

EMPLOYMENT TIPS

Sample Resume: Please use this sample as a boilerplate to build your resume.

First M. Last
2222 Lake Street
City, CA 92600-0000

949/888-8888 (business), 949/333-3333 (home), e-mail:Flast@mail.net

Work History:

10/88 to
Present

Title: *Assistant Engineer, Company X, 222 Foothill Blvd., City, CA 91777*

Duties:

Project design (streets, sewers, site development, traffic signals, and park improvements), construction project management (inspections and coordination), public right of way permits, plan-checking, inspections, and traffic signal maintenance.

Projects

Birch Street Widening Design: City of Brea

Sewer Main Replacement Design: Oaks Tract in the City of Orange.

Main Street Storm Drain Design: City of Bakersfield

Special Tasks:

Negotiations with CalTrans to relinquish Highway 1 through the City of San Diego,

Development and implementation of a six year CIP package,

And, implementation of the Hill sewer system upgrades.

7/85 to
10/88

Title: *Deputy City Engineer, City of Mars, 1600 Huntington Road, Mars, CA 91000.*

Duties:

Design & Specifications for Public Works Projects; Contract Administration; Surveying; Traffic Engineering; Roadway and Park maintenance and Federally Funded Programs.

3/83 to
7/85

Title: *Assist. Transportation Engineer, CalTrans, 120 S. Spring Street, LA.*

Duties:

Field Inspector in Construction Branch; Project Designer in Project; Development; and an investigator in Traffic Operations.

Education:

May 92

B. S. in Civil Engineering, UC Davis, California.

License:

2000

Registered Professional Engineer in California.

Professional Organizations:

2001

President – ASCE, Santa Barbara Chapter

2000

Member - NPE

Certificates:

Project Management (University of California at Irvine), Legal Liabilities for Public Agencies, and Highway Drainage Design.

Publications:

List if any.

Sample Questions: Some likely questions –*and tips*- are presented below, please review them and prepare to answer them (Avoid having canned responses!! Avoid being long-winded and be as specific as you can be!!).

Q. Tell us about yourself- how has your background prepared you for this position?

Tailor the response to what they are looking for (include two or three examples of work that the organization might be interested in and elaborate on them).

Q. What qualities do you seek in hiring employees?

Technical knowledge/aptitude & attitude in dealing with others (fellow employees and the public/clients).

Q. What are your strengths and weaknesses?

Strengths: Problem solving, effectiveness/efficiency, getting the job done..... Weakness: ????

Q. Main qualities of a successful candidate?

Technical competence, Communication (good listening skills), fairness, and decisiveness.....

Q. Getting along with others?

Having a good relationship is crucial to the overall success of the organization as well as the individuals.

Q. Motivating employees?

It is the supervisor/manager's job to create an environment where everybody excels.....

Q. How would you handle a longtime, older employee who insists on continuing his/her usual method of performing a job and ignores the more efficient methods that you have just implemented?

Cite a specific case, if possible.

Q. Please describe a situation in which you had to discipline an employee. What steps did you take to handle the situation?

Again, cite an example. Or, prepare to discuss a “disciplinary process.”

Q. Please describe your leadership experience in implementing projects. Describe your specific role (including supervision) and the nature of the project.

Talk about a project you have worked on as a team leader, or member.

Q. How do you juggle deadlines? If you have five projects with approaching deadlines, which project will you handle first and why?

Talk about how you may prioritize tasks or projects.

Q. Closing/final statements

Tell them a few things about their company/agency and what you have found as interesting or unique to them in your research and how you might be the best candidate for the job as you share stories with them.

Preparation

Do a thorough search on the position that is available, its technical requirements, and the company/agency itself. Assess your background, education, and training to see how well you may be the most suitable candidate for the job. When you have gathered the information, prepare yourself to talk about the “relevance and importance” of your candidacy for the position in the interview process.

When preparing for an interview, bear the following important factors/traits in mind:

Likeable	The degree to which a person is seen agreeable or pleasant: It may range from shrewd, decisive, strong-willed and emotionally tough to warm, tolerant, cooperative and tactful.
Conscientious	Degree of organization, persistence, and motivation an individual has in work situations along a continuum of behavior from highly dependable and well disciplined to carefree and easy-going.
Undogmatic	Degree of openness a person displays to new experience from both the outer and inner worlds that ranges from being conventional, practical, and traditional, to being willing and open to examine new ideas and experiment.
Extroverted	Frequency and intensity of interpersonal interaction initiated by an individual along a continuum from sociable, active, talkative, and people-oriented to reserved, serious, independent, and task-oriented.

In examining the above characteristics, please recognize that there are no right or wrong traits. Rather, it is how well you can define yourself and how well “your personality” may fit a particular situation.

In short, focus in what you want, what the position offers/requires, and how the two may fit one another. Above all, be positive and smile.