Developing a Resume

Job Objective
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EDUCATION
Summary or Qualifications Statement
Professional Experience
SKILLS
Coursework
Special Projects
Leadership
Competencies
Technical Skills
Professional Accomplishments
Certifications & Licenses
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Training
Honors/Awards
Activities
COMMUNITY SERVICE

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GUIDELINES FOR DEVELOPING A RESUME

A resume is a carefully edited summary of education and experience. It is a marketing tool that gives the employer an overview of the job applicant's experience, skills and potential fit for the job. Most employers require an online resume submission but, at times, a hard copy may be needed for employers that you meet at networking events, career fairs and the like. If you do need to print out your resume, make sure you use quality resume paper.

The resume is the employer's first impression of the job seeker, so make sure it looks professional and that you emphasize specific parts of your past that will demonstrate that you did particular job well. A resume presents you to prospective employers who – based on their response to the resume – may or may not grant you an interview. It is the tool employers use most to screen job seekers. It is also often used as a jumping off point for the interview.

Keep in mind that if you were to show your resume to any three people, you would probably get three different suggestions on how to improve it. This means that you will have to become your own expert and make some decisions on how to do your resume.

RESUME FORMATS

There are just a few basic resume types, but these types have many variations. There is no "best" or "right" format for a resume. Use a format that presents your skills and abilities in the best light. A general rule of thumb when determining the best style is: one that has your most important/most related to your career goals/objectives towards the top of your resume. In other words, a format that highlights your most important/relevant experience the most clearly.

The Simple Chronological Resume

This is considered to be the "traditional" resume. Education and experience are presented in reverse chronological order; that is, the most recent information goes first. It is the simplest of resumes, and it is easy to read and understand. It summarizes your skills and accomplishments under each job listed. The major focus is on activities of the past 5 or 10 years.

The Skills or Functional Resume

This resume style arranges content under major skills rather than jobs previously held, thereby minimizing your actual work history. A well-done skills resume emphasizes skills that are most important to succeed in the job stated in the job objective. A skills resume is often used in

situations where the writer wants to avoid displaying obvious weaknesses that would be highlighted on a chronological resume. For example, someone who has been a teacher and now wants a career in sales. A skills resume can help hide a variety of other career weaknesses as well, such as limited work experience, gaps in the job history, lack of educational credentials, and other flaws. Because skills resumes can hide your career weaknesses, many employers and recruiters do not like them.

Combination Format

Elements of both the chronological and skills formats can be combined in various ways to improve the clarity or presentation of a resume. For example, you could add a "Summary of Experience" section to a chronological resume if you have a lot of work experience, or you could include a brief chronological listing of jobs on a skills resume.

RESUME CONTENTS

Regardless of the format selected, resumes should contain certain information, organized in descending order of importance (again, the most important information should go first).

1. Identification Data

Write your name, city and state, zip code, telephone number, email address, and in some cases, a professional web address.

- Use your full first name and last name. If you have a difficult name that employers may not be able to pronounce or, if you have chosen an American nickname, put your first name then nickname in quotations and then your last name. Example: Maimouna "Mary" Djallo.

- Include your zip code because many recruiters use this field to search. If you'll be leaving campus soon, be sure to provide a way for employers to reach you after you've moved.

    - You may want to simply use your cell phone as your phone and message number unless you are absolutely certain you will get your messages using, for example, your home phone number. Your cell phone is probably a better bet. Always include your area code. Use the default message or, better yet, state your name clearly on your message. If you include other information, make sure it is professional and employer appropriate. Do not purposely include music in your voicemail. If music is part of the default message, make sure the music is employer appropriate (conservative and non-controversial).

- Include a professional email address such as: yourfirstnamelastname@yahoo.com. If you include a personal website, think about how this may reflect upon you as a professional. A good rule of thumb is: make sure it is something you would like your future employer to see and that it is relevant to the job you are seeking.

- US citizenship or permanent resident status (Green card holder) is optional but can be helpful especially if you have attended school overseas. If you are not a US citizen nor a Green card holder, you do not have to list this on your resume but make sure you answer directly when/if asked. Many employers will say, "Are you *permanently* authorized to work in the US?" Unless you are a US citizen or a Green card holder, your answer is: no.

It may be helpful to say that you are willing to relocate if indeed, you are willing to move. (See first sample resume to see how this is formatted)

Key *Identification Data* Reminders

- ✓ Include a phone number and email address you check frequently.
- ✓ Use a professional greeting on your voicemail.
- ✓ Use a professional email address on your resume.
- ✓ Proceed with caution when including contact information and posting online to unknown websites or resume databases.
- ➢ **Do not** put your social security number on your resume. The only exception to this rule may be federal government jobs. Proceed with caution and make sure it is a secure and legitimate site.

2. Job Objective

Many employers only glance at your resume for 5-15 seconds the first time they look at it. While it is not mandatory, we recommend you include a job objective. If an employer is reviewing many resumes, the first thing they will do is read the objective to make sure there is a match. If you are applying for a job in sales, your objective should not state "Seeking position in accounting." If you include a job objective, you should select and organize the contents of your resume, so that the rest of your resume supports your objective. You may want tailor your objective to each employer you are targeting—and to each job you are seeking. Focusing on the skills that you would like to use, using industry buzzwords when possible, is a great start.

Your objective may be one word, or it may be much longer. Some people prefer to use headings such as "Career Objective" or "Position Desired." This is perfectly acceptable. In your objective, you may include information about the position desired, preferred industry, your skills, and even your long-term career goals. Your objective should show the employer what you have to offer them, rather than how you will benefit from this position.

➔ Here are some examples:

1. *Seeking entry-level position in business marketing/sales.*
2. *Position in human resources where proven abilities to select, train, and motivate personnel as well as manage information are desired.*
3. *A management position in the warehousing industry. Position should require supervisory, problem-solving, and organizational skills.*
4. *Seeking position in computer programming or systems analysis.*
5. *Medical assistant or coordinator in a physician's office, hospital, or other health services environment.*
6. *A sales position where personal drive, high productivity, and effective communication skills are desired. Long-term goal is a position in sales management with the opportunity to train and supervise a staff of sales professionals.*

If you choose not to include an objective, you may want to explain your career goals in a cover letter. If you have no idea about what you want to do, you need to settle the matter (or make it appear as if you have settled it) when you write your resume. The *Occupational Outlook Handbook* (OOH) (www.bls.gov/oco/), updated by the US Department of Labor every two years, and O*Net Online (http://online.onetcenter.org/) can be very helpful tools. They provide the latest information on salaries, growth projections, related jobs, skills required, education or training needed, working conditions, and many other details. Here are some ways you can use these resources:

- ***To identify the skills needed in the job you want.*** Look up an interesting job, and both the Occupational Outlook Handbook and O*Net Online will tell you the transferable and job-related skills it requires. Assuming that you have these skills, you can then emphasize them in your resume and interviews.

- ***To find skills from previous jobs to support your present objective.*** Look up descriptions for jobs you have had in the past. Identify skills that can be transferred and used in the new job. Even "minor" jobs can be valuable in this way. For example, if you waited on tables while going to school, you would discover that this requires the ability to work under pressure, deal with customers, and work quickly. No doubt these skills would be valuable in a number of different occupations. If you don't have much work experience related to the job you want, describing your transferable skills can be very important.

- ***To identify related job targets.*** Each job described in the OOH and O*Net Online lists other jobs that are closely related. The description also provides information on positions that the job might lead to through promotion or experience. And, since the jobs are listed within clusters of similar jobs, you can easily browse descriptions of related jobs that you may have overlooked.

- ***To find out the typical salary range, trends, and other details.*** While you should never list your salary requirements in a resume or cover letter, the OOH and O*Net Online will help you know what pay range to expect and which trends are affecting the job. Note that your local pay and other details can differ significantly from the national information provided.

Of course, much of this information can be found on a company's website and in the job description as well. If the company does not offer a job description, browse a job-posting site like Monster.com, for related positions. This can be really helpful when it comes time to write your job descriptions for your resume.

Additional *Job Objective* Tips

- An objective tells potential employers the type of work you are seeking, and something about what you have to offer.
- Be specific and tailor the objective to target the specific company and/or position.

3. Summary or Qualifications Statement

This is an optional two to five sentence summary following the objective. It summarizes your experience and describes your strengths and skills as they relate to your job objective. A summary or qualifications statement provides a good strong overview of your potential to an employer. Even if the rest of your resume isn't read, there is a good chance that a summary statement will be. Make sure the rest of your resume supports your summary statement.

- 1—5 sentences
- Summarizes experience
- Describes your strengths
- Provides overview

Sample Summary:

Maintained constant employment throughout high school and college, working 35 hours per week while carrying a full course load. Won awards and contests for outstanding sales performance and became recognized as a valuable sales leader. Fluent in Spanish; proficient with Word, Excel, and Access.

Someone applying for an administrative assistant position might include the following Qualifications section on his or her resume:

Sample Qualifications:

- Proficient in MS Word, Excel, Access, and PowerPoint
- 2+ years of administrative experience
- Effective multi-tasking with a "can do" attitude
- Excellent organizational, communication, and interpersonal skills
- Experience supporting senior-level managers
- Bookkeeping/accounting experience using both QuickBooks and Peachtree
- Experience using a Dictaphone

If you use a summary statement, your objective, if you have one, should be very simple.

Additional *Summary/Qualification* Tips

- Use three or four points to summarize competencies and achievements.
- Tailor summary to specific company and position.
- Include specialized training/education.

4. Key Skills or Special Competencies

When used with a chronological resume: This section can be included just beneath your objective in lieu of a summary or qualifications statement, or it can be included as one of the last sections on the resume. Select and organize key skills you have that will support your job objective.

For example, a student applying for a programming position may include a computer skills section:

COMPUTER SKILLS:

Languages: C/C++/Visual C++, Java/J++, VB.net, SQL, Assembly, Perl/CGI, VBScript/ JavaScript, XHTML/XML, ASP.net, PHP, .net framework, Ajax

Operating Systems: Windows , Linux, Unix, DOS, BSD, Solaris

OS Services: Win32, COM/ActiveX, ADO, DDE, RPCs/DLLs, DirectX, Sockets, Interprocess Communications, Threads/Processes

Software: Microsoft Visual Studio.net, Oracle, GNU GCC/G++ Compiler, MS Office
Other: Unified Modeling Language, Removable Storage Devices, Network/Database Administration, SGML, XML

When used with a skills or functional resume: On a skills resume, the key skills section may also be called "Areas of Accomplishment," "Summary of Qualifications," or by other terms. Regardless, this is the section that makes a skills resume. Rather than listing your experience under each job, this resume style clusters your experiences under major skills areas.

Someone looking for a job as an assistant editor might include Communications, Information Management/Research, Interpersonal, and Computer skills sections. They would then organize their experience under these key skill areas. This allows them to include experience that might not have been paid work experience, such as volunteer and project experience.

