

Packaging Yourself

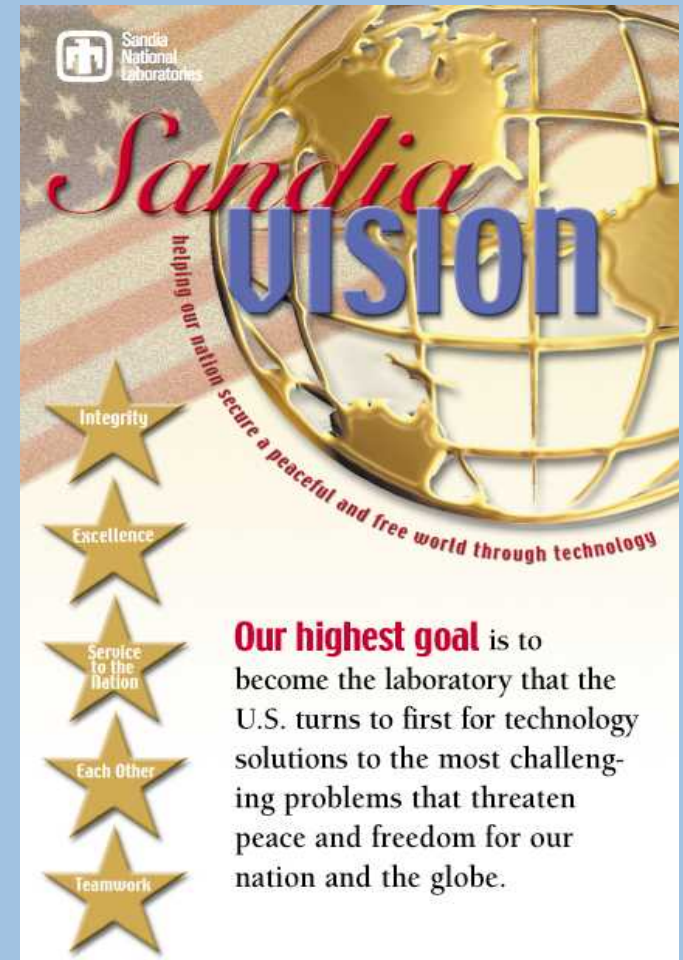


Presenters:
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Sandia National Laboratories

“Exceptional Service in the National Interest”



- National Security Laboratory
- Broad mission in developing science and technology applications to meet our rapidly changing, complex national security challenges
- Safety, security and reliability of our nation's nuclear weapon stockpile

