflect on system improvements you have initiated, designed, operated, constructed, evaluated, and recommended:

What themes are evident as you look over your achievements?

Which achievement are you most proud of?

Identify an activity you do not enjoy or do well which would be wise to avoid in any next career move:

Continuing your professional development

Receiving support for your next career move is more likely if you are able to demonstrate what personal and career development you are currently undertaking.

Consider what changes are likely to affect your current position during the next 6, 12 or 18 months? What are they?

What new knowledge have you identified which will be useful to acquire over the coming 6 to 12 months? What are your learning options? (Check out <http://www.eeaust.com.au/professional-development-courses-category.html> for available courses, webinars, reading materials and other options).

TYPE OF CPD OR PROFESSIONAL DEVELOPMENT TO CONSIDER

- ▶ Formal postgraduate study leading to an award or individual tertiary course units
- ▶ Allocation to special projects
- ▶ Presentation at conferences
- ▶ Attending a conference
- ▶ On the job learning
- ▶ Action learning
- ▶ Career clubs – reviewing professional material
- ▶ Coaching
- ▶ Job rotations or placing people outside their area of specialisation
- ▶ Mentoring
- ▶ Online learning programs
- ▶ Secondments – internal and external
- ▶ Self-monitoring (against agreed learning outcomes)
- ▶ Work shadowing (e.g. observing an experienced colleague)

What is CPD?

Continuing professional development (CPD) is any structured or unstructured learning opportunity that helps an individual expand their knowledge. It helps maintain up-to-date technical skills and knowledge of processes, technology and legislation. It also enables you to attain and maintain your Chartered status.

ENGINEERS AUSTRALIA CPD REQUIREMENTS

CPD activities are to extend or update a practitioner's knowledge, skill or judgement in their area or areas of practice and enable them to:

- ▶ maintain technical competence
- ▶ retain and enhance their effectiveness in the work place
- ▶ help, influence and lead others by example
- ▶ successfully deal with changes in their career and better serve the community

A practitioner's CPD records must document a minimum of 150 hours of structured CPD over the past three-years. For a definition of what constitutes structured CPD please refer the link below.

FURTHER INFORMATION:

<http://www.engineersaustralia.org.au/professional-development/continuing-professional-development>

LOOKING FORWARD

Consider your current role.

In a year's time, your CV will include?

What have you mastered that no longer inspires you?

RESEARCHING OPTIONS

Now that you have done your assessment, it is time to review and interpret the information you have gathered.

Values	Your top 5 values are:	
Skills	Your most valuable skills are:	
Interests	The work which most interests you is:	
Work motivators	What is very important to you?	
Personal	Your personal considerations are:	
Career options	Possible career directions:	

REFLECT AND EXPLORE THE INFORMATION SO FAR...

You have articulated your job content and employment environment preferences. It has encouraged you to explore your feelings, your attributes, your past work history and to review your accomplishments.

You may have found several aspects of your work situation you wish to change and you may know the general direction you wish to take your career. Now, keep going.

Reflect on the process and the main messages or themes which are occurring:

STEP 3 Decision-making and planning

Try to answer all the following questions. Questions you are unable to answer indicate where you need to investigate further.

- Q. What is the nature of the work you are considering for your next career move?
- Q. Do you have a clear understanding of the role?
- Q. Does the position work with people, data systems or a combination of both?
- Q. Does this work meet your needs and interests?
- Q. What kind of team performs the work?
- Q. How closely would you be working with them?
- Q. What is the makeup of the team?
- Q. Is it a high-performing team?
- Q. What kind of skills, education and experience are required to be appointed to this work?
- Q. What competencies are required?
- Q. What support can you expect?
- Q. What are the trends in this field of work?
- Q. What opportunities could evolve in the future?
- Q. Would this work allow you to develop the skills and experience needed to move to a further position?
- Q. Will the competencies acquired in this role enhance your career sustainability?

