

## GUIDE TO WRITING COVER RESUMES

Employers must sift through dozens or even hundreds of resumes each time they hire. To ensure that your resume stands out from the crowd, it should clearly communicate your qualifications and experience in a concise, easily readable format. The information included here will help you decide what information to include and how to present it effectively. It will also help you avoid some of the most common mistakes job seekers make in preparing resumes.

### I THE SECTIONS OF YOUR RESUME

Undergraduates and recent graduates should include the following sections, in order. Section headings should have a clear, consistent format, generally all caps (or small caps) and bold font.

#### **Contact Information**

Center your full name at the top of the page. Immediately beneath your name, include street address, email address, and phone number(s), including area code. If you have both a home address and a work or campus address, put each in a separate single-spaced block below your name, one aligned with the left margin and one with the right.

#### **Objective**

This should be a single sentence indicating what type of employment you are seeking (full-time, part-time, summer, co-op, etc.) and what professional goals you hope to meet. Whenever possible, the objective should be tailored for a specific position and designed to make clear how your goals align with the requirements of that position. Here and throughout your resume, keep in mind that prospective employers are not interested in how they can help you meet your goals, but in how your goals make you suited to fill a position in their organization.

#### **Education**

List the stages of your education in reverse chronological order (i.e., beginning with the most recent). Include only educational programs and degrees since high school; do not include your high school education. List the degree type (B.A., B.S., etc.), major, graduation date, and GPA. You may also wish to include in this section your minor, any professional certifications you have earned, or a brief list of courses pertinent to the specific position for which you are applying but not part of your major or minor.

#### **Experience**

List work history in reverse chronological order. Indicate employer, location (city and state), and dates employed (month and year only). For each position, indicate activities and accomplishments that emphasize skills or qualifications pertinent to the position for which you are applying.

#### **Computer Skills**

List all computer languages and programs that you can use.

### **Honors & Activities**

List any honor societies, fraternities/sororities, professional organizations, and clubs of which you are a member. If you were an officer in any of these organizations, indicate your office. In addition, list any scholarships, fellowships, grants, or awards that you have received. If the list is long, you may wish to separate Honor and Activities into two separate sections on your resume. Caution: You may wish to exclude from this section any organizations that would reveal personal information such as religious or political affiliation.

***YOUR RESUME MAY ALSO INCLUDE ONE OR MORE OF THE FOLLOWING SECTIONS, IF APPLICABLE.***

### **Technical Skills**

Include this section after Computer Skills to indicate experience using specific machines or instrumentation essential to the job for which you are applying.

### **Languages**

If you speak and or read any foreign language(s), you may wish to list those in a separate section if this information is pertinent to the position you are seeking.

### **Volunteer Work**

If you have significant experience as a volunteer in one or more organizations, you may wish to include that information, especially if you have little or no work experience. If your volunteer experience involved significant responsibilities or accomplishments pertinent to the position for which you are applying, you may wish to include that information.

### **Courses**

If you have taken courses outside of your major or minor that demonstrate knowledge or skills important to the position for which you are applying, and if you haven't included these courses in the education section, you may wish to list them in a separate section.

## **II TIPS & POINTERS**

To make your resume as strong as possible and to avoid common resume mistakes, pay close attention to the suggestions below.

### ***DO:***

- Include both your major GPA as well as your cumulative GPA if your major GPA is significantly higher.
- Indicate activities or accomplishments in concise, bulleted lists. Begin each item in the list with an active verb in the past tense. Capitalize the first letter of the verb.
- Under Education or Courses, include major projects you completed as part of your coursework.
- Use columns or tab spaces rather than paragraphs to present information.

- Capitalize the names of courses, departments, and positions.
- Proofread *very* carefully. Even a single small mistake in grammar, spelling, or usage can significantly damage your chances of consideration for a position.
- Use high quality 8 ½" x 11" paper with a bond weight of 24 lbs. Choose white, off-white, ivory, or light gray.
- Mail your resume in a 9" x 12" manila envelope.