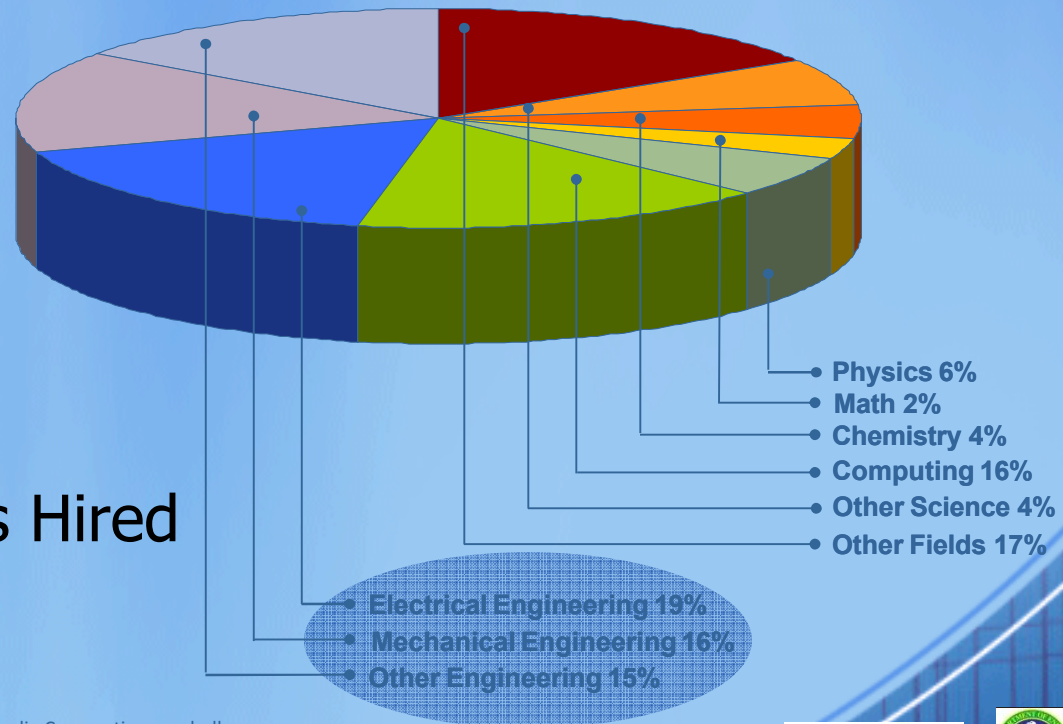


LOCKHEED MARTIN



Sandia National Laboratories

- Sandia National Laboratories
 - Operated by Lockheed Martin
- Three Primary Locations:
 - Albuquerque, NM
 - Livermore, CA
 - Tonopah, NV
- All Engineering Disciplines Hired



Fellowship Programs

**National Physical
Sciences Consortium**
9

**Truman
Fellowship**
6

GEM
5

**Doctoral Studies
Program**
19

**Special Master's
Program**
7

**Master's Fellowship
Program**
22

**Laboratory Directed
Research & Development**
30



Packaging Yourself

Purpose

Provide guidance on how to identify and develop a positive, proactive approach to marketing your strengths and capabilities by *Packaging Yourself*

Goal

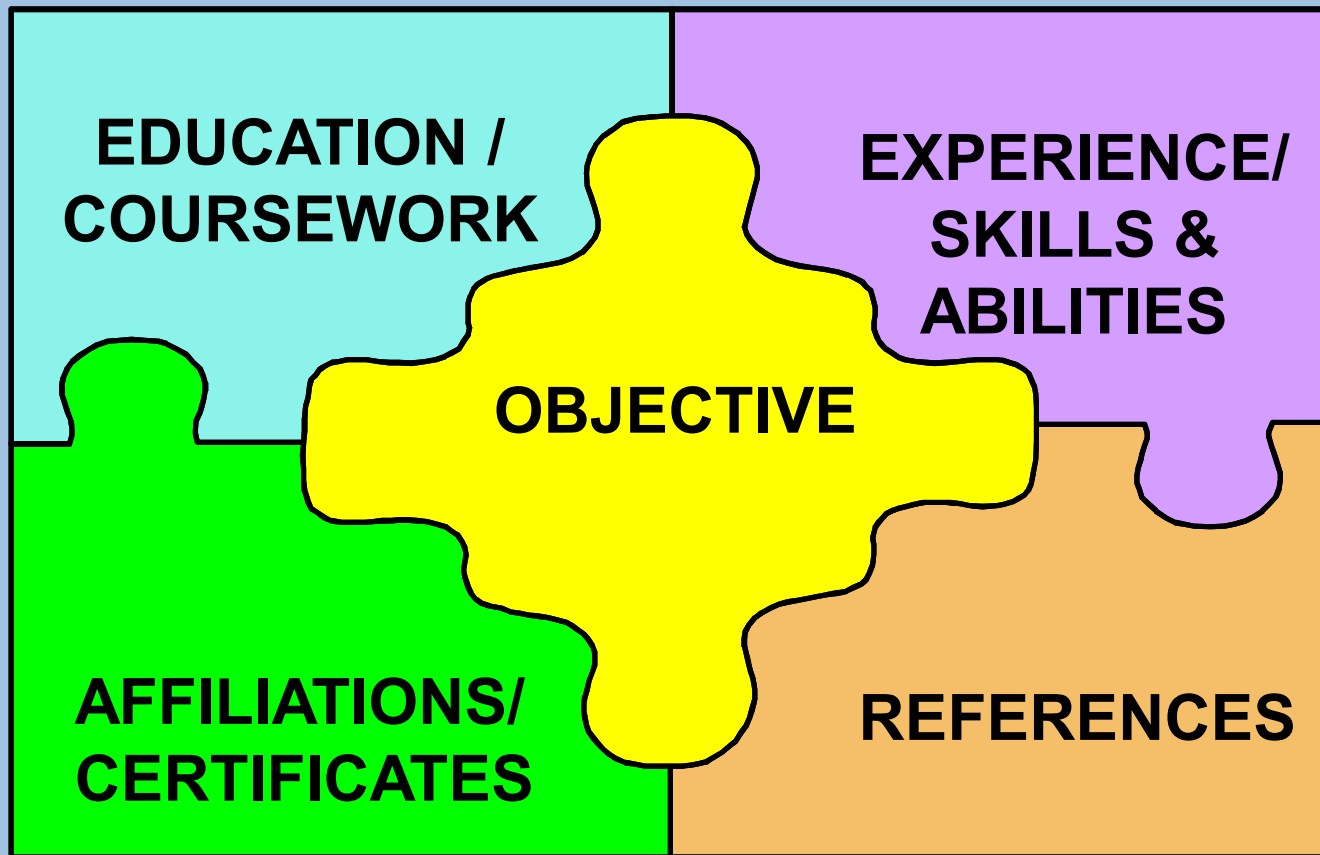
Discover how to achieve maximum results when writing resumes and preparing for job interviews