STEP 4 Making your decision

Goals give you direction, motivation, and reinforce your self-esteem and sense of personal security.

Your career is a sequence of work experiences which require the setting and adjustment of goals so your career continues to develop.

Goals should:

- ▶ include your changing work task preference
- ▶ have elements of risk-taking you consider worthwhile
- ▶ include schedules
- ▶ include measurements of how you are progressing
- ▶ facilitates ways to overcome constraints and obstacles
- ▶ provides satisfaction in their achievement

WHAT ARE SMART GOALS?

S.M.A.R.T. is an acronym for the 5 steps of specific, measurable, achievable, relevant, and time-based goals. It is a simple tool used by businesses to go beyond the realm of fuzzy goal setting and develop an actionable plan for results.

Specific: is the what, why, who, where and which of the S.M.A.R.T. model.

A specific objective:

- ▶ is clear and well-defined
- ▶ is clear and unambiguous to someone who may only have a basic knowledge of your role or area of work
- ▶ defines what has to be achieved, by when and to what standard

Measurable: is the how

A goal without a measurable outcome is like a sports competition without a scoreboard or scorekeeper. It provides you criteria for measuring your progress and to know how you are tracking. Measurement of outcomes:

- ▶ tells you how far you are from reaching your goal
- ▶ allows you to know when you have achieved your goal
- ▶ can be a metric (i.e. increase by 10%)

Achievable: A useful question is, “how can the goal be accomplished?”

Goals need to be achievable, however, they should also stretch you, provide a challenge, and, above all, they need to be well-defined so you can achieve them.

You must possess the appropriate knowledge, skills and abilities needed to achieve the goal. You can meet almost any goal when you plan your steps wisely and establish a timeframe that allows you to carry out those steps. As you carry out the steps, you can achieve goals that may have seemed impossible when you started. On the other hand, if a goal is impossible to achieve, you may not even try to accomplish it. Achievable goals motivate you.

Relevant: Goals should measure outcomes, not activities.

- ▶ Goals that matter – i.e. they contribute to your team and the organisation’s success
- ▶ Goals that will help you develop your skills for current and future roles
- ▶ Goals that align with the priorities of your team

Time-based:

Goals need to have a timeframe. A timeframe helps motivate you to work towards achieving the outcome you are seeking. Timeframes hold you accountable to yourself, and motivates you to succeed.

STEP 5 Reviewing

You will prepare for your next career move by:

You will maintain your confidence by:

You will seek and accept help from:

You will improve your chances of success in your career move by:

You will know you have succeeded when:

STEP 6 Evaluation

Have your expectations been met?

What have you achieved to date?

What are the key things you have learned from this process?

Checklist for transitioning into your new role

The last stage of career planning is the transition to your new role.

There are a number of things to consider before and after accepting a new role.

Knowing the current state of the organisation provides you with the knowledge needed to make an informed decision.

Things you will need to consider and research:

- ▶ understanding the organisational culture
- ▶ read the organisation's strategic plan
- ▶ exploring the organisation and asking questions
 - e.g. stability of the senior management
 - upcoming structural changes
 - working conditions
 - values of the organisation
- ▶ negotiating your terms and conditions
- ▶ probation and orientation
 - what are the probation terms?
 - what is the on-boarding process?
- ▶ work/life balance
 - what are the expected working hours?
 - what will be your expected tasks/projects?

Tools and resources

1. Career planning – it's up to you
2. Career log
3. Sample resumes – functional, chronological and student
4. Sample cover letter
5. Networking over summer – it doesn't need to be painful!
6. Engineering skills matrix (for graduates)

Career planning – it's up to you

Envious of those who seem driven and know what they want from their working life – and always seem to get it? Chances are they are more than just lucky. More than likely they have a career plan and after following the 10 steps below you can be well on the way to having one as well.

Step 1: Vision

STARTING QUESTIONS

- Q. Where do you want to be?
- Q. How much do you want to earn?
- Q. What title do you want?
- Q. Do you want to be the boss?