***DON'T:***

- List coursework required for your major.
- Write member to indicate that you are a member of organizations listed under Honors & Activities.
- Use unquantifiable adjectives such as several or many.
- Use articles or demonstrative pronouns (e.g., a, an, the, this, these, that, those).
- Use underlining, italics, special fonts, or colors.
- Write expected graduation date; simply write the date alone.
- Use abbreviations not commonly understood by people outside your field or specialty.
- Include personal information such as gender, marital status, height, weight, religion, etc.
- List references on your resume.
- Fold your resume; use a 9" x 12" manila envelope.

**III POWER VERBS**

The following list will help you express activities and accomplishments in the kind of strong, active language that will best show off your qualifications.

achieved	earned	executed	exercised	screened
competed	expedited	generated	improved	synthesized
increased	ensured	marketed	mastered	compiled
obtained	produced	reduced	organized	negotiated
restructured	planned	developed	designed	adjusted
simplified	streamlined	sold	upgraded	reported

advised	collaborated	consulted	led	processed
facilitated	guided	modeled	trained	prepared
participated	arranged	collected	coordinated	assembled
distributed	established	implemented	installed	translated
maintained	offered	performed	prepared	wrote
processed	provided	recorded	supported	conducted
administered	acquired	approved	assigned	invented
chaired	controlled	delegated	directed	operated
handled	initiated	managed	instituted	launched
presided	recruited	selected	retained	strengthened
reviewed	shaped	supervised	catalogued	formulated
classified	tracked	edited	evaluated	upgraded
consolidated	eliminated	employed	gathered	balanced
monitored	regulated	scheduled	targeted	audited
assessed	compared	detected	determined	tailored
examined	explored	found	inspected	integrated
investigated	located	measured	observed	addressed
predicted	rated	recommended	researched	enabled
reviewed	studied	surveyed	verified	drafted
confirmed	presented	diagnosed	identified	calculated
compiled	projected	modified	tested	mapped
solved	programmed	constructed	built	repaired

### III SAMPLE RESUMES

#### A.

<b>John Doe</b>													
<p>Campus Address 123 Park Street Rolla, MO 65401 (573) 341-0000</p>	<p>Home Address 207 Kirksey Road Winslow, AR 72701 jdoe@mst.edu</p>												
Objective:	To obtain a full-time position as a Metallurgical Engineer												
Education:	<p>Missouri University of Science and Technology      December 2011  <b>B.S. Metallurgical Engineering</b>      <b>GPA: 3.49/4.0</b>  <b>E.I.T. Certified</b></p> <p><u>Courses</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Nonferrous Metallurgy</td> <td style="width: 50%;">Materials Process in Manufacturing</td> </tr> <tr> <td>Diffusion &amp; Kinetics</td> <td>Powder Metallurgy</td> </tr> <tr> <td>Modeling &amp; Process Control</td> <td>Ceramic Materials</td> </tr> </table>	Nonferrous Metallurgy	Materials Process in Manufacturing	Diffusion & Kinetics	Powder Metallurgy	Modeling & Process Control	Ceramic Materials						
Nonferrous Metallurgy	Materials Process in Manufacturing												
Diffusion & Kinetics	Powder Metallurgy												
Modeling & Process Control	Ceramic Materials												
Experience:	<p>Caterpillar Inc., Quality Lab      Mapleton, IL  <b>Summer Intern</b>      Summer 2011</p> <ul style="list-style-type: none"> <li>• Updated charge chemistries</li> <li>• Investigated magnesium treatment for vermicular graphite iron</li> <li>• Tracked outsourced cast engine blocks</li> <li>• Researched age strengthening of gray iron</li> </ul> <p>Missouri S&amp;T Metallurgical Engineering Department      Rolla, MO  <b>Undergraduate Research</b>      Summer 2010</p> <ul style="list-style-type: none"> <li>• Pulled mini-tensile specimens</li> <li>• Mechanical alloying and sample preparation</li> <li>• Prepared metallographic specimens</li> <li>• Analyzed X-ray diffraction patterns</li> </ul> <p>Madison County Highway Department      Edwardsville, IL  <b>Engineering Co-op</b>      Fall 2009</p> <ul style="list-style-type: none"> <li>• Surveyed and operated road calc (calculates earth removal)</li> <li>• Supervised laborers and inspected materials</li> </ul> <p>Boys and Girls Club      Bethalto, IL  <b>Field Director</b>      Summer 2008</p> <ul style="list-style-type: none"> <li>• Managed summer baseball and softball activities</li> </ul>												
Computer Skills:	<table style="width: 100%; border: none;"> <tr> <td>AutoCAD</td> <td>MS Word</td> <td>MS Excel</td> <td>MathCAD</td> </tr> <tr> <td>Strand 7</td> <td>MS Power Point</td> <td>MS Money</td> <td>Visual Basic 5.0</td> </tr> <tr> <td>MS Access</td> <td>Quattro Pro</td> <td>HTML</td> <td>Scion Image 1.59</td> </tr> </table>	AutoCAD	MS Word	MS Excel	MathCAD	Strand 7	MS Power Point	MS Money	Visual Basic 5.0	MS Access	Quattro Pro	HTML	Scion Image 1.59
AutoCAD	MS Word	MS Excel	MathCAD										
Strand 7	MS Power Point	MS Money	Visual Basic 5.0										
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Honors & Activities:	<p>Powder Metallurgy Scholarship Award Winner          Alpha Sigma Mu (Metallurgical Honor Society) – <b>President</b>          American Foundry Society - <b>Treasurer</b>          Sigma Phi Epsilon Fraternity - <b>Vice-President of Programming, Vice President of Recruitment, Vice President of Brotherhood Development, Secretary, Steward, Chaplain, Social Chairman</b>          Missouri S&amp;T Varsity Football <b>4-year Letterman</b>          Omicron Delta Kappa – <b>Treasurer</b></p>												
Volunteer Work:	<p>Cerebral Palsy School          Civic Memorial High School Football Camp          High School Drug Awareness Speaker/ DARE Role Model</p>												