Objectives

- Develop a “master” resume and prepare a target” resume
- Identify selection criteria by reviewing the Post and Bid Process
- Prepare a “Personal Critique” by comparing qualifications and experience against posting criteria
- Prepare for an interview by reviewing key points
- Compile the above information and other documents into a “Career Portfolio”

Key Components of the Resume



Master Resume

Objective: Seeking a position as a _____ in the _____ organization where I can utilize my skills in _____ and _____.

EDUCATION:

BS, Obedience 1996
Law Degree, UNM 1995
Dog Catcher Chasing Diploma, 1994
Kindergarten, 1992
Potty Training, 1992
SKILLS & ABILITIES:
•Sniff out a good time

SKILLS & ABILITIES:

- Chase cars
- Inhale exhaust from mufflers
- Leap tall shrubs in a single bound
- Bathe by myself
- Shake hands on command
- Drool regularly
- Scratch hard to get at areas
- Swim instead of drown

SNL EXPERIENCE:
ABC Dept 1234, Dog Consultant
Plan department training

SNL EXPERIENCE:

Biscuit Counting Department
4321, Accountant
•Count biscuits
•Balance annual FY Biscuit Report
•Give presentations on budget status

Property Management
Department 9876
Inventory Control Officer
•Balance inventory worksheets
•Maintain biscuit inventory
•Package and distribute biscuits

CURRENT EXPERIENCE:

Quality Control Department
7890, Consultant
•Count cars passing by
•Improve specs for biscuit production
•Package and distribute biscuits
Car Exhaust Analysis Department
9876 Hygienist
•Sniffing out criminals
•Good hygiene.....
•Roll over and play dead....
•Hold breath for prolonged periods often while licking paws.

PREVIOUS EXPERIENCE:

Albuquerque Dog Pound, Dog
Catcher Assistant
•Bark and run to catch cats
•Developed an obstacle course
•Potty trained younger pooches
•Howl at the moon.
Mama Luigi's Restaurant, Dishes
•Lick all dishes clean before putting in dishwasher
•Sweep floors with tail
•Dry dishes with hot panting
Provide rodent & insect control

AWARDS:

•Teaming with the Quality Orgn. In hunting down scoundrels who don't follow processes, 1996
•Chasing Dog Catchers when they attempted to catch fellow pooches, 1998
•Fire Hydrant Recognition Team who respect the true value of a good mark.
REFERENCES:
Rex Dachshund, 844-1234
Pooch Chihuahua, 844-4321
Mutt Husky, 845-2222
Bud St. Bernard, 845-3333

Target Resume

Ned A Job
888-9977

OBJECTIVE: Seeking a position as a poodle in the Production Organization where my skills in counting biscuits, barking sniffing and running will be utilized.