Some skills are not specific to a particular job. For example, "well organized" is an important skill in many jobs. We call these types of skills **transferable skills**. The following skills are considered key for success on most jobs. So, if you have to emphasize some skills over others, include these:

Basic Skills and Key Transferable Skills

Basic academic skills/GPA	Good attendance
Teamwork skills	Organizes/manages projects
Interpersonal skills	Punctual
Verbal and written communication skills	Self-motivation and goal setting
Follows instructions	Hard worker
Analytical skills	Public speaking/meet the public
Accepts supervision	Productive
Computer skills	Instructs/manages others
Meets deadlines	Honest
Leadership skills	Creative thinking and problem solving

In addition to the skills in the list, most jobs require skills specific to a particular job. For example, an accountant needs to know how to set up a general ledger, use accounting software, and develop income and expense reports. These are called **job-content skills**.

To write a skills resume, start by choosing three or four of the most important skills or personal characteristics needed to succeed in the job you've targeted, assuming you have them, to emphasize on your resume. These skills are often mentioned in the job objective or the job description. Then write detailed examples of when you used each of the skills. If possible, use work situations.

You may also use other experience such as: volunteer, school activities, or other life experiences. Try to **quantify** the examples by giving numbers such as money saved, sales increased, or other measures to support those skills. Emphasize the **results** you achieved as well as any **accomplishments**. Here is an example:

Key skill: Meeting deadlines

"I volunteered to help my social organization raise money. I found out about special government funds, but the proposal deadline was only 24 hours away. So I stayed up all night and submitted it on time. We were one of only three proposals approved, and we were awarded over $10,000 to fund a youth program."

Write a number of examples and select those that are particularly valuable in supporting your job objective. You should have at least two examples for each skill area. Once you have selected your examples, rewrite them using action words and short sentences. Try to emphasize results.

Key skill rewrite: Meeting deadlines

"On 24-hours' notice, submitted a complex proposal that successfully obtained over $10,000 in funding."

5. Education

For most students, the education section should precede the experience section. Even if you have a strong work history and related experience, you may still want to put your education before your experience. A good rule of thumb is: the information most closely related to your current career objective should go towards the top of the resume. For most students, regardless of experience, their education should come first.

- ⇒ Begin with your major, then the name of the institution that you attend and the city and state in which it is located and your graduation date. It is not necessary to put all of the universities that you have attended especially if this causes your resume to go over one page. You may just put those from which you have or will receive a degree/major or which are relevant to your objective. (You would include all on an application.) Omit high school unless you have a reason to include it. Undergraduates seeking internships may want to include it if they have very limited experience.

➔ ***Example:***

Bachelor of Science in **Marketing**
University of Houston, Houston, TX, May 2015

- If you have room, write the name of your degree out in full. For example: Bachelor of Science in Biology. If you choose to abbreviate, be consistent. For example, if you are going to abbreviate Texas (TX), abbreviate it throughout your resume. Degrees are normally listed in reverse chronological order. However, if your objective is supported by an earlier degree then you may put that degree first.

- If you have more than one degree/major, list the one that is most applicable to the position first.

⇒ Most employers recommend you include your GPA, if it is a 3.0 or better. You may choose to include your major GPA instead of, or in addition to, your cumulative GPA, just make sure you specify which type of GPA is listed. Basically, unless otherwise noted, if you list your GPA it is assumed to be your cumulative GPA.

➔ ***Examples:***

1. Bachelor of Arts in **Political Science**, **GPA: 3.5**
   University of Houston, Houston, Texas, May 2010

2. Bachelor of Science in **Accounting**, **GPA: 3.6 (major**); **GPA: 3.4 (cumulative)**
   University of Houston, Houston, TX, May 2010

⇒ You may include academic honors and/or accomplishments here, or, if they are numerous, you may wish to create a separate section called "Honors." This separate section may precede your experience section, if your honors and/or accomplishments are stronger than your experience. Otherwise, this section would follow your experience section.

⇒ You should not list your campus activities under education, rather include them in a separate section entitled "Activities," or combine the two sections into "Honors and Activities."

- If you have earned 50 percent or more of your college expenses, you may want to include this information here.

- Make sure everything you list is verifiable. The following bullet points are examples of things you might include under "Education."

- Recipient, Research Assistant Scholarship (Fall 2008 – Spring 2009)
- Dean's List, four semesters
- Member, National Honor Society (Spring 2008 – present)
- Financed 75% of education

- If you have room, consider including a "Relevant Coursework" section. Such a section can serve to highlight your knowledge and skills, as well as increase the chances that a scanning system will pick up on a specific area sought by an employer. You may also wish to include details of related courses, projects, or papers if they would be of interest to the employer.

Additional *Education* Tips

- If you have any area of concentration in your major, include this information.
- Recent graduates without much work experience should list educational information first.
- Experienced alumni may list education after work experience, again, if their work experience is more relevant and/or much more recent than their education vis a vis their career goals.

6. Experience

Start with the most recent job first. For each position, list your job title, the employer, city and state and dates of employment, along with details of what you accomplished and special skills used. Emphasize skills that directly relate to the job objective on your resume. Volunteer or military experience should be treated in the same way as other job experiences, but should be noted as such.

Graduate students, teacher candidates, and co-op students should list their research, student teaching, and other experience here as well. Experience is assumed to be full-time paid work experience, unless it is stated otherwise.

- If you were promoted, you can handle the promotion as a separate job listed under the same employer, if it is to your advantage. Just make sure your resume mentions that you were promoted.

- If you have a directly related position that is not the most recent, you may want to have a category entitled "Related Experience" which would allow you to put it first. Other employment would then be listed under "Other Experience."

- If a previous job title relates to your current job objective, put it first. However, if the employer is in the industry that you are interested in, you may want to emphasize that instead. Just make sure you are consistent with the way you format your experiences.

➔ ***Examples:***

1. **Technical Writer**
   ExxonMobil, Houston, Texas
   November 1999 – present
   (Emphasizes Technical Writer, the job title)

   —- OR —-

2. **ExxonMobil,** Houston, Texas
   Receptionist
   Summers 2008 and 2009
   (Emphasizes ExxonMobil, the employer)

- It is usually best to use months and years or semesters and years when describing dates of experience.

- For each position you list, describe your experience, accomplishments, and responsibilities with bullet points. Each bullet statement should start with an action verb (see list of possible action verbs later in this handout). In addition, include measurable results to highlight job duties and results. For example, use numbers, specific data, percentages, and dollar amounts.

➔ ***Example:***
Developed and implemented an automated tracking system, which saved 100 plus manpower hours each month.

- In your bullet statements, mention skills that would directly relate to doing well in the job you want now. If your previous jobs are not directly related to what you want to do now, emphasize skills you used in previous jobs that could be used in the new job (transferable skills). For example, someone who waits on tables has to employ excellent customer service skills and work quickly under pressure – skills needed in many other jobs like accounting and managing.

- It may help to look up the descriptions of jobs you have held in the past, as well as jobs you want now. Again both the *Occupational Outlook Handbook* (OOH) (www.bls.gov/oco/),updated by the US Department of Labor every two years, and O*Net Online (www.onetcenter.org) will tell you the skills, tasks, etc. needed to succeed in the new job. Emphasize these and similar skills in your resume. Edit your duties and accomplishments to ensure every word contributes something. Reading through jobs posted on job boards such as Monster.com can assist you in identifying the skills required for a certain type of job and can help you write job descriptions for positions you have held in the past as well.

- If you do not have any related experience, put what experience you do have, emphasizing level of responsibility, transferable skills, promotions, accomplishments or whatever seems relevant. You may also wish to include relevant projects from your classes. Describe them as you would your work experience, but be honest about what they are.

- It is okay to group jobs, such as "Earned 100 percent of college expenses as a waiter, cashier, and a salesperson at Chili's Too and Pottery Barn." Or, you may select one or two jobs that seem particularly relevant, such as "Earned 50 percent of college expenses with a variety of part-time and summer jobs, including…." You may want to dedicate a bullet point under each job noting how many hours you worked per week and if you were going to school full-time or part-time.

- If you have worked for an employer and the company name is not easily recognizable, or if the name implies a negative connotation, you may want to state briefly what kind of business it is if it is not apparent from the name.

Additional *Experience* Tips

- List work experience from internships, cooperative education, summer, seasonal, part-time and full-time jobs.
- Focus on your accomplishments instead of providing a job description.
- List work experience, no more than ten years old, in reverse chronological order with your current job listed first.
- Aim for a one page resume if you have a Bachelor's or are in the process of getting a Bachelor's, unless you have a lot of relevant experience. If you have a Master's or PhD, two pages is fine.

Professional Accomplishments

Avoid describing a position by using the terms "Responsible for…" or "Duties included…." Instead, when describing duties and accomplishments, begin with an **action verb**, followed by what you did, followed by a result. Use past tense verbs if the experience you are describing is in the past; otherwise, use present tense verbs. Quantify and/or qualify results whenever possible. For example, avoid saying that you handled money. Say, "handled in excess of $10,000 in sales per day." If you sold clothes, how well did you do it? Did you get an award? A bonus? A raise? Measure **how much** you did and explain **how well** you did it whenever possible.

You need to let the reader know what you did above and beyond the minimum requirements. Include: problems solved, special projects, special assignments, training, travel, commendations, awards and honors - anything that makes you special compared to all the other people ever to hold your title.

➔ ***Example:***

Only intern, out of 9, selected to travel to Boston with senior management for client meeting

Try to avoid vague or windy statements such as "resulted in a large savings of time and money," or "led to increased sales." Sometimes there is no way to put a figure to your results, but you can still demonstrate the value of your work:

➔ ***Example:***

- Researched and wrote a policies and procedures manual for a large manufacturing company. This manual is now in wide use throughout the US and Canada and is in its third printing after some 7,500 requests for copies.

7. Other Sections

Include other sections in order of relevance to your job objective (place the most relevant section first).

Skills: A section on computer skills is valid for anyone. This section may be placed high on the resume, if it is particularly relevant to the job being sought, or it may follow the experience section. List hardware, software, and language skills learned. They're likely to be picked up as keywords by a scanner. Other things that might be included in a skills section are foreign languages, skills in operating equipment, etc.

Activities: This is an optional section where you can list campus activities, as well as job-related professional, humanitarian, or other groups. These activities may be worth mentioning, particularly if you were an officer or were active in some other way. Mention accomplishments and/or awards.

➔ ***Examples:***

- Increased budget by 40% and membership by over 100% percent
- Organized the first-ever "All South Minority Student Affairs Conference"

Additional *Activities* Tips

- List professional/student organizations in reverse chronological order.
- List leadership positions and dates held, along with committee assignments.

Recognition and Awards: If you have received any formal recognition or awards that support your job objective, consider mentioning them. You might create a separate section, or they can be put in the work experience, education, or activities sections.

Special Projects: If education is one of your only qualifications, you may choose to pull out special projects and make them listings unto themselves. You can list them as "Relevant Projects." Format and write up these experiences as you would a job (Project Title, University, city, state, dates). Think of examples where you have programmed applications, solved marketing problems, designed and specified the interior of a four-hundred-seat restaurant, etc. Make sure you include the software you used for the project (if applicable).

➔ ***Example:***

- Created and presented accurate and thorough reports of news and sports events under tight deadlines; developed promotional materials utilizing Adobe Illustrator; wrote advertising/marketing content.

Professional Certifications and Licenses: You can include professional credentials at the top of the resume with your education. If you have more than one, you might consider creating a separate section.

➔ ***Example:***

CERTIFICATIONS

- Certified Pharmacy Technician, 2008
- Microsoft Certified Professional, May 2009

Personal Information: In some countries, resumes include personal details such as height, weight, age, marital status, religion and sometimes, a picture. **Do not include this information.** Current laws do not allow an employer to base hiring decisions on this information.