Be prepared for your answers to change as your needs do – what you want in your forties will probably be different to what you wanted in your twenties.

Step 2: Planning

- ▶ Remember the big picture – take time out of the day-to-day – and reflect on what you have achieved in the past.
- ▶ Updating your resume might be a good way to start the process and remind yourself of your skills and achievements.
- ▶ What's left to achieve and how will you go about it?
- ▶ **Schedule time** in your diary – make an appointment with yourself for career planning sessions (if you don't, no one else will)
- ▶ Make this a **priority** and ensure it is done regularly – every 3 to 6 months

Step 3: Research

- ▶ Research what you want and how to achieve it.
- ▶ Use the library, internet and your network, or develop your network to include people in the job you're interested in. Even if this means a change of field for you, find out about the industry now via journals, the internet and magazines.
- ▶ If you need to do further study to achieve your vision, find the best courses and who offers them. Visit the teaching institutions, go to the EEA webpage and check out EA Divisional events.

Step 4: Stepping Stones

- ▶ Think of each job or study course as a step towards your goal.
- ▶ Try to take positions, which will help you achieve your vision.
- ▶ Give your best in every position – be remembered for the person you are and what you did rather than the mess you left behind.
- ▶ Keep in touch with work colleagues (and bosses) you might end up working for them again – or they you.

Think of each job as a way to enhance or gain new skills, to meet new contacts (as a stepping stone to the next stage of your career) rather than somewhere you spend forty plus hours a week just to pay the bills.

Step 5: Work/life balance

- ▶ When you're planning your career, don't forget about the rest of your life.
- ▶ Determine your life priorities and see how your career will fit around these.
- ▶ With more flexible work practices it may be possible to work and study part-time to move to the next stage of your career, rather than trying to juggle full-time work, study and a "life".
- ▶ How big a part does social/family time play in your life? Too little, too much or just right? Change your career or your career vision to achieve the balance you want.

Step 6: Learn new skills

- ▶ Time management courses, project management software, more efficient use of technology.
- ▶ Use the resources at your disposal – if there's new software being introduced in your organisation ask for training on it. Don't waste six months trying to figure it out when you could learn it in a couple of hours or days.
- ▶ Take hold of opportunities as they arise – you may not think you need that skill/training course, but once you have the new skill you'll use it. Ever heard of someone having too many skills?
- ▶ Step outside your comfort zone with training or reading – try something new such as law or finance.

Step 7: Communication

- ▶ Improve communication with your network, colleagues and your boss.
- ▶ Let your boss know what your long-term career vision is – they may be able to help. Listen and show respect to others, hone your team-playing skills and you may be elected as leader.
- ▶ Go back to your colleagues from university – they may now be in a position to offer advice or help you.

Step 8: Continuing professional development

- ▶ Stay up to date with changes in your area (this is a necessity for Chartered Engineers).
- ▶ Keep abreast by reading trade journals or attending trade functions which are another great way to build your network.
- ▶ Try to learn new skills at least annually – either via a course, study or reading and practicing in your working life.
- ▶ Check out EA events in your state.

Step 9: Values

- ▶ Ethics and integrity – determine yours and find like-minded individuals and organisations to work with and for. It will make work easier in the long run.
- ▶ Think of the people in “power” positions whom you respect – what qualities do they possess that you would like to demonstrate more of.
- ▶ See the Sydney TAFE website for more information on shaping your values http://sielearning.tafensw.edu.au/MCS/CHCAOD402A/chcaod402a_csw/knowledge/values/values.htm

Step 10: Belief

MOST OF ALL HAVE THE BELIEF IN YOURSELF THAT YOU CAN ACHIEVE YOUR VISION.

