



Society of Petroleum Engineers

Resume Building and Career Planning

Webinar for SPE Students and YPs - May 2020
C. Susan Howes, Subsurface Consultants & Associates

The Elevator Speech



Practice variations for each audience:

- Business – internal company perspective, operational
- Business – extra-curricular business related activities, strategic
- Personal – family, hobbies, heritage

Your goal should be to communicate four things¹

- who you are,
- what you do,
- why you're meeting them, and
- most of all, why they should care that they are meeting you

¹. McGovern, Victoria. "The One-Minute Talk." *Science*. American Association for the Advancement of Science, 13 Mar. 2009. Web. 6 Apr. 2014. <http://sciencecareers.sciencemag.org/career_magazine/previous_issues/articles/2009_03_13/caredit.a0900034>.

Career Fair



- Review the profiles and websites of the companies attending the career fair to determine industry, office locations, business lines
- Prioritize companies to visit during a career fair, but go to every booth where your major and level match the company's requirements
- Bring a pen and pad of paper to take notes rather than using your phone
- Conform to career fair dress code, with shoes polished, and pressed business attire
- Print resumes on white paper
- Bring more resumes than the booths you plan to visit, in case you talk to two recruiters at the same company
- Bring business cards with your name, phone number, email address and Linked In Profile address
- Collect contact information and send a thank you note to every recruiter you meet



- Follow the recommended protocol for your university's resume format, and spell check.
- If your resume is two pages, put your name and contact info on each page and staple together.
- For Education, include degrees completed, anticipated graduation date, minors and certificates and GPA (both cumulative and major), thesis, dissertation.
- Work experience includes internships and part-time experience that is relevant.
- Leadership
 - Officer and committee chair positions in both campus and off campus organizations
- Honors and Accomplishments
 - Scholarships
 - Honor Societies
 - Awards and accolades
- Team work and mentoring
 - Examples of relationship building such as project teams or mentoring underclassmen
- Technical Problem Solving
 - Demonstrate critical thinking skills in internships and courses

JANE ENGINEER

jane.engineer@college.edu_(123)-456-7890
https://www.linkedin.com/in/jane_engineer/

EDUCATION:

University College, Anywhere TX Expected Graduation Date: May 2021
Bachelor of Science, Mechanical Engineering
Minor in Economics
Overall GPA: 3.5, Major GPA: 4.0

Northern Texas Regional High School, Somewhere TX June 2017
Honors and Activities: Varsity Track, SWE North Texas Scholarship recipient

WORK EXPERIENCE:

EZWorld, Nowhere TX June 2019-August 2019
Marketing Intern

- Developed a more efficient workflow for shipment of the product to the customer, reducing incorrect shipments of products by 25%
- Created a more efficient financial system to track company profits/losses, as well as identifying unnecessary costs representing 10% of expenses

The Table, Nowhere TX June 2018-August 2018
• Hostess and waitress for fine dining restaurant

EXTRACURRICULAR ACTIVITIES

Water for the World August 2018 - Present
Vice President (Fall 2019-Spring 2020)
• Raise awareness of global water issues and the strategies needed to create sustainable solutions through tabling promotional events and fundraising

Women in Mechanical Engineering August 2017- Present
• Meet with 5 freshman engineers each week to discuss degree plans and class scheduling

Alpha Beta Sorority August 2017- Present
Pledge Class President (Fall 2017 – Spring 2018)
• Elected by peers to coordinate activities for 80 members

SKILLS:

- Fluent in Spanish
- Proficient in SolidWorks, AutoCAD, Microsoft Word, VBA

Interviews



- Apply for interviews using your campus system for scheduled visits by employers if available.
- Customize the cover letter to each company and the job for which you are applying.
- Research the company prior to the interview to demonstrate your level of motivation and interest.
- Prepare at least three questions to ask in every interview.
- If you know students who have worked for the company, ask them about their experience.
- Be on time for the interview or 5 minutes early.
- Follow your campus dress code for interview attire.
- Send a thank you note after the interview to the recruiter(s).
- If you accept an offer from one company, cancel all of your pending interviews, so another student can have the opportunity to interview.

