

УДК 378

HIGHLIGHTING EMPLOYABILITY SKILLS OF YOUNG ENGINEERING SPECIALISTS WHILE CREATING A CURRICULUM VITAE (CV) FOR JOB APPLICATION

Markov I. V., post-graduate student, gr. MTa-231, the 1st course
Mamontova N. Yu., candidate of pedagogical sciences,
Associate Professor of Foreign languages department,
T.F. Gorbachev Kuzbass state technical university,
Kemerovo

Writing a Curriculum Vitae (CV) plays an important role in the employment process. A CV is a young specialist's 'Business Card' for potential employers and gives an opportunity for young specialists to create a first impression of them. This is a document that allows them to highlight basic employability skills, experiences and achievements, which can be a decisive factor for attracting the attention of a potential future employer.

The article **aims at** analyzing and interpreting the most challenging section of CV writing – the Skills section. The **objectives of the article** include the following: **to generalize** the information concerning CV designing; **to emphasize** the importance of the 'Skills section' in a CV; **to conduct** a survey among young engineering graduates and students; **to identify** the main problems that arise when creating a CV; **to develop** a list of tips and recommendations that will help to make an efficient CV.

The 'Ideal CV' will give the young engineering staff an opportunity to describe their skills and key features to apply for a job in as many details as possible and will provide a competitive background while searching for a job. Taking into account the high competition in the modern labor market, the demonstration of CV writing skills becomes crucially important. Hundreds of applicants can apply for the same job, and a well-written CV helps to distinguish an applicant from the competitors [9].

Statistics shows [11, 12, 13] that a CV is of great importance. According to the surveys about 76 % of recruiters decide to invite a candidate for an interview within two minutes, looking at his / her CV. In addition, more than 80 % of recruiters and employers use CVs to make hiring decisions. Thus, the ability to design an effective CV can increase young specialists' chances to go through an interview successfully and get the desired job, especially in the conditions of fierce competition in the modern labor market.

The structure of a standard CV is logical and includes typical subsections like [7]: Personal information; Summary or Career objective; Educational background; Work experience; Positions of responsibility; Employability skills; Activities and Interests; Additional skills and References (on available).

In the given article we focus our main research attention to the *Skills section* because it is of great importance due to the fact that the description of skills themselves can impose a significant challenge to the CV designers: there are so many of the skills to mention; there is no any unified concept on what skills are the most desirable for a particular employer; there are still discussions on what skills should be included in the so-called ‘employability skills list’. So, to avoid misinterpretations and double definitions we propose to integrate the skills into one set and refer to them as ‘Employability Skills’ [1].

In accordance with the research under consideration we offer the following unified authorized definition of *‘Employability Skills’*: *these are the skills that integrate both Hard (Specific Professional) and Soft (Interpersonal Communicative) Skills that provide an applicant with sufficient competitive tools for representing themselves as perspective flexible young specialists capable of implementing acquired academic skills into the work process, ready for long-life learning to upgrade both hard and soft skills and able to think out-of-the-box.*

To enhance the importance of including Employability Skills in the CV while looking for a job we are ready to formulate several reasons to consider:

1. Completeness of presentation. Employability Soft and Hard skills give a complete picture of your qualifications [6]. Hard skills are specific skills and knowledge that you have acquired during training or work, and they demonstrate your specialization. Soft skills, on the other hand, reflect your ability to adapt, communicate and collaborate, which is also an important aspect in the professional field [4].

2. Approach to work. Mentioning soft skills can show your potential contribution to the work environment. Skills such as leadership, communication, and time management can indicate your ability to work in a team and solve tasks more effectively [2].

3. Importance to the employer. Many employers and recruiters are looking not only for employees with the necessary hard skills, but also with a combination of soft skills that will help create a positive working environment and improve co-operation within the company [5].

4. Professional Adaptation. In a world of rapidly changing technologies and business practices, soft skills such as learnability and adaptability can be the key to your ability to adapt successfully to new conditions and requirements in the workplace [3].