You may, however, list citizenship status, significant community involvements, a willingness to relocate, or personal characteristics an employer might like. You may include hobbies that you enjoy talking about. These can serve as good icebreakers in an interview. Make sure you pick hobbies that are active such as: reading, playing tennis and traveling. Keep in mind that an employer may ask you about your hobbies so be prepared to talk about your activities. If, for example, the only books you read are comic books (unless this is relevant to your career goals) you may not want to list reading as a hobby.

Additional *Other Sections* Tips

- Other sections that may be included are: community service, travel abroad, volunteer work, publications and presentations, professional development, military experience, relevant projects, and leadership.

References: **Do not** include the names of your references on a resume. It is not necessary, although it is acceptable, to state "references available on request." If an employer wants your references, he or she knows to ask you for them. If you include this section, it should be the last section line on your resume.

Ask permission from your references before providing their names to potential employers. Give your references a copy of your resume so they are familiar with your goals and know what to emphasize when talking with a prospective employer. You may want to send them a copy of the actual job description and let them know that your potential employer may be calling them. It would be helpful to let them know the reasons you are interested in working for this particular company as well.

- **Name**
- **Title**
- **Address**
- **Phone Number**
- **Email Address**
- **Reference Type**

Pick professional people who know your work as an employee, volunteer, or student. Make sure they will serve as good references by asking what they would say if asked.

Type a clean list of references on a separate sheet. Include names, titles, addresses, phone numbers, email addresses, and details of why they are on your list, for example, "former supervisor," if it is not obvious. You may want to say how long you have known them as well.

Be aware that some employers are not allowed to give references over the phone. If this is the case with a previous employer, ask the employer to write a letter of reference for you to photocopy as needed.

RESUME WRITING BASICS

One page is usually enough, unless you are an experienced candidate. If you can't get everything on one page, you are better off filling up two full pages with content than to provide one-and-a-half pages of content.

- **Organize information** in a logical fashion, and keep descriptions clear and to the point. Place the sections of your resume in descending order of importance (most important information first).

- **Tailor your information** to the job you're seeking. Capital letters and boldface can make points stand out. Give thought as to what you are emphasizing and make sure they are the most important points.

- **Never lie or exaggerate** on your resume. (For example, if you say that you are bilingual English/Spanish you may be interviewed in either or both languages). You do not have to present negative information! Make sure that everything you put in your resume is accurate and supports your job objective in some way.

- **Eliminate errors!** Employers who notice typographical, grammar, or punctuation errors will not think kindly of you. Even if you are good at proofreading, it is a good idea to find someone else who is also good at proofreading to look over your resume as well. Please note: spell-check does not work on words written/typed in all capital letters.

- Your resume is generally **the employer's first impression of you** and its overall appearance will affect an employer's opinion of you. Is your resume well laid out? Is it crisp and professional looking? Does it include good use of white space? (Some experts recommend 50% text and 50% white space).

- **Print your resume** on high quality, ink-jet or laser printers. Use white or very close to white colored paper. Once you've selected your paper, get matching envelopes. You might even be able to get matching "monarch" size paper, which makes for a nice thank you note!

- **Use a simple, easy-to-read, 11 or 12-point font,** like Calibri or Times New Roman.

- **Use action words;** stress accomplishments and make every word count. Write a long rough draft and then edit, edit, edit (really specific examples are wonderful for the interview but not necessary for the resume. Remember: your resume is simply a marketing tool to get you the interview.) If a word or phrase does not support your job objective, consider dropping it.

- If you do not have good written communication skills, **get help** from someone who does.

- **Know your skills.** One employer survey found that about 80% of those who made it to the interview did not do a good job presenting the skills they had to do the job. If you don't know what you are good at and how this relates to a particular job, you can't write a good resume, can't do a good interview, and are unlikely to get a good job. Career counselors are trained to help you fine tune your resume, your interviewing skills and to gain clarification on how your past experience may be relevant to your current career goals. We welcome you to make an appointment and attend our workshops.

- Your resume is a **formal document;** make limited use of contractions, abbreviations, and acronyms.

- **Seek help** at *University Career Services* (www.career.uh.edu).

SCANNABLE/ELECTRONIC RESUMES

A lot has changed since your parents started their first job search, and technology has radically altered the traditional job search. Most companies do not have the manpower to review all of the resumes they receive by hand. Nearly half of all mid-sized and almost all large companies scan resumes using an electronic applicant tracking system. These Optical Character Recognition (OCR) systems save time and energy in reading and extracting information from resumes. The use of OCR requires us to re-examine how we write and design resumes.

Keywords

Through OCR, the computer searches for the "keywords" it has been programmed to find. The keywords for an accountant, for example, might include "BS Accounting, accounts payable, accounts receivable, IRS Amendments, and CPA." If your resume does not contain these words, the computer passes it by, and you are out of the running. Many times, the first line of fire is the computer, which determines whether or not your resume will even be seen by a person. The second line of fire tends to be Human Resources (HR) and, finally, if you make it through these first two rounds, HR will pass your resume to the hiring manager. The secret to getting your resume picked is to fill it with as many relevant industry buzzwords as possible.

How can you determine what keywords to use for your particular field? First, you need to target specific keywords for your industry. You can look up various jobs and job titles to get a feel for what keywords are appropriate. Once you have compiled this list of keywords, integrate them throughout your resume. Below are ways you can incorporate keywords into various sections of your resume, followed by a list of skills keywords by job category.

⇒ **Include a skills summary or profile section at the top of your resume.**

"Award winning, multilingual business student with two professional internships in Management Information Systems. Fluent in English and Spanish. High standards of accuracy along with an attention to detail. Technical proficiency in Linux, Unix. Programming in Visual Basic and HTML. Web Design. Awarded 2009 Student Leader for exemplary service in student government."

⇒ **Include a keyword summary at the end of your resume. The following is an example of a keyword section for a student looking for a job as an editor.**

Editor: Technical Editor. Writer. Technical Writer. Editorial Experience. English Major. Copy Editing. Wire Service. IBM. Macintosh. Microsoft Word. Aldus PageMaker. Word for Windows. Paintbrush. WordPerfect. MacDraw. Mac Paint. Environment. BA. Ability to delegate. Customer oriented. Innovative. Team Player.

⇒ **Use keywords in the experience section of your resume.**

Accounts Payable/ Bookkeeping Clerk
May 2008 to Present
Houston Tax and Bookkeeping Service,
Houston, Texas

- Developed automated monthly sales tax payment system.
- Implemented Rapid Tax Refund service for individual customers.
- Assisted (via remote) with payroll, tax, and account processing.

Sample Keywords by Occupation

Sales Representative
BA/BS
Exceeded Quota
Will Travel
Annual Sales Projections
Lead Generation
Customer Support
Inside Sales
Presentation Skills
Account Management
Written Communication Skills

Technical Writer
Copy Editing
Documentation
ISO 9000
Journalism
User Manuals
Product Specifications
Microsoft Office
FrameMaker 5.0
Power PC
SPARC

Web Designer
Technical Aptitude
Deadline Driven
Windows
Internet Servers
Page Mill
HTML
PDF
Photoshop
Creative
Project Coordination

Accountant
Accounts Payable
Accounts Receivable
Audits
G/L
Microsoft Excel
Financial Reports
SEC Filings
Budget Analysis
CPA
Month End Closings

Civil Engineer
American Society of Civil Engineers
ICBO Certification
Plans Examiner
Concrete Design
Preliminary Stress Analysis
Hydrology Transportation Analysis
Land Development Projects
Scheduling
AutoCAD
Public Works

Hotel Manager
Hospitality Management
Banquet Sales
Marketing
Guest Relations
Employee Training
Front Office Management
Occupancy Rate
Guest Services
Convention Management
Reservations

Format

Because a computer will read your resume, you need to design it for maximum legibility by OCR systems, not for visual appeal to a person. Many people choose to submit a scannable resume as well as a "people friendly" resume to companies requesting this format. Many companies' websites and their software operating systems are more sophisticated now and will simply allow you to upload your resume in a Word document format straight from your desktop.

Sometimes, there will be a textbox where you have the option of cutting and pasting your resume. Make sure you don't simply cut and paste your resume directly from your Word document into the textbox. You will need to convert your Word document into a .txt document and then cut and paste it. This is because if you paste material directly from Word into a textbox, Word's formatting characters will make it look strange for the reader on the receiving end of the website where you entered the information. To make your resume more readable, please follow the steps on the checklist below:

- ✓ Use white, 8 1/2 x 11 paper printed on one side only.
- ✓ Do not fold or staple.
- ✓ Use a standard font (Calibri, `Courier`, or Times New Roman) and standard font size (10 to 14). Typically, your contact information should be the largest font (you don't want employers to guess your contact information).
- ✓ Keep all text aligned to the left.
- ✓ Avoid italics, underlines, bold, shadows & symbols. Instead, introduce major sections with words in all uppercase letters and be sure to double check your spelling (spell check doesn't work on all capital letters).
- ✓ Avoid vertical/horizontal lines, graphics, boxes, & the two-column format.
- ✓ No tab indentations, and no line or paragraph indents (you may use the space key to indent).
- ✓ Instead of using bullets, use an asterisk or a dash.

Email Resumes

When emailing your resume, consider the following advice for crafting a successful email resume from Kirsten Dixson, a certified career coach and resume writer.

- Avoid silly or cryptic email addresses such as bubbles@aol.com.
- Send individual, targeted messages to each contact rather than mass mailings.
- Write a simple subject line that makes a good first impression, such as: "**Resume-Kate Sanchez-Operations Exec-10 yrs' exp**." A good subject line will improve the chances that your resume is actually read.

Then take the time to prepare your resume. Try emailing it to yourself to see how it looks. You may want to simply copy and paste it into the body of your email if it is unsolicited and the recipient is not expecting it. Sometimes, large files will be filtered as Spam.

Here's how to create a text/ASCII resume:

1. Open your formatted resume and change the right margin to two inches.
2. Select all the text and change the font to a fixed-width font.
3. Choose "save as" and rename your document so you don't lose your original formatting (e.g., ksanchezresume.txt).
4. For Microsoft Word users, click on "save file as type" drop down list. If you're emailing your resume, select "Text Only with Line Breaks" from the options. If you're pasting your resume into an online form at a Web site, pick "text only."
5. Close the document and reopen it in a text editor, such as Notepad or Simple Text, to check that all of the characters have been converted correctly.
6. Make the formatting more attractive and searchable. Some tips: Left-justify all text and eliminate tabs. Replace characters that converted incorrectly and insert asterisks or dashes for bullets. Capitalize titles for various sections of your resume.
7. Save your resume as your name.

Even if you are emailing your resume as an attachment, you should paste the text/ASCII resume into the body of your email message to help ensure that it is received. Don't forget to include a brief cover letter in your message too. Again, before emailing your resume to an employer, test to see how it will look when it comes out on the other end. Email it to yourself and to a friend, then critique it and fix any errors. It's always a good idea to make that one last, compulsive use of your spell-check and grammar-check functions.

For More Information…

- Attend the *Rock your Resume* Workshop hosted at UCS. Look for dates and times under the Events Calendar of the UCS website.

