



**Raytheon
Intelligence & Space**

Challenge accepted.

Resume Writing Workshop

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South Bay LA
Professional

Raytheon Technologies is an aerospace and defense company that provides advanced systems and services for commercial, military and government customers worldwide.

Who We Are

Raytheon Intelligence & Space delivers the disruptive technologies our customers need to succeed in any domain, against any challenge. A developer of advanced sensors, training, cyber and software solutions, the business provides a decisive advantage to civil, military and commercial customers.

Any Domain.
Any Challenge.

Our key capabilities

**Actuation, cargo, landing
and propeller systems**

Advanced structures

**Aircraft engines and
auxiliary power systems**

Aircraft interiors

Avionics

**Connected aviation
solutions**

Cybersecurity

Data analytics

**Integrated air & missile
defense**

Mission systems

Power and controls

Precision effects

**Systems integration
and sensors**



Our businesses



Challenge accepted.



South Bay LA
Professional

Biography



Personal Background

- Born in Los Angeles and raised in West Covina & Riverside
- First generation born in the states
- First generation to attend college
- Daughter who is 12 years old
- Class of '99 from La Sierra HS and now living in Ontario
- Enjoy coaching soccer, exercising, car shows and being with family

Educational Background

- Bachelor's in Electronic Engineering Technology; DeVry (2002)
- Master's in Electrical Engineering; CSULB (2004)
- Master's in Business Administration; Cal Poly Pomona (2007)
- UCLA Extension/Raytheon Systems Engineering Program (2007)
- Systems Engineering Technical Development Program (2009)

Professional Experiences

- Started working for Powerwave Technologies, a global telecommunications company, in 2001: RF Wireless Test Technician
- Raytheon Electronic Systems in June 2001: Operations (Airborne & Space); Hardware Engineering Center (Cryocooler Controls Dept. & RF Subsystems Design); and Systems Engineering Integration & Test (RF Systems, EW Systems and Global Spectrum Dominance)
 - Space Systems (SS)
 - Electronic Warfare Systems (EWS)
 - Global Spectrum Dominance (GSD)

Basic Fundamentals for Building a Resume

- Factors to Consider:
 - One page resume typically for 0-5 years of industry experience
 - Cover letter can provide more details
 - Remove clutter (e.g. any non-technical content focused on selling yourself)
 - Structure of the resume is critical
 - Grammar, misspelled words and poor structure could hinder the screening process
- Selling Points:
 - Market the technical abilities that you have gained through academic projects/internships/co-ops
 - Correlating the skills gained to the positions of interest is key (HR uses screening tools)
 - Market your engagement with organizations (e.g. SWE, SHPE, MAES, etc.) to substantiate your collaborative and leadership skills

Resume Example (Part 1 of 4)

- Key sections within your resume:
 - Your name should be clearly identifiable with an email, state citizenship for DoD positions
 - Objective or Summary of what you are seeking is optional
 - Educational history; include expected graduation date with GPA
 - Certain companies require a minimum GPA to be selected
 - Use cover letter to elaborate on your situation if your GPA is not over 3.0

Name (XXX) yyy-zzzz email@gmail.com U.S. Citizen		
Electrical Engineering student seeking a co-op, entry-level engineering or related position that will allow me to utilize my technical, leadership and interpersonal skills.		
Education		
California State University, Long Beach (CSULB)		Expected Graduation: Dec 2022
• Bachelor of Science in Electrical Engineering		GPA: XX
Relevant Courses		
Control Systems	Digital System Design	DSP for Multimedia Communications
Communication Systems	Analog Electronics Design	Microprocessor Principles & Applications
Energy Conversion Principles	Digital Signal Processing (DSP)	Microfabrication & Nanotechnology

Name (xxx) xxx-xxxx email@gmail.com U.S. Citizen	
Education	
California State University, Long Beach	Graduation: May 2020
• Bachelor of Science in Chemical Engineering	Cumulative GPA: XX
Work Experience	
Associate Systems Engineer Northrop Grumman Corporation Redondo Beach, CA	July 2020 – Current
• Provide early groundwork for end-to-end FlatSat simulation that supports multiple EO/IR satellite programs.	
• Create subsystem level block diagrams and requirement document for the development of a modular FlatSat simulator.	
• Collaborate with Agile team for completion of product vision by end of 2020.	

