



America's Premier Engineer's Coach

11 Advanced Strategies for Creating a Resume that Gets Results!

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THE ENGINEER'S COACH



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Use these little-known strategies to ensure your resume stands out from all the others.



Standard Resume Formats Don't Work in Today's Online Job Market

Even a “good” resume (by most people’s standards) is not effective in today’s competitive job market. If you want your resume to be seen and selected from among a crowded field of applicants, you **MUST** know what a hiring manager is really looking for and how to tailor your resume to give it to him/her. You must also grab their attention immediately. Any resume that does this will be the one they select to follow up on. If you want this to be the case with your resume, read on!



Keep in mind before we begin:

The **NUMBER ONE** question every hiring manager is looking to answer with any potential job candidate is whether this person will help improve the company's bottom line. A really effective resume will answer that question. Make it easy for the reviewer to see how you will contribute to their success and you stand a much better chance of getting called in for an interview. The following strategies are specifically designed to help you achieve this end.



Also:

It's very important that the first $\frac{1}{3}$ to $\frac{1}{2}$ of the first page of your resume (if it's more than a page long) grabs the viewer's attention. That's all the time you typically have to get them to decide whether to give you a call. Most hiring managers see hundreds of resumes - or more - for any given job opening so they quickly learn to scan the beginning of each one and decide right away if it's worth reading further. You want yours to make this initial cut!



So without further ado:

Here are the strategies!

(A sample resume using these strategies is included as Attachment #1)



Strategy #1

Ditch your address!

It's irrelevant. You'll provide it when they ask for it. Don't let it be used against you. Hiring managers are known to toss out resumes from addresses that are too far away. You need to stay in control of that decision. Plus, it's one less place to have your personal information floating around for identity thieves to steal.



Strategy #2

Ditch all border lines!

The online software that reads incoming resumes often treat such lines as page breaks. If the software is also set to read only the first page of the resume (as some are), you can end up with the system seeing only a blank resume. You don't want that!



Strategy #3

Make your name no larger than a size 12-14 font!

Don't waste the space. A reviewer is not going to pay any attention to your name until he/she decides from the body of your resume that they want to talk to you. Only then do they look for your name and contact info. And while you're at, make sure you use a clean, easy-to-read font. No fancy scripts allowed!



Strategy #4

Add a Seeking Statement!

Make it easy on the reviewer. Tell them right up front, just below your contact info – centered and bolded – just what kind of position you're applying for. If you're applying for a specific job opening, reference the title and job number from the posting.



Strategy #5

Develop your Accomplishments Inventory!

This will be a separate, stand alone document where you list all you have done, along with the value of that work in dollars and/or percentages. This document should be maintained and updated regularly throughout your career. See Attachment 1 for an example.



Strategy #6

Stop burying the lead - Include your Selected Career Highlights!

These should be right after your Career Summary or Objective section and will come directly from your Accomplishments Inventory. Choose 4-5 of your best accomplishments that speak to the type of job you are applying for. These grab your viewer's attention and makes them want to contact you.



Strategy #7

Keep your Job History brief!

This section only needs to include the name of the company, where it's located, (city, state, or country), job title, start-end dates, and a brief summary of what you did there. Also, don't go back more than 20-25 years. Anything earlier is probably irrelevant. If it IS relevant, make sure it's covered in your Selected Career Highlights, not in your Job History.



Strategy #8

Ditch the dates in your Education section!

They are only relevant if you graduated recently. Otherwise, it's only important to show where you went and your degrees. Same thing applies to your GPA. It might be important when applying for your first job after graduation. But from that point on, only your job performance will matter.



Strategy #9

Add Keywords!

Any resume submitted online goes into a database. When there is a job opening to fill, the first thing a hiring manager will do is search that database using keywords. To make sure yours comes up, be sure to include any and all keywords/phrases/acronyms that apply to your area of expertise and the particular job posting. The more the better, generally. Make this the last section on your resume, with each keyword listed one right after the other (no commas), in a size 8 font (to save space).



Strategy #10

Eliminate the phrase “References available upon request”!

It’s a given that you will provide references if they’re requested. There is no need to waste the space saying so.



Strategy #11

Eliminate annoying, though common, phrases!

Words like “solutions-focused”, “motivated”, “excellent communicator” (especially when there are grammar errors in your resume!), “team player”, “detail-oriented”, “results-driven”, “hard worker”, “people person”, etc. – are all real turn-offs to any reviewer. Let your accomplishments speak for you instead.



Bonus Tip:

Use bullets judiciously. Too many become a distraction. Ideally, you will only use bullets for the 4-5 Selected Career Highlights. There should not be any others in the rest of your resume!



There you have it...!

**11+ tips and strategies to help YOU create a resume that not only will be seen by a live person but will be much more likely to get that person to pick up the phone and give you a call. When that happens, your resume has fulfilled its purpose!
Congratulations!!**



If you want to learn more about I can help YOU achieve your career or life goals, drop me a line at:

terry@theengineerscoach.com



ATTACHMENTS

- 1) **Example Resume**
- 2) **Sample Accomplishments Inventory**



Seeking a position in project management/oversight with an engineering design firm.

