Job Cycle Tips

Tech and Health Division Programs

Aeronautics

Be prepared to discuss fundamental concepts that are relevant to the role you're applying for (aerodynamics, propulsion systems, materials science, etc.) and apply those to technical scenarios. Ensure your resume highlights your technical skills (CAD software, simulation tools, programming languages) in detail! Feature pilot certificates, ratings, flight time experiences, and any relevant licenses. When detailing your professional experiences, include type of operation and aircraft. Express an eagerness to learn from your superiors!

AIRC & Welding

Be prepared to answer technical questions about specific systems you've studied (how refrigeration cycle works, troubleshooting for HVAC, welding processes and their applications). Ensure you are aware of safety protocols (PPE, safe handling practices for refrigerants, etc.) Express an eagerness to learn and grow your skill set! Highlight specific courses that relate to the work (thermodynamics, fluid mechanics, welding techniques, HVAC design). Include your relevant certifications (OSHA safety, etc.) Showcase practical experiences with outcomes.

Aircraft Maintenance

Review your technical knowledge. Be prepared to answer questions related to aircraft systems, maintenance procedures, safety protocols, and regulatory standards. Expect situational questions where you will need to explain how you will handle challenges and emergencies of the job. Showcase your hands-on experiences in internships and in classes. Emphasize safety standards and awareness, Emphasize (and live out) a willingness to learn from more experienced colleagues! Include your certifications, regulatory knowledge, membership associations, and knowledge of tools.

Architecture, Industrial Design & Manufacturing*

These fields are uniquely encouraged to **utilize their designs** on resumes!*

Highlight your unique design skill set and relevant software capabilities. Link your portfolios, include project descriptions, and certifications as well as professional affiliations. Show how you've researched, documented and improved your design processes. Highlight collaborative projects with other functional areas (engineering, marketing). Include technical skills and safety certifications. Create a unique personal brand statement (design philosophy or inspiration for your work).

Electronics & Computer Technology

Be prepared to discuss fundamental concepts in electronics (circuit analysis techniques, algorithms and data structures). You may be asked to do hands-on demonstrations where you troubleshoot scenarios or engage in coding interview processes. Highlight your technical skills (programming languages, hardware and software knowledge, etc.) and class projects you have worked on, as well as relevant certifications. Incorporate subtle design elements like icons for sections.

Mental Health

Highlight unique experiences you have encountered in your program. For example, if you did a research project on Anxiety Management Techniques, highlight this project. Outline your learning outcomes from internship experiences. Include specific modalities you utilized in your work (DBT, CBT). Detail your specific understanding of ethical considerations and crisis intervention strategies. Include advocacy work, professional affiliations, and relevant certifications and trainings. Soft skills (empathy, active listening, to include!

Nursing

Prominently feature your clinical rotations and other hands-on experiences in and outside of the classroom. Detail specific clinical placements, types of patients cared for, and skills developed during your rotations. Highlight direct patient care responsibilities (monitoring vital signs, assisting with x procedure). Specify courses that align with the job you are applying for. Include certifications (BLS, PALS, ACLS). Emphasize BOTH hard (patient assessment, medication management, IV placement) AND soft skills (empathy, communication, teamwork). Explain your "why" nursing with them thoughtfully.

Public Safety Programs

Utilize metrics to highlight the impact of your work in programs or in containing otherwise dangerous situations (ex: 40% increase in community engagement, contained situation in one hour utilizing x methods.) Include relevant certifications and trainings (CPR/AED/CIT). Focus on BOTH soft (conflict resolution, empathy) and hard (emergency response protocols, reporting software) skills. Mention any specific technologies or tools you are uniquely qualified in utilizing. Be prepared to articulate your problem-solving processes.

Radiologic Technology

Include detailed information on your clinical rotations or internships (types of patients cared for, skills developed in those placements, specific duties performed). Emphasize your certifications

(ex: BLS, CPR) and licenses as well as organization memberships (ex: ARRT, ASRT). Highlight both hard skills (PACS, RIS) and soft skills (communication, teamwork) with examples in patient care. Be prepared to discuss imaging techniques and common procedures for imaging and their indications, as well as safety protocols.

Respiratory Therapy

Highlight certifications (BLS, CPR, ACLS), relevant coursework, and state licensures. Detail your clinical rotations and internships by specifying the type of facility (inpatient, outpatient), types of patients you worked with (pediatrics, adults). Include specific responsibilities and skills you acquired in these experiences. Include a technical skills section (ex: ventilator management, arterial blood gas analysis, equipment knowledge, etc.) and professional affiliations (AARC). Be prepared to share your knowledge of common conditions (asthma, COPD, etc.) and role-play scenarios. Emphasize soft (objective; ex: teamwork) and hard (technical) skills.