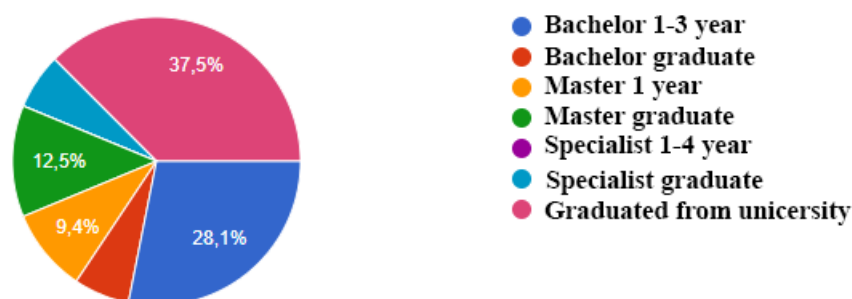
So we have shown the obvious necessity to demonstrate ‘Employability skills’ in a CV in order to present young engineering specialists’ competences in as many diverse ways as possible and attract the attention of potential employers.

Our next task was to create the ‘Survey Questionnaire’ and to involve as many respondents to participate in the survey as possible. We used the Google Forms to create the on-line Survey and 32 respondents participated in it. We desired more but the time for the survey was limited and we had to interpret the given number of those who managed to participate in it. The questionnaire consisted of nine questions and they were presented to the respondents in the Russian language

to avoid misunderstandings and translation problems. We did that purposefully to ensure that we get as objective answers as possible and we succeeded in making the questionnaire process more convenient for the respondents. At the same time we tried to inspire them to improve their foreign language skills by sharing this article in the English Language. The description of the survey results looks as follows.

Question № 1. What educational level do you have nowadays?

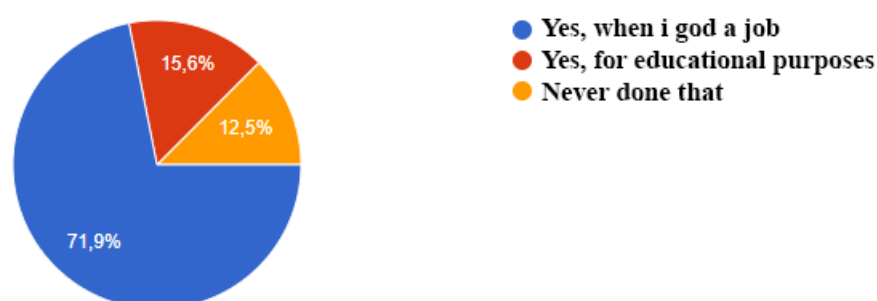
What educational level do you have nowadays?



The analysis of the survey results allows us to draw the following conclusions. CV developers, on the one hand, possess a sufficient arsenal of tools in order to compile their CV in accordance with the format demanded by a particular employer. Students and graduates of a technical university received the necessary academic knowledge and formed the basic professional experience that enable them to design a successful CV. These include the ability to build a CV structure logically and consistently, present their educational experience competently, describe work experience concisely and accurately, formulate job responsibilities and functionality. Nevertheless, some difficulties of a content nature were revealed, mainly in terms of presenting their employability (hard and soft) skills. In this regard, we consider it appropriate to develop a list of recommendations for the successful presentation of these skills in the context of the development of a skills-based CV.

Question № 2. Have you ever created a CV for applying for a job?

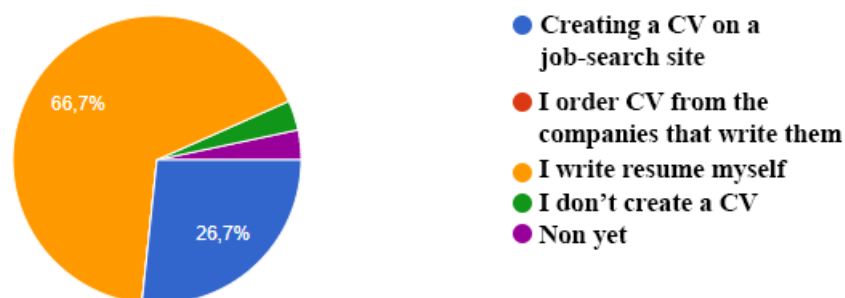
Have you ever created a CV for applying for a job?



