

Job Hunting

Paulo Lourenço

**Universidade do Minho
Department of Civil Engineering
Guimarães, Portugal**

pbl@civil.uminho.pt * www.civil.uminho.pt/masonry



University of Minho
University of Padova

Czech Technical University in Prague
Technical University of Catalonia

ARCCHIP- ITAM

Paulo B. Lourenço
Job Hunting

2

Job Search. How to Get a Graduate Job in a Recession?

- 2016 is a very tough year to graduate (but it depends on where you are from)

- 10 Things You Need to Know:
 - Unpaid internships are illegal
 - Ignore the headlines – there are still jobs out there
 - Doing more education is not the answer ✓
 - Give the industry you have chosen a health check ✓
 - The perfect CV is a myth
 - Do not forget the little guys
 - Offer to help – but do not beg an employer for experience
 - If it is really not working, it is time to stop doing it
 - All the experience you have gained is good experience
 - Nobody wants to hire a robot



Advanced Masters in Structural Analysis of Monuments
and Historical Constructions



Q&A

When to Apply?

You have a thesis to complete, so focus on this. But a good time to apply could be about six to eight weeks before graduation (you may prefer six to eight weeks before the usual graduation period in your country)

Your Résumé (or CV)

There is no perfect CV. If yours is clear and concise, stop fiddling. Forget about trying to stand out. If your application is good, it will get noticed.

Use the extra time to check your online footprint. Google yourself. What comes up – and how does it make you look? Potential employers will do this. Use Facebook's "view as" button ("edit profile" settings) to see how your non-friends can see you – and adjust the privacy settings accordingly. Set up your LinkedIn profile. It is a good place for hearing about jobs. Keep adding new training and skills you pick up, so it is always up to date.

Make any of your experience sound relevant for the job you are applying for. What challenges did you face and how did you overcome them? What skills did you develop? What training did you have? This is all great stuff for applications and interviews.



Where to find jobs?

There are many companies accepting job enquiries

They could be large consultants, e.g. www.arup.com or www.cowi.com or <http://www.ramboll.co.uk/> in Europe, or specialized www.rsapc.com or www.wje.com in the US, or specialized in your own country.

Jobs in Europe can be found in <http://ec.europa.eu/eures/home.jsp?lang=en>

Jobs in Conservation can be found in <http://www.apti.org/resources/available-positions/> and <http://www.buildingconservation.com/directory/st.htm>

Internet searches in many forums such as: <http://www.euroengineerjobs.com/> & <http://www.engineer-job.eu/>

Shortage of Civil Engineers in Australia, USA, UK, Norway, Belgium and Denmark, e.g.

www.fibs.be

www.akersolutions.com

www.jobconnect.no

www.ramboll-oligas.com



A good CV (<http://www.kent.ac.uk/careers/cv.htm>)

- No single "correct" way to write and present a CV but it is good if :
 - It is targeted on the specific job or career area for which you are applying and brings out the relevant skills you have to offer
 - Sell techniques of seismic retrofitting that can be extended into any existing building, not just historic fabric; forensic engineering / good skills in inspection and diagnosis of damage / movement in various forms of historic construction, and how to arrest this; in depth knowledge on survey techniques; good writing and communication skills.
 - It is carefully and clearly laid out: logically ordered, easy to read and not cramped
 - It is informative but concise
 - It is accurate in content, spelling and grammar. If you mention attention to detail as a skill, make sure your spelling and grammar is perfect!
- If you get regular interviews, it is a good CV! If it is not, change it until it does. Ask people to look at it and suggest changes.
- There are no absolute rules on length, in general, a new graduate's CV should cover no more than three to five sides of A4 paper.



A bad CV

- When asked what would make them automatically reject a candidate, employers said:
 - spelling mistakes or typos 61%
 - copied large amounts of wording from the job posting 41%
 - an inappropriate email address 35%
 - do not include a list of skills 30%
 - more than two pages long 22%
 - printed on decorative paper 20%
 - detail more tasks than results for previous positions 16%
 - include a photo 13%
 - have large blocks of text with little white space 13%



Mandy Good

23 Black Dragon Lane, Canterbury, Kent, CT1 2DE

Mobile: 0778 123456

mg999@kent.ac.uk

Personal Statement

A Business Administration graduate from the University of Kent. I have skills and knowledge essential for managing key areas of an organisation and the problem solving skills needed in finance. I am looking for a graduate trainee post in marketing where I can use my strong influencing skills.

EDUCATION

2004 - 2007 University of Kent

BA (Hons) Business Administration 2:1

Modules included:

- Human Resource Management
- Accounting and Finance
- Marketing
- E-commerce
- Strategic Management
- Business Mathematics

Completed two dissertations in final year:

developed a marketing communications report and presentation on a new travel agency for the elderly and developed a fully working website for an estate agency. Both projects received good results and gave tremendous experience in project management.

St. Mungos School, Bedford

A Levels 2004

History A
Geography B
Psychology B

GCSEs 2002

8 GCSE passes including English grade A and Mathematics grade B

The **name** is in a large font size to stand out.

The **address** is in a neat, space-saving format.

Make sure you include your **email address** as it's often the most convenient way for recruiters to contact you. Also include your **mobile number**. **Date of birth** is no longer essential due to age discrimination legislation, but you can add it if you wish to.