Resume Example (Part 2 of 4)

- Identify projects and research within your resume:
 - Market the technical abilities that you have gained through academic projects and work experience.
 - Correlate the skills gained with the position of interest
 - Be clear and concise; if you're leading the effort, be sure to state that
 - Also state when you work in teams, the number of members to substantiate

Projects		
Programmer Siemens/ Allen-Bradley PLC Cal State University, Long Beach		June 2019 – May 2020
<ul style="list-style-type: none">• Worked on basic ladder logic programming for Siemens Programmable Logic Controller (PLC) and Allen-Bradley PLC devices.• Set up PLC stations in preparation for new automation class being offered at CSULB in Fall 2021.• Wired and programmed I/O modules like fans, pumps and thermocouple sensors using wire diagrams.• Collaborated with team to create presentation package offering a software program that could be integrated with the future automation class.		
Lab Researcher Cal State University, Long Beach		August – December 2019
<ul style="list-style-type: none">• Automated gas absorption column by implementing Proportional Integral Derivative (PID) control using LabVIEW programming and CompactRIO system hardware.• Collaborated with team to automate tank-draining process using Siemens PLC and calculated optimal flowrate.• Created Piping and Instrumentation Diagram (P&ID) schematic of overall unit and presented findings to team.		

Projects & Research		
Member UGV Electrical Team Northrop Grumman Collaboration Project	August 2022 - Present	
<ul style="list-style-type: none">• Architecting a subsystem design using customer defined requirements and mission objectives from customer provided Request for Proposal (RFP); customer use-case is to design a Search and Rescue advanced autonomous system while applying industry-standard engineering principles• Requirements allocation &flow down to subassemblies/components that will be used for the search and rescue• Performing system trade studies with motors and batteries for component selection, in order to comply with the requirements, environmental conditions while optimizing system performance• Requirements decomposition, performing key performance parameters (KPPs) trades using a matrix calculation spreadsheet, parameters in consideration such as Size, Weight and Power (SWAP)		

Resume Example (Part 3 of 4)

- Market your engagement with organizations:
 - Show your engagement with the community
 - Highlight the skills you have gained to work in a collaborative environment (with teams)
 - Show if you give presentations for events/outreach and if you lead projects
 - Use this section to stand-out amongst your peers
 - Use the cover letter to provide more details if needed

Leadership & Activities	
Secretary Society of Hispanic Professional Engineers South Bay, Los Angeles Chapter	August 2020 - Current
Secretary International Society of Automation Orange County Chapter	June 2020 – Current
President International Society of Automation Cal State University, Long Beach	Fall 2018 – May 2020
<ul style="list-style-type: none">• Founded ISA chapter at CSULB.• Worked jointly with executive team to prepare students for local professional careers in automation by offering networking events, training workshops, and other industry opportunities.	
Vice President Society of Women Engineers Santa Ana College	September 2017 – May 2018
Skills	
Simulink, MatLab, LabVIEW, C++, Model Based Systems Engineering, SysML, introductory DOORS, Jira, Agile, Microsoft Office Suite, Pro/II, Visio, STK, No Magic Cameo, circuit analysis, wire diagram development, public speaking, team leadership	
Accolades	
CSULB College of Engineering Deans List Spring and Fall 2019 and Honors List Fall 2018	
Senator Jenny Oropeza Memorial Endowed Scholarship 2019	
CSU Future Scholars Scholarship 2019	
Alberto Radillo Scholarship 2018	

Leadership & Activities	
Committee Member Society of Hispanic Professional Engineers Cal Poly Pomona	January 2022 - Present
<ul style="list-style-type: none">• Coordinate weekly general body meetings and organized STEM outreach events with local elementary schools• Organized academic based events to promote academic achievement including Arduino and Tinker CAD workshops• Utilized leadership, communication skills, and experiences to promote STEM majors and recruit at least two new members /month	
Technical Skills	
Technical/Professional: Hardware design and integration, Analog and digital Circuit design and Data processing, Project Management, Inventory Control, Digital Multimeter, Soldering	
Computer/Software: C++, Java, LT-Spice, Eclipse, Altium, MATLAB, HTML, Microsoft: Word, Excel, PowerPoint	

Resume Example (Part 4 of 4)