Behavioral Based Interviews - STAR



- Prepare stories that elaborate on your resume using these elements:
 - Situation
 - Task
 - Action
 - Results
- Practice your stories, but don't memorize the lines. You want to be natural, not rehearsed.
- Don't ramble in your stories. Be concise, but provide more than "yes" or "no" answers to questions.
- Where possible, use numbers to quantify results and the impact of your contribution.
- While your stories may relate to the efforts of a team, try to articulate your specific individual contribution where possible.
- Don't exaggerate your accomplishments, but don't be so humble that you don't mention them.



Linked In Profile

- Keep your Linked In Profile Current and consistent with your resume
- Publish articles and posts that indicate your areas of interest
- Add links to your technical publications
- Request recommendations from colleagues, peers, mentors and supervisors
- Follow target companies

Other social media

- Monitor your profile for inappropriate photos and/or content
- Follow target companies and industry news
- Post curated material to show your interest and knowledge of industry news

Map Your Network²



Put your name in the middle of the page

- Whom do you know?
 - Family
 - Friends
 - Colleagues
 - Contacts
 - Suppliers
 - Community events
 - Faith Community
 - School
- Diagram the connections and your relationship to each
- Next steps and follow-up to broaden your network and strengthen relationships
- Look for shared objectives and find common ground around things that matter to both parties.

Where are opportunities for SPE members to network and build collaborative relationships?



Face to Face

- SPE Student Chapter Meetings
- SPE Section Meetings
- Committee Meetings
- Workshops
- Forums
- Conferences
- Training

Virtual

- SPE Connect communities
- SPE e-mentoring
- SPE Technical Sections
- PetroWiki
- OnePetro
- Email
- Webinars & video conferences

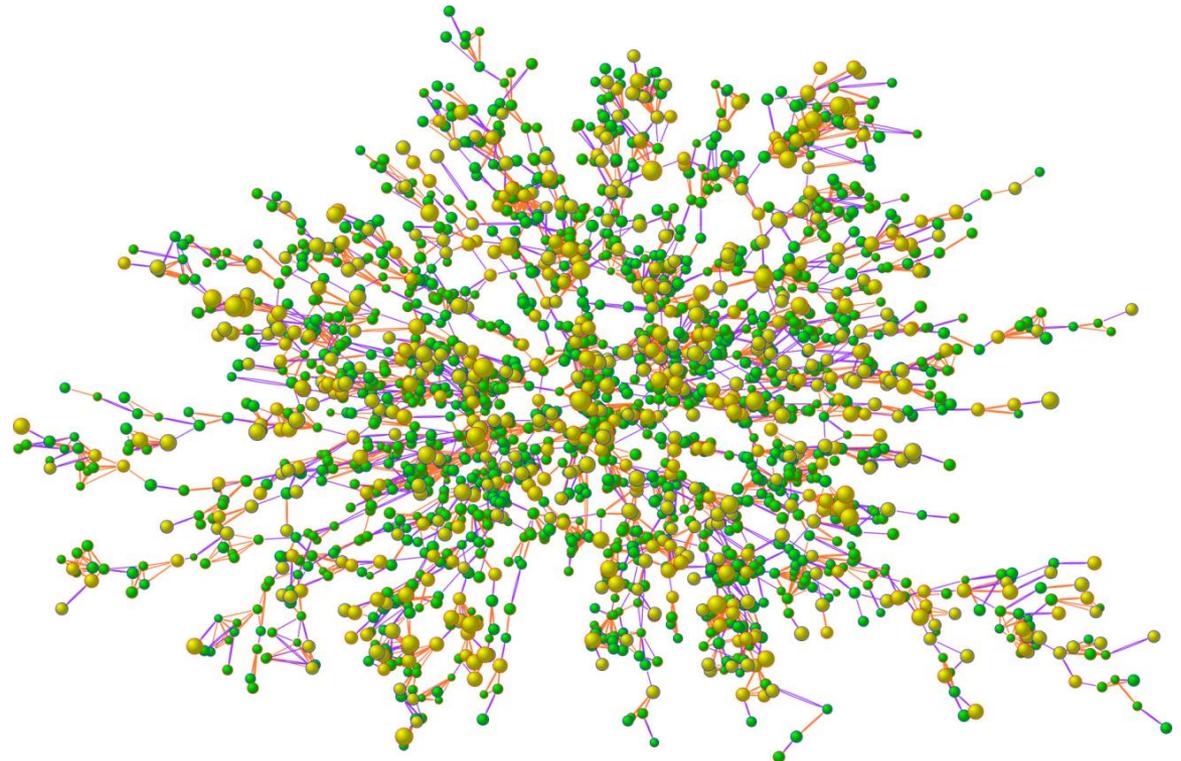
We work well with others, once a relationship has been formed. In a virtual setting, the tendency is to be too focused on the task and to see the relationship as not being important. In a virtual environment, it is important for a team to focus on: 1) How to motivate individuals 2) Understanding how people work with each other and 3) Creating engagement.

