AIChE Resume Workshop 2018

Resume, the most important page of your life!

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Why Write a Resume?

Silly question... to get a job of course!

However, there is a little more to it:

- **to convince prospective employers that you deserve an interview**
- to persuade your readers that you are the best person for the job
- to construct a professional image of yourself and establish your credibility
- to provide a sample of your written communication skills

Basic Resume Facts & Ideas

- Not your complete life story, but an accurate summary of relevant skills and experience

- 1 page appropriate for BS level jobs

- Information tailored to the type of job and potential employer

- Your resume should be a "living document", constantly being updated with new, relevant info *(don't wait until details are harder to remember!)*

- You can create a longer "master" resume that contains all of the information as your life/career progresses, and then edit the information down into specific resumes when you need them

- Be efficient with words and use ACTION verbs!!!

Basic Resume Format

Your Resume

Contact Information

Objective

Education

Experience

Honors & Activities

Kinds of Resumes

Approach	When to use	Drawbacks
A **generic approach** to writing a resume involves creating <u>one</u> version for a broad range of readers.	• large number of applications • placing a resume on the Internet or in a job search database	• casts you as a "generic applicant" with undefined career goals • makes it difficult for recruiters to decide whether you are the right candidate • implies you are not especially interested in the organization or position
A **tailored approach** to writing a resume involves creating <u>multiple</u> versions, each one <u>customized</u> for a single company or position.	• whenever possible! • for "top choice" positions • for small number of applications • previous contacts or connections with the organization	• takes more time to research each company/position and customize each resume • increases chances to make mistakes with multiple versions
A **combined approach** to writing a resume integrates the above two approaches; tailored resumes for "top choices" and a generic resume for all others.	• when you want to maximize your chances for success	• can be difficult to keep organized

Kinds of Resumes (2)

Type	Advantages	Disadvantages
Traditional print resumes are printed on paper or as PDF, usually to be mailed or hand-delivered.	• allow you to use page design and formatting to emphasize your qualifications and skills	• difficult for computers to scan your resume • requires knowledge of advanced formatting features in word-processing or desktop publishing programs
Scannable resumes are often printed on paper as well, but they are designed to be scanned first by a computer rather than a human eye; they include little visual and textual formatting (columns, varied font styles and sizes, etc.).	• can be scanned by a computer so that employers can search for keywords • required by some prospective employers (check job ad) • easily sent via e-mail	• limits options for page design and layout
On-line web resumes are placed on a web server/site so they can be accessed by web browsers	• adds many design/layout options • allows links to other sites/files	• often not easy to print • requires basic web design and authoring skills, an Internet connection, and server space

Two Kinds of Readers/Reads

Skimmers:
Resume readers are usually very busy and will probably not read every word. Especially on their first reading, busy readers will scan for desired information. It is your job to make such information easy to find "at a glance".
→ Give your resume the 20-second test:
    - What information stands out?
    - What information gets lost in the rush?

Skeptics:
Once your resume has been skimmed, resume readers will look at it more closely and critically. Your resume may leave a good first impression on readers, but how will it look on closer inspection? Do you provide evidence and details for the careful reader? How can you make your resume look convincing "under the microscope"?

What should be on your Resume?

That depends...

- **on your age and experience**
  * if you're a senior:
    "How can I possibly cram it all on one page?"
  * if you're a freshman:
    "How can I possibly fill one whole page?"
- **on the position you apply for**
  * what would your employer want to know?

Key info employers are looking for

- **Academics/education:**
  Major/exp. graduation date/GPA are critical info
  Minor/certificate/study abroad/etc. are optional

- **Experience (professional):**
  Major-related (co-op/internship/research)
  Other (e.g. summer jobs)

- **Leadership/involvement/initiative:**
  What are you doing outside classroom?
  Have you shown leadership/initiative in those roles?

- **Honors/awards/scholarships:**
  Endorsements by 3rd party enhance credibility

Info you want to communicate

- **Success**
  Highlight things that make you shine

- **Growth**
  Show that on the way from freshman to senior you have grown professionally and personally *(employers may have last year's resume too!!!)*

- **Coherent trajectory**
  How do the various elements on your resume connect? Make it easy to see the story.