EDUCATION:
Obedience, 1996

Kindergarten, 1992
Potty Trained, ACOMA, 1992

EXPERIENCE:

- Sniffing out criminals
- Good hygiene.....
- Roll over and play dead....

Albuquerque Dog Pound, Dog
Catcher Assistant

- Bark and run to catch cats
- Developed an obstacle course
- Potty trained younger pooches

AFFILIATIONS:

Dogs "R" Us International, 1966
American Assoc. of Bow Wows

AWARDS:

Teaming with the Quality Orgn. In hunting down slugs who don't follow processes, 1996

REFERENCES:

Rex Dachshund, 844-1234
Pooch Chihuahua, 844-4321

Relevant to the job

Master Resume

- A “fill-in-the-blank”
OBJECTIVE
- Includes ALL
information on:
 - Education
 - Courses
 - Experience
 - Certifications/Awards
 - References
- May be many pages long
- Your database/tool

Target Resume

- An **OBJECTIVE** that
focuses on a specific job
- Includes RELEVANT
information on:
 - Education
 - Courses
 - Experience at specific
company
 - Previous and current
relevant Experience
 - Certifications/Awards
 - References
- **No longer than 2 pages**
- **Employer gets the resume**

Name Address/Phone/E-Mail

OBJECTIVE: Write a brief paragraph targeting the specific job

Seeking a position as _____ in the _____
Organization where my experience in _____ and
my skills in _____ and _____ will be utilized.

EDUCATION: List all formal education with highest level first. If you have a high grade point average, be sure to include it.

BS, Mechanical Engineering, UNM, 2001, 4.0

SKILLS: List all relevant skills and abilities that will give more information on your capabilities. This could include current and past employment, volunteer work, relevant hobbies, etc.

**Project Management
Leadership
Resource acquisition
Interpret blueprints
Precision instruments**

**Programming (specific)
Property Coordination
Computer skills (specific)
Tooling maintenance
Micrometer/Dial caliper**

**CURRENT
EXPERIENCE:**

List current experience starting with your most current position first. Include dates, job title, organization name & number, brief description of key duties/responsibilities.

2002 - Present

**Principal Investigator Co., Performance Improvement
Support Service Department**

- Conduct on-site investigations of structural facilities.
- Collect and analyze data and make recommendations.
- Document results through publications.

**PREVIOUS
EXPERIENCE:**

List previous work experience that is relevant. Use the same format and include the name of the company.

1998 - 2002

Architect, Public Service Co. , Drafting & Design

- Designed and developed architectural plans for projects.
- Negotiated with engineers in determining specifications.
- Prepared computer models of project designs.

CERTIFICATES/ AWARDS: List any relevant certificates or awards you have received from your current employer or external organizations.

Employee Recognition Award, May 12, 2005

Building Bridges Corporate Program Coordination Team

Leadership-driven customer-focused forum to address

EXTERNAL AFFILIATIONS: Include memberships with organizations, clubs, groups, etc. especially if they are relevant to the job.

Greater Albuquerque Leadership Forum – Exec Board

University of NM Star Council – Community Partner

Cornell University LRD – Practitioner in Residence

REFERENCES: Make sure they will give **POSITIVE** responses!
Include mentors, managers, customers, team members, etc.