- *Job Choices* magazine is available in the UCS lobby and contains helpful resume and career advice.

- Come by our office during our walk-in hours for a quick resume critique or book an appointment with a counselor at www.career.uh.edu. Go to "Contact UCS Staff" and select the appropriate counselor or call our front desk at: 713-743-5100.

The following is a list of some helpful resume advice/samples:

http://susanireland.com/resume/examples/career/
http://www.quintcareers.com/resume_samples.html
http://jobsearch.about.com/od/sampleresumes/a/sampleresume2.htm

CV's are an extended resume. They are typically used overseas and domestically, for academic positions:

http://jobsearch.about.com/od/cvsamples/a/blsamplecv.htm
http://www.quintcareers.com/vita_samples.html
http://www.prospects.ac.uk/sample_cvs.htm

The following pages contain sample resumes.

First Name Last Name

106 Street Address, Apt. #25
Houston, Texas 77204
Cell: 713-743-5100; Email: ucs@uh.edu
Phone: Make sure this is a reliable number with a professional voicemail
Email address: Make sure it is professional such as: yourfirstnameandlastname@yahoo.com
U.S. Citizen; Willing to relocate (Both are optional but helpful)

OBJECTIVE
A position utilizing _____, _____ and _____ skills. (If possible, use your favorite skills/ buzzwords from your industry or, you can use general skills such as: teamwork, organizational, communication and analytical skills).

EDUCATION
Bachelor of Arts (or Science) in (bold your **Major**), **GPA:** (if it's a 3.0 or above)
University of Houston, Houston, Texas Month and Year of Graduation

RELEVANT COURSES
List classes that are related to your career goals. Do not list course catalogue numbers.

_____ _____ _____ _____

RELEVANT PROJECTS (If all of your projects were at UH, you may put UH on this line)
Project name, University of Houston, Houston, TX, Spring 2009

- Bullet point your tasks and use strong verbs to explain what you did.
- Make sure you use industry buzzwords; quantify if possible.

EXPERIENCE
Job title, company, city, state, dates

- You can have two categories: RELEVANT EXPERIENCE (you may want to use this option if you did an internship in your field) and EXPERIENCE. Otherwise, put the most recent job first.
- Bullet point your tasks, accomplishments, results, and skills utilized. Use strong verbs.
- Put your strongest selling point first. You may want to note the number of hours you worked per week and whether you were attending school full-time or part-time.

COMPUTER SKILLS
List them. You can use columns if you need more space.

MEMBERSHIPS
Your title (Vice President, Secretary, Active Member, etc.), name of organization, location and dates. Bullet point your contribution, if applicable. If you held an office and you were extremely active, you could even put this under EXPERIENCE rather than MEMBERSHIPS.

HONORS
List them

LANGUAGES
Pick the appropriate description: Bilingual: ; fluent in: ; proficient in: ; conversational; basic

INTERESTS
3 hobbies such as: tennis, traveling and reading (pick active rather than passive activities).

➔ Other information: The body of your resume can be a 10 or 11 font Times New Roman. Make sure your contact information is larger (you don't want them to guess your phone number for example). Keep your resume to one page if possible. If you are getting your Master's, you can have a 2 page resume.

Sample Business Resume Format—UH Bauer College of Business

Bauer Gateway

5432 Cemo Road, Houston, Texas 77543
(832) 842-6120
hirebauer@uh.edu

OBJECTIVE
To obtain an internship in (list your major) with an energy company.

EDUCATION
C. T. Bauer College of Business, University of Houston, Houston, Texas
Bachelor of Business Administration in (Insert Major), Minor in (Insert Minor), May 2013
Entrepreneurship Certificate, December 2011
(Insert Major) G.P.A.: 3.48; Cumulative G.P.A.: 3.14

- Financed 70% of educational expenses through continuous employment

HONORS AND AWARDS
Dean's List: Spring 2012, Spring 2010, Fall 2009
Acme International Scholarship, 2011-2012

EMPLOYMENT HISTORY
Teller
ABC Bank, Houston, Texas November 2011 – Present

- Process checking and savings account deposits
- Market branch sales promotions and products to customers
- Respond to customer service inquiries and resolve account service issues
- Help train four incoming employees on branch procedures and policies

Sales Associate
UH Bookstore, Houston, Texas November 2010- October 2011

- Managed and handled up to $1500 in cash and credit card payments daily
- Assured outstanding customer service to all faculty, staff and students while on sales floor
- Assisted with marketing campaigns, visuals, purchase orders and re-stocked products
- Trained 14 new employees on opening and closing procedures and store policy
- Represented store at three university events per semester

ACTIVITIES
Asian Business Student Association, Fundraising Committee Member, Fall 2010-present

- Work with a team of five fellow students to put together four bake sales each semester
- Raise an average of $2,500 per semester through campus events

Houston Museum of Natural Science, Volunteer Greeter, 2009

SKILLS
Microsoft Excel, Access, Word, PowerPoint, Outlook, Photoshop, Java
Fluent in English and Vietnamese

Sample provided by the Rockwell Career Center, Bauer College of Business. This resume sample is only a recommendation and should be used as an example of how a resume should be designed; not for personal use. Students may use this as a formatting guide when developing descriptions of their experiences and skills.

SAMPLE

Sample Business Resume Format, Alternate Sections—UH Bauer College of Business

UNIVERSITY of HOUSTON | BAUER
ROCKWELL CAREER CENTER

ALTERNATE RESUME SECTIONS

HEADING

If a student is not comfortable listing home address or contact information on their resume, they should still list a city and state, as well as a valid and professional email address. Students are strongly encouraged to list a phone number as well.

Bauer Gateway
Houston, TX
Cell: (832) 842-6120
Email: hirebauer@uh.edu

EDUCATION

PPA Education Section
Make sure to list both degrees with expected graduation dates, and list both overall and accounting GPA.

University of Houston, C.T. Bauer College of Business, Houston, TX
Professional Program in Accountancy
Master of Science in Accountancy — Expected Graduation: May 2014
Bachelor of Business Administration in Accounting — Expected Graduation: May 2013
Overall GPA: 3.5, Accounting GPA: 3.2

Bauer Honors / Honors College Education Section
Students enrolled in the Honors College or Bauer Business Honors should highlight this information on their resume under their education section.

University of Houston, C.T. Bauer College of Business, Houston, TX
Bachelor of Business Administration in Supply Chain Management — May 2013
Bauer Business Honors Program, The Honors College
Certificate of Entrepreneurship — December 2012
Supply Chain Management GPA: 3.6, Overall GPA: 3.1

Transfer Student Education Section
Once a student has become academically established at UH, it is acceptable to remove previous education (community college, other universities where they did not receive a degree). However, some students may have a reason to keep this information, especially if their academic performance or campus involvement was much stronger at the previous institution than it is at UH. *Please note that High School education should never be included on a resume.*

University of Houston, C.T. Bauer College of Business, Houston, TX
Bachelor of Business Administration in Management — May 2013

Houston Community College
Completed 45 hours towards a degree in Business Administration
Overall GPA: 3.3

Sample provided by the Rockwell Career Center, Bauer College of Business. These sample resume sections are only recommendations, and should be used as examples of information to be included in a resume. Not for personal use. Students may use this as a formatting guide when developing unique descriptions of their specific experiences and skills.
http://bauer.uh.edu/career or 832-842-6120 *07-12*

Sample Business Resume Format, Alternate Sections—UH Bauer College of Business

UNIVERSITY of HOUSTON | BAUER
ROCKWELL CAREER CENTER

ACADEMIC PROJECTS

This section can be used when a student does not have relevant work experience, but does have an understanding of the subject matter gained through hands-on class projects. The information should be achievement-focused, and should speak to the individual student's role in the project and the result that was delivered. This section should be listed after Education but before Work Experience.

ACADEMIC PROJECTS
Special Topics in Finance - Cost Reduction Case Study Analysis Spring 2012

- As a five-person team, developed a cost reduction plan to cut expenditures for a large manufacturing company by 30%.
- Analyzed head count profit and loss information to justify decisions about personnel cuts.
- Effectively communicated with team members to develop a response to issues presented in assigned case study; results were presented to Management faculty.

EMPLOYMENT HISTORY

Often a student has worked for the same company for their entire experience, only in different positions. This shows and upward mobility or diversity of skills gained within a job, and should be highlighted on the resume.

Madison Avenue Boutique, Houston, Texas
Assistant Manager December 2010 – Present

- Order and verify at least $5,000 worth of inventory per week
- Manage scheduling for three full-time sales reps and two part-time cashiers
- Revised inventory storage process which decreased monthly turnover time by 15%

Sales Representative February 2010 – December 2010

- Consistently met or exceeded monthly sales quotas of $2,000 per month
- Assisted with monthly inventory turnover
- Call a minimum of 20 customers per week regarding ongoing sales promotions

Sample provided by the Rockwell Career Center, Bauer College of Business. These sample resume sections are only recommendations, and should be used as examples of information to be included in a resume. Not for personal use. Students may use this as a formatting guide when developing unique descriptions of their specific experiences and skills.
http://bauer.uh.edu/career or 832-842-6120 *07-12*

Sample MBA Resume Format—UH Bauer College of Business

Robert Marley **Sample Resume**
(713) 555-6789 bobmarley@uh.edu

EDUCATION
University of Houston, C. T. Bauer College of Business
Master of Business Administration, GPA 3.8/4.0, May 2012
Certificate in Global Supply Chain

Universidad Simón Bolívar Caracas, Venezuela
Bachelor of Science in Marketing and Information Technology, GPA 4.7/5.0, January 2000

PROJECTS
Supply Chain Analysis Project for Green Energy International
- Conducted spreadsheet modeling and data analysis of ERP system and presented results yielding potential cost savings of 23% to key stakeholders in for Green Energy International's Global Supply Chain segment
- Analyzed vendor contacts within the global supply chain segment in support of process improvement initiatives for global organization

EXPERIENCE
Big EnerG, Inc. (2006-present) Houston, TX
Program Manager (2007-present)
- Promoted from Business Development after less than one year in a track that typically takes three years.
- Led team of 5 engineers and marketing professionals to bring new online customer service tool to market.
- Implemented changes to testing process, decreased error rates, and completed project ahead of schedule.
- Developed online communication process that increased the marketing reach and stayed 15% under budget.
- Led implementation of in house and vendor systems. Coordinated teams of developers and vendors.

Business Development Manager (2006-2007)
- Conducted insight analysis of international customer and consumer data.
- Presented promotion and pricing recommendations to the marketing and operations departments, resulting in strategic changes in these areas.
- Initiated and implemented customer insight analysis protocol to VPs of Marketing, Development, and IT.
- Developed processes for mining data from old customer databases to prepare for transition to new system.

Butcher, Baker and Witt, Inc. (Marketing Consultant to Fortune 1000 Clients) (2003-2006) Houston, TX
Sr. Consultant (2005-2006)/Consultant (2003-2005)
- Evaluated, staffed and managed 6-18 month projects with budgets of $200K - $4M and 2-12 personnel.
- Increased profitability for clients as much as 35% by recommending direct mail / online marketing changes.
- Designed and implemented customer research programs based on independent research conducted for clients primarily in the petroleum and energy industries.
- Worked extensively with focus groups, surveys and data warehouse research for a variety of clients.
- Developed online database systems, using SQL, Access and FrontPage, for tracking and improving efficiency of client services groups in global petroleum and utility companies.

