

ENGINEERS AUSTRALIA INFORMATION BOOKLET



ENGINEERS
AUSTRALIA

How to increase your chances of getting your first engineering job in Australia

Guide for migrant professional engineers, engineering
technologists and engineering associates

JENNIFER O'DONOVAN

Author: Jennifer O'Donovan, Manager Career Development Centre, Engineers Australia, Sydney

Editor: Dr Dietrich Georg

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This guide is directed at migrant professional engineers, engineering technologists and engineering associates who have recently arrived in Australia on permanent residence visas and have fulfilled Engineers Australia's Stage 1 competencies.

For information on competencies go to <http://www.engineersaustralia.org.au/membership/competency-standards-stage-2-revision>.

1. INTRODUCTION

Migrant engineers are a valuable source of engineering expertise and they should be given a chance to help meet the demand for engineering skills in this country.

According to Engineers Australia's engineering labour market overview for 2012, the Australian engineering labour force is at present highly dependent on overseas born engineers through skilled migration (see www.engineersaustralia.org.au/sites/default/files/shado/Representation/Policy_Notes/policy_note_lm_2012.pdf).

In fact, skilled migration now provides over 70% of Australia's new engineers (the remainder coming from Australia's own tertiary institutions).

This guide provides tips and suggestions for new migrant professional engineers, engineering technologists and engineering associates to tap into this demand and prepare themselves in the best possible way to maximise their chances of getting their first engineering job in Australia.

2. PREPARING YOURSELF

2.1. Language skills

One of the most important aspects of getting a job is proficiency in English, both verbally and in writing. As a start, you can enrol in a language course which will help you improve your grammar and conversational skill.

There are a number of providers that offer language courses such as TAFE Colleges or private institutions in your local area, eg

- WEA in Sydney <http://www.weasydney.com.au/>
- Australia Network <http://australianetwork.com/learningenglish/>
- My skills <http://www.myskills.gov.au/QualificationSearch/QualificationSearchResults.aspx?type=course&keys=english:true>

2.2. Communication skills

Proficiency in English will lead to improved communication skills. After getting your overseas qualifications approved and your work permit, improving your communication skills is the most important aspect of your preparation for the Australian job market. A candidate's communication skills can make the difference between getting a job and missing out.

Good communication involves more than language proficiency. For instance, it includes seemingly simple things such as making and confirming an appointment for an interview. If a potential employer offers a time, date and place to meet, it is expected that you confirm the meeting beforehand, rather than just turn up at the proposed date and time.

Engineers Australia's own continuing education company Engineering Education Australia offers communication courses tailored for migrant engineers (see www.eeaust.com.au/migrant-engineers.html).

Another way of gaining confidence in communicating is to seek opportunities for public speaking, for instance giving a presentation at a meeting of one of Engineers Australia's special interest groups about your past experiences in your country of origin. Or you could volunteer to chair a meeting. This would help increase your confidence in a business-like environment.

Engineers Australia has eight Colleges – the Biomedical, Chemical, Civil, Electrical, Environmental, Information Technology and Electronics Engineering, Mechanical, and Structural College. Each College has a number of specialised national committees which you can find on Engineers Australia's website <https://www.engineersaustralia.org.au/colleges>.

Engineers Australia also has a number of Technical Societies which focus on specific areas of professional engineering practice. You can find them on Engineers Australia's website as well, under <https://www.engineersaustralia.org.au/groups>

2.3. Further study

Your skills might need updating or adapting to Australian regulations and standards. For instance, a Master's degree in your area of expertise could help you give your overseas qualifications and experience currency in Australia.

Most universities in Australia offer postgraduate courses in a number of engineering areas.

2.4. Continuing professional development

Shorter courses in specific engineering areas are being offered by Engineers Australia's continuing professional development company Engineering Education Australia (www.eeaust.com.au).

