



Resume Review

2/7/18

Parts of the Resume:

- Name/ Phone/ Address/ Email/LinkedIn
- Objective /Career Summary(optional)
- Education
- Experience
- Projects
- Skills
- Activities (Optional)
- Honors and Awards (Optional)
- Other Areas may include: Leadership, Service, specialized skill area

Contact Info

- Make sure your information is large, bold, easy to read and you include multiple ways to get in contact with you.
- Consider adding a link to your LinkedIn, especially if there is more information on there than on your paper resume.

Objective/Career Summary

- Optional
- A short blurb telling the hiring manager what skills, knowledge, and abilities you have **that will help the company achieve its goals.**
- Should be tailored to the exact position you are applying for
- Example:
 - Objective: To obtain a summer internship in the field of Chemical Engineering that will utilize my analytical, leadership and interpersonal skills.

Education

- Start with University of Maryland Baltimore County- don't abbreviate, some people might not know what it stands for
- Include **Anticipated** Graduation Date
- List major and minors
- If GPA is over 3.0 include it, some companies are also interested in your in-major GPA as well
- You may choose to include Honors here
- If you have an AA degree include that
- As a freshman/ sophomore you may include your HS information.
- You may choose to include some relevant coursework here, esp. if applying for a technical position

Experience

- The experience section should list job titles, dates, organization, location and description.
- Use action verbs in your job descriptions
- Includes paid and unpaid
- You do not need to include everything, just those that are relevant
- **Make sure your résumé reflects the skills and qualifications listed in the job description.**

Skills

- May include areas such as:
 - Specific Computer Programs/ Languages
 - CAD/CAM
 - Cross-Cultural Experiences
- If you have extra space, describe your “soft” skills. Key words could include: time management, dependable, high energy, leadership, and integrity.

Activities

- If you are a Freshman you may include high school leadership positions
- Include Service
- Can include non-academic information such as clubs, religious leadership/organizational activities, membership in professional organizations, etc.

Honors/Awards

- Optional
- Keep it current and related to your area
- You may also integrate Honors and Awards into other sections

Other suggestions

- Proofread! Proofread! Proofread!
- Tailor your résumé to the exact position you are applying for
- Describe your experience with concrete words
- Make sure your résumé looks good when scanned
- If emailing then send as a PDF
- Keep your resume to one page- interviewers like to write notes on the blank back!

Common Mistakes

- Grammatical/Spelling Errors
- Including unnecessary information such as birthday, salary, work address
- References listed on resume
- Using a template that takes up too much memory
- Lying/ Exaggerating

Example

Fred Mann

CPO 786, 501 College Ave, Wheaton, IL 60187
fred.mann@my.wheaton.edu
326-356-5457

EDUCATION

B.S. Biology, <i>Wheaton College</i> , Wheaton, IL	Expected May 2014
<ul style="list-style-type: none">GPA: 3.2/4.0	
Diploma Awarded, <i>Springfield High School</i> , Springfield, CT	May 2011
<ul style="list-style-type: none">GPA: 3.2/4.0	

EXPERIENCE

Laboratory Assistant, <i>Dr. James Hsu, LabServ</i> , Springfield, CT	Summer 2011
<ul style="list-style-type: none">Accurately assembled all aspects of successful experiments including test tubes, chemicals, and reagentsResponsible for maintaining a safe and sterile work environmentTrained in operating Nicolet Magna 550 Infrared Spectrophotometer	
Landscape Service Provider, <i>Various</i> , Springfield, CT	2007 - 2011
<ul style="list-style-type: none">Established neighborhood business by going door to door and offering servicesDeveloped 50% repeat clientele by second growing seasonReliably maintained client gardens and container plantings by watering and weeding	
Varsity Track, <i>Springfield High School</i> , Springfield, CT	2007 - 2011
<ul style="list-style-type: none">100 meter, 200 meter, and 400 meter sprint competitorSelected All-Conference in 400 meterPart of 4x400 relay team that qualified for state championship	
Eagle Scout, <i>Boy Scouts of America – South CT Region</i> , Springfield, CT	2000 - 2011
<ul style="list-style-type: none">Successfully achieved top rank in Boys Scout through an 11 year processConsistently advanced in rank by consistently accomplishing goals of the programFinal project entailed transforming an empty urban lot into a landscaped park by appealing to donors and coordinating service providers	
Youth Group Volunteer, <i>Springfield Bible Church</i> , Springfield, CT	2009 - 2011
<ul style="list-style-type: none">Mentored 10 middle school boys in weekly group meetings, as well as weekly small group meetingsCoordinated and scheduled fun events designed to promote healthy competition and camaraderie	

ADDITIONAL ABILITIES

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- Certified in CPR
 - Multicultural skills from travel to Europe and Asia
 - Proficient in Microsoft Word, Microsoft Excel, and Internet Research



Example

Current Address
SMC 6236, 5032 Forbes Ave
Pittsburgh, PA 15289-6236
412.889.4600 (Cell)

MATERIALS ENGINEER
mse@andrew.cmu.edu

Permanent Address
18 Walnut Drive
Austin, TX 21560-8105
524.881.0011

OBJECTIVE	To obtain a summer internship utilizing my skills in engineering	
EDUCATION	CARNEGIE MELLON UNIVERSITY Pittsburgh, PA Bachelor of Science in Materials Science and Engineering Overall GPA: 3.31/4.00	MAY 20__
	AUSTIN HIGH SCHOOL Austin, TX High School Diploma Overall GPA: 3.80/4.00 Rank: 5/196	JUNE 20__
RELEVANT COURSES	Materials Science and Engineering Differential Equations	Calculus in Three Dimensions Advanced Programming in Java
SKILLS	Applications: Minitab, Labview, MathCAD, Java, MS Office Instruments: Scanning Electron Microscope (SEM), X-Ray Diffraction (XRD)	
WORK EXPERIENCE	O'CONNOR IRRIGATION , Austin, TX Irrigation System Installation Workman Summer 20__ <ul style="list-style-type: none">Assisted Senior Associate with plumbing, head installation, Ditch Witch, trench digging, wiring, and programmingDeveloped schematics using proper measurements and gaugesApplied and spread appropriate amounts of loam and grass seed post-installation	
PROJECTS	Robot , Electrical and Computer Engineering Spring 20__ <ul style="list-style-type: none">Constructed smaller circuits using a protoboard to power a beeper, LED, clock, memory chip, and two motorsCombined these circuits to create a mini programmable robotProgrammed the robot to successfully complete a test course Mousetrap Car , Mechanical Engineering and Physics Fall 20__ <ul style="list-style-type: none">Designed and constructed a mousetrap car, in a team of two students, to compete in a competition where the car must travel at least 20 ft., but must stop before it travels 30 ft.	
ACTIVITIES	Varsity Soccer , Carnegie Mellon University: August 20__ – present Intramural Softball , Carnegie Mellon University: 20__ Intramural Doubles Table Tennis , Carnegie Mellon University: 20__ National Honor Society Secretary , Austin High School: 20__ – 20__ Varsity Club President , Austin High School Varsity Soccer Captain , Austin High School Intramural Table Tennis Manager , Austin High School: Spring 2006	
HONORS	Dean's List, College of Engineering: Fall 20__, Spring 20__ Austin High School Mathematics Award Massachusetts Institute of Technology Book Award U.S. Marines Scholarship Award	