- Extra-curricular activities:
 - Having a section to demonstrate your involvement with technical groups can be valuable and worth sharing
 - Industry professionals participate in industry symposiums and technology conferences; this section shows that you can adapt to the corporate initiatives that various companies have to grow their network/portfolio

Extra-curricular	
• International Society of Automation (ISA) CSULB chapter - <i>Club Representative</i>	Jan 2020 - Present
• Institute of Electrical and Electronics Engineers (IEEE) - <i>Project Coordinator</i>	Aug 2021 - Present
• Associated Students, Inc (ASI) CSULB - <i>Senator for College of Engineering</i>	Aug 2020 - Jul 2021
• Science & Engineering Club (SEC), Long Beach City College - <i>Vice President</i>	Aug 2018 - Jul 2019
Skills	
Technical/Professional: Hardware design and integration, Analog and digital Circuit design and Data processing, Project Management, Inventory Control	
Computer/Software: MATLAB, LabVIEW, C/C++, Assembly, VHDL, LOGO, Arduino IDLE, Visual Basic and SolidWorks, Microsoft Office, Microsoft Dynamics AX	
Languages: Spanish (fluent)	

Resources

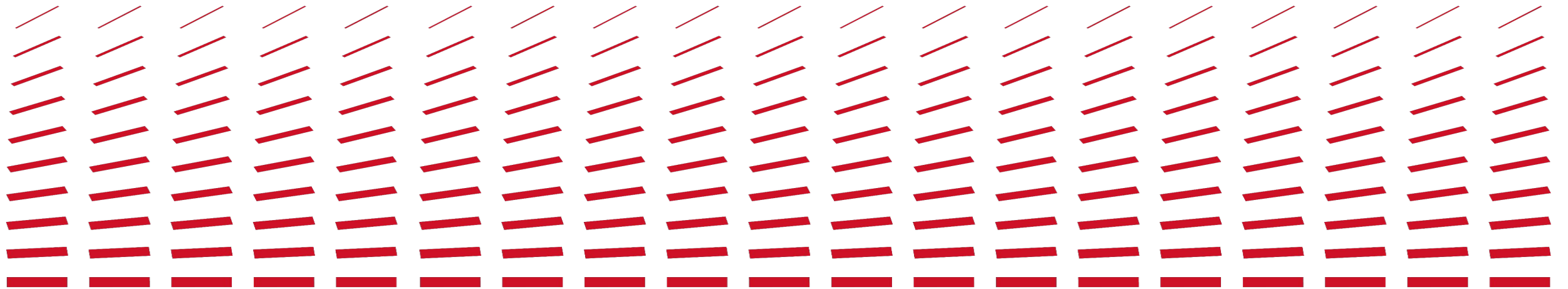
- Engage Career Development Center:
 - Seek help if you need help constructing your resume
 - Have various friends review it to ensure that you are expressing yourself clearly
 - Talk to professors/industry professionals for advice on your resume



Wrap-Up and Q&A

- Thank you for the opportunity
- Any questions?
- [Raytheon Video Slideshow - YouTube](#)

