

## 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

CareerForce MN Manufacturing Month  
[www.careerforcemn.com/industry/manufacturing](http://www.careerforcemn.com/industry/manufacturing)

### 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  
[www.onetonline.org/find/career?c=13](http://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.

[www.mynextmove.org](http://www.mynextmove.org)  
My Next Move Team Assembler  
[www.mynextmove.org/profile/summary/51-2092.00](http://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

Labor market information for MN, transferable skills for manufacturing and events.  
CareerForce MN [YOUTUBE](#) Channel has recordings of past events.

Tours at manufacturers across the state.

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

### **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://mn.gov/deed/data/data-tools/career-pathways-tool/>

### **Career One Stop**

Lots of career videos from [www.careeronestop.org](http://www.careeronestop.org)

### **DEED YOUTUBE Channel (search Manufacturing)**

[www.youtube.com/user/deedminnesota](http://www.youtube.com/user/deedminnesota)

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

Enterprise Minnesota

[www.enterpriseminnesota.org/](http://www.enterpriseminnesota.org/)

MPMA

[www.mpma.com](http://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.

[www.careerforcemn.com/training-programs](http://www.careerforcemn.com/training-programs)

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

<https://mn.gov/deed/data/data-tools/career-education-explorer/>

#### **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.

[www.ramseycountymeansbusiness.com/workforce/workforce-training-dashboard](http://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 Graphic



9/18/24 Workforce Solutions