Engineering skills matrix

Skills	Do you have?	Work example	University example	Other e.g. sport or community	Need to gain this skill	Action plan
Personal skills						
initiative						
learning – various formats, CPD						
ethics						
leadership						
sense of humour						
ability to handle pressure						
Technical						
basic IT skills						
using IT to arrange and organise						
being willing to learn new skills						
working knowledge of OHS						
understanding of environment and sustainability						
Communication						
oral communication						
written communication						
giving presentations						
reporting to senior managers						
diplomacy						
listening skills						
Interpersonal						
working with people of different ages, gender, race etc.						

Skills	Do you have?	Work example	University example	Other e.g. sport or community	Need to gain this skill	Action plan
identifying other team members' strengths						
ability to resolve conflict						
Problem-solving & analytical						
collection of data						
judgement						
finding alternate solutions to problems						
making decisions						
designing systems						
attention to detail						
Organising & managing						
having a personal vision & goal						
taking responsibility						
articulating your own ideas and vision						
managing time & priorities						
collecting, analysing and organising information						
understanding basic business systems & relationships						
Financial management						
budgeting skills – preparing and sticking to them						
keeping accurate and complete financial records						



Sample resumes

Option 1 Chronological resume

The purpose of a resume is to sell your skills to a potential employer. Think of it as a marketing tool rather than a report. It needs to grab the reader's attention by demonstrating that you are qualified to do a particular job.

Whilst a resume should be an individual reflection of you, there are some general rules to follow and standard items to include:

General rules:

- ▶ Your resume should be between three and five pages in length.
- ▶ Use 11 or 12-point font. Anything smaller is too hard to read.
- ▶ Avoid graphics, lines and fancy typefaces. They don't tend to scan well and may take too long to print/download.
- ▶ Use dot points. They will improve readability and assist you to be brief and concise.
- ▶ Don't have too much writing on any page. The reader should be able to see at a glance where your experience lies.
- ▶ Do not include a typed list of subjects and results. If a list is asked for (usually graduate roles) attach a copy of your academic transcript.
- ▶ Don't go into detail about positions held over 10 years ago. As technology has changed so much, and because your skills will have developed, old positions just become irrelevant.
- ▶ Check for spelling and grammatical errors. It might be a good idea to have someone else check it over for you – it's ideal if you can find someone who works in the industry to which you are applying.
- ▶ Be honest. Statements made in resumes will be checked up in either the interview or with referees.
- ▶ Do not omit any period of employment for whatever reason, as this may prove awkward at interview.
- ▶ If submitting your resume in hardcopy, use good quality, plain paper.
- ▶ If emailing your resume, use a common program such as Microsoft Word – if it can't be easily opened, it probably won't get read.
- ▶ Omit details of past salaries, bonus payments etc. These will be covered in the interview.
- ▶ Avoid acronyms and jargon. Write in plain English so you are understood.
- ▶ Don't forget to include out of work interests and hobbies as well as any associations/ membership organisations you belong to. Potential employers like to get an idea of the "whole" person they are going to meet.

Option 2 Functional resume

The purpose of a resume is to sell your skills to a potential employer. Think of it as a marketing tool rather than a report. It needs to grab the reader's attention by demonstrating that you are qualified to do a particular job.

The difference between a standard or chronological resume and a functional one is you concentrate more on the skills learned and experience gained, rather than actual work undertaken. Hence, it is the preferred method to use if changing industries or career path. It is also used for people with more experience or when it is later in their career.

Whilst a resume should be an individual reflection of you, there are some general rules to follow and standards items to include:

