

JOE OILDIGGER

Oil & Gas Engineer

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[Where possible, include your LinkedIn profile. it's an amazing networking tool that you should definitely be using, regardless of the industry you are in.]

Singaporean • Languages: English

[As engineering is a more 'back office' sort of role which does not include as much client-facing time, languages aren't as important to highlight. If you're proficient in multiple languages, it'll be a nice bonus to include though.]

EXECUTIVE SUMMARY

- Skilled engineer with over 8 years of experience in semiconductor and oil and gas industries, having driven major projects valued at >USD 100M for leading blue-chip firms such as Shell, B.P, & ExxonMobil. [This opening line perfectly captures a strong summary, citing that you have worked for big brands.]

- Capable of effectively marrying extensive technical knowledge with practical skills and experience in driving a diverse range of business operations, from expansion and growth operations to technical surveys and consultancy projects.

[This client wanted to emphasise that he had a range of skills beyond mere 'on paper' technical knowledge. Such transferable skillsets are nice bonuses to have. Depending on your goals and strategy, you can choose to include these traits in your narrative, or alternatively choose to emphasise your technical and industry-specific knowledge, to position yourself as an industry subject-matter expert. Both are equally valid approaches, and which one to take depends on context.]

- Experienced in full spectrum of production management from machine setup to optimization and maintenance.

[Be sure to highlight specific knowledge and expertise that you have. As Engineering is a very broad discipline, it is important to showcase your specialisation, to ensure a proper match with the needs of your future employer and/or company. A civil engineer probably won't be very effective in an oil & gas role, for instance!]

- Gifted communicator capable of liaising and communicating with clients across multiple roles, including acting as primary point-of-contact, advising clients as a consultant, and bridging communications as on-site PM.

[I've included this point for illustration. It's from a different client of greater seniority (but still within the oil & gas industry). Note in particular how I've contextualised and 'proven' the main point of him being good at communicating. When presenting your soft skills or stating subjective points, you must back them up with examples, otherwise the point loses a lot of effectiveness - everyone will be saying something similar, but your examples 'prove' it!]

- Highly sought-after speaker, frequently invited to speak at prestigious oil & gas conferences such as OGIC, SPE, AAPG, etc., and as a subject-matter expert in various business and project management forums

[Again, a 'grafted' point. Oil and gas in Singapore isn't a particularly large industry, and if you've been invited to conferences, or have contributed to proceedings etc., be sure to highlight it. It's a very good distinguishing trait which demonstrates your skills and abilities.]

PROFESSIONAL EXPERIENCE

GEOPHYSICAL CONSULTANT

2012—Present

XYZ Energy Technologies Pte. Ltd., Singapore

Directly invited to join team as a pioneer employee, establishing company's new geophysics department from scratch, and supporting company's initial foray and expansion into Singapore's geophysical survey sector.

[The first point in every job description should be a top-level summary which encompasses your entire role and highlights the main points of your portfolio. If the hiring manager only had the time to read the first paragraph of every JD, he should still get a good sense of what you've done and why he should hire you. Here, I've highlighted the fact that 'Joe' was specially invited to join (that means he's gotta be pretty good at what he does), as well as some of his main duties.]

- Recruited, coached, and trained new team members, reinforcing their professional competencies, and developing their industry-specific skills and knowledge.

[Here, I expand on the duties as a pioneering team member. You can choose to expand on other aspects instead, for instance, project-based duties, any major industry-based roles requiring industry knowledge / technical competencies, etc. The idea is to demonstrate that you're capable of doing the job, and that you have industry knowledge.]

- Headed execution of business development strategies: presented and pitched value of geophysical surveys to clients, showcased potential benefits, and consequently secured new accounts.

[This is a rather different duty that isn't industry related. At the same time, it's also a more 'high-level' or significant responsibility (i.e. not really grunt work). It demonstrates the trust senior management has placed in him and his abilities.]

- Aligned geophysics department's business objectives with parent company's overarching goals by redefining department strategy and mitigating potential business risks.

[Again, a 'high-level' role which I've used to emphasise that he's ready and prepared for a more senior appointment. If you're looking to move up the ranks, be sure to include any responsibilities that you've taken on which would be considered more senior.]

- Led major geophysical surveys and mapping operations, collate and analyse resulting data, and inform clients of potential roadblocks/obstacles prior to construction.

[Since he intends to stay in the industry, I've also included some relevant industry-related duties he's performed. You should include points like this as well, regardless of your intentions. It demonstrates that you're 'in touch' with the prevailing best practices.]

Significant Achievements

Achievements are vital in demonstrating your value-add and contributions!

- Acquired major multi-million-dollar accounts in a then-underutilised and under-represented industry.

[Be sure to check your confidentiality clauses and/or NDAs that you've signed. Since 'Joe' didn't want to release the specific numbers and accounts, I went with a more general approach to protect that info while still being able to convey the magnitude and importance of what he's accomplished during his tenure.]

PROCESS ENGINEER

2008—2012

ASM Technology, Singapore

Lead team of 15 to manage all aspects of semiconductor etching operation; constantly monitor production metrics, identify bottlenecks and organize daily operator meeting to communicate production goals.