Connect with us



Backup slides

Types of students we hire

COLLEGE FULL-TIME ENTRY-LEVEL HIRES

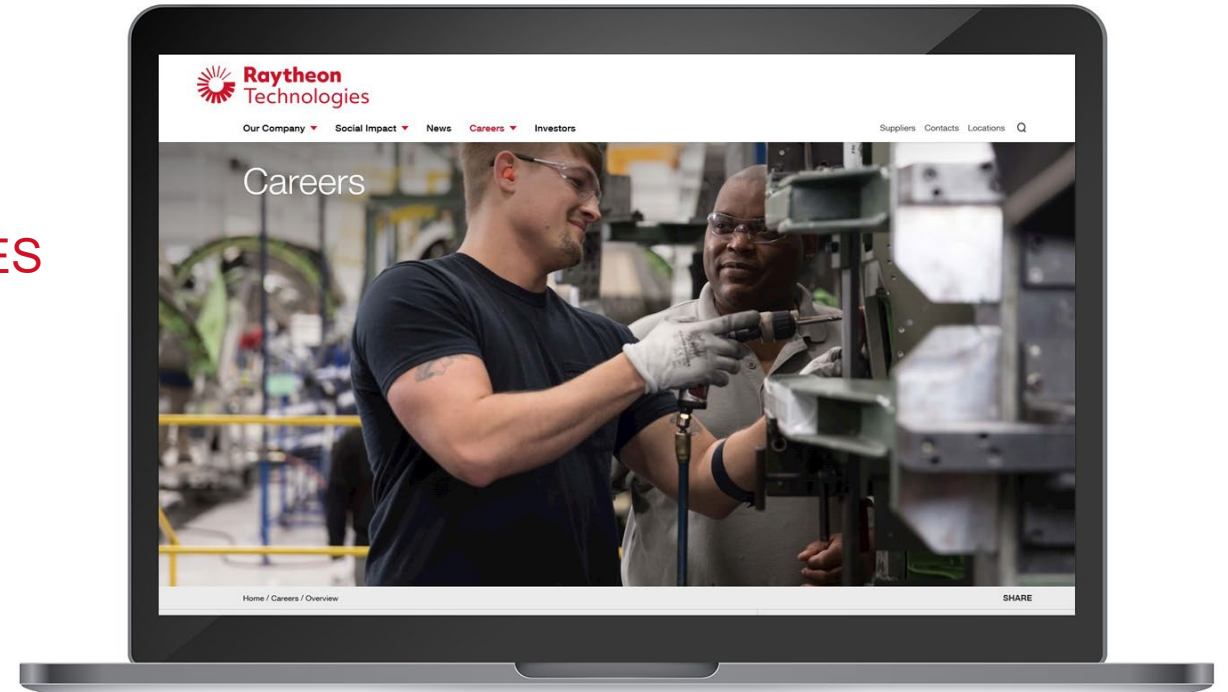
Undergrads, master's and MBAs

LEADERSHIP DEVELOPMENT PROGRAM HIRES

Undergrads, master's and MBAs

STUDENT PROGRAM HIRES

Interns and co-ops



Full-time, interns and co-ops

INTERNS/CO-OPS

Students who are currently pursuing a bachelor's or master's degree can find real-world experience at Raytheon Technologies before embarking on a career path through our intern and co-op programs. We use this program as our first source in identifying full-time hires.

- Internships are typically 10–12 weeks in length (typical cycle is May to August)
- Co-ops are typically 4–6 months in length

COLLEGE FULL-TIME ENTRY-LEVEL HIRES

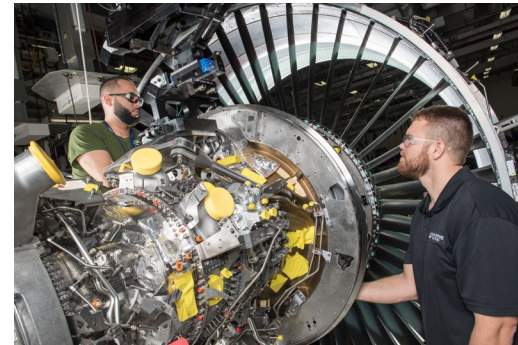
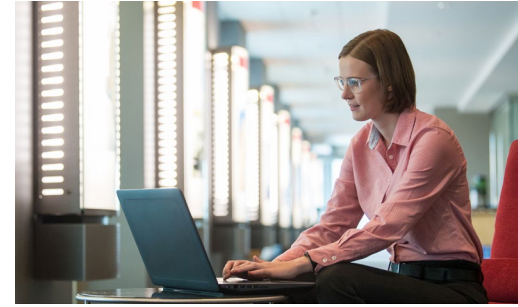
Recent graduates who completed their degrees can begin a successful professional career at Raytheon Technologies.

- 3.0 or above GPA desired
- Positions are located across the U.S.
- Relocation assistance available for many positions
- Training and development are supported by the hiring manager



Hiring these majors

- Aerospace Engineering
- Electrical Engineering
- Industrial Engineering
- Mechanical Engineering
- Systems Engineering
- Software Engineering
- Computer Engineering
- Computer Science
- Cybersecurity
- Information/Digital Technology
- Accounting/Finance
- Global Trade (Export/Import)
- Human Resources
- Math/Physics
- Operations
- Supply Chain



What we offer

We will help you build varied and deep relationships across the company with resources and opportunities.