Global Corp. Oilfield Services (2000-2003) Venezuela, Peru, Brazil
System Technician
- Assisted in saving millions of dollars by developing a complex database system that tracked projects, supplies, costs and time lost throughout the South American drilling and oilfield operations.
- System exposed significant inefficiencies and was used as a model for other divisions around the world.

ADDITIONAL
Permanent work authorization for the United States
Fluent in English and Spanish
Bauer MBA Society, Member, 2011
Microsoft Certified Professional – 2010

LIZA SINCLAIR

Houston, Texas 77057
(555) 555-5555
lsinclair@hotmail.com

OBJECTIVE
A full-time position as a high school history/social studies teacher in HISD.

EDUCATION
B.A. American and World History (Emphasis on Government), June 2009
Minor in Secondary Education
University of Houston, Houston, TX
GPA 3.2
*Financed 80% of education through employment, summer jobs and scholarships

TEACHING EXPERIENCE
Student Teacher, Fort Bend High School. Houston, TX (Jan. - June 2008)

- Planned, developed and implemented curriculum for six US History classes for high school sophomores and juniors
- Effectively organized time, space and resources to balance heavy workload and deadlines
- Managed classroom of 30-35 students, effectively instructing and evaluating learning while maintaining discipline
- Planned extracurricular learning activities including advising the Interact Club

Tutor, Sylvan Learning Center. Houston, TX (Sept. 2006 – May 2007)

- Instructed junior and senior high school students in the areas of History, English and study skills

Counselor, YMCA. Houston, TX (Summers, 2007-2008)

- Taught, coached and led groups of 10-15 students (ages 12-15) in various activities
- Planned and implemented curriculum for the "Learn While You Laugh" program
- Supervised day trips
- Corrected disciplinary problems. Interacted with parents and senior staff members

LEADERSHIP EXPERIENCE
President of Student Government, University of Houston, 2007
Student Government Representative, University of Houston, 2007 – 2009
Dormitory Council, University of Houston, 2007

KEYWORDS
Teacher. High School. BA degree. History. Social Studies. Government. Civics. Curriculum. Discipline. Varsity Athlete. Tennis. Honors. Swim Team. Advisor. Planning. Student Government. Scholarship. Activities. Team Teaching. Whole Language. 4 Blocks. Microsoft Office. Word. Access. Excel.

JANE SMITH

Houston, Texas 77098
Cell: (555) 555-5555; Email: janesmith@yahoo.com

OBJECTIVE

To obtain a sales/marketing position with Hewlett Packard.

EDUCATION

University of Houston, Houston, TX — Spring 2009

Bachelor of Business Administration in Marketing

GPA 3.3 (major); ***3.0*** (cumulative)

Asian Studies minor

Program for Excellence in Selling — Fall 2007 – Fall 2008

Advanced Selling Certificate

The Program for Excellence in Selling is one of very few nationally recognized sales programs. This certificate program teaches students how to effectively sell products, services, and most importantly, themselves and their ideas. In addition to class lectures, students are required to make sales calls and meet sales quotas.

WORK EXPERIENCE

Marketing Director/Patient Services Coordinator — January 2009 - Present

Houston Dental Group, Houston, TX

- Write press releases on a routine basis, select channels of communication and distribute the releases to select media outlets
- Visit various businesses to educate them on our services in an attempt to develop new clients with an average of 4 new clients per month from these visits
- Conduct market research by administering questionnaires, conducting telephone surveys and tabulating data
- Select dates and negotiate fees for surgical procedures

LEADERSHIP

American Marketing Association — Fall 2006 - Spring 2009

- ***President*** - Provided leadership and overall direction to this 75-member group. Increased membership by 15 percent over a one-year period by offering increased professional development and leadership opportunities. Fall 2009 - Spring 2009
- ***Vice President of Programming*** - Arranged for marketing professionals to speak at general meetings, reserved rooms for meetings and oversaw the operations and productivity of the programs committee. Effectively delegated tasks and measured results. Fall 2007 - Spring 2008

Houston, Texas 77009
(555) 555-5555

CANDACE A. NUNEZ

CandaceNunez@hotmail.com

OBJECTIVE To obtain a summer internship position in Electrical Engineering.

EDUCATION

Bachelor of Science, Electrical Engineering – *December 2013*
University of Houston, Houston, Texas
Cumulative GPA: 3.43, Major GPA: 3.56

EXPERIENCE

1/2010 – Present

Co-op Engineer
NASA/Lyndon B. Johnson Space Center – Houston, Texas

- Install and test electrical harness assemblies of the Orbital Maneuvering System (OMS) and Reaction Control System (RCS).
- Revise computer program used by orbit flight dynamics officers to convert state vectors to other formulas.
- Coordinate testing/analysis of wind tunnels, captive carry flights, drops, and ram-air inflated parachutes for X38 vehicle in Applied Aerosciences Branch.
- Participate in achievement planning and program team meetings.

5/2009 – 8/2009

Electrical Engineering Intern
Lockheed Martin – Houston, Texas
Repackaged and tested custom and over-the-counter software applications.

- Installed software and insured software programs were user friendly.
- Communicated with customer to resolve issues, understand requirements and ensure the product performed to their satisfaction.

5/2007 – 4/2009

Office Assistant
Cullen College of Engineering, University of Houston – Houston, Texas

- Filed records, scheduled appointments and assisted students with questions.
- Developed professional promotional materials using Microsoft Word and PowerPoint.
- Coordinated weekly student-faculty advisement meetings.
- Ordered, maintained, and distributed office equipment and supplies.

SKILLS

Computer: C, C++, Mathcad, Pspice, Visio, Word, Excel, PowerPoint, Access
Instruments: Programmable Logic Controllers, Transducers, Thermocouples
Languages: Fluently read, write and speak English/Spanish

HONORS

Dean's List – 4 consecutive semesters	Fall 2011 – Spring 2012
Tau Beta Pi National Engineering Honor Society	Fall 2010 – Present
University of Houston Presidential Scholarship	Spring 2011 – Present

ACTIVITIES/ LEADERSHIP

Institute of Electrical and Electronics Engineers	President (2011 – 2012)
Society of Women Engineers	Secretary (2010 – 2011)
Student Advisory Committee	Treasurer (2010 – 2011)

JOSEPH GIBSON

Houston, Texas 77063
(555) 555-5555 • jgibson@aol.com

OBJECTIVE

To obtain a **process engineering** position with Parsons Energy and Chemicals.

EDUCATION

Master of Science, Chemical Engineering – *May 2010*

- **GPA: 3.55** – University of Houston, Houston, TX
- *Courses:* Advanced Reaction Engineering, Advanced Process Control, Reaction Kinetics for Industrial Processes, Operations Research – Optimization Methods, Chemical Processing for Microelectronics

Bachelor of Science, Chemical Engineering – *December 2007*

- **GPA: 3.37 –** Texas A&M University, College Station, TX
- **Minor:** Chemistry, **Curriculum Focus:** Process Control

RESEARCH AND DESIGN PROJECTS

Advanced Reaction Engineering Course: January 2009 – May 2010

- Evaluate chemical processes and equipment utilized for reactor system.
- Analyze heat transfer and pressure drops in packed reactor beds.
- Review calculations, charts and flow diagrams to analyze impact of heat loss from reactors on electronic components.

Advanced Process Control Course: August 2008 – December 2008

- Designed and specified chemical process equipment for pressure vessel relief system.
- Performed calculations/basic preliminary analysis and evaluated equipment suppliers.

TECHNICAL SKILLS

Computer:

- *Operating Systems:* UNIX, DOS and Windows
- *Programming Languages:* C, C++, BASIC, Visual BASIC, FORTRAN, MATLAB
- *Publishing Languages:* Latex, HTML, Javascript
- *Application Software:* MATLAB, Mathematica, Eclipse, Microsoft Office

Numerical Methods: Finite Elements, Finite Volumes PED Integration, SIMPLEX and Interior Point Optimization Methods

HONORS

- Tau Beta Pi National Engineering Honor Society – Inducted September 2008
- Omega Chi Epsilon Chemical Engineering Honor Society – Inducted November 2007
- Cullen College of Engineering Merit Scholarship Recipient – Awarded August 2006

COMMUNITY SERVICE

- *Oak Hills Elementary, Houston, TX* – Tutor students in Mathematics and Science; Utilize visual aids to instruct courses; Assist teacher with lesson plans (August 2007 – May 2010)
- *American Cancer Society, Houston, TX* – Participated in Annual Relay for Life Walk-A-Thon (July 2005)

Naguib Mahfouz

(555) 555-5555
Houston, TX 77046 dcopp@aol.com

Career Focus: Trainer/Training Manager

PROFILE

- Highly creative and self-motivated with innovative ideas and concepts for increasing the transference of learning from the classroom to the job and in motivating employees
- Outstanding interpersonal and employee-relations skills with ability to teach improved communication, diversity skills, and to aid in settling employee disputes
- Extremely computer literate with skills in Windows, Microsoft Office Suite, Desktop Publishing with QuarkExpress, and training software development with Authorware 4.0
- Languages include American Sign Language and oral and written fluency in Italian

EDUCATION

M.S. Occupational Technology and Human Resources Development – Major GPA: 3.92
University of Houston – Houston, TX, May 2009

Training:
Program Design & Management…Instructional Systems Design…Assessment & Evaluation…Methods of Adult Learning…Facilitating Adult Group Processes …Certified in Alternative Dispute Resolution

Honors:
National Honorary Professional Graduate Society for Human Resources

B.A. Theater – Major GPA: 3.5
University of Houston – Houston, TX, May 2007

EXPERIENCE

Organizational Development Manager **2/07 - 8/09**
The Eden Fund, Houston, TX
High profile position with diverse responsibilities including: staff recruitment and training, grant writing, fundraising development, event planning, public relations, membership solicitation, development and delivery of public/motivational training programs development and delivery.

- Organized and led membership drives, increasing membership over 50%
- Successfully raised 100% of yearly operating funds for this non-profit organization

Human Resources Coordinator/Membership Chairperson/Development Assistant **1/03 - 12/06**
Contemporary Arts Museum, Houston, TX
Recruited, trained, organized, coordinated, and supervised museum docents, volunteers, and support staff for all special events functions. Assisted in grant writing and fundraising activities. Concurrent responsibilities as Membership Chair included public relations and all phases of membership solicitation.

- Increased museum membership up 20%
- Generated over 100% in yearly operating funds through effective campaign development

Assistant to Public Relations Director **1/01 - 12/02**
The Decorative Center, Houston, TX
Designed and created newsletter, conducted direct mail campaigns to promote trade publication. Hired and trained event support staff.

- Designed, developed, and published a directory for publication in Designer's West Magazine that significantly increased patronage within the Decorative Center

Clive S. Lewis

Houston, Texas 77063 (555) 555-5555 cslewis@narnia.com

A Master's level Social Worker specializing in working with families in health care settings. Experience in health care has resulted in an understanding of complex medical terminology, which facilitates efficient interaction with interdisciplinary team members, clients and their families.