Resume Tips

- **Keep the resume thorough, but concise**
- **Do not exceed two pages on the target resume**
- **Do not write in paragraphs**
- **When describing experience and skills, use bulleted, single-line entries**
- **When describing experience and responsibilities, begin with active verbs and end with results**
- **Update the resume when there are significant changes in job assignments and responsibilities, education, certifications, affiliations or references**
- **Be creative, yet professional!**

The Post and Bid Process



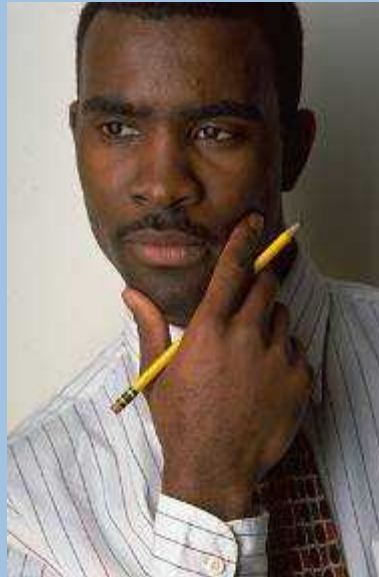
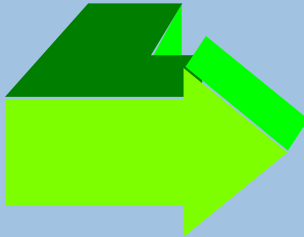
Review Post and Bid Process

- **Become familiar with specific company's post and bid process**
- **Apply to specific job posting**
 - **Submit Resume at Career Fair**
- **Search for new postings frequently**
- **Follow up, but be patient**

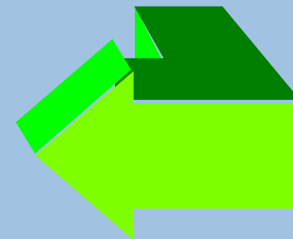


The Personal Critique

Posting Criteria



*Qualifications &
Experience*



Identifying the Selection Criteria

- Read the posting for general interest
- Reread the posting for specific job requirements
- Look for key words which lead to the criteria, for example:
 - Primary responsibilities include
 - The candidate must
 - A thorough knowledge of
 - The ability to
- Print out and highlight the criteria
- List the criteria once it's been identified



JOB POSTING

Executive Asst. for M. R. Boss

The NEONs Organization is responsible for

Primary responsibilities initiation of general correspondence, records management, scheduling daily appointments, maintaining a classified accountability station, and making travel arrangements.

PERSONAL CRITIQUE

Posting Criteria

Initiation of general correspondence

Records management

Scheduling daily appointments

Maintain Classified accountability station

Travel arrangements

Qualifications & Experience

Current job requires initiation of all internal and external correspondence (3 yrs).

Developed color coded filing system for all records in current job (3 yrs). Previous experience in Auditing required maintenance of over 30,000 contracts (8 yrs).

Use electronic calendaring for scheduling manager's appointments, travel and deadlines.

Currently responsible for two stations which include 500 documents each. Very Good audit ratings (10 yrs).

Experience with domestic and foreign travel arrangements. (10 yrs).

JOB POSTING

CDM PRT Lead for M. Boss

The Power Source Tech group is responsible for

....

The group has an opportunity for a PRT lead engineer to develop and produce power sources

This position provides the opportunity to work closely with component and systems engineers, contracting, quality, program office and our production facilities...

Required:

College Degree in Chemistry, Chemical Engineering, Materials Science, Mechanical Engineering, or related

Demonstrated experience in Weapon component production

Demonstrated experience in Real Product Subsystem (RPSS)

Knowledge of electrical and mechanical design and safety principles

Ability to **lead and work in a team environment**

PERSONAL CRITIQUE

Posting Criteria	Qualifications & Experience
Lead engineer	Lead of the XYZ power source program ... (4 yrs) Headed up the MNO Program for WCO (2 yrs)
Experience working with Component & systems engineers, contracting, quality, program office, production facilities	ABC career working with these groups and others including Systems, Safety ... (12 yrs)
Educational Background	PhD. Chemistry, MS Mechanical Engineering, BS Chemical Engineering; dissertation in Production of Underground Power Sources
Weapon Component production	Cross-organizational team lead on Specific Program (5 yrs)
RPSS	Team member on RPSS responsible for (3 yrs)
Electrical & mechanical design & safety principles	Division point of contact for key design & safety concerns (8 yrs)
Lead and work in team environment	Career at ABC included team lead and member experience. See Tab 4 for examples.