- ▶ Your resume should be between three and five pages in length.
- ▶ Use 11 or 12-point font. Anything smaller is too hard to read.
- ▶ Avoid graphics, lines and fancy typefaces. They don't tend to scan well and may take too long to print/download.
- ▶ Use dot points. They will improve readability and assist you to be brief and concise.
- ▶ Don't have too much writing on any page. The reader should be able to see at a glance where your experience lies.
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- ▶ Check for spelling and grammatical errors. It might be a good idea to have someone else check it over for you – it's ideal if you can find someone who works in the industry to which you are applying.
- ▶ Be honest, statements made in resumes will be checked up in either the interview or with referees.
- ▶ Do not omit any period of employment for whatever reason, as this may prove awkward at interview. Make your time accountable.
- ▶ If submitting your resume in hardcopy, use good quality, plain paper.
- ▶ If emailing your resume, use a common program such as Microsoft Word – if it can't be easily opened, it probably won't get read.
- ▶ Omit details of past salaries, bonus payments etc. These will be covered in the interview.
- ▶ Avoid acronyms and jargon. Write in plain English so you are understood.
- ▶ Don't forget to include out of work interests and hobbies as well as any associations/ membership organisations you belong to. Potential employers like to get an idea of the "whole" person they are going to meet.

Standard sections to include in your resume:

Name (include preferred name if applicable)

Contact details (address, email and telephone numbers – daytime and mobile).

Qualifications (in reverse chronological order).

- ▶ Include the name of the degree, the institution and the year completed. After you have completed your degree you do not need to include details of your high school education.

Employment history (in reverse chronological order)

- ▶ Include the company name, the length of time you worked there and the position you held. You may also wish to include a brief description of the company (e.g. XYZ manufactures chemicals for hospitals) and/or include a link to their website.
- ▶ For each position held you should provide details of:
 - **responsibilities:** Give an indication of the scope of the role e.g. your place in the organisation, size of budget managed, number of people supervised.
 - **achievements:** Include successful projects, initiatives, how you added value. Quantify your achievements or outcomes (with numbers or percentages) where possible.

Key skills

Your key skills should be reflected in your responsibilities or achievements. Otherwise they may appear to be unsubstantiated claims.

Additional details

- ▶ Include relevant further information such as residential status (visa type held if appropriate), language skills, computing skills (highlight engineering packages), community work, short courses attended, professional memberships, hobbies and interests. It is not necessary to include extensive personal details such as date of birth, marital status and names and ages of children.

Referees

- ▶ It is more common now for the names of referees to be given out on request, this gives you the opportunity to brief them first. If you prefer to list them, do so but make sure they know. Always seek permission to use someone as a referee, just because you worked for them doesn't mean they have to be a referee for you. Choose people who are supportive of you and were in a position to comment on your skills, experience and achievements. Ensure you have up-to-date contact details for your referees including current job title, telephone numbers and email address.

Option 3 Student resume

Name: Sammy Student

Address: 33 Short Street, Engineering Hill, NSW 2000

Telephone: 8923 7100 (daytime) 0412 353 339 (mobile)

e-mail: sstudent@hotmail.com

CAREER STATEMENT

Make a statement about the position you want, what you can add to an organisation and what your future career aspirations are.

QUALIFICATIONS

- ▶ Master of Environmental Engineering
University of Australia 2011
- ▶ Bachelor of Engineering (Civil)
University of Australia 2005

EMPLOYMENT HISTORY

Project Manager Nov 2010 – present

ABC Company

ABC specialises in the construction of shopping centres Australia-wide.

Responsible for:

- ▶ supervision of 8 engineers.
- ▶ project management – planning, budgeting and control.

ACHIEVEMENTS:

Managed the construction of the \$4m Big Hole shopping centre. Project completed 3 months ahead of schedule.

Engineer Feb 2008 – Oct 2010

Fred's Engineers

Fred's Engineers is a specialist in the construction of high-rise car parking stations.

Responsible for:

- ▶ list duties or areas of responsibility

Achievements:

- ▶ list any major achievement – ideally these should be quantifiable

Graduate Engineer Jan 2006 – Jan 2008

- ▶ GDP Organisation
- ▶ GDP is an engineering firm specialising in giving graduate engineers a start.