The majority of respondents graduated from university. Our article is designed to help those people who are just starting a job search and do not know where to start. This question helps to determine the target audience for whom a number of CV writing tips will be developed.

Question № 3. What tools do you use to create your CV?

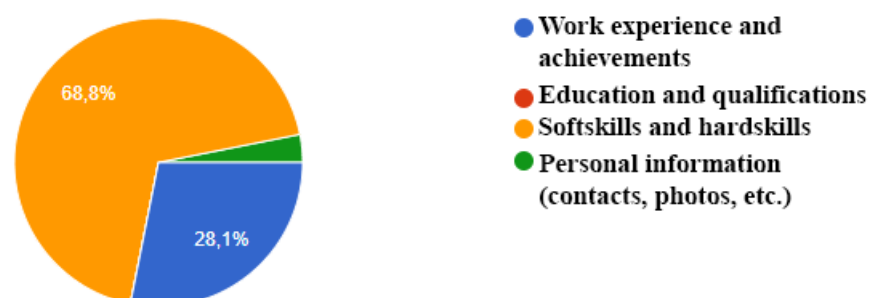
What tools do you use to create your CV?



In this aspect, we see a positive trend in the fact that our respondents prefer to make CVs independently, without using websites and helpers at hand. We believe that making a CV conscientiously is the best way to create the most suitable one, the CV of a 'dream'.

Question № 4. In your opinion, what is the most important aspect in your CV?

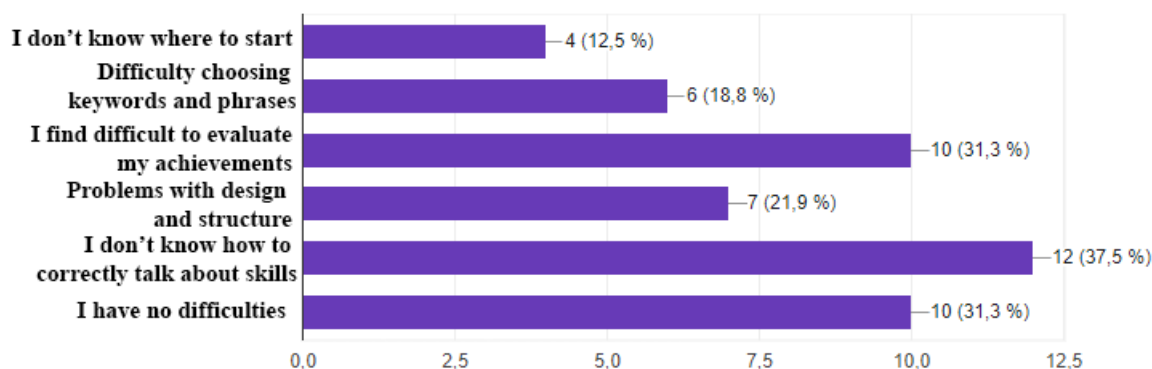
In your opinion, what is the most important aspect in your CV?



Here we can see that 68% of respondents believe that skills and competencies are one of the most important elements of a CV.

Question № 5. What challenges do you experience while creating a CV?

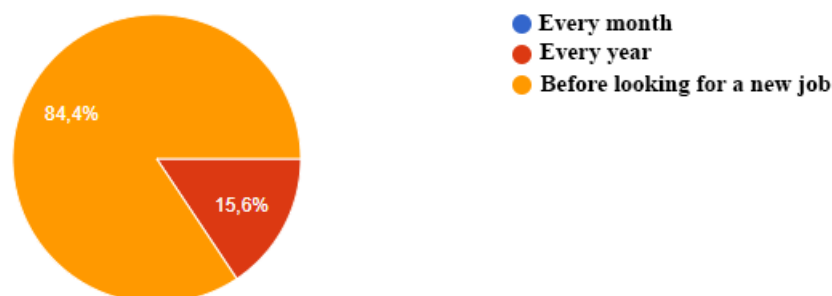
What challenges do you experience while creating a CV?



This question allows us to assess the main challenges encountered by respondents. This will help us to make recommendations to overcome the problems of the respondents.

Question № 6. How often do you upgrade your CV?