If you use a **personal statement** it needs to be short, punchy and targeted at the skills required for the job you are applying for. If you are not sure, leave it out and use your covering letter to sell your skills.

See our pages on [Covering Letters](#).

And our page on [Personal Statements](#)

Here key **modules** relevant to the candidate's career are mentioned as are relevant **projects/dissertations** which demonstrate research, planning and possibly group work skills. Note that the modules are neatly ordered in **two columns**. This saves space, suggests a well organised person and also hints at good computing skills to achieve this layout.

This CV is in **reverse chronological order** where the most recent (and usually most important) comes first. See our [other CV examples](#) for **skills-based** and **creative CVs**

Here **A Levels** are spread out to draw attention to the good grades.

GCSEs are summarised. However if you have a string of A grades it's probably best to list all of these in two columns.

Spelling and grammar on the CV have been checked carefully, giving the impression not just of someone whose English is good enough to trust with business correspondence, but more importantly suggests someone who pays **attention to detail and quality** in their work and has a **professional** attitude. Sloppiness in such a crucial document as your CV suggests you will carry the same attitude to your work environment!



WORK EXPERIENCE

June - Sept. 2006 Iceland Stores Margate, Kent

Store Assistant

Worked in a busy team sometimes under pressure. Provided a quality service to customers

2004 - 2005 Barmaid, The Plough Pub (Part-time)

Was often left in sole charge of the bar and learned the valuable art of dealing sensitively but firmly with drunken individuals near closing time.

All of my work experiences have involved working within a team-based culture. This involved planning, organisation, co-ordination and commitment e.g., in retail, this ensured daily sales targets were met, a fair distribution of tasks and effective communication amongst all staff members.

INTERESTS

Leadership. Project Leader for our Third Year MIS project, where my planning and organisational skills came to the fore. Have found "active-listening" a very useful skill when working in a group.

Sport. I believe a healthy body is the key to a focused mind in today's hectic society. Enjoy a range of martial arts which require a high level of dedication and motivation.

Living Life. We only get one shot at this life so I aim to get the most out of it. I love the thrills of gliding, skiing and caving as well as travelling to different countries. Have recently returned from a trek across the deserts of Peru.

SKILLS

- **Computing.** ECDL qualifications in MS Word, Access, PowerPoint and Excel. Can write basic web pages
- **Languages.** Good conversational French
- **Driving.** Full current clean driving licence

Here the focus is on **people skills** developed in the job. See our [skills pages](#) for help with how to do this.

Many students question the need to mention menial jobs such as waitressing in the CV, but it is important to do so. This nicely worded paragraph shows how effectively the skills gained in these jobs can be sold.

Interests are divided into groups, and flags up a key skill by starting with leadership. Again sports are not just listed, but the key qualities are brought out. "Living Life" is a rather unusual heading but this section is written with panache and suggests an outgoing, active individual.

Here **skills** are listed using **simple but effective bullets** which give order and clarity to the page. **Computing skills** are carefully detailed, as is the precise level of French language skills.

You shouldn't need to include your **references** at this stage (although it is perfectly OK to do this). References are normally taken up at the interview stage. The exception of course is when the advert for the job explicitly asked you to apply giving references.


See our page on [Choosing and Using Referees](#) for more help with these.

References are available on request



Or Europass?

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>



Europass Curriculum Vitae

Insert photograph. Remove heading if not relevant (see instructions)

Personal information

First name(s) / Surname(s) (remove if not relevant, see instructions)

Address(es)
House number, street name, postcode, city, country (remove if not relevant, see instructions)

Telephone(s) (remove if not relevant, see instructions) Mobile (remove if not relevant, see instructions)

Facsimile (remove if not relevant, see instructions)

E-mail (remove if not relevant, see instructions)

Nationality (remove if not relevant, see instructions)

Date of birth (remove if not relevant, see instructions)

Gender (remove if not relevant, see instructions)

Desired employment / Occupational field (remove if not relevant, see instructions)

Work experience

Date: Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions)

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

Education and training

Date: Add separate entries for each relevant course you have completed, starting from the most recent. (remove if not relevant, see instructions)

Title of qualification awarded

Principal subject/occupational skills covered

Name and type of organisation providing education and training

Level in national or international classification (remove if not relevant, see instructions)

Personal skills and competences

Mother tongue(s) Specify mother tongue: (if relevant add other mother tongue(s), see instructions)

Other language(s)

Self-assessment
Europass level (7)

Language	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	

0 Common European Framework of Reference for Languages

Social skills and competences Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Organisational skills and competences Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Technical skills and competences Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Computer skills and competences Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)



Artistic skills and competences Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)

Other skills and competences Replace this text by a description of these competences and indicate where they were acquired. (Remove if not relevant, see instructions)


Driving licence State here whether you hold a driving licence and if so for which categories of vehicle. (Remove if not relevant, see instructions)

Additional information Include here any other information that may be relevant, for example contact persons, references, etc. (Remove heading if not relevant, see instructions)

Annexes List any items attached. (Remove heading if not relevant, see instructions)

Page 10 - Curriculum vitae of Surname(s) / First name(s)
For more information on Europass go to <http://europass.cedefop.europa.eu>
© European Union, 2004-2010 24623/10



Page 11 - Curriculum vitae of Surname(s) / First name(s)
For more information on Europass go to <http://europass.cedefop.europa.eu>
© European Union, 2004-2010 24623/10