Responsible for:

- ▶ list duties or areas of responsibility

Achievements:

- ▶ List any major achievement – ideally these should be quantifiable

Language skills:

- ▶ List any languages you speak/write fluently

Computing skills:

- ▶ Microsoft Office
- ▶ Java
- ▶ Unix

Courses attended:

- ▶ Better Presentation Skills – Skillpath Seminars
- ▶ Java for Intermediate Users – Computer Training Institute

ADDITIONAL DETAILS

Professional memberships:

- ▶ Member of Engineers Australia

Interests:

- ▶ Horse riding
- ▶ Music – playing the guitar
- ▶ Reading

Referees available on request.

Sample cover letter

John Blogs
62 Victoria Parade
East Melbourne
VIC 3002
Mob: 0444 144 444
johnblogs@gmail.com
date

XYZ Pty Ltd

Attn: Mr Joe Smith
Project and Construction Manager

RE: Mechanical Project Engineer

I am writing to apply for the above mentioned position in your (client's) highly reputable engineering firm.

I am confident I have the necessary qualification, skills and experience required to successfully fill this position. As such, I have enclosed a resume outlining my educational and professional background for your consideration.

Holding a degree in Mechanical Engineering, in addition to a masters degree in Energy System (Process Integration) Engineering. I offer over 6 years' experience in the Oil and Gas industry.

As a mechanical engineer in the XYZ development project, I reviewed design documents and coordinated engineering and construction activities in this multidisciplinary project. As such, I have acquired a significant amount of knowledge and expertise in processes, plant equipment, technical drawings and material selection.

In 2008, at Petroleum Engineering and Development, I played a key role in successfully completing the XYZ gas field development project which is testament to my experience in site supervision, factory inspection and project implementation.

In addition to my technical expertise, I offer a wealth of personal skills including:

- ▶ innovative problem-solving skills
- ▶ excellent communication and interpersonal skills
- ▶ team building and team leadership qualities
- ▶ superior negotiation and presentation skills
- ▶ sound financial management and project management capacity
- ▶ flexibility and adaptability – willingness to travel

I am confident that I can make an immediate and valuable contribution to XYZ Pty Ltd. I would welcome the opportunity to meet and discuss my suitability for this position with you at a mutually convenient time.

Yours sincerely,
John Blogs

Networking over summer – it doesn't need to be painful!

If you managed to get past the title, well done. You have taken the first step in making some new connections over the summer. Don't get stuck in the rut of putting your career on hold until you need something... start looking at opportunities now. Whether it be to find potential clients, potential staff or a new opportunity for yourself, networking is key to your career and will help you get where you want to be.

Why summer? Well people are out and about more and generally in a better mood and more relaxed, we tend to chat about different things, and it doesn't feel like a forced conversation.

Think about where you can network... summer brings plenty of opportunities including:

- ▶ sporting events – whether you are participating or watching
- ▶ parties
- ▶ school play-dates
- ▶ dog parks
- ▶ local community events
- ▶ holidays

But what are you going to talk about? Have 3 topics (besides the weather) to talk about. Try current news, what brought them to the party/event, what's happening locally for example.

How do you keep the conversation going? The best way is to ask open-ended questions. Don't give them the opportunity to just answer with a yes or no.

Networking is not just about you... think about how you can help the person you have just met – networking is a two-way street.

Think you have made a connection? Offer a business card (depending on your circumstances this may be a personal one), but only after you have ensured you have an appropriate email address – don't use a work one, use Gmail or the like. Then you can look at them on LinkedIn (ensure you have an updated profile on there as well), and keep in touch. If the opportunity is there for you, it mightn't hurt to have an up-to-date resume as well.

When most people think of networking, they think about attending industry events, job fairs, seminars or conferences. While those events are designed for making connections, try other occasions where you are more relaxed... you never know who may be sitting next to you.

Jennifer O'Donovan
Manger Career Development Centre
careers@engineersaustralia.org.au

The background features a complex geometric pattern of overlapping red triangles of various sizes and orientations. A light grey gradient area is located in the bottom-left corner, extending diagonally towards the center. The overall composition is modern and technical.

www.engineersaustralia.org.au