- **Credibility**
  Make it easy for reader to check + confirm facts *(provide enough details on things like co-authored papers, awards and co-op/internship)*

Be a Journalist for Content

who?	write down position titles, names of your supervisors, leaders, etc.
what?	list your responsibilities and duties, special projects; describe the nature of your experience *(volunteer, intern, academic, work, etc.)*
where?	indicate places where you acquired such experience *(the organization, program, department, division, etc.)*
when?	include important dates *(starting date, ending date, dates of promotion, etc.)*
why?	write down the goals (personal, professional, or organizational) you were trying to achieve

Skills Lists

administering programs	planning agendas/meetings	updating files
advising people	planning organizational needs	setting up demonstrations
analyzing data	predicting futures	sketching charts or diagrams
assembling apparatus	rehabilitating people	writing reports
auditing financial reports	organizing tasks	writing for publication
budgeting expenses	prioritizing work	expressing feelings
calculating numerical data	creating new ideas	checking for accuracy
finding information	meeting people	classifying records
handling complaints	evaluating programs	coaching individuals
handling detail work	editing work	collecting money
imagining new solutions	tolerating interruptions	compiling statistics
interpreting languages	confronting other people	inventing new ideas
dispensing information	constructing buildings	proposing ideas
adapting new procedures	coping with deadlines	investigating problems
negotiating/arbitrating conflicts	promoting events	locating missing information
speaking to the public	raising funds	dramatizing ideas
writing letters/papers/proposals	questioning others	estimating physical space
reading volumes of material	being thorough	organizing files

Skills Lists (2)

remembering information	coordinating schedules/times	managing people
interviewing prospective employees	running meetings	selling products
listening to others	supervising employees	teaching/instructing/training individuals
relating to the public	enduring long hours	inspecting physical objects
entertaining people	displaying artistic ideas	distributing products
deciding uses of money	managing an organization	delegating responsibility
measuring boundaries	serving individuals	mediating between people
counseling/consulting people	motivating others	persuading others
operating equipment	reporting information	summarizing information
supporting others	encouraging others	selling ideas
determining a problem	defining a problem	comparing results
screening telephone calls	maintaining accurate records	drafting reports
collaborating ideas	administering medication	comprehending ideas
overseeing operations	motivating others	generating accounts
teaching/instructing/training individuals	thinking in a logical manner	making decisions
becoming actively involved	defining performance standards	resolving conflicts
analyzing problems	recommending courses of action	

Skills Lists (3)

preparing written communications	expressing ideas orally to individuals or groups	conducting interviews
performing numeric analysis	conducting meetings	setting priorities
setting work/committee goals	developing plans for projects	gathering information
taking personal responsibility	thinking of creative ideas	providing discipline when necessary
maintaining a high level of activity	enforcing rules and regulations	meeting new people
developing a climate of enthusiasm, teamwork, and cooperation	interacting with people at different levels	picking out important information
creating meaningful and challenging work	taking independent action	skillfully applying professional knowledge
maintaining emotional control under stress	knowledge of concepts and principles	providing customers with service
knowledge of community/government affairs		

Use ACTION Verbs!!

The following job description uses a <u>non-action verb</u>:

"Was the boss of a team of six service employees "

The job description below uses an <u>action verb</u>:

"*Supervised* a team of six service employees"

The description using a non-action verb is less concise. It may seem like a small difference, but details matter on a resume!