Also, Engineers Australia offers online continuing professional development through its Divisions. Some technical presentations are being video recorded and can be viewed at <http://www.engineersaustralia.org.au/webcasts/mediavisionz>.

In addition, Sydney Division has presentation slides and notes available from other technical events. These can be accessed at www.engineersaustralia.org.au/sydney/techpresentations.

2.5. Obtaining chartered status

Engineers Australia is the custodian of the chartered status in the engineering profession. All three membership categories - professional engineers, engineering technologists and engineering associates - can obtain chartered status. Chartered membership of Engineers Australia is an acknowledgement of your professionalism. It certifies that you have been practising in a competent, independent and ethical manner in your field of expertise.

You can apply for chartered status even if you lack local experience. You must document the work you did before migrating to Australia and have it verified by your supervisors at the time.

Engineers Australia offers practising engineers (not available to recent graduates) three pathways towards chartered status - the Engineering Competency Report (ECR) pathway, the Mature Experienced Engineer (MEE) pathway, and the Mutual Recognition Agreement (MRA) pathway.

Find out more at the eChartered portal www.engineersaustralia.org.au/echartered-portal.

3. NETWORKING

Networking is a very important way of getting to know other engineers and making yourself known among other engineers.

3.1. Networking through personal contact

Engineers Australia offers opportunities for networking through its Divisions and local groups in your city or regional town. Attend meetings, check the list of attendees and seek out those who work in your field of expertise and might be interested in your skills.

To get a conversation going at a meeting, have a set of questions ready in your mind. After introducing yourself you might ask who the person is working for, what his or her role is, where the company is based and what projects it is undertaking. In return, state clearly and without embellishment your areas of expertise and experience.

A business card with your details, which you can hand out at these functions, would be useful. Ask for business cards in return and follow up on conversations later. Find out as much as possible about the companies your contacts are working for before calling them. Be clear of what you can offer – your qualifications, expertise and experience.

Also, present yourself as a professional. That includes dressing professionally and having a professionally printed business card.

Treat information given to you with confidentiality. The more others trust you the more they are likely to share information with you, namely information that is not widely known yet such as upcoming projects.

3.2. Networking through LinkedIn

If you don't already have one, create a LinkedIn profile and import your address book. Complete your entire profile, just like you would a résumé, but include the same bio/profile you are using on other applications and ensure that the summary section is complete.

If you can, get at least one recommendation from a supervisor or friend. Recommendations on LinkedIn from former coworkers are a great way to provide future employers with an insight into the person they might be hiring.

One of the best ways to meet people is to join some groups. Whatever your interest or industry there's probably a group for that. If you want to meet recruiters or people in your industry, click on the Groups tab and start exploring. Once you've joined a few groups, read and contribute to the existing discussions. You can also start discussions of your own by posing a question or posting articles of interest to the group.

3.3. Networking through Facebook

Facebook probably isn't at the top of and perhaps not at all on your list for job searching, but as it is the largest social network in the world, it should be.

Use Facebook as a search engine, pick a company. Any company. Chances are that if you type their name into the search box on Facebook they will have a "fan" page that contains, among other things, information on who they are, photos of their employees or their products, a current promotion or two and a list of job openings. Many companies are using Facebook to test potential employees' knowledge of social media. Show you are on top of new trends.

4. WHERE TO LOOK FOR JOBS

There are several ways of finding out about jobs.