EDUCATION

Master of Social Work, University of Houston, Houston, TX, May 2010
Awarded GSSW Faculty Scholarship
Bachelor of Science, Psychology (Sociology Minor), University of Houston, Houston, TX, May 2008
Awarded Houston Premedical Academy Scholarship; Dean's List: 2006, 2007, 2008; *Magna Cum Laude*
American Humanics Certification in Nonprofit Management, December 2006

PROFESSIONAL EXPERIENCE

Critical Care Social Work Intern, Texas Children's Hospital, Houston, TX, Fall 2008– Spring 2009 (450 hrs.)

- Perform psychosocial assessment with patients and families in the Pediatric Intensive Care and Progressive Care units
- Provide families with information and referrals to community resources
- Assist families in obtaining and receiving Medicaid, CHIP, SSI, and Medicaid waiver program benefits
- Counsel and provide crisis intervention with families
- Assist in discharge planning
- Assess for child abuse and neglect and assisted in CPS investigations

School Social Work Intern, Ridgecrest Elementary School, Houston, TX, Spring 2005- Summer 2008 (6,000 hrs.)

- Facilitated group and individual counseling sessions with students
- Referred students and their families to community resources
- Provided crisis intervention to students and families
- Developed and implemented an intensive summer program for at-risk youth

Community Building Intern, United Way of the Texas Gulf Coast, Houston, TX, Summer 2005- Fall 2006, American Humanics and Sociology Internships (480 hrs.)

- Conducted, designed, and published a needs assessment for children, ages 0-6 years
- Developed a strategic plan and wrote the implementation grant for the "Success by 6" program

Fund Raising Coordinator, American Humanics Student Association, University of Houston, 2005-2006

- Developed a successful and diversified fund raising campaign, raising over $21,000
- Demonstrated abilities in leadership and teamwork
- Received *Excellence in Fund Raising Award*, American Humanics Management Institute, 2006

Clinical Preceptorship in Child Development Pediatrics, Baylor College of Medicine/Rice University, Honors Premedical Academy, Houston, TX, Summer 2004

- Assessed children with developmental delays and disorder at The Meyer Center at TCH
- Developed assessments for children at Ben Taub's Premature and SGA follow-up clinic

PRESENTATION

Lewis, Clive S. (January, 2007). **Successful AHSA Fund Raising Campaigns**. Presented at the American Humanics Management Institute, Tashban, MO.

HONORS AND AFFILIATIONS

Phi Kappa Phi Honor Society, Graduate School of Social Work, University of Houston, 2008
National Association of Social Workers, 2008
Court Appointed Special Advocate, Child Advocates, Inc., 2006-2007
American Humanics Alumni Association, 2006-Present
Garden Terrace Alzheimer's Center, 2005-2007

Christine Barnes

Houston, TX 77019 ♦ Phone: (555) 555-5555 ♦ Email: cbarnes@mail.uh.edu

OBJECTIVE

Position as a Recruiter in the science industry that will benefit from my:
Marketing Skills / Laboratory Knowledge / Sales and Customer Service Experience.

EDUCATION

Bachelor of Science in **Chemistry**, Minor: Biology, **GPA: 3.4**
University of Houston, Houston, TX, May 2010

Related Coursework:

Organic Chemistry	Inorganic Chemistry	Biochemistry
Quantitative Analysis	Qualitative Analysis	Physics

LABORATORY SKILLS

TOC	FT-IR	HPLC
UV/Vis Spectrometer	Auto/Manual Titrations	Distillation
Extractions	GC	Wet Chemistry

EXPERIENCE

Lab Technician, PENRECO, Dickinson, TX, July 2008-Present

- Perform, record and report environmental, white oil, and sulfonate testing.
- Ensure products meet defined standards of quality.
- Control quality in order to supply adequate and dependable products.
- Handle and maintain accounts with customers and suppliers.

Assistant Sales Manager, FIRST LAKE PROPERTIES, Metairie, LA, Feb. 2007-May 2008

- Conducted direct marketing to the public of luxury apartments, overseeing the sales process from generating leads and referrals through contract closure, which increased rentals in a highly competitive market.
- Managed and maintained 120 apartment units while keeping occupancy levels over 98%.
- Enhanced existing website which increased customer awareness of new apartment community features and as a result, first-time customer traffic.
- Created a highly effective advertising slogan and developed marketing flyers resulting in an increase in new customers and heightened target market interest.

Sales Associate, OLD NAVY, Decatur, GA, Jan. 2006-Dec. 2007

- Directed sales of merchandise to customers and provided assistance in merchandise selection.
- Completed sales and customer service training.
- Achieved Top Sales Associate out of over 25 Sales Associates, 2007.

Pharmacy Technician, PUBLIX PHARMACY, Decatur, GA, Aug. 2000-Dec. 2005

- Answered customer inquiries and developed a large personal customer base.
- Filled prescriptions, communicated with physicians, and assisted customers with purchases.
- Maintained and purchased inventory and managed cash transactions in a fast-paced environment.
- Earned the 5-Year Service Award, 2005.

CERTIFICATIONS

- Licensed Pharmacy Technician, 2000 (current)
- Certified CPR/First Aid, 2006

Jonathan McAllister

(555) 555-5555
Houston, TX 77047 jmcallister@mail.uh.edu

CAREER FOCUS: Software Development / Programming / Systems Analysis

COMPUTER SKILLS

Languages	Operating Systems	OS Services	Software	Other
C/C++/Visual C++	Windows 9x/NT	Win32	Microsoft Visual	Unified Modeling
Java/J++	Linux	COM/ActiveX	Studio	Language
Visual Basic	Unix	ADO	Oracle	Removable Storage
SQL	DOS	DDE	GNU GCC/G++	Devices
Assembly	BSD	RPCs/DLLs	Compiler	Network/Database
Perl/CGI	Solaris	DirectX	Microsoft Office	Administration
VBScript/JavaScript		Sockets	Telnet	SGML
HTML/DHTML		Interprocess		XML
ASP		Communication		
PHP		Threads/Processes		

EDUCATION

B.S., Computer Science, Minor: Management Information Systems, December 2009
University of Houston, Houston, TX

- **GPA: 3.34** (Dean's List – Spring 2008)
- Financed 100% of college expenses

Related Courses: C/C++ Programming, Data Structures, Database Management Systems, Operating Systems, Network Programming, Internet Computing, Systems Analysis and Design, Interactive Systems, Management Information Systems, Software Project Development

RELATED PROJECTS

Object Oriented Programming

- Programmed an interactive Eco-Simulator demonstrating AI and extensive OOA/OOD, written in Visual C++.
- Developed a point-of-sales terminal for product data retrieval, sales validation, and automatic reordering, using SQL and Visual Basic.

Database Design

- Designed an MS Access DBMS that analyzes, reports, and graphs the inventory/employee data of a prototype company.
- Created an Oracle-powered database for data manipulation of a virtual bookstore's catalog information.
- Developed an automated membership enrollment system, expected to save 20+ man hours/month for the Asian Chamber of Commerce.

Operating Systems

- Established a UNIX-based application demonstrating the use of inter-process communication and synchronization.
- Streamlined a client/server solution using UNIX sockets and Perl to implement a file transfer protocol for data delivery.

Other Projects

- Produced a text based proxy server utilizing TCP sockets as part of Network Programming class project.
- Designed a web-based content management system using PHP and SQL.
- Developed a Win Popup program implementing RPCs with Java, enabling real-time paging in a chat room environment.

EMPLOYMENT

J.E. Merit, Pipe Fitter, Houston, TX Summers 2008-2009

- Interpreted and explained CAD-generated drawings, used trigometric functions for measurement/construction/ placement of materials, and communicated effectively with managing foreman.
- 100% increase in team performance led to a promotion after only 3 months of employment.

Jamie Westbrook

Houston, Texas 77010
Cell: (555) 555-5555; jwestbrook2427@yahoo.com

CAREER FOCUS: Marketing / Sales / Account Relations

STRENGTHS and SKILLS:

- Highly creative, self-motivated professional with marketing, sales and customer relations experience.
- Ability to conceptualize and generate new ideas, analyze problems and develop effective solutions.
- A dependable team player who relates well and works cooperatively with diverse personalities.
- Fast learner with demonstrated initiative and dedication to the achievement of organizational goals.
- Focus on providing exceptional service resulting in customer satisfaction and repeat business.
- Computer capabilities include: Windows, Microsoft Office Suite and Publisher.

EDUCATION:

B.B.A. in Marketing · University of Houston · Houston, Texas · May 2009
Courses included:
Marketing Principles … Marketing Research … Consumer Behavior
Advertising Principles … Advertising Campaigns … Sales Management

ACCOMPLISHMENTS:

Marketing & Research

- Organized and launched successful direct mail marketing campaign for new product.
- Created an advertising campaign for Levi jeans from concept development through copywriting for a college advertising project.
- Earned top grade for designing comprehensive business, marketing and sales plan as well as management structure for a college marketing project.
- Researched and compiled target database of 100 clients representing diverse industries.

Sales & Promotions

- Consistently achieved sales volume for a sporting equipment retail business.
- Recognized by management for sales performance, surpassing productivity levels of full-time associates store-wide.
- Promoted and sold products at Minute Maid Field for the Astros, earning more than $5,000 in commissions and tips to contribute to college expenses.

Customer Relations & Service

- Addressed customer inquiries, serving as an informational resource. Referring calls to appropriate staff for technical support.
- Commended by management and customers for ability to build trust and confidence, resulting in repeat business and increased sales.

EXPERIENCE:

Sales Associate • NATIONAL SHOES, Houston, Texas • 2009 – Present
Marketing Intern • COMPUTER SOLUTIONS, Houston, Texas • 2008
Sales Associate • BROWN & STEVENS, INC., Houston, Texas • 2006 – 2008

Antoinette Kent

Houston, TX 77346 (555) 555-5555 akent@gmail.com

Objective

Bilingual English/Spanish applicant seeking electrical engineering internship utilizing leadership, language and communication skills.

Education

University of Houston, Cullen College of Engineering – Houston, TX
Bachelor of Science, Electrical Engineering
Expected May 2015
Overall GPA: 3.15

Humble High School – Houston, TX
High School Diploma – Awarded: May 2010
Overall GPA: 3.32

Note: If your resume is only one page and you are looking for a job in the city where you attended high school, it may be helpful to list it. Why? Someone from your high school may work at the company that you are applying to and having the same high school in common may help you get the interview.

Work Experience

Lifeguard and Swimming Instructor, YMCA, Kingwood, TX,
May 2008-present

- Maintained constant surveillance of patrons in the facility, in order to ensure safety.
- Acted immediately and appropriately in the event of emergency, by providing emergency care and treatment as required until the arrival of emergency medical services.
- Performed various maintenance duties as directed to maintain a clean and safe facility.

Volunteer Experience

- Coordinated activities for Science and Math Club.
- Scheduled volunteers for Homecoming Festival for events, booths, and food-ticket sales.
- Participated with Habitat for Humanity in South America building 25 new homes in 60 days.
- Answered incoming calls and documented donations for Channel 13 Race for the Cure Campaign.

Special Qualifications and Skills

- Fluent in both English and Spanish; able to read some Chinese
- Highly experienced in web design, Photoshop, Origin, Smartprobe, and MS Office
- Programming: HTML, Java Script, and MATLAB

Honors and Awards

- Graduated with honors, top 5% of high school class
- Eagle Scout, Boy Scouts of America, 2009
- Who's Who Among American High School Students, 2010
- First Place, National Science and Engineering Competition, 2010

Note: After two years of college, remove all high school information, honors, awards and activities unless your resume won't go over one page & this information is relevant to your current career objective.