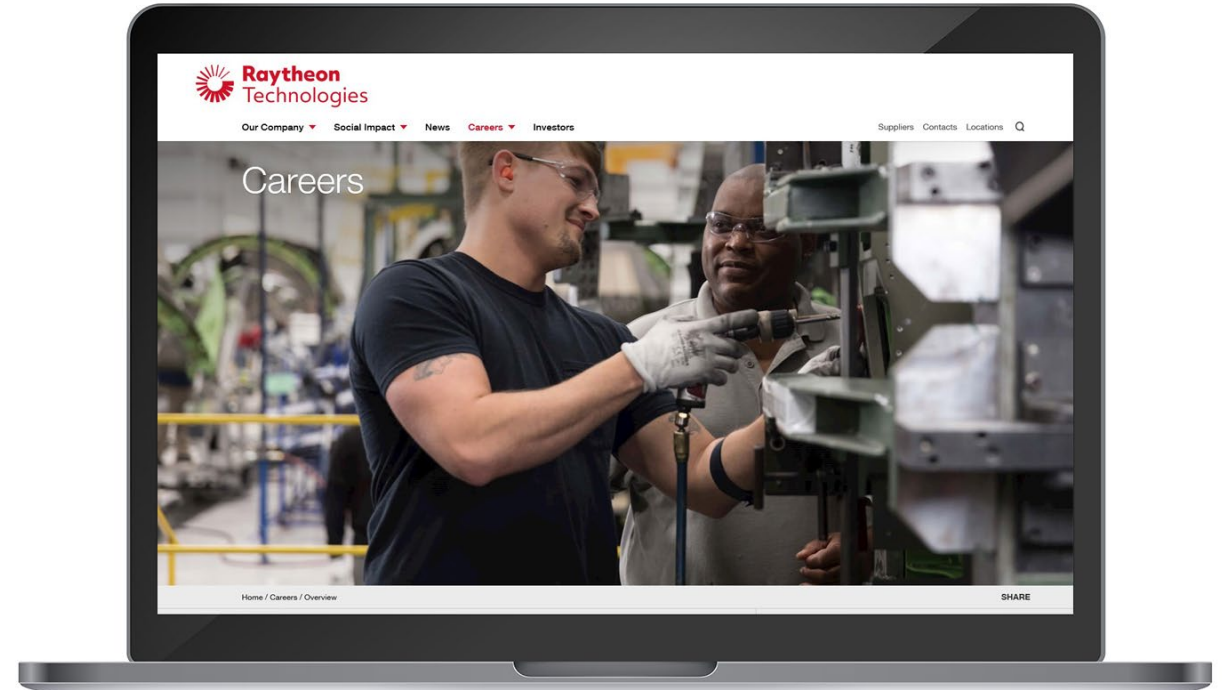
- Learning and networking events
- Volunteer and community impact events
- ERGs
- Cutting-edge technology
- Career advancement
- Global exposure and experience
- Ongoing training
- Flexible work schedule
- Relocation assistance
- Competitive salary
- Competitive benefits including:
 - Health insurance
 - Paid time off
 - 401(k)
 - Student loan repayment contribution*
 - Educational reimbursement*

* These benefits are business-specific until benefits are harmonized across the company.



Our recruiting process

- Search for companywide employment opportunities at www.rtx.com/careers/overview or click on each business to find positions within each business:
 - Positions are continuously updated on the website
 - Apply to as many jobs as you are interested in
 - Set up job alerts to be notified of new openings
- Recruiters will review applicants and submit resumes to hiring managers for secondary review
- If selected, you will be contacted to arrange for a phone screen or an on-site or video interview
- Early-in-career recruiting is ongoing throughout the year



Social impact

We have a responsibility to change the world for the better.

Through transformative investments, we aim to enable lifelong learning, honor those who serve, and create local impact in communities around the globe.

Enabling lifelong learning

By investing in lifelong learning, we're driving multigenerational impact that propels diversity in STEM fields.

Honoring service

We are committed to supporting the men and women who keep us safe every day by investing in programs that prepare veterans for new careers, keep military families connected and inspire their children through education.

Supporting communities

Our strategic community initiatives and employee volunteerism are achieving measurable local impact around the world.



Diversity, equity and inclusion

A diverse company is a strong company.

We are committed to ensuring all our employees and partners feel respected, valued and supported. We know companies that embrace diversity in all its forms not only push the limits of known science and deliver stronger business results, but also become a force for good, creating greater opportunity for communities around the world.