Resume Format

To make your resume readers' job easier, you should consider developing at least a *two-level text*, using:

1. <u>headings</u> to help <u>skimmers</u> find what they are looking for
2. <u>details</u> to convince <u>skeptical readers</u> you really have the qualifications you say you do

A common approach to organizing sections is to use the following scheme:

- ***Objective Statement*** *(optional)*
  (or Career Goal, Professional Objective, etc.)
- ***Education***
- ***Work Experience***
  (or Work History, Professional History, Experience, etc.)
- ***Leadership and Involvement***
  (or Extracurricular Activities, Initiatives and Involvement, etc.)
- ***Honors and Awards*** *(if you have more than 1 to list)*
- ***Skills*** *(only if there are specific, relevant skills there)*

Resume Format (2)

What if you want to emphasize your extracurricular leadership activities, your language proficiency, volunteer work, publications, or technical skills? The previous scheme doesn't leave a space for you to emphasize such qualifications.

➔ <u>*Simply create your own headings*</u>
to match the content of your resume and the job ad best. You can do this by modifying, for example, Experience or Activities with descriptive adjectives that describe your skills more accurately (*Supervisory Experience, Leadership Activities, etc.*).

Alternative Headings

honors and awards	continuing education
publications	advanced career training
language proficiency	specialization
presentations	special projects
in-house seminars	career-related skills
achievements	familiar computer applications
internships	technical training
military experience	licenses and certification
qualifications	accomplishments
career profile	skills summary
community service	volunteer work
relevant coursework	memberships

Resume Format (3)

Options	Sample	Tips
headings and subheadings to make it easier for readers to find desired information	**Managerial Experience** Assistant Manager Management Intern **Education** B.S. in Aviation Technology *Relevant Coursework*	• customize headings if possible • make sure headings match section content • use subsections and subheadings, if necessary (for example, if you held two jobs at the same place, create a subsection for each position)
bullets to break up dense prose passages that slow down the eye and make it difficult for readers to process information	• developed department inventory database system • assisted students with technical problems	• try to limit to 2-5 bullets if possible (6 or more reduces effectiveness) • use descriptive phrases rather than complete sentences (periods, caps, etc. unnecessary) • experiment with other kinds of bullets besides the standard ones used here
indents and line breaks to indicate your organizational scheme	Field Experience Westminster Village Planned Activities	• minimize punctuation when using line breaks and indents (white space "punctuates" instead) • play with margins or tabs to indent more or less than the standard 5 spaces
varying fonts -<u>font choice</u> (Times Roman, Geneva, Arial, Helvetica, etc.) -<u>font size</u> -<u>font style</u> (bold, italics, underline, caps, etc.)	**WORK EXPERIENCE** ***Research Assistant*** New Crops and Plants Products	• limit yourself to a couple font choices: one for headings (sans serif fonts-that is, fonts like <u>this</u>-work well because they stand out) and one for rest (serif fonts like <u>this</u> are a great choice because they are more readable) • avoid font sizes much smaller than 9 or 10 pt. • avoid over-highlighting by, for example, using caps, boldface, italics and underline all on the same text

Other Considerations

- Don't be too creative:
  engineers are expected to be boring
- Electronic version: create PDF file
- Paper still matters…
  - Nicer, heavier quality paper gives a professional feel
  - Off-white colors can also look good but be careful that they are not distracting
  - Make sure the resume copies/scans well on your paper by actually trying it

Cover Letters: More Useful Than You Think

A cover letter introduces you and your resume to potential employers or organizations you seek to join
*It is the first document an employer sees, so it is often the **first impression** you will make. Take advantage of this important first impression and prepare the reader for your application, stating why you are writing, why you are a good match for the job and the organization, and when you will contact him or her.*

Cover letters do more than introduce your resume; they can also:
- Explain your experiences in a story-like format that works with the information provided in your resume.
- Allow you to go in-depth about important experiences/skills and relate them to specific job requirements
- Show the employer that you are individualizing your application
- Provide a sample of your written communication skills

Richard Anderson
1234, West 67 Street,
Carlisle, MA 01741,
(123)-456 7890.

OBJECTIVE :

Seeking an entry-level position in embedded systems, software development, web-design or other position where I can apply my knowledge of programming.