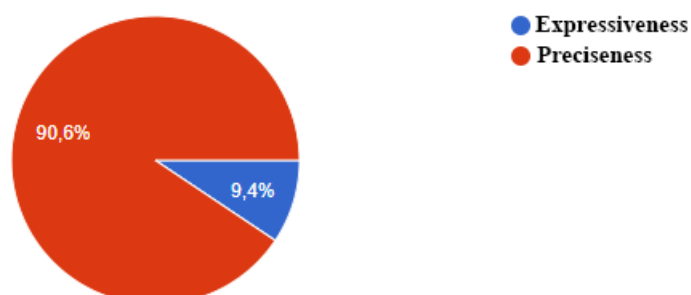
How often do you upgrade your CV?



This question indicates that a larger percentage of respondents made up CVs only if it is necessary to apply for a job immediately. We believe a CV should be updated on a regular basis in order to be as up-to-date and informative as possible.

Question № 7. Which aspect is more important while writing a CV: expressiveness or preciseness?

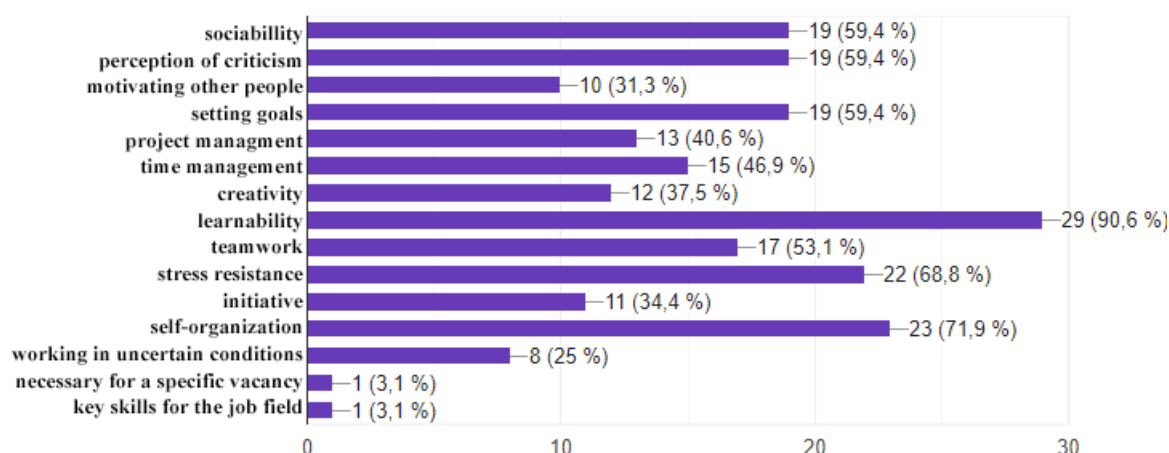
Which aspect is more important writing a CV: expressiveness or preciseness?



Answering this question many respondents said that preciseness is more important than expressiveness when creating a CV. This is due to the specifics of the audience as students and graduates of technical specialties were interviewed and they declared the fact that they prefer facts and figures to describe their skills than some descriptive phrases to use. It's a kind of Technical way of thinking versus Humanitarian one.

Question № 8. Which skills do you consider to be necessary to mention in your CV?

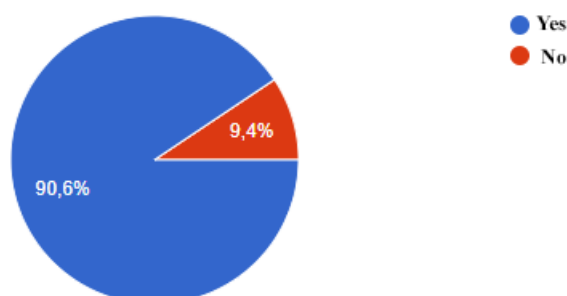
Which skills do you consider to be necessary to mention in your CV?



Here we can see which basic Employability skills respondents consider the key skills for themselves. Based on the results of this survey, we can see what skills are developed for the students of a technical educational direction. This will help us to form a list of the strengths of the majority of respondents more precisely and adequately and understand how to identify their strengths correctly.

Question № 9. Do you think that the right CV writing is important for a successful job interview?

Do you think that the right CV writing is important for a successful job interview?



