

Resume Writing Guidelines & Sample Resumes

What should be on your 1 page resume? (Only use a 2 page resume if you have more than 3-5 years of experience within your industry). Also, see sample resumes attached.

The main goal is to include the most information about yourself that is relevant to the position to which you are applying. You need to capture the reader's attention as soon as possible. Read the job description and think about what you have done that would make you a good candidate for the job. And be sure to capture that on your resume.

1. Objective or Summary

It is recommended to use an objective if you are still in school so the employer is clear as to whether you are looking for an internship or an entry level position. If you use an objective, be as specific as possible. See page 4 for sample objectives. If you use a summary, just briefly describe yourself in one short paragraph.

Example:

Objective

Obtain a summer internship to apply the skills I have learned in school and further my knowledge in the field of engineering.

Example:

Summary

Construction Management student with internship experience at XYZ Construction Company which included planning, estimating and project management. Well organized and dedicated individual with a determination to succeed.

2. Education

Include the school name, city and state; most recent first and only secondary education (high school not necessary). Include your degree sought and your anticipated graduation month and year (or year awarded if completed). Also include any concentrations and your GPA if it is 3.0 or above. *Note: once you have 2-3 years of industry experience, the education section will come after the experience section.*

Example:

Education

Central Connecticut State University, New Britain, CT
Bachelor of Science in Mechanical Engineering, Anticipated May 2013
Concentration: Aerospace
GPA: 3.24

Naugatuck Valley Community College, Waterbury, CT
Associate of Science in Engineering Technology, May 2010
GPA: 3.41

Relevant Courses:

Engineering Mechanics (Statics & Dynamics)	Mechanics of Materials
Manufacturing Engineering Processes	Thermodynamics
CAD (NX7)	Fluid Mechanics

Note: list only those courses relevant to the position for which you are applying. If you are graduating and have completed all coursework, listing courses is not necessary.

3. Experience, Skills and/or Projects

If you have relevant experience, that would come next after education. If not, a skills section is recommended to focus on the skills you have acquired during your education. It is also recommended to have a Projects section if you had some projects you worked on during your education (i.e. Senior Capstone Project or a club project). The projects would be listed using the same format as for a job.

For experience, list the employer name, city and state. Put your title and the dates you worked there. List your accomplishments using strong action verbs to start each bullet. Examples include "Designed..., Managed..., Processed..., Prepared..., Developed..., Presented..., Analyzed...". Use present tense for present jobs and past tense for past jobs. Avoid words like "Assisted..., Helped..., Worked with...". These do not say what you actually did. Use present tense verbs for current jobs and past tense verbs for past jobs.

Example:

Experience

Environmental Compliance Services, Agawam, MA

05/10 – 09/10

Field Technician I - Internship

- Provided field supervision and construction oversight
- Monitored air quality through air sampling
- Analyzed PCM samples using microscope
- Wrote air test reports for clients

Example:

Skills, Knowledge and Expertise

Computer skills: Solidworks, Unigraphics NX7, Java, MATLAB, Microsoft Office

Technical skills: Basic lathe, milling, CNC operations, repairing motors

Foreign languages: Italian, some Spanish

Professional skills: Enthusiastic, excellent organizational and communication skills

Example:

Projects

FSAE Race Car, Central Connecticut State University, New Britain, CT

09/09 - 05/10

- Designed rear differential and drive system
- Managed entire design process from research to machining of custom parts
- Performed cost assessment for rear differential project
- Designed and fabricated sheet metal automotive air intake heat shield

4. Activities

Only list activities that are relevant to the position for which you are applying. Any leadership or management positions held or memberships in professional societies are good examples.

Example:

Activities

Vice President, American Society of Mechanical Engineers, CCSU Student Section

09/08 - Present

- Coordinate events for guest speakers, tours, and field trips

No need to state "References will be furnished upon request".

Resume Formats: Be creative with the format but do not get too fancy with fonts, colors, etc. Some fonts are not universally compatible and colors can get lost when printing in black & white. Resume formats and/or templates can be found on line at various websites.

Helpful Hints:

Before starting your resume, **first determine your goals and objectives.**

1. Once you have determined your objectives, **prioritize the content of your resume to suit those objectives.** Brevity and focus is essential. Remember: the interview is the place to elaborate on your accomplishments, not the resume.
2. When writing your resume, **use bullets with short sentences.** The main selling points of your resume should be clear and quick to scan.
3. **Use action words** like prepared, managed, developed, championed, monitored, and presented. This will cause your resume to stand out. Avoid using the same verb over and over.
4. **Highlight your strengths and what is most relevant to the potential employer.** Put the strongest and most relevant points first where they are more apt to be read. Be sure to highlight courses you have taken that apply specifically to the job. You will also want to leverage your hands-on classroom, project, lab, and internship activities as they pertain to your current career goals.
5. Review the job posting to identify information about the company and the position available. **Use the keywords listed in the ad, and match them to the bullet points in your resume.** Using a custom resume instead of a generic one will greatly increase your chances of an interview, as you will be a better match in the eyes of the reader.
6. Above all in your resume (and interview) - you must **be positive.** Leave out negatives.
7. **Leave out irrelevant information.** If you do some duties in your current job that don't support your job search objective, don't include them. Focus on the duties that do support your objective and the position to which you are applying. Leave off irrelevant personal information like your race, weight, and height and any hobbies or interest that would not apply. Team sports that show you are a team player, hobbies that include working with your hands, building, etc. are all good.
8. **Keep the format simple.** The font size should be no smaller than 10 point, standard fonts. Don't use intricate fonts that are hard to read. **The length of your resume should be 1 page (unless you have more than 3-5 years of relevant work experience).** Keep it concise. If need be, you can use narrow margins and reduce space between items to fit your resume on one page. Also, remove information that is irrelevant to the position to which you are applying. If you find you need two pages, go ahead as long as all the information is relevant and the most important stuff is on the first page. Also, be sure your name is on the second page.
9. **Use consistent formats.** If you abbreviate dates in one area, do the same for other areas. If dates are on the right side of the page, line them up to the right margin. Line up bullet items in all sections. Make all main headings the same (all underlined, all bold, etc.).
10. **Have a friend, parent, advisor or recruiter review your resume.** Since you are so close to your situation, it can be difficult for you to note all your strengths and clearly convey all your accomplishments. Encourage the reader to ask questions. Questions can help you to discover items you inadvertently left off your resume. They can also point to items on your resume that may be confusing. Take their comments into consideration, and revise your resume accordingly.
11. **Check for grammar and spelling.** Read your resume out loud to check for proper grammar (most grammatical mistakes don't sound right). If you are not very good with grammar, have someone who is good check it for you. Also, be sure to use your spell checker. A resume with mistakes will almost always kill your chances at getting the interview.
12. **If your GPA is 3.0 or better,** include it on your resume under the education section.