4.1. General job websites

A number of general job websites have categories in engineering and related areas. Following are some of them:

- www.mycareer.com.au
- www.seek.com.au
- www.jobsearch.com.au
- <http://www.australiawide.com.au/>
- http://jobsearch.careerone.com.au/search/_5?q=&where=Sydney&WT.srch=1&mkwid=sD8Ije1lf&pdv=c&pcrid=19711234099&kword=sites%20recruitment%20sydney&match=b&referrer=gjobsearch

4.2. Specialist job websites in engineering

There are a number of websites specialising in engineering vacancies, including the following:

- <http://www.hays.com.au/jobs/engineering-jobs/>
- www.engsearch.com.au/
- <http://www.engineerjobs.com.au/>
- <http://www.engineeringjobs.com.au/>
- <http://www.techresources.com.au/engineering-jobs/?gclid=CMWwosG7tbgCFUdJpgodAnUAFQ>
- <http://www.simplyhired.com.au/a/jobs/list/q-civil+site+engineer>

4.3 Direct approach to employers

You can find company names through web searches, reading the business press or looking at the Australian share market list. Careers expos organised by Engineers Australia are also useful to find out about engineering companies. These expos are generally held in March and April (see <https://www.engineersaustralia.org.au/engineering-careers-expo>).

Before contacting a company, find out everything you can about it. Familiarise yourself with the type of engineering and special areas the company is operating in. Find out the current projects the company is involved in, etc.

When calling a company it would be ideal if you have a name you can ask for, for instance from one of the networking functions you might have attended. Some companies list the names of their senior people on their websites.

If you don't have a name, you could ask for the engineering manager or the leader of the section you are interested in. Ask the receptionist for the name of the engineering manager before you are being transferred, and write it down for future reference. Ask for the spelling of the name, so that you can address the person correctly in a follow-up email.

Try to get through to the engineering department, rather than human resources. The engineering department will be better able to answer your questions about the type of work they are doing, as well as about what is happening in your industry more generally.

Make your first call an informative call rather than a direct inquiry about a job. Otherwise your conversation could be very short and you could miss out on useful information about the company and the industry sector. For instance, ask about advice on what is currently happening in the industry and where the engineering demand might be.

At the end of the call, offer to send your CV (résumé) and state that you will call back once they had a chance to look at it. Even if there is no job opening at the time, find out whether your skills would match the company's requirements.

Keep calling the company in regular intervals to see whether a vacancy has become available and to indicate that you are still interested. Don't expect them to call you.

5. LOCATION OF EMPLOYMENT

Where are you prepared to go for a job? Working in the mining industry might require living in regional or even remote areas.

The large consulting engineering companies such as SKM, GHD, Cardno, Aurecon, SMEC or Coffey have offices throughout Australia and could be interested specifically in someone prepared to work in one of their regional offices.

Regional centres around Australia generally offer full services such as health care and schooling for children.

6. LOCAL EXPERIENCE

6.1 *Outside engineering*

While you are searching for an engineering job, seek out a job in other areas, preferably where some customer service is involved such as hospitality or retail. This improves communication skills and confidence. It also shows any potential engineering employer that you have initiative and that you are able to handle an Australian work environment.

Employers are after the following skills:

- Initiative, which includes being able to adapt and being creative.
- Communication, which includes such areas as listening and understanding, public speaking and writing to the needs of a target audience.
- Teamwork, which is the ability to work with people of different ages, gender, race etc, as well as identifying the strengths of other team members.
- Technology, which includes basic IT skills and the ability to use IT to arrange and organise your work.
- Problem solving, which includes developing creative and innovative solutions, as well as resolving customer concerns.
- Self management, which includes having a personal vision and goal, taking responsibility and articulating your own ideas.
- Planning, which includes managing time and priorities, collecting, analysing and organising information and understanding basic business systems and their relationships.
- Learning, which includes managing your own learning by using a range of learning mediums such as mentoring, networking etc, and looking for ongoing learning opportunities.

All these are general skills, that can be acquired in many work environments. Therefore a job outside engineering will not only give you money and boost your confidence and morale, but will also give you experience that could become the deciding factor in getting an engineering job.

6.2 *Within engineering*

The biggest hurdle to landing your first engineering job often is your lack of local engineering experience. So the challenge is how to get local engineering experience without having an engineering job.