Activities and Interests

- Tutored peers in Science and Mathematics Courses, August 2008-May 2010
- Member, Future Leaders of America, June 2008-May 2010
- Enjoy playing guitar, chess and strategy games

Sidney A. Spiller

saspiller@mail.uh.edu • 555-555-5555
Houston, TX 77046

OBJECTIVE: To obtain an internship in civil engineering – especially interested in the transportation industry.

EDUCATION: University of Houston, Houston, TX
Bachelor of Science in Civil Engineering May 2012
Cumulative GPA: 3.28

DESIGN PROJECTS

- **Ball Launcher:** Designed, developed and tested a prototype that could launch a ping-pong ball 30 feet into a 4 gallon bucket, with limited supplies.
- **Climbing Device:** Crafted, perfected and presented a device that climbed up a ramp, held at an angle of 45 degrees; reported findings and created graphs of accuracy of the device.
- **Toothpick Tower:** Constructed a tower, made of toothpicks connected by marsh mellows, that held a specified amount of weight for a given amount of time.
- **Rube Goldberg Project:** Created a multi-step project, in which subsequent steps totally depended upon the preceding step, which had a final goal of ringing a standard restaurant bell.

SKILLS

Design: Drafting, AutoCAD, CATIA
Programming: Matlab, Force, Fortran

WORK EXPERIENCE

University of Houston, Houston, TX — July 2009 – August 2010
Pre Calculus/Engineering Facilitator

- Enhanced arithmetic skills and provided assistance on technical subject matters to incoming college freshmen.
- Taught, tutored and facilitated freshman Engineering Design Process class.

H-E-B, Bay City, TX — June 2008 – July 2009
Customer Service Assistant

- Recognized as Employee of the Month 2nd and 3rd quarters of 2008.

Bay City ISD PALS Organization, Bay City, TX — September 2006 – May 2008
Mentor

- Developed strong interpersonal skills through counseling intermediate school students about community, social, family and educational matters.
- Tutored elementary school students on mathematical concepts.
- Provided training material and utilized real-life concepts to promote understanding of subject area.
- Facilitated communication and relationship building between teachers and students to improve learning environment.

MEMBERSHIPS and AWARDS

- ***Treasurer***, Alpha Lambda Delta Honor Society, 2009 – 2012
- ***Member***, National Society of Black Engineers, 2009 – 2012
- ***Member***, Program for Mastery in Engineering Studies, 2009 – 2012
- ***Recipient***, Louis-Stokes Advancement of Minority Participation Scholarship, 2009 – 2012
- ***Recipient***, Academic Excellence, Engineering Merit and Cullen Leadership Scholarships, 2009 – 2012

Prusha Sandilakar

Sugar Land, TX 77498 **Mobile: 555-555-5555**
E-mail: psandilakar@yahoo.com

OBJECTIVE

Seeking Assistant Buyer position with Macy's utilizing analytical, communication, teamwork and leadership skills.

PROFILE

Accomplished, detail-oriented individual with diverse experience in buying, merchandising, negotiating, customer relations, sales and management. Offer a conscientious work ethic, demonstrated efficiency and commitment to job performance. Outgoing personality and ability to quickly establish rapport.

EDUCATION

University of Houston, Houston, TX
Bachelor of Science: *Consumer Science & Merchandising*, May 2010

Pace University, New York, NY
Post Graduate Certificate Program: *Internet Technology and E-Commerce,* Awarded June 2000

State University of New York at Stony Brook, New York, NY
Bachelor of Arts: *Psychology*, Minor: *Business Management*, Awarded December 1998

EXPERIENCE

Sales Associate & Retail Design, **Banana Republic,** Sugar Land, TX, September 2007 – Present

- Design store layout including: signage, interior merchandising/ floor plans, exterior fixtures, and window and showcase design - consistently exceeding projected sales
- Provide fashion consulting and customer service as needed

Business Liaison to Developers, **Citibank, Private Banking Group,** New York, NY, September 2005 – December 2006

- Served as a liaison between the technology group and various Global Sectors of the Private Banking Group for central database migration process
- Interacted with various Private Business Groups on improving the functionality of existing sites

Client Side Web Designer, **Goldman Sachs,** New York, NY, April 2003 – August 2005

- Coordinated with Art Directors and Graphics Designers to create functional site from still Images
- Interviewed and trained prospective hires for client side division

Client Sales Associate, **Chase Manhattan,** Jericho, NY, January 2003 – April 2003

- Researched and recommended investment solutions to customers within sales territory based on client need and risk analysis
- Responded and resolved customers' needs and complaints

Assistant Buyer/Merchandiser, **HYCO, Restaurant Supply,** Queens, NY, June 2000 – July 2002

- Introduced a new product line, dealt directly with vendors in purchasing, negotiated and selected various products, increased profit of sales by 15%
- Developed priced structure and authorized mark-down on diverse products
- Created a portfolio of sales promotions, direct mail, print advertising, and marketing communications to expand sales pass targeted market
- Dealt with major hotels/high volume customers/vendors promoting and purchasing new products and supplies

SKILLS

Office Tools: Microsoft Word, Excel, PowerPoint, Outlook, Internet
Programming/Graphic Tools: FrontPage, Adobe Photoshop, Flash 4.0, HTML, Java Script

DANIEL STAFFORD

Houston, TX 77036 555-555-5555 dstafford@mail.uh.edu

OBJECTIVE

To obtain the Process Engineer position with Parsons Energy and Chemicals, utilizing teamwork, leadership, communication and technical skills.

EDUCATION

Master of Science, Chemical Engineering – Expected December 2012
University of Houston, Houston, TX

- GPA: major 3.55
- ***Courses***: Advanced Reaction Engineering, Advanced Process Control, Reaction Kinetics for Industrial Processes, Operations Research – Optimization Methods, Chemical Processing for Microelectronics.

Bachelor of Science, Chemical Engineering – Awarded December 2008
Texas A&M University, College Station, TX

- Minor: Chemistry, Curriculum Focus: Process Control

RESEARCH AND DESIGN PROJECTS

Advanced Reaction Engineering Course

- Evaluate chemical processes and equipment utilized for reactor system.
- Analyze heat transfer and pressure drops in packed reactor beds.
- Review calculations, charts, and flow diagrams to analyze impact of heat loss from reactors on electronic components.

Advanced Process Control Course

- Designed and specified chemical process equipment for pressure vessel relief system.
- Performed calculations, basic preliminary analysis and evaluated equipment suppliers.

TECHNICAL SKILLS

Computer:

- Programming Languages: C, C++, BASIC, Visual BASIC, FORTRAN, MATLAB
- Publishing Languages: Latex, HTML, JavaScript
- Application Software: MATLAB, Mathematics, Eclipse, Microsoft Office
- Operating Systems: UNIX, DOS, and Windows

Numerical Methods: Finite Elements, Finite Volumes PED Integration, SIMPLEX and Interior Point Optimization Methods

HONORS

- Tau Beta Pi National Engineering Honor Society , September 2009-present
- Omega Chi Epsilon Chemical Engineering Honor Society – November 2009-present
- Cullen College of Engineering Merit Scholarship Recipient – Awarded August 2009

COMMUNITY SERVICE

- Oak Hills Elementary, Houston, TX – Tutor students in Mathematics and Science; Utilize visual aids to instruct courses; assist teacher with lesson plans – August 2009 – Present

Dang Lin

Houston, TX 77401 Tel: (555) 555-5555 E-mail: dlin21@uh.edu

Objective

A position in Electrical Engineering utilizing electromagnetic, language and team work skills

Qualifications

- Strong background in electromagnetics. Successful development of code for numerical electromagnetic field simulations with various configurations, test goals and environments.
- Extensive experience in the design, simulation, characterization, and testing of RF coil and circuits. Proficient in circuit simulation, modeling, layout and circuits testing. Skilled in instrumentation interface with outside utilities.
- Detailed experience in data acquisition, analysis and reconstruction. Successful design and integration of digital filters in image data collection and processing system.
- Proficient in C/C++ & MATLAB. Experience with Windows, Linux, MathCAD, Ansoft Designer and HFSS.
- Ability to interact effectively in a multi-disciplinary team. Fluent in English and Chinese.

Education

- *Doctorate in Electrical Engineering* December 2008
  Department of Electrical Engineering - University of Houston, Houston, TX

- *Master of Science in Electrical Engineering* June 2001
  Department of Opto-Electronics, Sichuan University, Chengdu, China

- *Bachelor of Science in Electrical Engineering* June 1993
  Department of Opto-Electrical Instrumentation, Zhejiang University, Hangzhou, China

Professional Experience

Ph.D. Dissertation Research , University of Houston, Houston, TX, 2001 - 2008

- Built electromagnetic field simulations for MRI planar and saddle coil arrays for calculating and optimizing the signal-to-noise ratio (SNR).
- Developed a model of coupling and decoupling between elements in coil arrays, designed and tested decoupling circuits for coil arrays.
- Designed and fabricated layout for both copper and high-temperature superconductor (HTS) film by milling and lithography.
- Derived and tested a model to evaluate SNR gain realized from the use of different coil arrays.
- Working knowledge of cryogenic systems and participated in coil testing on 7T Bruker scanner.

Teaching Assistant, University of Houston, 2001 - 2008

- Conducted class / labs for undergraduate Circuits and Systems course.
- Prepared class quizzes / exams for Electronics course.
- Graded home work for Digital Logic Design course.

Dang Lin

Houston, TX 77401 Tel: (555) 555-5555 E-mail: dlin21@uh.edu

Power Systems Engineer, Jiangxi Electric Power Corporation, Shanghai, China, 1998 - 2001

- Monitored and operated switchboards and related equipment in electrical control center to control the distribution and to regulate the flow of electrical power in the transmission network.
- Co-coordinated, scheduled and directed generating station and substation power loads and line voltages to meet distribution demands during daily operations, system outages, and repairs and importing or exporting of power.

Master's Thesis Research, Sichuan University, Chengdu, China, 1998 - 2001

- Derived an optimized algorithm for complete automatic phase unwrapping by using a selected digital filter.
- Implemented new algorithm in image processing of 3D measurements and achieved higher automation over existing phase-measuring technologies.

Engineer, Hangzhou San-wei Inc., Chengdu, China, 1993 - 1998

- Conducted quality control and international trading of electronics and tools.

Awards, Honors, Professional Affiliation

- International Society for Magnetic Resonance in Medicine (ISMRM), 2003 - Present
- Texas Science Center Biannual Student Symposium – Third Place, 2004
- ISMRM Student Fellow Stipend Award, 2004 - 2005
- "Guanghua First Prize" and "Mintron Scholarship", 2001

Related Coursework

Microstrip Antenna, Antenna Engineering, Microwave Engineering, RF and Microwave Electronics, Intermediate Electromagnetic Waves, Digital Imaging Processing, Digital Signal Processing, Microprocessor Systems, Signal Detection & Estimation Theory, Stochastic Processes, Analog/Digital Circuits, and Principle of Magnetic Resonance Imaging.