EDUCATION :

University of Colorado at Boulder
B.S., Computer Science, May 2002
Relevant Courses :
- Data Structures
- Programming Languages
- Computers as Components
- Digital Logic
- Software Engineering
- Computer Organizations
- Numerical Computation
- Operating Systems
-

TEAMWORK EXPERIENCE :
- Digital Logic Course Project: Designed and implemented circuits using Xilinx to make an elevator operate.
- Senior Group Project: Designed and implemented a project sponsored by Colorado Frame Company to design picture frames and calculate the cost of materials using Java language.

COMPUTER SKILLS :
Operating systems:
Win 95/98, UNIX
Languages:
C, C++, 8086 Assembly, Scheme, Lisp, Java, Visual Basic
Software:
Mathematica, MS Word, MS Excel, MS PowerPoint, MS Access
Web:
Experienced in HTML, DreamWeaver

WORK EXPERIENCE :
- Pre-Paid Legal Services, Sales Representative/Manager , 1/2003 – Present
- CU Parking Services, Cashier , 5/98 – 5/00
- Wal-Mart, Steamboat Springs, CO , 5/97 – 5/98
- Operator in Vietnam Paging Center, Vietnam , 5/95 – 5/97

LEADERSHIP ACTIVITIES :
- Active Member, International Club, University of Colorado at Boulder, 1998 – Present
- Engineering Peer Advocate, University of Colorado at Boulder , 2000 – 2001

HONORS :
- Dean's List: Spring 2002
- Sole annual recipient, Boulder Multicultural Diversity Scholarship, 2001

FOREIGN LANGUAGES :
Vietnamese: Fluent (Native Language)
French: Basic

George P. Burdell

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(555) 555-2121

School Address:
33XXXX Georgia Tech Station
Atlanta, GA 30332

Permanent Address:
123 Sting Em Dr.
Whosville, GA 30000

Objective: To obtain an Internship for Summer 2009 in a field related to Chemical and Biomolecular Engineering.

Education:

Georgia Institute of Technology, Atlanta, GA   **Aug 2007 - present**
Bachelor of Science in Chemical and Biomolecular Engineering
Expected Graduation: December 2011
GPA: 3.82/4.0

Hornet High School, Whosville,GA   **Aug 2003 – May 2007**
GPA: 3.76/4.0

Employment History:

Georgia Institute of Technology, Atlanta, GA   **May 2008 – July 2010**
Undergraduate Research Assistant
Research Advisor: Prof. Clifford L. Henderson
Processed polymer thin film samples and performed atomic force microscopy, SEM, and ellipsometry characterization of samples.

Georgia Tech Research Institute, Atlanta, GA   **Aug 2009 – Apr 2010**
Student Assistant, Georgia Tech Research Institute ITTL Lab
Performed data management and organization using Access database platform. Conducted literature, internet, and interview based research for project. Obtained a Secret Security Clearance.

Buzz Pediatrics, P.C., Whosville, GA   **May 2006 – Aug 2007**
Receptionist
Job responsibilities included database data entry, customer reception, processing of medical insurance claims, and processing of customer payments.

Skills:
- Confocal laser microscopy, atomic force microscopy, ellipsometry, SEM
- Windows operating systems from 95 through XP Office and Home
- MATLAB
- Aspen HYSYS Chemical Process Simulation Software
- Highly Proficient with Wisdom, Microsoft Office
- Adobe PageMaker

Interests & Activities:

Alpha Omega Epsilon Professional Engineering Sorority, (Aug 2007-present)
- *Risk Manager* (Apr 2008 – present)

Georgia Tech AIChE Student Chapter (Oct 2007 – present)
- *Treasurer* (Apr 2008 – Apr 2009)

Campus ministry (BCM), (Sep 2006 – present)
- *Leadership Team Member* (Apr 2007-Apr 2008)

Omega Chi Epsilon Chemical Engineering Honor Society (Apr 2008-present)
Georgia Tech Marching Band, (Aug 2006- Jan 2007)

Honors & Awards:

Dean's List (Fall '07, '08, '09; Spring '08, '09, '10)
Georgia Tech Alumni Scholarship (2007)
Hope Scholar (Aug 2007-present)
Eric S. Oberman Scholarship (2007)
Daily Cox Scholarship (2007)