One avenue would be to gain an internship for a limited time. For instance, Engineering Education Australia (Engineers Australia's education and training company) is offering a course for migrant engineers that has an internship associated with it (www.eeaust.com.au/migrant-engineers.html).

Other course providers offering internships include Navitas Professional in Perth (www.navitas-professional.com.au or www.navitas-careers-and-internships.com) and the Brisbane North Institute of TAFE (www.bn.tafe.qld.gov.au, search for overseas migrant engineers).

Another avenue might be to approach a company directly offering to work on a project for a limited time.

Apart from getting local engineering experience, an internship can lead to the company offering you a part-time or full-time position as soon as a vacancy arises. If you have performed well, the company is likely to keep you rather than look for someone new, whose performance is unknown.

If you get such an opportunity, ensure that the insurance (at minimum) is covered by the company. Also, be mindful that as a contractor you own the designs you create for the company unless your agreement with the company says otherwise. You should check your contract for these provisions.

7. HOW TO PREPARE A JOB APPLICATION

Before responding to a job advertisement, read the requirements carefully and assess whether your expertise and experience are in line with them. Also, research the organisation that is offering the job. The closer you match the requirements the greater your chance to get an interview.

There might be cases where you don't have the specified expertise but believe you have some relevant experience. In such a case, state this upfront and give your reasons why you are applying nevertheless. Don't try to pretend otherwise. The recipient of your application will appreciate your clear communication and is more likely to assess your experience more closely for the prospective job.

7.1. Covering letter

Every application requires a covering letter, in which you refer to the job advertisement and highlight your interest and why you think you would be a suitable person to do the job. The covering letter must be written specifically in response to each individual vacancy. Don't use the same letter for different vacancies.

See appendix 1 for sample covering letter.

7.2 Curriculum vitae (CV)

Here are some tips on how to write your CV (résumé):

- Include contact details – phone and email
- Write in 12-font size and a clear type face
- Use white space, leave room between sections
- Include academic results and recognition of overseas qualifications
- Use reverse chronological order of your previous employment – that is last job first
- Name the company you worked for, the role you held and the length of time you were there – months and years
- Consider including a web address for companies you have worked for that might be unknown in Australia.
- Describe your job duties – list 4 or 5
- Highlight achievements in the role – list 1 or 2
- Don't go into too much detail for jobs more than 10 years ago
- Include professional memberships
- Add in anything that is relevant / helps you stand out – eg first aid certificate
- List work experience that is not engineering related as well – especially if that is all you have been able to find since coming to Australia
- List referees or say referees available upon request

See appendix 2 for a sample CV.

8. HOW TO PREPARE FOR AN INTERVIEW

8.1. Arrangements

Confirm the date, time and location of the interview; plan to get there early. Try and find out the names of the people you will meet and the expected length of the interview.

8.2. Research the organisation and the industry

There are a number of sources of information available about companies and industries. Try their internet site, annual reports and other library resources. Use the information you have gathered during the course of the interview.

8.3. Be prepared to talk about yourself

Know what skills you have to offer. Be ready to give examples of how you've demonstrated these skills, rather than a yes/no answer. Be able to identify what the situation was, what you did, what the outcome was. If you don't have much professional work experience, think of examples from your major university projects or social activities.

Take evidence of your work and education with you, invest in a display book, don't just have samples/documents loose or in an envelope – these documents are a reflection of you and are too precious to lose. Make copies of the more important ones which you could leave with the interviewer.

8.4. Anticipate the interviewer's questions

Have answers ready for common questions. There are books available that list commonly asked interview questions.

8.5. Appearance

First impressions count. Your dress for interview should be professional, tidy and leaning towards conservative. Avoid extremes of fashion. Clean your shoes. Don't go overboard with aftershave, perfume or makeup.

8.6. Behaviour

Smile. Shake hands firmly. Be enthusiastic. Be polite to everyone you have contact with at the organisation. Be punctual. Don't smoke or accept refreshments even if offered, nothing is worse than trying to answer a question with your mouth full. Thank the interviewer for their time. Restate your interest in the position and ask about the next step. Make a follow up call if you haven't heard from them in the timeframe discussed at interview.