Tips on Critiquing Qualifications Against Selection Criteria


- **Prepare a dual column worksheet:**
 - **Posting Criteria on the left**
 - **Qualifications and Experience on the right**
- **Focus on each criterion independently.**
- **Review past and current evaluations, job descriptions, etc. to jog your memory.**
- **List and quantify as much qualitative, substantiated experience as possible.**
- **List relevant courses and education.**
- **Be honest and concise.**




The Interview



Purpose of the Interview

A large, irregular yellow speech bubble with an orange outline, pointing towards the right. It contains text about the manager's purpose.

**Manager to
gather
information on
the candidate's
qualifications
& experience.**

A large, irregular green speech bubble with a dark green outline, pointing towards the left. It contains text about the candidate's purpose.

**Candidate to
learn about
the job
requirements,
the organization
and the work
environment.**

**BOTH
ARE EQUALLY IMPORTANT!**

NETWORK!!!

- **Talk with the person leaving the job.**
- **Talk with others in that organization.**
- **Talk with others in similar jobs.**
- **Talk with the manager posting the job.**
- **Talk with a Human Resources contact.**





Before the Interview

- Give yourself positive messages before you arrive.
- Have roles clearly defined.
- Be on time!
- Take care of personal hygiene.
- Wear appropriate clothing.
- Take only what you need to the interview.
- Don't bring others with you.
- If nervous, practice relaxation exercises.



The Muscle Groups

Major Group 1:

- Dominant hand & forearm
- Dominant biceps
- Non-dominant hand & forearm

Major Group 2:

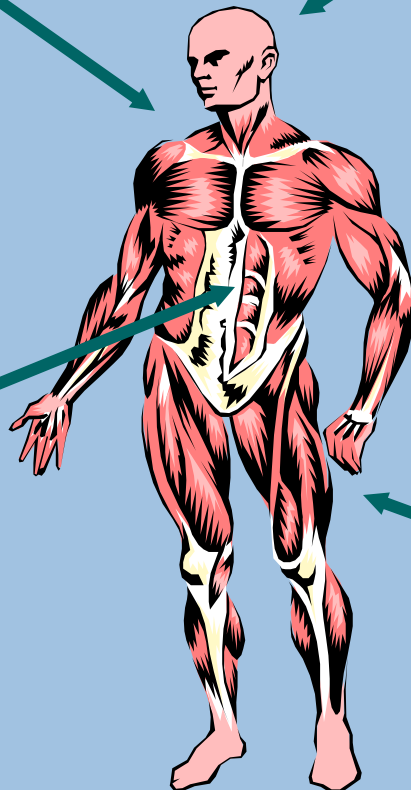
- Forehead
- Cheeks & nose
- Jaws
- Lips & tongue
- Neck & throat

Major Group 3:

- Shoulder & upper back
- Chest
- Stomach

Major Group 4:

- Thighs & buttocks
- Calves
- Feet



Progressive Relaxation

- A quiet environment
- A comfortable position
- A focal point
- A passive attitude
- Deep breathing
- Muscle tension (hold)
- Muscle relaxation



The Interview

The First 10 Seconds:

- A smile
- Direct eye contact
- Introduce yourself
- A firm but gentle handshake



Basic Etiquette:

- Wait to be asked to sit before sitting.
- Wait to be offered a drink before taking.
- Don't smoke or eat.
- Don't chew gum, tobacco or other material.

