ENGINEERING

Job title: Manufacturing Engineer
Job Type: Full Time
Location: Jorgensen Forge Corporation

As a manufacturing engineer, you will plan, design, modify and optimize the company's manufacturing processes. You will also be responsible for monitoring and maintaining an efficient and working system.

Job tasks include, but are not limited to:

- Developing, evaluating, improving and documenting manufacturing processes
- Trouble shooting and resolving technical issues
- Maintaining contact with vendors to determine product specifications and other aspects of quality standards and specifications
- Coordinate with other departments to improve and maintain an efficient manufacturing system

Qualifications:
 Required:

- Bachelor's degree in manufacturing or mechanical engineering
- Minimum of five years' experience in manufacturing, machining operations, or related field
- Knowledge of SMED, Kaizen, OEE and TPM

 Desired:

- Knowledge of manufacturing and machining concepts
- Ability to prioritize multiple projects
- Good communication and interpersonal skills
- Ability to grasp modern technology quickly

Please send a resume and appropriate documents that serve as proof of successfully completing required education/experience. We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement.

Joshua Adam Johnson
~~**5300 Pacific Avenue SE**~~
Olympia, WA 98506

Because employers rarely send anything by regular "snail" mail, street addresses are optional (city/state is OK). I would advise that it be left off any resume posted online (except for Saints4Hire, because it is a closed system).

(360) 234-6789
Joshua.johnson@stmartin.edu

Do not label these as "Phone:" or "e-mail" – it's obvious what they are.
Also, make sure your email address is professional and includes only your name.

Profile: this section should make it clear what position you are applying for and should include the keywords from the job ad. For example:
College graduate with a Bachelor's degree in Mechanical Engineering from Saint Martin's University. Successful in multi-tasking, learning new information, and working as a productive team member.

Skills and Qualifications This is the MOST important section of a resume. Employers will usually take about 5 seconds to scan to see if the skills listed are what they are looking for in the job ad.

- Bachelor of Science in Mechanical Engineering from Saint Martin's University
- Several years' experience working in the fields of manufacturing and machine operations
- 30 credits in engineering coursework and labs including *Manufacturing Processes, Machine Design,* and *Systems Analysis and Design*
- Great interpersonal and communication skills developed through working with people from all areas of business

The bulleted statements address the skills gained over a period of time in different workplaces that match the skills they are looking for.

Education   Bachelor's of Science in Mechanical Engineering, Saint Martin's
                   University, Lacey, WA
                   Graduation date May 2016
                   Dean's list, fall of 2015 (3.87 GPA)

Always list the most recent first. You may add other college experience to the second page – only include it here if it is relevant to the job.
Omit high school!

Experience This section may contain both PAID and UNPAID experience. On a job application form, it will probably be separate. Your resume, however, is a summary of what experience you will bring to a specific job, no matter where or how you got it.

Summer 2015 **WaferTech – Internship**

- Analyzed production flow and helped improve both direct labor productivity and production rate
- Worked with variety of job functions including engineers, direct labor, technicians and IT

2012-2014 **Olympia Soup Kitchen Volunteer**

- Helped prepare and serve meals to community members in need

2012-2016 **Office of Campus Life – Work Study**

- Managed front desk and helped schedule and track events

Your resume can go more than one page – put your name and page 2 on the second page and make sure your first page has the most relevant information on it.

Bullets under jobs/experience should be limited to no more than three. It is not necessary to list every job you ever had – this student probably worked some fast food or in-home jobs too where he developed his interpersonal and communication skills.

Leadership Dean's list, fall of 2015 (3.87)

Saint Martin's basketball team member, 2012-2016

Society of Fellows member, 2013-2016

Member of American Society of Mechanical Engineers, 2013-2016

Interests These are optional, and should ONLY be included if related in any way to the type of work you will be doing.

References

Available upon request.

References go on a separate page with your name and contact information (like your resume heading). Make sure you indicate how you know each reference and provide contact information for them. Let your references know when you have provided their name to a potential employer.

Cover Letter Format

Your Address
City, State, Zip
Phone
E-Mail
This information may be at the top or after our name at the end.
Date

Name of Contact Person
Title
Organization
Street Address
City, State, Zip

Dear (Contact Person's Name):

Opening Paragraph: The reason you are writing.
State why you are writing and name the position or type of position for which you are applying. Mention how you learned of the position and the name of any referring person. Briefly describe why you are interested in this particular position.

Body of the Letter: Show enthusiasm for what you like to do.
Briefly describe the skills and/or experiences you have that fit the requirements of the position. If you have related experiences, mention your qualifications and achievements. This is your chance to give the reader more insight into who you are as a person. Do not repeat your resume. This is the time to mention **personal qualities or special experiences and motivators.**

Closing Paragraph: Directly, but politely, indicate your desire to further discuss your qualifications in an interview. Make it easy for the reader to contact you by providing your phone number, email and the best time to reach you. Thank the contact person for his or her time and consideration.

Sincerely,
(Leave four spaces between *sincerely* and *your typed name*)

Your signature

Your typed name
(Two spaces)

Sample Cover Letter

5555 Pacific Ave SE
Lacey, WA 98503
360-555-3235
Joshua.johnson@stmartin.edu

June 27, 2016

Steve Miller, Human Resources
Jorgensen Forge
8531 E Marginal Way South
Tukwila, WA 98108

Dear Mr. Miller,

One of my former supervisors from WaferTech, Mr. Williams, referred me to your current job opening. I am very interested in furthering my career in the mechanical engineering field, and this position seems to be a great and challenging opportunity to begin.

I am a recent graduate of the Saint Martin's University Mechanical Engineering program. During my time at Saint Martin's, I was involved in several extracurricular activities, clubs, and volunteer programs. The courses I took included *Manufacturing Processes, Machine Design,* and *Systems Analysis and Design.* My time also included an internship at WaferTech, during which I became involved in a project that resulted in a more efficient and productive manufacturing process. My studies and other experiences have given me the opportunity to foster my teamwork, leadership, communication and interpersonal skills, as well as improve my understanding of the manufacturing and machine operation fields.

I would appreciate the opportunity to meet with you and visit the Harborview Medical Center in person to discuss the needs and qualifications you are seeking for this position. Thank you for taking the time to look over my resume. I look forward to hearing from you in the near future.

Sincerely,

Joshua Johnson

Enc. Resume