The statistics shows that the issue of creating a CV is more relevant than ever for the young engineering specialists who are just starting their career path.

According to the last objective of the given article we are going to summarize the key challenges for young engineering staff concerning the skills section and integrate the suitable Employability skills into a 'right to the job' skills list. The key issue that remains open is the optimal list of skills that specialists of a particular profile, including engineering, should possess.

Employability skills as we mentioned above can usually integrate soft and hard skills. They are significant for getting, keeping and being successful in a job are considered to be the career 'building bricks'.

The list of soft skills usually includes the ability to interact, empathize and build rapport within the communication environment, these are ***Interpersonal and Teamwork skills***. The ability to ensure verbal, non-verbal and written communication are ***Communication skills***. The ability to find solutions to the problems and make decisions as ***Critical Thinking skills*** are also a great asset to the employer. The tendency to long-life learning emphasizes the so-called ***Personal Development skills***.

We can also add some more ***Employability skills*** for engineering staff as: ***Presentation skills*** to be able to speak publicly, ***Numeracy Skills*** to be able to understand and analyze data and ***IT Skills*** to ensure 'marketability' in the workplace. It's remarkable that ***Language skills*** are also listed among the skills under consideration as knowledge of a foreign language is required in a great variety of industries.

Some researchers also add some more young engineers' soft skills for successful work during the first years of their professional career: ***Leadership, Adaptability, Resilience*** and ***Creativity***; ***Openness*** to new things and ideas; ***Organization*** and ***Responsibility***, ***Self-regulation*** and ***Self-monitoring***; ***Willingness*** to achieve goals, ***Work ethic***.

Summarizing the list of skills we would like to offer some more ideas for ***Top Engineering Skills*** (Hard skills) to include into the CV [10]. ***Production Skills*** give engineers the knowledge to oversee the development processes and the ability to supervise a cross-functional team to create, develop and implement a project. ***Mechanical skills***, for example for automotive and manufacturing industries, demonstrate the abilities to use relevant tools in an industrial environment and operate machinery. ***Manufacturing skills*** focus on understanding the systems and processes used in the production of goods. ***Industry Skills*** provide a solid background in knowing fundamentals such as industrial safety, work practice, tool use, technical reading and writing. ***Maintenance and Diagnostics Skills*** exhibit knowledge of basic working processes, advanced methods, products and tools.

Besides the mentioned above a successful applicant should possess ***Management Skills*** like ***Project Management*** to accomplish projects within a limited time with the efficient team; ***Workflow Management*** to make sure the team produces the desired results in a smooth and effective manner; ***Inventory Management*** such as warehousing, supply chain management, negotiation, and even purchasing; ***Quality Control*** because it is crucial to the manufacturing and construction process. Including ***Technical skills*** will also give you an advantage so ***Math Skills, Prototyping, Robotics, Data analysis, Troubleshooting*** are among the most vital ones.

Functioning of industries require basic ***Finance Skills*** so Basic accounting and finance as well as ***Commercial awareness, Government contracting*** will benefit your CV a lot. Engineers need to have a working knowledge of the laws that affect their work, because they deal with highly technical concepts, designs and products, so ***Law skills*** are also of great importance.

According to the goal of the article and within the final objective we would like to suggest some ***Language ideas with appropriate vocabulary*** to describe

Employability skills to include either in the CV itself or in the cover letter or even if there'll be an appropriate chance during the job interview. They will help young engineers present their skills and qualities in the most linguistically correct, persuasive and comfortable way.

Decision-making skills – *I am a self-starter; I don't rely on other people's policies and guidelines to solve problems. Instead, I make up my own.*

Interpersonal skills – *I have a warm personality and my skill lies in dealing with people. An intuitive understanding of other people makes me a skilled negotiator. I am also a good listener.*

Creative thinking – *I thrive on variety and like being involved in great many activities at the same time. I am enthusiastic and bursting with energy and I am attracted by new tasks and unfamiliar challenges.*

Self-analytical skills – *I am a perfectionist; I am always trying to improve, monitoring my progress and checking my skills.*

Ambition – *I have a clear sense of direction and I am a high-achiever. I set myself clear goals in life and work single-mindedly towards them.*

Responsibility – *I accept responsibility easily and will finish a job even if I am over-loaded with work.*

General Tips to the CV designers can be summed up as follows: upgrade the cognitive background of skills, for example use the guide soft skills for effective communication; actualize the list of skills you can demonstrate; emphasize the most relevant skills for a particular job position; tailor the list of skills to the particular job placement; provide concrete examples; make sure the skills are explicit and implicit throughout the CV; communicate your engineering skills in the summary section; highlight skills in your work experience section; demonstrate your soft and portable skills in a cover letter where you can back them up with specific examples.

