



How to Get Hired at a **MANUFACTURE : SAN JOSE** Company

*MFG: SJ manufacturers are homegrown and local—
and they’re looking for local talent.*

*They care about what they do—
they’re here because they love the city and
the products they make.*

*MFG: SJ companies are growing—
these positions could provide you with the
opportunity to learn new skills and advance
in a manufacturing career.*

YOU CAN GET A JOB AT A MFG: SJ COMPANY! HERE’S HOW:

Land an
Interview:

- 1 Read the job description carefully and take your time to make sure you follow all instructions:**
To make sure you stand out, **ask yourself the following questions before hitting “send”**:
 - Do they want a cover letter? Do they give specific instructions on how to apply?
 - Do they want something included besides a resume, like references?
 - Do they ask you to format your resume or cover letter in a special way?
- 2 Change your resume to fit the job description:**
 - **Highlight your experience that relates** to the job requirements—bold it or put it at the top.
 - **Echo the job description** in your resume—use the same words to show that you’re a great fit for the job.
 - **Include all relevant experience**, even if it was informal or a long time ago. For example, if the job is for a furniture manufacturer you might want to include that you’ve helped your uncle to reupholster a sofa.
- 3 Show your resume to someone else:**
 - **Only someone else’s eyes will catch mistakes and typos** that you’ve missed.
 - If you started with a resume template, watch out for pre-populated sections and **make sure that everything on the resume is true specifically for you.**

Before the Interview:

1 Do some research:

- Google the company and **read their website thoroughly**.
- **Be ready to explain in your own words:** what the company does, how they do it, and why they do it. What makes them unique and special? Since they care about what they do, they'll be happy that you put in the effort to understand.

2 Come up with questions:

- **Prepare 2-3 questions to ask at the end of the interview**—not about the job itself but about the company and the bigger picture. For example, asking “What is the biggest challenge your company faces?” shows you're interested in the success of the company and ready to contribute to it.

3 Be ready to talk about gaps in your resume:

- **Whatever the reason you have gaps between jobs, be prepared with an explanation** that emphasizes how you used your time and developed your skills. Whether you were a volunteer, are re-entering with new skills or experience, or ran a small side business while job searching —relevant experience, official or not, matters.
- **Keep it positive** and focus on how you are always working on your personal development.

During the Interview:

1 Get yourself excited about the product:

- **Try to connect to the product they make on a personal level.** Maybe tell a story about your life that relates to what they make.
- If you don't understand the technical details of the product they make, see if you can connect to it on a higher level. For example, if you see on their website that they make technology used in air transportation, share something that interests you about airplanes.
- Even if you weren't super interested in their product before you found out about this job opening **it's the enthusiasm that matters most!**

2 Be ready to talk about your (transferable) skills:

- MFG:SJ employers are unique—**they don't expect you to have worked at a business exactly like theirs before.** If you worked in another country your skills transfer too!
- Explain why **your skills and experience from past jobs (and life in general) will make you good at this job.** Try to be specific.
- **Some skills transfer from one job to another,** even when the work itself is different. For example the skill of scheduling patient appointments in a doctor's office—speaking on the phone, completing accurate data entry, managing multiple tasks—could transfer to a Shipping and Receiving position.

3 Connect to the production process:

- All MFG:SJ companies make something—so show your interviewer that you're interested in **how their product gets manufactured.**
- If you have any hobbies that involve making or fixing things, let them know—it can be fixing a car or baking cakes—in general **anything hands-on will be impressive.**

4 Don't bad-mouth your previous employer:

- No interviewer wants to imagine you doing the same after you leave their company.

After the Interview:

Follow-up with a Thank You:

- At a minimum, you should **send a short email thanking the employer** for the opportunity to meet them and learn more about their company. If you really want the position, let them know.
- If you want to set yourself apart **send a physical thank you card in the mail** with a stamp and envelope—hardly anyone does that anymore and since MFG:SJ companies make physical things they will appreciate it even more.



To find MFG:SJ job opportunities visit the job board at: **mfgsj.org**
You can apply for the jobs at the website. If you're working with an organization, be sure to put their name and the name of the person you're working with in the “Who referred you to the MFG:SJ Job Board?” field.