We leverage those unique voices to generate solutions toward a united and singular purpose:

**To define the future of
aerospace and defense**



Collins Aerospace

Specializes in advanced structures, avionics, connected aviation solutions, interiors, mission systems, and power and control systems that serve customers across the commercial, regional, business aviation and military sectors.

\$18.4 billion

net sales
(2021)

67,500

employees



Helmet-mounted displays depicted are made through a joint venture between Collins Aerospace and Elbit Systems of America.

Pratt & Whitney

Designs, manufactures and services the world's most advanced aircraft engines and auxiliary power systems for commercial, military and business aircraft.

\$18.2 billion

net sales
(2021)

36,000

employees



Raytheon Intelligence & Space

Develops advanced sensors, cyber services and software solutions – delivering the disruptive technologies customers need to succeed in any domain, against any challenge.

\$15.2 billion

net sales
(2021)

34,500

employees



Photo credit: Ruben Wu

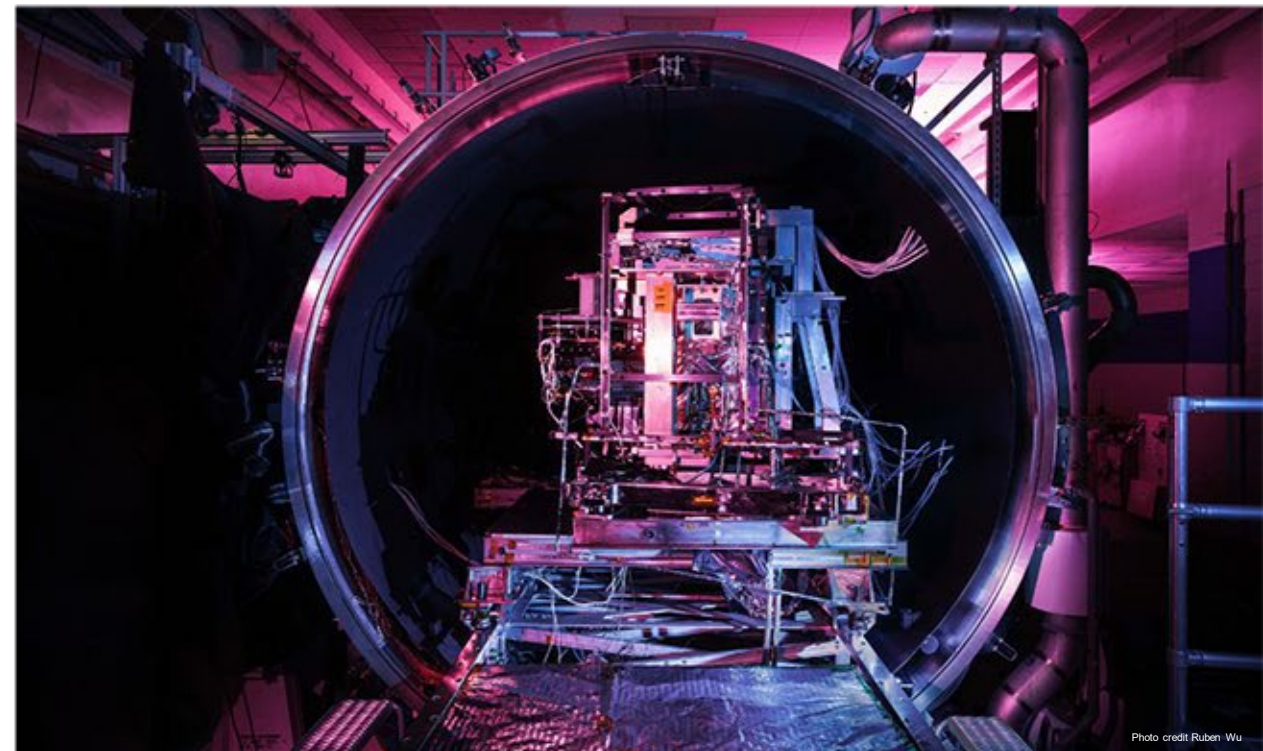


Photo credit: Ruben Wu

Raytheon Missiles & Defense

Provides the industry's most advanced end-to-end solutions to detect, track and engage threats.

\$15.5 billion

net sales
(2021)

29,000

employees

