

Your Personal Marketing Tool

Engineering Career Center
Cullen College of Engineering

What is a Resume?

- 10-30 second viewable presentation of your experience and knowledge
- Reflection of your education, skills and qualifications
- Laundry list of past professional history and transferrable talents
- Summary of your competitiveness



Purpose of Resume

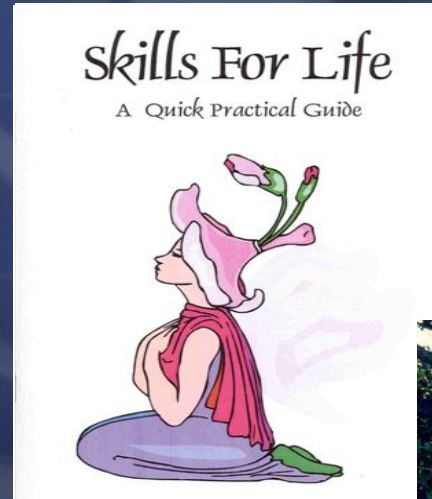
- Obtain an interview
- Briefly tell who you are and what you have to offer
- Show what you have learned and how it relates to your interests and goals
- Highlight what you have accomplished



You want to get past the first line of defense: the recruiter

What Markets You?

- Education/GPA
- Job Experience
- Industry related projects/research
- Computer Skills
- Leadership Skills
- Awards and honors
- Professional Associations



Types of Resumes

1. Chronological

- List everything by date
- Most recent experience first (descending order)

2. Functional

- Categorize skills
- No dates

3. Combination

Resume Rules

- One page
 - Less is more
- No errors
 - Mistake free, clean, and crisp
- Organize in **order of relevance**
- Consistency
 - Same formatting
 - Bold, underline, capitals
- Action verbs and bullets

Resume Sections

- Contact Information (resume header)
- Objective
- Education
- Experience
- Projects
- Computer/Technical skills or Training
- Honors and Awards
- Leadership, Professional Organizations

Contact Information

- Name
- Address
- Telephone number
- University email
 - Current
 - Appropriate
 - Valid

Objective

- Provides focus for resume
- Employer based, specific
- Include your major and type of employment you are seeking

Education

- Reverse chronological order, most recent degree first
- Major, minor or concentration
- GPA (cumulative and/or major)
- Classification
- Expected date of graduation
- Relevant course work



Professional Experience

- Current/past employment
- Internships
- Co-ops
- Volunteer work
- Projects
- Presentations

Professional Descriptions

- Reverse chronological order
- Employer, Organization name
- Job Title/Position
- Location
- Dates (Month and Year)
- Use action verbs to describe duties
- Use buzz words, industry specific terms
- Quantify duties

Action Verbs

PAST

- Organized
- Developed
- Analyzed
- Identified
- Counseled/Advised
- Trained
- Collaborated
- Prepared

PRESENT

- Promote
- Assign
- Compute
- Built
- Recommend
- Test
- Support
- Edit

Industry Terms

- Systems engineering
- Structural design
- Logistics and distribution
- Polymer
- Lean manufacturing
- Construction
- Reservoir
- EIT
- Production
- Design
- Computer engineering
- Software engineering
- C++
- CAD, ProE, MatLab
- Power systems
- Mechanical systems
- Trade management
- Product estimates

Additional Sections

- Military experience
- Professional affiliations
- Activities or interests
- Community service and involvement
- Linguistics (read, write, and speak)

Resume Appearance

- Error free document, errors are **INEXCUSABLE**
- Bond paper – white or off-white
- Font: Times New Roman, Arial
- Font point size: 10 – 12 point only (except name)
- Do not use graphics: no pictures, clip art, arrows, etc.
- Emphasis: Use bold; bullets; lines
- Consistency

Resume reminders

- Don't mistake your resume for a job application
- Don't rely on your degree alone
- Write your objective to match your purpose
- Tell employers what you have accomplished and learned
- Make sure your resume conveys what you have to offer
- State your accomplishments
- Do not include any information you cannot discuss effectively

Added Notes

- Facebook – employers are researching new hires
- Credit – employers are conducting credit checks
- First impressions – make a good one
- Use legal name not nickname
- Personal email addresses should be professional/mature
- Phone message should be professional/mature
- You should be able to effectively discuss your personal career goals, which employers you are interested in working with and have a networking strategy



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appointments scheduled 8:30am-3:30pm