CAREER SUMMARY

Past experience has included projects from a wide variety of industries including oil and gas production, NGL fractionation, petroleum refining, chemical manufacturing and blending, paint manufacturing, and wastewater treatment. This broad exposure embraced such areas as project management, process design, project siting, strategic planning and consulting relative to environmental regulations, and permit reviews/preparation. In addition, I have experience in public speaking, management training and employee development.

SELECTED CAREER HIGHLIGHTS

- As a member of the Process team tasked with designing two 45,000 BPSD NGL fractionation trains, helped keep this schedule-driven project on track by assisting with general site planning/layout, including location of pressurized and refrigerated storage and their associated secondary containment, stormwater control and drainage, firewater system development and siting of flares. Also assisted the client's environmental consultant in developing the necessary environmental permits. Finally, provided Process coordination with the overseas team doing hydraulics and PSV calculations, as well as the third-party client developing the railcar loading facilities. The facility's start of operation is on track to be completed within 16 months of initiation of Process design, resulting in an expected annual profit of at least \$36,500,000.
- Drawing on my environmental experience, rescued a stalled \$1,600,000 sulfur plant incinerator project by identifying the performance requirements so vendor specifications could be completed. The incinerator was a long lead item, but the client had been unable to provide the emission limitations needed for design, thus putting the entire project in danger of missing scheduled equipment delivery dates.
- Effectively supervised a team of ten engineers and other technical support staff, creating a positive and cooperative atmosphere that resulted in a 40% increase in staff productivity.
- Functioned as Process Technical Lead on a design for a proposed \$150,000,000 calcium chloride plant, helping to keep the Process Division's part of the project within the budgeted manpower and cost limits at all times.
- Provided staff training at the management level in a chemical engineering environment that resulted in a 100% turnaround in morale and cooperation among the management team as well as a drastic reduction in employee turnover.

PROFESSIONAL EXPERIENCE

RESPECTED ENGINEERING FIRM, Houston, TX

Project Engineer

2013 - Present

Assists the Project Manager in all aspects of design of (predominantly) NGL fractionation plants, from initial estimates and scope development to oversight of the various Engineering discipline teams, project scheduling and reporting, and working with the construction teams in the field.

Sr. Process Engineer

2011 - 2013

Responsible for all aspects of process design including PID/PFD development, equipment datasheets, line lists, PSFI, hydraulic calculations, environmental input and some initial PSV design and process simulation (HYSYS). Projects encompass predominantly NGL fractionation facilities, upstream gas plants, and pipeline projects.

STARTUP ENGINEERING & CONSTRUCTION, Houston, TX**2007- 2011****Senior Process Engineer**

Provided multiple process design activities for various refining and chemical clients, including: developed PFDs and Heat and Material balances; developed P&IDs and reviewed through CAD and client approval; sized equipment and dealt with vendors for equipment quotations; developed instrument specifications, line lists and tie-in lists; performed plant walk downs; lead HAZOP reviews and assisted in client presentations.

EXCELLENT ENVIRONMENTAL CONSULTANTS, LTD., Houston, TX**2002 – 2005****Partner/Environmental Consultant**

Advised clients on environmental regulations, performed full-media regulatory audits, prepared appropriate applications and documents for submittal to the regulatory agencies and performed other tasks similar to those from previous employment.

ABC ENVIRONMENTAL CONSULTING, Houston, TX**1993 – 2002****General Manager/Environmental Consultant**

Provided assistance to various clients on issues relative to TCEQ requirements, including preparation of air permits, expediting of permit reviews, coordination with the TCEQ, and participation in enforcement meetings/negotiations. Also provided consulting on current regulatory/policy issues and future plans for maintaining compliance.

ENVIRONMENTAL CONSULTING COMPANY, INC., Houston, TX**1991 - 1993****Environmental Consultant**

Focused on helping clients develop overall plans for managing their emissions to enable them to prepare for future growth while maintaining compliance with both state and federal regulatory standards. Advised and assisted clients with various issues related to federal and state air regulations.

B.S., Chemical Engineering, University of Texas, Austin**Professional Engineer – Texas – TSPE No.12121****KEYWORDS**

Cost estimates schedule development client liaison Microsoft Word Excel PowerPoint public speaking air quality consulting compliance EHS EH&S environmental health and safety petroleum, environmental assessments air pollution air quality emissions ozone pollution toxic particulate environmental engineer environmental engineering environmental site engineer gas compliance management process design, storage tank design secondary containment requirements, PSVs, data sheets, pump design hydraulics flare design horizontal and vertical vessels petroleum refining oil and gas production gas dehydration gas sweetening chemical and petrochemical manufacturing plastics production coatings paint manufacturing NSPS permit applications permit amendments Permits-By-Rule NESHAP MACT standards environmental audits pollution prevention HAZOP facilitation project engineer project management scheduling estimating scope development PHA warranty oversight

