**Career Coach:**

**Tips and Resources for Manufacturing**

**Manufacturing Resume Tips**

* Show updated work history.
* Put resume in PDF format, not Word.
* Call the recruiter after you apply, contact the company and ask for HR.
“I applied for a position and am interested in working for your company.”
* Non-native English speakers should apply.
* Justice involved individuals should apply.
* Ensure skills are clear and evident on the resume - bold at the top of the resume.
* Everyone should have a LinkedIn profile.
* Use a “Professional Summary” rather than a cover letter or a “Resume Objective” - Indicate why you are applying for this position.

**Resources**

**Labor Market Information**

DEED LMI Office

<https://mn.gov/deed/data/lmi-help/labor-market-experts/>

Occupational Employment and Wage Statistics (OES- DEED)

<https://mn.gov/deed/data/data-tools/oes/>

ONET Online Manufacturing Career Cluster

<https://www.onetonline.org/find/career?c=13>

**My Next Move**

Comprehensive career exploration including KSA’s, Education, Job Outlook, ONET Interest Profiler and many videos.

<https://www.mynextmove.org/>

My Next Move Team Assembler

<https://www.mynextmove.org/profile/summary/51-2092.00>

**Careerwise MN State**

Exploration, connections to education programs, labor market info, financial aid and more all in one place.

<https://careerwise.minnstate.edu/>

[**Manufacturing Month**](https://www.careerforcemn.com/2022ManufacturingMonthEvents)

Labor market information for MN, transferable skills for manufacturing and events.

https://www.careerforcemn.com/2022ManufacturingMonthEvents

CareerForce MN [YOUTUBE](https://www.youtube.com/user/deedminnesota) Channel has recordings of past events.

Tours at manufacturers across the state.

<https://mnmfg.org/statewidetour/>

[www.mfgday.com/events/manufacturing-day-open-house/](http://www.mfgday.com/events/manufacturing-day-open-house/)

**DEED Career Pathways Tool**

Click the icons for the specific industry, then click the specific occupation from the list for a full summary page.

<https://www.careerforcemn.com/industry/manufacturing>

**Career One Stop**

Lots of career videos from <https://www.careeronestop.org/>

<https://www.youtube.com/playlist?list=PL5AAyLKIyw_p8fO0ujMeOyWnDWNOKH8s5>

**DEED YOUTUBE Channel (search Manufacturing)**

<https://www.youtube.com/user/deedminnesota>

<https://www.youtube.com/user/deedminnesota/featured>

[Manufacturing Round Table](https://www.youtube.com/watch?v=dEQaEBfQ0iI) 2020

**Industry Associations** (learn about the industry)

Enterprise Minnesota

<https://www.enterpriseminnesota.org/>

MPMA

https://www.mpma.com

**Training**

**Minnesota State Advanced Manufacturing Center of Excellence**

<https://mnmfg.org/>

<https://mnmfg.org/students/manufacturing-career-pathway/> Manufacturing Career Video

**CareerForceMN.com**

Occupational skills training page- DEED and partners add listings.

<https://www.careerforcemn.com/training-programs>

Pathways to Prosperity grantee training list from CareerForceMN.com.

<https://www.careerforcemn.com/pathways-prosperity>

Career and Education Explorer (ETPL)- find courses that WIOA funds may pay for.

<https://mn.gov/deed/data/lmi-help/labor-market-experts/>

**DOLI Apprenticeships**

Many employers listing manufacturing apprenticeships across the state.

<https://secure.doli.state.mn.us/apprenticeshipsponsor/>

Other employers may not use formal apprenticeships with DOLI but have their own training programs.

**Job Connect Training Dashboard**

Search by occupation/sector category, almost all free training.

<https://www.ramseycountymeansbusiness.com/workforce/workforce-training-dashboard>

**Quick Coach Guide**

This guide is designed to help Career Counselors have exploratory conversations with job seekers regarding their career interests and preferences to work in Manufacturing. For 15-30 minute consultations, pick lines of inquiry and specific questions as they resonate with the job seeker.

Overview: We’ll talk about your:

* Goals and interests.
* Pathways.
* Resources and how I can help.
* Referrals to more services and support.

Relationship building/intros:

* How did you hear about these opportunities?
* What excites you most about manufacturing?
* Do you have friends or family in manufacturing?
* Do you see yourself working with a specific company, product, equipment, or application?

Assess interests:

* What questions do you have about manufacturing?
* What positions interest you?
* What employers interest you?
* Are there specific manufacturing career pathways that interest you?

Assess qualifications in relation to minimum qualifications and current demand:

* Experience.
* Education/training.
* Certifications.
* Other quals (physical demands, justice involved backgrounds, etc.).
* May work weekends and nonstandard shifts.

Other Coach Inquiry:

* Let’s talk about prepping for applications/resumes/virtual or in person interview and follow up. Where would you like to start first?
* What access to technology do you currently have? (Be sure to have technology resources to participate in online career fairs.)
* What are your resource and support needs? (referral to community resources.)
* Referral to workforce programs (Adult, Dislocated Worker, Youth, Voc. Rehab).
* How to stay in touch/follow up to ensure the job seekers got a warm connection/hand off and/or can get further support from quick coaching.

**Manufacturing Career Terminology**

<https://gomingo.io/manufacturing-glossary-key-terms/>

**Manufacturing Career Pathway Graphics**

Central Minnesota Jobs and Training

<https://www.cmjts.org/careers-in-manufacturing/>

 

Graphic source: <https://www.mau.com/career-tips/different-career-pathways>

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