Summarizing the research we can say that **the goal of the research was achieved** – we analyzed and interpreted the most challenging aspect of CV writing, the Skills section. We managed to implement the objectives of the given research and actualized the information concerning CV designing, proved the importance of 'Skills section' in a CV; a survey conducted among young engineering personnel helped us to identify the main problems young applicants meet when preparing a CV; on top of that we developed a list of tips that will be available for making an informative CV.

The further prospects of this research can be presented in the key of preparing motivational essays and cover letters with the elaboration of the skills presented in them. Besides the future research will benefit from studying the most persuasive and impressive Job Interview Speaking Skills.

References:

1. Adizov, B.I. The concept of employability and employability skills: changing in demand for graduates employability skills by periods // Теория и практика современной науки. 2019. №5 (47). URL: <https://cyberleninka.ru/article/n/the-concept-of-employability-and-employability-skills-changing-in->

demand-for-graduates-employability-skills-by-periods (дата обращения: 13.11.2023).

2. Горьковая, О. П. “Soft skills”: в поиске универсальных трактовок «гибких» навыков современных работников / О. П. Горьковая, Н. В. Козловский, В. С. Матыкина, А. В. Петров // Общество. Среда. Развитие. – 2019. – № 4. – С. 20–25.

3. Зеер, Э. Ф. Транспрофессионализм как предиктор преадаптации субъекта деятельности к профессиональному будущему / Э. Ф. Зеер, Э. Э. Сыманюк, Е. В. Лебедева // Сибирский психологический журнал. – 2021. – № 79. – С. 89–107.

4. Исаев, А.П. Мягкие навыки для успешной карьеры выпускников инженерного профиля / А.П. Исаев, Л.В. Плотников // Высшее образование в России. 2021. Т. 30. № 10.С. 63–77. DOI: 10.31992/0869-3617-2021-30-10-63-77 (PDF) Soft Skills for a Successful Engineering Graduate Career. Available from: [accessed Nov 09 2023].

5. Лошкарева, Е. Навыки будущего: что нужно знать и уметь в новом сложном мире / Е. Лошкарева, П. Лукша, И. Ниненко И др. – М.: Global Education Future, Future Skills, worldskills Russia, 2017. – 92 с.

6. Мамонтова, Н. Ю. Интеграция технологии формирования гибких умений в обучение иностранным языкам в техническом вузе // Концепт. 2022. №9. URL: <https://cyberleninka.ru/article/n/integratsiya-tehnologii-formirovaniya-gibkih-umeniy-v-obuchenie-inostrannym-yazykam-v-tehnicheskom-vuze> (дата обращения: 13.11.2023).

7. Мамонтова, Н.Ю. English for specialists in business, economics and management (Английский язык для специалистов в сфере бизнеса, экономики и менеджмента) : учебное пособие для студентов специальности 38.05.01 «Экономическая безопасность» по дисциплине «Иностранный язык» – Кемерово: КузГТУ, 2019. – 206 с.

8. Мамонтова, Н.Ю. Методический потенциал развития «мягких умений» в процессе обучения иностранному языку в техническом вузе / Н. Ю. Мамонтова // Профессиональное образование: теоретические и прикладные аспекты лингводидактики. – Кемерово: КузГТУ, 2022. – 217 с. – С. 14-32.

9. <https://bookboon.com/en/creating-your-cv-as-a-self-marketing-tool-ebook>

10. <https://enhancv.com/resume-skills/engineering/>

11. <https://financesonline.com/resume-statistics>

12. <https://hyresnap.com/blogs/importance-of-resume>

13. <https://marketsplash.com/resume-statistics/>