Resume Writing Guidelines from the CACE office: <http://www.ccsu.edu/page.cfm?p=8433>

Resume Writing Guidelines from UConn: http://www.career.uconn.edu/resume_writing.html

Resume Objectives:

When writing a resume, some job seekers choose to state an objective on their resume, rather than including it in the body of their cover letter. This is important if you are submitting your resume for a job fair or other venue where it will not have a cover letter attached to it.

Stating an objective can convince employers that you know what you want to do and are familiar with the field. Stating your objective on your resume is optional, having an objective for your resume is not - you need to be clear about your employment goals.

If you are applying for an internship, specifically state that. Your graduation date should be in line with whether you are looking for an internship, co-op or permanent employment. You don't want to confuse the reader.

Customize Your Resume Objective

If you include an objective on your resume, it's important to customize the resume objective to match the position you are applying for. The more specific your resume objective is the better chance you have of being considered for the job.

Sample Resume Objective Statements

- Obtain an internship to apply the knowledge I have learned in school and further enhance my skills in the field of engineering.
- Seeking an internship or co-op position in construction management that may eventually lead to a permanent position.
- Obtain a position at XYZ Company where I can maximize my management skills, quality assurance, program development, and training experience.
- Technology education teacher at a public high school.
- Project management where my experience can be utilized to improve customer satisfaction.
- Search engine optimization position where I can use my SEO skills and experience to increase site traffic and search engine placement.
- To secure a position with a well established organization with a stable environment that will lead to a lasting relationship in the field of information technology.
- To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

John Smith
1 Main Street
New Britain CT, 06050
(860) 555-1234
smithj@my.ccsu.edu

Objective

Obtain an entry level position where I can work in a team environment to develop technically challenging new products.

Education

Central Connecticut State University, New Britain, CT

Bachelor of Science in Mechanical Engineering Technology

Anticipated December 2011

Current GPA: 3.15, Dean's List: Fall 2009

Relevant Courses Completed

Statics

Thermodynamics

Manufacturing Engineering Processes

Dynamics

Fluid Dynamics

CAD (NX)

Materials Analysis

Projects

CCSU chapter of FSAE

September 2007 – Present

- Planning, designing and build of a small scale formula-1 race car
- Managing engine and electrical components

Skills, Knowledge and Expertise

Computer Skills: SolidWorks, Unigraphics NX7, Java, MATLAB, Microsoft Office

Technical Skills: Basic lathe, milling, CNC operations, repairing motors

Foreign Languages: Italian, some Spanish

Professional Skills: Enthusiastic, ability to work under pressure, excellent organizational skills, excellent communication skills (presentation, verbal and written)

Activities

Vice President, American Society of Mechanical Engineers, CCSU Student Section

September 2008 – Present

- Coordinate events for guest speakers, tours, and field trips

Unrelated Work Experience

Big Y, New Britain, CT

September 2008 – Present

Cashier and Service Clerk, Part-time

Jiffy Lube Inc., New Britain, CT

February 2008 – September 2008

Upper Bay Technician, Part-time

Interests and Hobbies

Working on cars, building model airplanes

John Smith

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New Britain CT, 06050
(860) 555-1234
smithj@my.ccsu.edu

Objective: Junior level student seeking a mechanical engineering co-op position to further enhance my educational experience.

Education: *Central Connecticut State University*, New Britain, CT
Bachelor of Science in Mechanical Engineering
Anticipated Graduation: May 2012
GPA: 3.05

Courses: Engineering Mechanics (Statics & Dynamics) Mechanics of Materials Mechanical
Engineering Processes Thermodynamics
CAD Chemistry
Materials Analysis Circuit Analysis

Computer Skills:

CAD (NX), Microsoft Office, Google SketchUp, Derive5, Matlab

Relevant Experience:

- Parker Hannifin*, New Britain, CT – Engineering Intern 09/10-present
- Perform testing and validation for engineering designs
 - Design fixtures for use in production
 - Validate and update work instructions and test procedures
 - Conduct statistical analysis on test data
 - Complete Engineering Change Order (ECO) documentation
- Federici & Akin*, Sewell, NJ - Engineer Technician 05/10-09/10
- Surveyed and over saw jobs in progress
 - Reviewed specifications and proposals
 - Assembled bid packages and constructed cost estimates

Non-Relevant Experience:

- Planet Fitness*, Newington, CT - Customer Service 10/09-05/10
- Shuttle Meadow Country Club*, Berlin, CT - Waiter 04/09-08/09
- Valet Park of America*, Hartford, CT - Valet Attendant 02/08-10/09