8.7. Other hints

- Don't lie or exaggerate your abilities, answer questions truthfully and as close to the point as possible.
- Avoid the appearance of being aggressive, conceited or a know-it-all.
- Switch off your mobile phone.
- Conduct yourself as if you are determined to get the position you are discussing.
- Greet the interviewer by name; if unsure of pronunciation, ask the person to repeat their name.
- Don't forget about body language or non-verbal communication. Be alert, look people in the eye and maintain a good posture.

9. RESOURCES FOR ENGINEERS AUSTRALIA MEMBERS

Engineers Australia has a national careers advisory service (go to <http://www.engineersaustralia.org.au/professional-development/career-planning-advice>)

In addition, each Division has a migrant engineers group where you can get assistance and where you can hear about others' experiences. Following are the links to the migrant engineers groups in each Division:

Canberra Division:

www.engineersaustralia.org.au/canberra-division/about-us#Staff

or phone: 02 6270 6519

Newcastle Division:

www.engineersaustralia.org.au/newcastle-division/about-us#staff

or phone: 02 4926 4440

Northern Division:

www.engineersaustralia.org.au/northern-division/about-us

or phone: 08 8981 4137

Queensland Division:

www.engineersaustralia.org.au/queensland-division/overseas-qualified-engineers-support-group-0

or phone: 07 3832 3749

South Australia Division:

www.engineersaustralia.org.au/south-australia-division/about-us

or phone: 08 8202 7100

Sydney Division:

www.engineersaustralia.org.au/sydney-division/about-us#staff

or phone: 02 9410 5600

Tasmania Division:

www.engineersaustralia.org.au/tasmania-division/about-us#staff

or phone: 03 6234 2228

Victoria Division:

www.engineersaustralia.org.au/overseas-qualified-engineers-victorian-division

or phone: 03 9329 8188

Western Australia Division:

www.engineersaustralia.org.au/western-australia-division/international-engineers-group

or phone: 08 9321 3340

10. OTHER SERVICES

Other organisations that offer English language courses and job seeking and workplace skills for migrants include the NSW government organisation Skillmax www.skillmax.com.au, Holmesglen in Victoria (www.holmesglen.edu.au) and the Metropolitan South Institute of TAFE in Queensland (www.msit.tafe.qld.gov.au).

11. SUCCESS STORIES

In this section three migrant engineers explain what they did to get their first engineering job in their new home country.

11.1. Hossein Rashidi Zadeh

Hossein Rashidi Zadeh migrated to Australia from Iran in 2011. He has a civil engineering degree and a masters in earthquake engineering. He worked on petrochemical and other industrial structures in Iran for seven years and on developing workflows for integrated project delivery in Dubai for three years.

What steps did you take to prepare yourself for an engineering job in Australia?

I first determined in which industry I wanted to be working and where that industry is growing in Australia in coming years. While working in the United Arab Emirates, I built up good networks with some Australian engineers and companies and studied their websites, public newsletters as well as the overall Australian economy and market requirements. I also utilised my LinkedIn profile to connect with successful professionals in Australia and get information which might not be found anywhere else. Furthermore, I improved my English speaking and writing skills through giving public technical speeches and presentations, and writing technical reports.

What hurdles did you have to overcome?

Despite my early inquiries from the UAE, I still lacked a professional network and industry intelligence in the new country. Another challenge was a shift from the hydrocarbon industry to mining. I also needed to prepare a competitive résumé and cover letter; improve my interview skills acknowledging that my accent probably was unfamiliar to many Australians.

How long did it take you to score that first job in engineering?

After studying full-time at the Brisbane North Institute of TAFE (BNIT) for three months I scored my first job through the work placement program run by BNIT in another four months.