Networking in the new Millennium



- Linked In
- Facebook
- YouTube
- Twitter
- Instagram
- Snapchat
- TikTok
- ???

Web 2.0 and social networking platforms have revolutionized the way we collaborate and communicate. ³



3. Christakis, Nicholas A., and James H. Fowler. "Connected: The Surprising Power of Our Social Networks." *Connected: The Surprising Power of Our Social Networks*. N.p., n.d. Web. 29 May 2014.

AAPG Pivoting During the Pandemic: New Revenue & Diversification Strategies May 13, 2020



<https://www.eventbrite.com/e/pivoting-during-the-pandemic-new-revenue-and-diversification-strategies-tickets-104374356510>



MULTIPLE DATES

Pivoting During the Pandemic:
New Revenue and
Diversification Strategies

by AAPG and Tulsa Geological Society

Follow

Free

Examine areas of growth of demand and investment 2020-22 to develop your own strategy for diversification and new revenue. Join us to examine which parts of the economy are likely to see growth of demand as well as investment from mid 2020 through 2022, during and after the pandemic. Speakers: Susan Nash, Ph.D. AAPG, Arash Nazhad, Citi Energy Investment Banking; Sudhir Pai, Houston Technology Collaboration Center; Larry Davis, Ph.D., Texas A&M Texarkana, Amy Noack, Shimadzu Scientific Instruments

RMAG AAPG SPE MEMBERS IN TRANSITION ONLINE TALK May 21, 2020



<https://www.rmag.org/events/2020/05/21/special-events/members-in-transition-online-talk/>



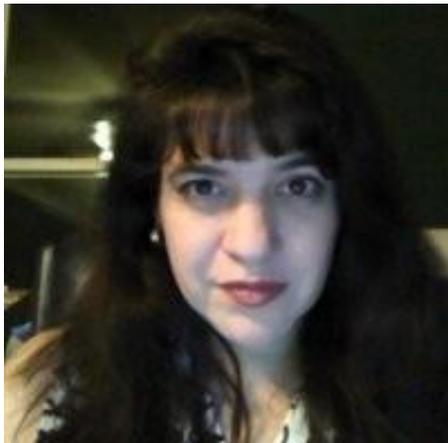
Rocky Mountain Members in Transition (MiT) is a joint effort of members of AAPG, SPE, and RMAG in the Rocky Mountain region to help association members in the midst of a career transition, voluntary or not. Our first event is an online panel discussion with Susan Nash and Susan Morrice on May 21st. The online event is free and open to all. Please RSVP at the link above.

SPE GCS Members in Transition Seminar #47

June 12, 2020



The agenda for the webinar will include **"Pivoting 101 - Strategies for Positioning Yourself for Roles in A Down Market"**, **"Strategies for Career Future-Proofing"**, **"Reinvention in Times of Disruption"** and a **"Discussion of Resources for SPE Members"**. <https://www.spegcs.org/events/5699/>



Melanie Woods
CGL Recruiting



Maitri Erwin
Microsoft



Sammy Haroon
AlphaX Decision
Sciences



Questions?