[The opening line captures all the reader needs to know about this role. Here, I've demonstrated his leadership experience as well as industry-related knowledge. If you're gunning for a more senior role, try to include details of teams you've led, their sizes, and your managerial responsibilities. This demonstrates your leadership capabilities.]

- Performed internal process audits to ensure compliance with ES 16949 and adherence to general corporate guidelines. [This role is very industry-based. I'm therefore sprinkling in a lot of industry-based duties to demonstrate that he knows his stuff.]
- Liaised closely with cross functional teams to troubleshoot failures, brainstorm design improvements and plan implementation schedules for projects and equipment modifications [Again, it's always good to mention how you work with cross functional teams as it demonstrates leadership. Mention specific projects, if any.]
- Spearheaded testing and commissioning of new machinery in 2008 and 2010; setup machine line, troubleshoot failures and optimize parameters to maximise production output. [A more junior role, but this role was from further back, so it's okay to include. As a leader, you should be familiar with the tasks and responsibilities of your subordinates.]
- Conducted training sessions for new employees during On-Job-Training (OJT) program; prepare training documents, organize schedule, identify and track key KPIs to measure training effectiveness. [Leading trainings demonstrates that you're a subject-matter expert and that you've good mastery of the content you're teaching. Include any relevant teaching/training duties. It could be anything from mass lectures to individual mentoring.]
- Key member of company Quality Improvement Team; actively identify process yield losses, propose rectification solutions and record process improvements.
- Participated in monthly committee meetings regarding chemical safety measures for lead frame production. [This is a fairly inconsequential duty. **I didn't include this in the final CV:** it's here for example purposes only. For minor duties like this, a judgement call must be made: is it worth taking up valuable space? If you don't have many points, you can include it, as it does show a bit of what you've done, but there's a risk of inadvertently looking like your role wasn't very broad. This again depends on context and the overall CV strategy.]

Significant Achievements

- Pivotal team member in implementation of new systematic approach for etching; process improved production output from 40,000 strips to 60,000 strips per day [Cite metrics to substantiate your achievements. Do, however, be aware of your company confidentiality clause.]

INDUSTRIAL ATTACHMENT INTERN

Jul 2006—Dec 2006

Exxonmobil, Singapore

Successfully completed 6-month industrial attachment at ExxonMobil refinery

[Simple, clear overview of the job you previously done. Notice also how the remaining bullet points are shorter. No need to go into deep detail about more junior work scopes.]

- Supported full spectrum of installation and maintenance of various oil and gas systems; collaborated closely with Inspection engineers, Plant Engineering Company and Setsco Services. [This was an internship, but the fact that he was entrusted with external stakeholder management is a good indicator of his internship performance.]
- Identified corrosion areas and monitored equipment using Equipment Degradation Documentation (EDD), Magnetic Particle Testing (MPT), Liquid Penetrant Test (LPT) and Radiography Testing (RT).

[Internships are for learning. As such, I've highlighted the areas and knowledge he's gained through his exposure to the industry. It's good to remind the reader that he's got the ability to handle work in these areas, regardless of seniority.]

Significant Achievements

- Key team member in overhaul of heat exchanger unit: inspected corrosion, liaised with contractors to determine ideal resolution with minimal downtime
- Assisted in investigations to resolve furnace heating issue; successfully diagnosed problem as clogging due to contaminants

[Note that I've used Significant **Highlights** as the title of this section. This means that I don't have to limit myself to major contributions or achievements. As an intern, it's not likely that he'd have the opportunity to make such contributions in the first place. However, it's definitely worth including major projects or duties he was entrusted with. That's what this section is for.]

INTERN

Dec 2005—Apr 2006

Shell Eastern Petroleum, Singapore

- Monitored hydrogen chloride and hydrogen sulphide emissions in Catalytic Reforming and Hydro-sulphurizer units; assisted process technologists, plant manager and shift controllers to monitor and rectify arising situations.

[A single line is sufficient for a junior position so long ago. In fact, if he had taken on more roles and the CV was more 'crowded', I'd have considered eliminating this role altogether. It doesn't add as much value or demonstrate his abilities as clearly as a more recent role, and Therefore fakes up valuable CV space without contributing as much.]

Significant Achievements

- Successfully troubleshoot primary mode of failure in Catalytic Reforming Unit; solution eliminated corrosion issues plaguing system.

[Again, this is a Highlights section. Include major duties and projects which aren't necessarily 'achievements'. An achievement must come with a clear sense of value-add: a highlight does not. If your role is more quantifiable, use achievements as far as possible.]

EDUCATION

Master of Science, Mechanical Engineering

• (Offshore Oil & Gas Specialization) • National University of Singapore • Singapore • 2012

Bachelor of Engineering, Materials Engineering

• Nanyang Technological University • Singapore • 2008

Diploma In Chemical Engineering

• Temasek Polytechnic • Singapore • 2002

[If you're a member of any professional organisations e.g. IES, PEB, or if you've any professional certifications, courses attended, speaking engagements, etc. be sure to include them here. They reflect your engagement with your profession, and are nice bonuses to include.]

MISCELLANEOUS INFORMATION

Nationality: Singaporean

Languages: English

Availability: 2 months' notice