How helpful did you find Engineers Australia’s migrant / overseas qualified group?

I found it quite helpful and a fabulous networking venue where I could receive critical information about what others do to be successful. I became familiar with the supportive role of Engineers Australia and soon recognised the benefits of being a professional member of EA.

How did you overcome any frustrations and loss of hope?

When I arrived in Australia, I had prepared myself for the worst scenario. I had chosen Australia to peacefully settle down and enjoy freedom. I knew that for me freedom stands above anything else. Therefore, I was ready to leave my comfort zone and challenge difficulties. Nevertheless, frustration was an inevitable adversary after a few unsuccessful job applications. Fortunately, by regularly attending the events arranged by EA’s overseas group and understanding where I was standing compared to others and what steps I needed to take next I continually defined new short term goals and milestones for myself. Since then I have not spent a single day without thinking about my planned priorities for developing my professional career and improving my competitiveness.

Any tips for those new to Australia and looking for work?

Know yourself, define your long-term goal and the strategy to work towards it, break it down to short term goals and define tactics. Don't make the same mistake twice, get in touch with peers who are successful and were in your situation at some stage before, keep yourself updated, learn the culture and etiquettes, be professional, improve your English, use any opportunity for meaningful networking, Never give up hope, help others when you can and be a sample of a good citizen. Keep smiling.

Hossein Rashidi Zadeh now works as a civil/structural engineer with an engineering, project delivery and asset management company in Brisbane.

11.2. Cassio Donato

Cassio Donato came to Australia from Brazil. He has a degree in mechanical engineering and worked in Brazil in manufacturing engineering for eight years before migrating to Australia.

What steps did you take to prepare yourself for your first engineering job in Australia?

I didn't do much before moving to Australia apart from internet research. Once in Australia I studied project management at TAFE and did the Overseas Qualified Engineers Program at the Brisbane North Institute of TAFE.

What hurdles did you have to overcome?

Lack of local experience was the biggest one, then communication skills and lack of confidence.

How did you overcome any frustrations and loss of hope?

I set my mind to my goals and had my wife's support all the time. When I was close to giving up, I decided to find a casual job to keep me busy while looking for an engineering job. I took on a job as a sales assistant at Myer department store. That was my turn-around because I got lots of confidence and improved my communications skills.

What did you do to find out about possible jobs and make yourself known through networking?

I tried to network whenever possible, while working at Myer. I always tried to engage in a conversation with the customers and when possible I told them that I was an engineer. In some cases I was asked to send my résumé, because some of my customers were engineers or were working with engineers.

Another way of networking was to make local friends through my friends, so every time I went to a dinner or party I used to meet new people and tried to network as much as I could.

Also, at the project management course, which I did while working at Myer, I managed to meet a few other people to network.

How long did it take you to score that first job in engineering?

It took me 18 months to find my first engineering job since moving to Australia.

Any tips for other engineers new to Australia?

What I normally say is to never give up. We made that decision when we came to Australia. When the market is not good it will take some time to find a job, but there is always place for someone who is good and confident.

The other tip would be to keep tuned and maintain a good network. Many jobs are not advertised in newspapers, they are just given through networking.

Applying desperately for any engineering job will not help. Often advertisements are through a recruitment agency and if they see the same name for different categories of jobs they will not have any confidence in the applicant. So maybe it is better to get a part time job to help pay the bills and only apply for the right jobs. This way you are more likely to get an interview.

Cassio Donato is now a reliability engineer on a natural gas project. He is based in Brisbane.

11.3. Namvar Yaghooti

Namvar Yaghooti is a mechanical engineer from Iran, where he worked in the oil and gas industry as well as in manufacturing. He migrated to New Zealand in 1996 and was offered an engineering position in Australia in 2007. His experiences in getting his first engineering job in a new country were in New Zealand, but they would have been similar to those in Australia.

