Preparing Your Resume

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Why Tell Your Story:

Your Story…

- Communicates your unique value proposition.

    Differentiate your skills, experiences, and qualifications from the competition.

- Highlights the most relevant details that you want an employer to remember.

    YOU control the message!

- Aligns who you are and what you've done with what you want to do and how you'll do it.

Crafting Your Story:

Identifying Themes…

- How do you want to be perceived?
- What do you want others to remember about you?
- What are your strongest skills/traits?

Internal Perceptions

- How do peers or colleagues describe you?
- What have previous supervisors or faculty said about your work?

External Perceptions

Communicating Your Story:

Create a Consistent Presence…

- <u>Resume Bullets</u>
- Cover Letter
- Professional Introduction
- Interview Responses

Resumes: What You Should Know

Viewed for 20 seconds or less

Employer's first impression of you

Tells your story

Variety of content encouraged

Targeted resumes are most effective

Resume Basics

01 Be clear, concise, and <u>consistent</u> in writing descriptions and formatting the layout of the page

02 Include items that are most relevant to your career goal (don't forget transferable skills/experience)

03 Prioritize so the most relevant sections/items appear first

04 Focus less on your job duties and more on your RESULTS— what did you learn?

05 Avoid filling resume with high school info if you are beyond your second semester sophomore year

Resume Details

Font and Formatting:

- Choose an easily readable font and only use colors/graphics if your industry dictates this standard
- Use bold font to highlight your name and sections of your resume that are important
- Avoid italics and underlining as they emphasize a cluttered look
- Margins should be no smaller than ½ inch (.5)—use smaller margins when you have more to fit
- Font size should be no smaller than size 10
- Periods at the end of bullets are optional—be consistent
- Be consistent with verb tense and use first-person when possible (minus the pronoun)

Length:

- Try to be as concise as possible and keep your resume to one page
- Keep a master resume with all information in order to pick and choose what experiences best match the position for which you're applying

Paper:

- Most resumes are submitted online. If you need to submit a hard copy, using regular paper is fine

Proofread:

- There is never anything worse than tpyos on your resume

Resume Sections & Content

Contact Info

- Name/preferred name
- Professional email
- One phone number
- LinkedIn url (if updated and relevant)
- Website

Education

- List official degree, concentrations, minors (if you've been accepted)
  - Anticipated graduation date
  - Study abroad experience + institution
  - QPA (optional); can also put major GPA (ask your advisor how to calculate)

Research

- What is the challenge you are trying to address
- What specific actions/steps did you take
- What were your overall findings/ learnings/results

Experience

- Full or part-time jobs, including summer work; Internships; Research
- Include the employer/organization, your title, city/state, dates employed

Resume Sections & Content

Academic/Personal Projects

- List class name and semester/year

Skills

- Technical, laboratory, language
- Can list proficiency levels (proficient, familiar with, basic)

Coursework

- Avoid putting all classes you've ever taken
- Prioritize by relevance, grad-level (if undergraduate), or specialized

Resume Sections & Content

Extracurricular, Leadership, Volunteer

- Focus on your role and what you learned/accomplished
- Don't have to be directly relevant to job but can highlight transferable skills

Honors/Awards

- Academic or other (e.g., Eagle Scout-Boy Scouts)
- Could be combined in Education section

Publications/Presentations

- Can be separate or combined sections; use when appropriate based on position

Bullet Point= Action verb + Context + Results

Actionable verbs
Assertive verbs that showcase your skill set

Context
What you did/how you did it

Results-oriented
Outcome or purpose

Quantify
Adding numbers to showcase scope

Action Verb   Context

Performed quantity takeoff and cost estimation for concrete work as per construction drawings to submit winning bid in class.

Results

Writing Effective Bullet Points for Research

- Helped PhD student with water purification research project

- Partnered with CEE PhD student to conduct research on 10 different water samples to determine the environmental impact of various water-purification treatments.

- Tested samples using (X technology) and (x research methods) and analyzed data to determine water toxicity factors.

- Provided Lab Manager with recommendations for 3 favorable water-treatment processes and presented findings to 100 summer research faculty and students

- **Poor action verbs**

- **Doesn't quantify anything**

- **Emphasis is on duties vs. results**

- **Highlights transferable skills, such as customer service, interpersonal, motivation**

- **Quantifies customer interaction**

- **Strong action verbs**

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From Job Duties to Effective Bullets

CMU Civil & Environmental Engineering Lab
Research Assistant

- Assist with running experiment
- Recruit participants
- Analyze data
- Collaborate with lab members

- Performed water-testing experiments on 10 different water samples

- Recruited and scheduled experiment participants through direct marketing techniques resulting in over 50 pre-screened participants

- Processed and analyzed data using statistical software

Tailoring Your Bullet Points

CMU Civil & Environmental Engineering Lab
Research Assistant

- Assist with running experiment
- Recruit participants
- Analyze data
- Collaborate with lab members

Skills
Project Management
Technical & Analytical Skills
Collaboration & Communication

- Managed 6 week experiment process, including recruiting and scheduling participants, conducting research, and analyzing and reporting findings in order to examine the environmental impact of various water-treatment chemicals through statistical learning

- Analyzed and coded data from ~55 experiment participants using Excel in order to create executive report for lab managers

- Collaborated weekly with lab faculty advisor to compile a literature review to be published based upon independent research and experiment findings

Let's Practice!

Craft 3 bullet points that align your current research experience with the job description

Entry Level Structural Engineer - AECOM

Responsibilities:

- Assist Engineers with office design work within the oil and gas field or other industrial processes such as civil, and/or structural engineering

- Potential for performing some field work. Field work may also assist team members and project managers

- Perform engineering calculations for concrete and steel structures

- Assist with design drawings using AutoCAD and other software packages

- Visit oil and gas sites to take field measurements and provide customer support

Minimum Requirements

- Capable of using spreadsheet, word processing and standard office software

- Basic knowledge of industry standard computer software for the position (examples include software such as CADD, HCS, AutoCAD, MicroStation, GIS, Hydrologic/Hydraulic models)

- Understanding of client deadlines and meeting client expectations

- Ability to clearly communicate engineering design intent to designers

- Able to work with other engineering disciplines to assess structural requirements

Thanks – Questions?