B.

**Your Name Here**

800 Sophomore Avenue  
Rolla, MO 65401  
573-341-0000  
spat@mst.edu

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**OBJECTIVE**

To obtain a co-op or summer position in Human Resources

**EDUCATION**

Missouri University of Science and Technology  
**B.S. Psychology**  
**Minor: Life Sciences**

May 2013  
**GPA: 3.25**

**EXPERIENCE**

Missouri S&T Psychology Department  
**Undergraduate Teaching Assistant**

Rolla, MO  
Jan 10 - present

- Review and correct class assignments and exams
- Facilitate class discussion
- Train students to use psychology software packages

Missouri S&T Career Opportunities & Employer Relations  
**Student Worker**

Rolla, MO  
Sept – Dec 10

- Assisted company representatives in preparing for interview process
- Critiqued student resumes and cover letters
- Registered students and checked their account information
- Performed secretarial duties related to corporate hiring

Phelps County Regional Medical Center  
**Department of Psychiatric Services Intern**

Rolla, MO  
Summer 09

- Conducted biological/psychological/social evaluations of patients
- Shadowed psychiatrists on rounds
- Assisted departmental staff with various duties

**COMPUTER SKILLS**

Microsoft Office  
HTML  
FORTRAN

**HONORS & ACTIVITIES**

Psi Chi Honor Society  
Missouri Higher Education Scholarship (Bright Flight)  
Opportunities for Undergraduate Research (OURE)

#### **IV WHERE TO FIND ADDITIONAL INFORMATION**

Additional information on preparing resumes is available at Purdue's Online Writing Lab (OWL):

<http://owl.english.purdue.edu/owl/resource/719/1/>

You might also want to check out the following websites:

<http://career-advice.monster.com/resumes-cover-letters/careers.aspx>

<http://www1.umn.edu/ohr/careerdev/resources/resume/>

<http://www.upj.pitt.edu/11427.pdf>

<http://guides.wsj.com/careers/how-to-start-a-job-search/how-to-write-a-resume/>

The sample resumes included in this booklet was taken from the Student Career Guide prepared by the Missouri S&T Career Opportunities and Employer Relations office. The full guide is available at :

[http://career.mst.edu/documents/11-12\\_Resume\\_and\\_Interviewing\\_guide.pdf](http://career.mst.edu/documents/11-12_Resume_and_Interviewing_guide.pdf)