What steps did you take to prepare yourself for your first engineering job in your new country (New Zealand)?

I did further studies obtaining a Bachelor of Engineering with honours.

How long did it take you to score that first job in engineering?

It took me almost six months to get an engineering job. In the meantime I worked as a fitter and turner.

How did you overcome any frustrations and loss of hope?

I guess I managed with the attitude of "never give up".

Any tips for other engineers new to Australia?

Look for entry level positions with subcontracting companies and be prepared to work on a remote site. Remote sites are ideal to gain experience in resource industries.

Namvar Yaghooti now works as an area/lead project engineer in Perth. He has been active in Engineers Australia's International Engineers Group in Perth culminating in his chairmanship of the group in 2012.

Further reading: *Project Australia – Land that engineering job in Australia*, by Ian Little, published by Tribus Lingua in 2008. Available through EA Books, the online bookshop of Engineers Australia's publishing company Engineers Media (www.eabooks.com.au).

12. APPENDICES

12.1. 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 for major gas field development

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

I am confident that I have the necessary qualifications, skills and experience that are required to successfully fill this position. 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 have more than 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 multi-disciplinary project. I acquired knowledge and expertise in processes, plant equipment, technical drawings and material selection.

I also provided site supervision, factory inspection and project implementation.

In my role as site supervisor I demonstrated team leadership qualities and communication skills.

I am confident that I can fulfil the requirements of the position. I would welcome an opportunity to meet and discuss with you my suitability at a mutually convenient time.

Yours sincerely

John Blogs

12.2. Curriculum vitae (Résumé)

Samuel Senior
 63 Mechanical Street Engineering Point QLD 4500
Telephone 4523 7100 (day time) 0412 339 613
 Email: ssenior@yahoo.com

First make a statement about the career you've had, including significant milestones and where the next step will take you. You may want to include what you can add to an organisation.

Qualifications

Master of Environmental Engineering
 University of Australia 2004
 Bachelor of Engineering (Civil)
 University of Australia 1995

Skills, Experience and Personal Attributes

Communication skills – Due to the various nature of the positions I have held I am a confident communicator orally and in writing. This is across all levels of an organisation.

Computer skills – I am proficient in all Microsoft packages and attained a distinction in Auto CAD.

Project management experience – I have been the senior engineer leading whole projects for the past 7 years. I have learnt x,y and z from this.

Business acumen – My current role calls for the analysis of business reports and identifying areas for improvement. My recommendations are then delivered to the board at quarterly meetings.

Employment history

Company Name	Position held	Time
ABC Company	Project Manager	Oct 2010 – present
XYZ Company	Project Manager	Nov 2005 – Sep 2010
Fred's Engineers	Senior Engineer	Feb 2002 – Oct 2005
Fred's Engineers	Engineer	Jan 1998 – Jan 2002
Dept. of Housing	Graduate Engineer	July 1995 – Jan 1998

ABC Company

ABC Company is a major construction contractor for buildings.

Responsible for:

- Supervision of 100 engineers and other staff as well as external subcontractors
- Project management – planning, budgeting, control

Achievements:

- Managed the construction of the \$200 million Downtown high-rise office building. Project completed under budget and 4 months ahead of schedule
- (list other achievements)

XYZ Company

XYZ specialises in the construction of shopping centres Australia wide.

Responsible for:

- supervision of 8 engineers.
- project management – planning, budgeting and control.
- (list other responsibilities)

Achievements:

- managed the construction of the \$40 million Big Hole shopping centre expansion. Project completed 3

months ahead of schedule.

- (list other achievements)

Fred's Engineers

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

Responsible for:

- supervised the design of a 3-storey car park
- (list other responsibilities)

Achievements:

- the design of the car park was adopted without changes.
- (list other achievements)

Professional Memberships

- Member of Engineers Australia, CPEng

Interests

- Family
- Playing the piano
- Gardening

Referees: Available on request.