Major Publications

- *The Limits of Signal-to-Noise Ratio Gain from the Use of Cryogenic Coils/Array*, L. Xue, L.-M Xie, M. A. Kamel, J. Wosik, submitted in June 2007.

- *SNR Limit for Cryogenic Arrays*, L. Xue, L.-M Xie, M. Kamel, J. Wosik, Proc. Of the 13th Annual Meeting of ISMRM 2005, P2436.

- *Superconducting Arrays for Parallel Imaging*, Jarek Wosik, Lian Xue, Maged Kamel, Lei-Ming Xie, K. Nesteruk, J.Bankson, II Workshop on Parallel MRI, p.Zurich, 2004.

- *Phase Unwrapping Algorithm Based on Frequency Analysis for Measurement of Complex Objects In PMP Method*, Lian Xue, Xianyu Xu, Applied Optics, 2001 v40, p1207-1214.

GENERAL OUTLINE FOR REFERENCES

Your Name
City, State, Zip
Phone Number
Email
(Use the same heading as your resume)

REFERENCES

Name of Person
Position Title
Person's Place of Employment
Employment Address
City, State, Zip of Employer
Work Phone
Fax Number (Optional)
Home Phone (Optional)
Why he/she is on your list (Optional)

Name of Person
Position Title
Person's Place of Employment
Employment Address
City, State, Zip of Employer
Work Phone
Fax Number (Optional)
Home Phone (Optional)
Why he/she is on your list (Optional)

Name of Person
Position Title
Person's Place of Employment
Employment Address
City, State, Zip of Employer
Work Phone
Fax Number (Optional)
Home Phone (Optional)
Why he/she is on your list (Optional)

* You may use a reference's home address and telephone number if work is not available.

GENERAL OUTLINE FOR A COVER LETTER

City, State Zip Code
Today's Date

(4 Spaces)

Employer's Full Name
Employer's Title
Department
Name of Company
Street Address of PO Box
City, State Zip Code

(2 Spaces)

Dear Mr./Ms. _____:

(2 Spaces)

How you heard about the job or why you are writing. Name the position for which you are applying or the type of work in which you are interested. Mention a contact's name if appropriate.

(2 Spaces)

Why you are qualified for this particular job and this type of work. Why you are interested in and qualified for this industry. Relate your relevant work experience and education to the criteria and qualifications. Emphasize your skills and abilities that relate to the job. Use one or two brief and strong examples. Mention personal transferable type skills.

(2 Spaces)

Refer to your enclosed resume. Mention your willingness to provide letters of reference, transcripts, etc. Indicate that you will contact him/her within a certain period of time or that you look forward to hearing from him/her.

(2 Spaces)

Sincerely,

Handwritten Signature

(4 Spaces)

Type your name here
(Don't forget to sign your name!)

Basic (Adaptive) Skills

The Minimum:

- Good Attendance
- Honest
- Arrive on Time
- Follow Instructions
- Meet Deadlines
- Get Along with Supervisor
- Get Along with Co-Workers
- Hard Working, Productive

Other Adaptive Skills:

Able to Coordinate	Discreet	Patient
Friendly	Learn Quickly	Spontaneous
Ambitious	Eager	Persistent
Good-natured	Loyal	Steady
Assertive	Efficient	Physically Strong
Helpful	Mature	Tactful
Capable	Energetic	Practice New Skills
Humble	Methodical	Take Pride in Work
Cheerful	Enthusiastic	Reliable
Imaginative	Modest	Tenacious
Competent	Expressive	Resourceful
Independent	Motivated	Thrifty
Complete Assignments	Flexible	Responsible
Industrious	Natural	Trustworthy
Conscientious	Formal	Self-confident
Informal	Open-minded	Versatile
Creative	Optimistic	Sense of Humor
Intelligent	Sincere	Well Organized
Dependable	Original	
Intuitive	Solve Problems	

Transferable Skills

Verbal Communication
Perform and entertain before groups
Speak well in public appearances
Confront and express opinions without offending
Interview people to obtain information
Handle complaints in person and over the phone
Present ideas effectively in speeches or lecture
Persuade/influence others to a certain point of view
Sell ideas, products or services
Debate ideas with others
Participate in group discussions and teams

Nonverbal Communication
Listen carefully and attentively
Convey a positive self image
Use body language that makes others comfortable
Develop rapport easily with groups of people
Establish culture to support learning
Express feelings through body language
Promote concepts through a variety of media
Believe in self worth
Respond to non-verbal cues
Model behavior or concepts for others

Written Communication
Write technical language, reports, manuals
Demonstrate expertise in grammar and style
Write grant proposals
Prepare and write logically written reports
Write copy for sales and advertising
Edit and proofread written material
Prepare revisions of written material
Utilize all forms of technology for writing
Write case studies and treatment plans

Train/Consult
Teach, advise, coach, empower
Follow through, insure completion of a task
Use a variety of media for presentation
Develop educational curriculum and materials
Create and administer evaluation plan
Facilitate a group
Explain difficult ideas, complex topics
Assess learning styles and respond accordingly
Consult and recommend solutions

Analyze
Study data or behavior for meaning and solutions
Analyze quantitative, physical and/or scientific data
Write analysis of study and research
Compare and evaluate information
Systematize information and results
Apply curiosity
Investigate clues
Formulate insightful and relevant questions
Use technology for statistical analysis

Research
Identify appropriate information sources
Search written, oral and technological information
Interview primary sources
Hypothesize and test for results
Compile numerical and statistical data
Classify and sort information into categories
Gather information from a number of sources
Patiently search for hard-to-find information
Utilize electronic search methods

Plan and Organize

Identify and organize tasks or information
Coordinate people, activities and details
Develop a plan and set objectives
Set up and keep time schedules
Anticipate problems and respond with solutions
Develop realistic goals and action to attain them
Arrange correct sequence of information and actions
Create guidelines for implementing an action
Create efficient systems
Follow through, insure completion of a task

Counsel and Serve
Counsel, advise, consult, guide others
Care for and serve people; rehabilitate, heal
Demonstrate empathy, sensitivity and patience
Help people make their own decisions
Help others improve health and welfare
Listen empathically and with objectivity
Coach, guide, encourage individuals to achieve goals
Mediate peace between conflicting parties
Knowledge of self-help theories and programs
Facilitate self-awareness in others

Transferable Skills - Continued

Interpersonal Relations
Convey a sense of humor
Anticipate people's needs and reactions
Express feelings appropriately
Process human interactions, understand others
Encourage, empower, advocate for people
Create positive, hospitable environment
Adjust plans for the unexpected
Facilitate conflict management
Communicate well with diverse groups
Listen carefully to communication

Leadership
Envision the future and lead change
Establish policy
Set goals and determine courses of action
Motivate/inspire others to achieve common goals
Create innovative solutions to complex problems
Communicate well with all levels of the organization
Develop and mentor talent
Negotiate terms and conditions
Take risks, make hard decisions, be decisive
Encourage the use of technology at all levels

Management
Manage personnel, projects and time
Foster a sense of ownership in employees
Delegate responsibility and review performance
Increase productivity and efficiency to achieve goals
Develop and facilitate work teams
Provide training for development of staff
Adjust plans/procedures for the unexpected
Facilitate conflict management
Utilize technology to facilitate management

Financial
Calculate, perform mathematical computations
Work with precision with numerical data
Keep accurate and complete financial records
Perform accounting functions and procedures
Compile data and apply statistical analysis
Create computer generated charts for presentation
Use computer software for records and analysis
Forecast, estimate expenses and income
Appraise and analyze costs
Create and justify organization's budget to others

Administrative
Communicate well with key people in organization
Identify and purchase necessary resource materials
Utilize computer software and equipment
Organize, improve, adapt office systems
Track progress of projects and troubleshoot
Achieve goals within budget and time schedule
Assign tasks and sets standards for support staff
Hire and supervise temporary personnel as needed
Demonstrate flexibility during crisis
Oversee communication, email and telephones

Create and Innovate
Visualize concepts and results
Intuit strategies and solutions
Execute color, shape and form
Brainstorm and make use of group synergy
Communicate with metaphors
Invent products through experimentation
Express ideas through art form
Remember faces, accurate spatial memory
Create images through sketches, sculpture, etc.
Utilize computer software for artistic creations

Construct and Operate
Assemble and install technical equipment
Build a structure, follow proper sequence
Understand blueprints and architectural specs
Repair machines
Analyze and correct plumbing or electrical problems
Use tools and machines
Master athletic skills
Landscape and farm
Drive and operate vehicles
Use scientific or medical equipment

EFFECTIVE "ACTION" WORDS

Communication/
People Skills

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Composed
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Developed
Directed
Discussed
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Formulated
Furnished
Incorporated
Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Referred
Reinforced
Reported
Resolved
Responded
Solicited
Specified
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Creative
Skills

Acted
Adapted
Began
Combined
Composed
Conceptualized
Condensed
Created
Customized
Designed
Developed
Directed
Displayed
Drew
Entertained
Established
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Revitalized
Shaped
Solved

Data/
Financial Skills

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Netted
Planned
Prepared
Qualified
Reconciled
Reduced
Researched
Retrieved

Helping
Skills

Adapted
Advocated
Aided
Answered
Arranged
Assessed
Assisted
Clarified
Coached
Collaborated
Contributed
Cooperated
Counseled
Demonstrated
Diagnosed
Educated
Encouraged
Ensured
Expedited
Facilitated
Familiarized
Furthered
Guided
Helped
Insured
Intervened
Motivated
Prevented
Provided
Referred
Rehabilitated
Represented
Resolved
Simplified
Supplied

EFFECTIVE "ACTION" WORDS - Continued

Management/ Leadership

Administered
Analyzed
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinated
Decided
Delegated
Developed
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Generated
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Motivated
Navigated
Organized
Originated
Overhauled
Oversaw
Planned
Presided
Prioritized
Produced
Recommended
Reorganized
Replaced
Restored
Reviewed
Scheduled
Secured
Selected
Streamlined
Strengthened
Supervised
Terminated

Organizational Skills

Approved
Arranged
Catalogued
Categorized
Charted
Classified
Coded
Collected
Compiled
Corrected
Corresponded
Distributed
Executed
Filed
Generated
Incorporated
Inspected
Logged
Maintained
Monitored
Obtained
Operated
Ordered
Organized
Prepared
Processed
Provided
Purchased
Recorded
Registered
Reserved
Responded
Reviewed
Routed
Scheduled
Screened
Submitted
Supplied
Standardized
Systematized
Updated
Validated
Verified

Research Skills

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Detected
Determined
Diagnosed
Evaluated
Examined
Experimented
Explored
Extracted
Formulated
Gathered
Inspected
Interviewed
Invented
Investigated
Located
Measured
Organized
Researched
Reviewed
Searched
Solved
Summarized
Surveyed
Systematized
Tested

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Facilitated
Focused
Guided
Individualized
Informed
Instilled
Instructed
Motivated
Persuaded
Simulated
Stimulated
Taught
Tested
Trained
Transmitted
Tutored

Technical Skills

Adapted
Applied
Assembled
Built
Calculated
Computed
Conserved
Constructed
Converted
Debugged
Designed
Determined
Developed
Engineered
Fabricated
Fortified
Installed
Maintained
Operated
Overhauled
Printed
Programmed
Rectified
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilized