

⇒ Job-Seeker: **TIPS** from the Precision Metalforming Association

1. ⇒ As you construct your resume, realize that it is more than a list of classes, accomplishments or tasks. You have to demonstrate that you have the soft skills as well as the technical skills that would make you an asset to an organization. What leadership skills do you possess? How is this demonstrated in your accomplishments? What are some situations in which you found yourself that highlight your technical skill, teamwork or ability to resolve conflict?

2. ⇒ Spelling and grammar matters in your resume. Poor spelling is a real turn-off, regardless of the job you are applying for. It shows a lack of effort, planning and organization that reflects on you as a job candidate.

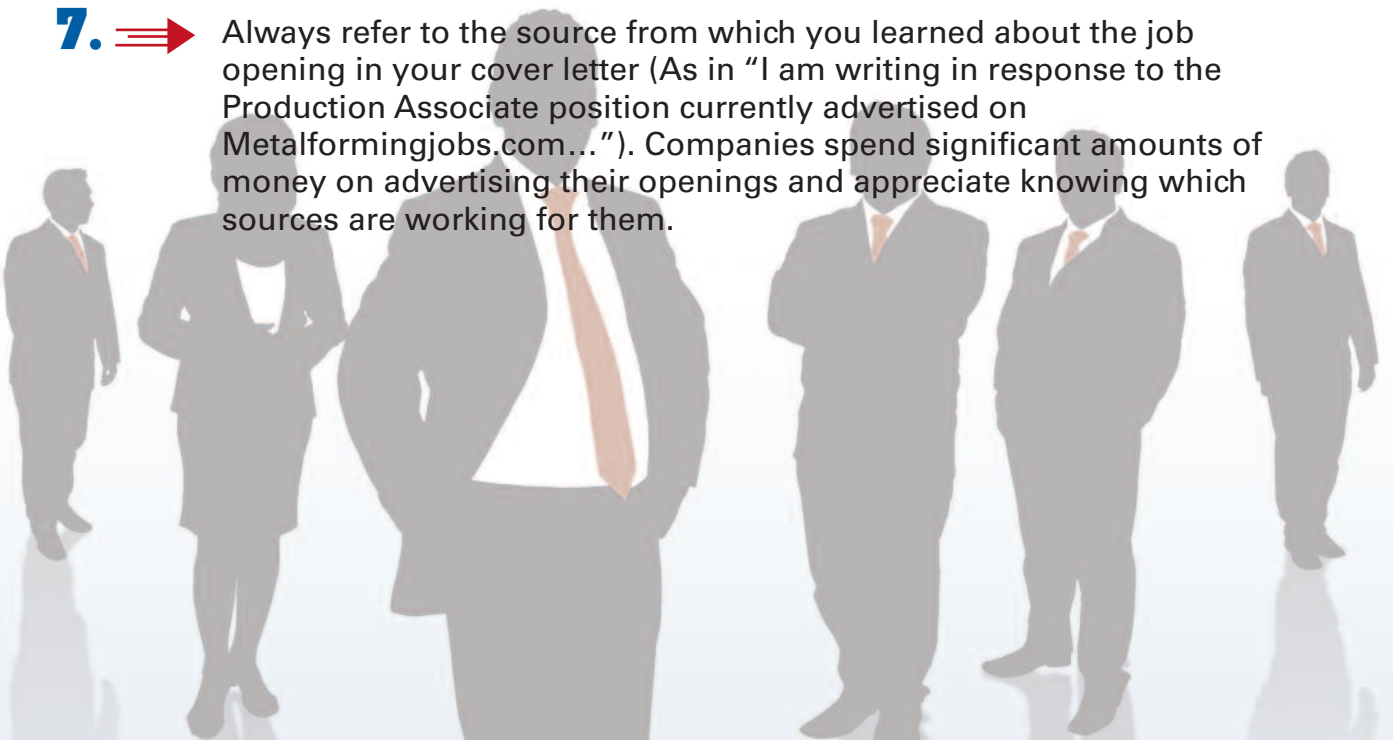
3. ⇒ Take time to investigate the position. Learn the responsibilities involved and learn about the company.

4. ⇒ When creating your resume, highlight your skills and previous work responsibilities that best fit potential employers' needs. Always use action words to be as specific as possible when describing skills gained from your education and previous experiences.

5. ⇒ Introducing your resume with a cover letter tailored specifically to the job being applied for is a must.

6. ⇒ Interviewers are impressed by job candidates who demonstrate knowledge of the industry that they are looking to enter. Visit www.pma.org to educate yourself on the metalforming industry.

7. ⇒ Always refer to the source from which you learned about the job opening in your cover letter (As in "I am writing in response to the Production Associate position currently advertised on Metalformingjobs.com..."). Companies spend significant amounts of money on advertising their openings and appreciate knowing which sources are working for them.



8. ⇒ Changing jobs for a better opportunity or growth is one thing, but job jumping is unappealing. Make sure that your resume highlights your best qualities.
9. ⇒ Experience with design programs such as AutoCad, Solidworks and Pro-E are highly sought skills for many jobs and career paths in the metalforming industry. Make sure to mention any experience you have with these programs.
10. ⇒ Google yourself. A growing trend for human resources professionals when screening applicants is to google the candidate's full name. Check to see how a potential employer might be introduced to your character online. Make sure you are comfortable with how your Myspace, Facebook or any other social networking profile projects your image. Ask yourself if you seem professional. For example, if any photos or blog posts are off-color, consider removing them.
11. ⇒ Metalworking companies in the United States have a difficult time finding and keeping qualified staff with the right technical skills. For that reason many reward long-term employees with great benefits like full or partial tuition assistance to advance their education and further their career within the company. Keep this in mind when you get the "career goals" question in an interview.
12. ⇒ Post your resume on Precision Metalforming Association's online job board, www.metalformingjobs.com. You also can search for jobs by location, category and keywords. All of the job openings are in the metalforming industry.

Good luck in your career pursuits!

Go to www.metalformingjobs.com to post your resume, browse job openings and sign up for job alerts by e-mail.

PMA is the trade association representing the \$91-billion metalforming industry of North America—the industry that creates precision metal products using stamping, fabricating, spinning, slide forming and roll forming technologies, and other value-added processes. Its nearly 1,200 member companies also include suppliers of equipment, materials and services to the industry. PMA leads innovative member companies toward superior competitiveness and profitability through advocacy, networking, statistics, the PMA Educational Foundation, METALFORM tradeshow and *MetalForming* magazine.



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