Accomplishments Inventory

1. As a member of the Process team for two 45,000 BPSD fractionation trains, I helped to keep this schedule-driven project on track by assisting with general site planning/layout, including researching siting requirements for pressurized and refrigerated storage and their associated secondary containment. Also worked with the client's environmental consultant to provide all the data needed for the state air permit and provided Process coordination with the overseas team doing hydraulics and PSV calculations. Facility's start of operation is on track to be completed within 16 months of initiation of Process design, resulting in an expected annual profit somewhere in the neighborhood of \$36,500,000.
2. Effectively supervised a team of ten engineers and other technical support staff in a manner that created a positive and cooperative atmosphere and resulted in a 40% increase in staff productivity.
3. Provided staff training at the management level in a chemical engineering environment that resulted in a 100% turnaround in morale and cooperation among the management team, as well as a drastic reduction in employee turnover.
4. Functioned as Process Technical Lead on a design for a proposed \$150,000,000 calcium chloride plant, helping to keep the Process Division's part of the project within the budgeted manpower and cost limits at all times.
5. Participated as a technical expert in enforcement conferences and meetings with concerned citizens related to environmental issues for chemical and refining facilities in Texas. Was able to translate technical jargon into easily understandable laymen's terms resulting in better understanding and reduced friction between the parties.
6. Lead a steam system study for an acrylic acid plant that identified numerous sources of steam and condensate losses that if addressed, would result in annual energy savings of approximately \$3,000,000.
7. Evaluated, to determine federal and state regulatory permit ramifications, all units involved when a major Texas oil company decided to consolidate their original dual train crude refining process into a single train process. This evaluation allowed the company to expedite the consolidation process and saved them at least \$100,000 in regulatory costs.
8. Was invited to be a presenter at the AIChE 2011 ChemShow in New York City. Topic was "So You Want to Become a Consultant?", covering issues of concern to those in chemical/chemical engineering fields who would like to start their own consulting firms.
9. As a student/summer intern, wrote a program to automate the daily material balance calculations for the FCCU that had until then been done by hand, resulting in greater accuracy and a savings of at least 10 manhours per week or approximately \$35,000 per year. This was in the early days

of programming and most process engineers had not yet learned this skill. That simple program was still in use several years later.

10. Established and oversaw a church ministry providing support and education to job seekers, providing weekly assistance. Have organized and conducted day-long seminars covering many important aspects of the job search. Combined, these efforts have resulted in successful new jobs/careers for numerous participants.
11. Have given presentations to various groups in the Houston area on topics such as goal setting, maintaining balance, and finding one's best career path. These presentations have been well-received and result in on-going referrals for further speaking engagements.
12. Prepared and delivered a presentation on resumes to approx. 500 high school juniors and seniors – and most of them stayed awake throughout!
13. Delivered a presentation as a last minute fill-in at the 2010 PMI Conference resulting in rave reviews and the gratitude of the event planners, as well as a verbal invitation to present at the 2011 Conference.
14. Delivered my presentation, "Myths That Sabotage Success", at the 2010 annual conference of the Young Professionals Section of the Society of Petroleum Engineers. Even though it was the last presentation of the day (4pm), the audience remained and was engaged in what I was teaching.
15. Assisted in the development of the schedule-driven FEL 3 Process design for a 100,000 BPSD NGL Fractionation plant by developing datasheets for heat exchangers and vessels.
16. Developed the HYSYS simulation for a proposed 7.7 MMSCFD gas gathering plant and associated 8-mile pipeline, participated in design team meetings, performed hydraulics, and designed process equipment, including vertical and horizontal separators, pumps and a reciprocating compressor. Also developed the PFDs and PIDs, and participated in their review with the client in Flomaton.
17. Drawing on my environmental experience, assisted the client and project management team on a sulfur plant upgrade project by researching the appropriate federal and state regulations to determine the allowable incinerator air emissions of H₂S, SO₂, NO_x, and CO, thus allowing the vendor specifications to be completed. Because the incinerator is a long-lead item, the development of these specs was critical to keeping the project on schedule. Prior to my involvement, the incinerator schedule was in danger of slipping because the client had been unable to provide the necessary emission limits.
18. As a member of the Process team for two 45,000 BPSD NGL fractionation trains, I helped to keep this schedule-driven project on track by assisting with general site planning/layout, including the siting of pressurized and refrigerated storage and their associated containment requirements. Also worked with the client's environmental consultant to provide all the data needed for the state air permit and provided Process coordination with S&B India on the hydraulics and PSV calculations. Facility's start of operation is on track to be completed within 16 months of initiation of Process design.

19. As a member of the Process team for a new 135 MMSCFD H₂ manufacturing plant, assisted in the development of the PIDs for client review and approval.
20. Functioned as the Process Technical Lead on the design for a proposed \$150,000,000 Calcium Chloride plant, helping to keep the Process Division's part of the project within the budgeted manpower and cost limits at all times. As part of the design team, also provided process specifications for pumps, storage vessels, agitators, filters, instrumentation, PSVs, and wet gas scrubbers (WGS), as well as P&ID/PFD development, preparation and tracking of equipment data sheets, and line list design data.
21. Quoted extensively in article titled "Better Days Ahead?" in the June 2011 edition of PE Magazine, a publication of the National Society of Professional Engineers.