How Managers Develop Interview Questions

- **Ask questions based on posting criteria with a focus on qualifications and experience.**
- **Use open-ended questions.**
- **Gather quantitative, measurable information.**
- **Avoid scenario questions.**
- **Ask for examples whenever possible.**
- **Give the individual an opportunity to expand on any other qualifications and experience.**



Other Questions That Could Be Asked

**WORK
VALUES**

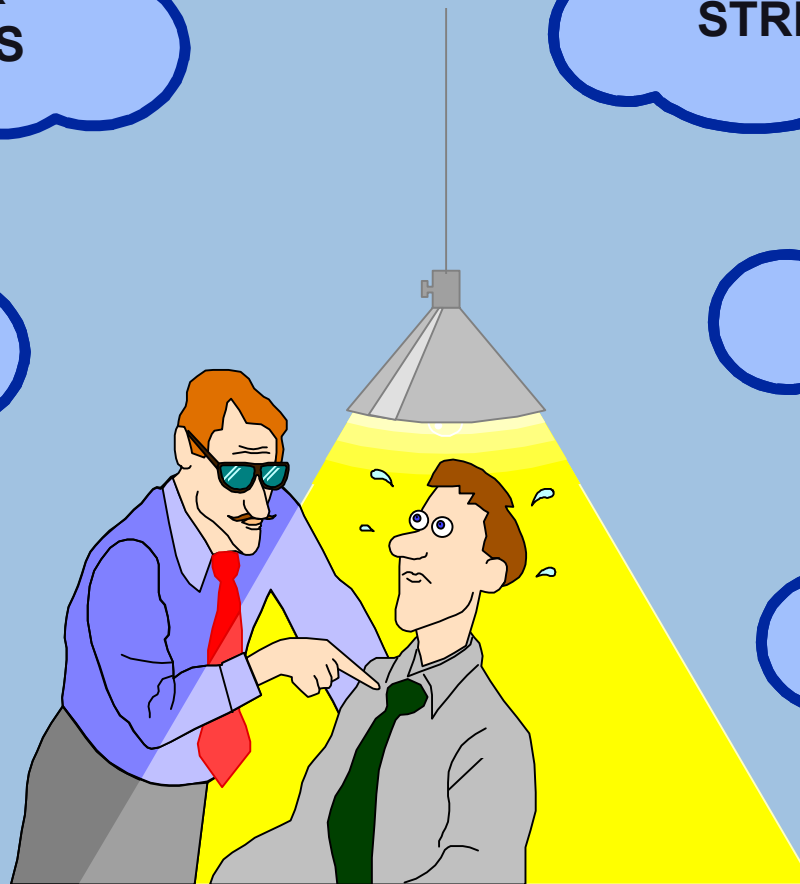
STRENGTHS

ES&H

WEAKNESSES

ATTITUDE

**WHY DO YOU
WANT THIS JOB**



The Career Portfolio



Preparing the Career Portfolio



LETTERS

SAMPLES

CRITIQUE

RESUME

**TABLE OF
CONTENTS**

- **Resume**
- **Critique**
- **Samples**
- **Letters**
- **Other**

Suggested Portfolio Contents



Computer Skills Matrix

FUNCTION	SOFTWARE	APPLICATION	FREQUENCY	PROFICIENCY
Word Processing	MS Word* Mass 11 MultiMate Wang	Documentation Correspondence Reports	Daily	Advanced
Spreadsheet	MS Excel* Lotus 123	Tracking reports Budget Audits	Daily – Weekly	Advanced
Database	MS Access* Dbase III	Tracking logs Assessments Surveys/Scans	Weekly	Advanced
Graphics	MS Powerpoint* Adobe Graphics Corel Draw 8 FreeLance Harvard Graphics	Presentations Diagrams Flowcharts	Weekly	Intermediate
Project Management	MS Project*	Various program projects	Daily-Weekly	Advanced
Other	Internal/External Web* Outlook* Lab Info Systems*	E-mail Calendar Research Benchmarking	Daily	Advanced

Words of Wisdom

**“If you always do what you always did,
You’ll always get what you always got.”**

- **Get as much varied experience as possible.**
- **Participate on teams.**
- **Communicate positively with your boss.**
- **ALWAYS have a customer focus.**
- **Get a mentor who you can trust and who is competent.**
- **Focus on and take ownership of your own career.**
- **Be Happy! Strive for professional & personal excellence.**

Questions ??

