

Creating your perfect resume



Friday, September 12, 2008



Agenda

- Basics of what to include in your resume
- Examples from our Resume Guide
- Break out session
- Q&A

Why a Resume?

- Helps secure a job interview
- Employers use this tool to screen potential candidates
- Goal is to entice the employer to want to meet you
- Must convey succinctly that you are capable and competent to be worthy of an interview
- Prepares you for the interview by illustrating your experience and skills for an employer

Types of Resumes

- Reverse Chronological
 - ◆ The most commonly used format
 - ◆ Type CDO recommends for undergraduates
- Functional
- Combination
- Curriculum Vitae (CV)



Components of a Resume

■ HEADER

- ◆ Section to provide your contact information
- ◆ Name should be biggest item on the page
- ◆ Use an address where you can receive correspondence
- ◆ List a phone number on which you are able to talk professionally when employers contact you
 - Specifically, make sure you have a PROFESSIONAL voicemail greeting
- ◆ Include your e-mail address

Components of a Resume

■ OBJECTIVE

- ◆ This is a clear and concise statement that can be used to communicate the following thing to an employer:
 - The position you desire
 - Your long term goals and the field you wish to enter
 - The responsibilities you are seeking/skills you bring to an employer
- ◆ NOTE: A poor objective can hurt a resume. Be sure NOT to use vague, general statements



Components of a Resume

■ EDUCATION

- ◆ List information about your educational background (in reverse chronological order):
 - Name of institution
 - Type of degree
 - Date of anticipated graduation
 - Optional information includes:
 - GPA if 3.0 or above, honors
 - List related courses or projects
 - Hours worked to finance education
 - Include Study Abroad (if applicable)
 - Do NOT include high school information



Components of a Resume

■ EXPERIENCE

- ◆ Choose style (typically will be Reverse Chronological)
- ◆ For each work experience, include:
 - Name of company
 - Location
 - Dates employed
 - Last job title

Components of a Resume

■ EXPERIENCE (CONT)

- ◆ Provide a description of each experience in a bulleted format
 - Be sure to use action verbs
 - Emphasize achievements and contributions as well as tasks
 - QUANTIFY your accomplishments whenever possible
 - If applicable can divide work experience into two categories: “Related Experience” and “Additional Experience”
 - Remember to use past tense when describing past job experiences



Components of a Resume

- **OTHER POSSIBLE SECTIONS**
 - ◆ Skills (Software, Language)
 - ◆ Activities/Affiliations
 - ◆ Volunteer/community activities
 - ◆ Publications or patents held or pending
 - ◆ Certifications (EMT, Microsoft certified technician, certified GM Mechanic)



Resume Format

- Does your resume pass the Glance Test?
 - ◆ Is it one page?
 - ◆ Are you consistent in your format?
 - ◆ Do you have too much/not enough white space?
 - ◆ Does it look symmetrical?
 - ◆ Did you spell check? Important!
 - ◆ Are you utilizing action verbs?
 - ◆ Have you proofread?



Final Check

- Make sure you do NOT include the following on your resume:
 - ◆ Your social security number
 - ◆ Personal information such as citizenship, age, race, religion, gender, marital status etc
 - ◆ References
 - ◆ First person pronouns
 - ◆ Your picture

Example of What NOT To Do

- Using a vague, general objective:

Objective

Electrical engineering graduate looking to apply leadership and technical skills in a challenging position with potential for growth.

- Problems with this objective?

Example of What to Include

- A specifically tailored objective:

Objective

To secure a position as a mechanical design engineer focusing on consumer products.

- What makes this objective “good?”

Example of What to Include

■ Project Experience

PROJECT EXPERIENCE

“Artificial Intelligence Computer Design,” Raytheon Company May 2008
Senior Capstone Project

- Worked with senior level engineers at Raytheon to assess company needs, performed market analysis and presented design to company representatives.
 - Worked with group of six to assess functionality of system
 - Prepared, executed and analyzed tests of an artificial intelligence computer design system
 - Designed centrifugal compressors, axial compressors and turbines for gas turbine engines using AutoCAD
 - Communicated with and presented findings to senior level engineers at company
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- A great way to supplement limited work experience!

Break Out Exercise

- Get into groups of two
- You and your partner should either walk through your actual resumes (if you each brought one) or walk through what you would put on your resume (i.e. your “elevator pitch”)
 - ◆ Be sure to try and give concrete experiences for each work or school related experience
- Then give each other feedback on what you liked about their resume “story” and what they could improve
- We will then come back as a group and discuss

QUESTIONS?



Want More Help?

Come visit us during walk-in hours at
the Career Development Office:
44 Cummington Street
Room 112

OR

Call for an appointment
617-353-5731