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Resumes

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Career Quick Reference

The Engineering Career Center Resume

The job market today requires that you market yourself effectively to prospective employers. Your resume is a critical marketing tool designed to sell your strengths. The current job market is flooded with high volumes of resumes and job seekers. The Career Center has developed an easy-to-read format that allows the reviewer to focus on your experiences without distraction.

The Resume

1. Contact Information

The heading across the top of your resume should include your complete formal name, street address, city, state, zip code, phone number and email address. Your name always comes first and should be at least 12 point font and in bold. Your address is in plain text and should be your current address (you can include a permanent address). List one phone number, and make sure it is a number where you can be reached or a message can be left. The recorded message should be professional. Make it easy for prospective employers to contact you. List one email address and make sure your email address is not a hyperlink.

Laney Cullen Lcullen@uh.edu		
Current Address:		Permanent Address:
3000 Calhoun		1200 Seventh Street
Houston, TX 77004		Landry, TX 78345
512-388-3505		512-390-5469

Logan Ngyuen Offegyan 91199 Germantown Houston, Texas 77069 713-743-5500 loffegyan@mail.uh.edu Citizenship: Permanent Resident		
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2. Objective

Employers use objective to assess a job match. This should be specific to the job for which you are applying. Use action words and concise phrases. Tailor your objective to each employer you target, every job you seek.

Objective <ul style="list-style-type: none">• Seeking position in computer programming or system analysis.• Searching for a management trainee position with ConocoPhillips.• Civil engineering position where proven abilities in CAD and structural design can be broadened.• Obtain a summer internship where educational material in industrial engineering can be applied in a manufacturing environment.
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3. Education

Education should be listed in reverse chronological order. Begin with the school name and location. Then list the degree, area of concentration, and expected date of graduation. On the third line you can provide notable educational information, honors, activities, experiential programs, and awards. If you are pursuing a joint degree, list the second one after all the information pertaining to one degree is completed. Educational achievements should be stated in three to five lines and you may use bullets, paragraphs, or a combination of both.

<p>Education</p> <p>University of Houston•Houston, TX <i>Bachelor of Science, Mechanical Engineering</i>, May 2006</p> <ul style="list-style-type: none">▪ GPA: 3.2 major 3.78 cumulative▪ President, Cullen Engineering Club▪ Recipient, Industrial Scholars Intern Program Scholarship <p><i>Bachelor of Science, Computer Engineering</i> University of Houston Expected date of graduation, May 2007</p> <ul style="list-style-type: none">• Courses: Advanced Reaction Engineering, Advanced Process Control, Reaction Kinetics for Industrial Processes, Operations Research – Optimization Methods, Chemical Processing for Microelectronics.
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4. Employment

This section takes a lot of work because it is the most important. DETAILS are VITAL. List full- and part-time, civilian and/or military work experience. Volunteer work may also be listed if it is substantial and you have developed transferable skills.. Mention specific accomplishments, equipment used, industry buzz words, regulation, and programs you were exposed to. Accomplishments should be brief, precisely stated and quantifiable

Follow the STAR pattern: Situation, Task/Action, and Result. State your role as taking action on a situation and the results of your work. Start every bullet with a dynamic action verb. Questions to ask yourself when describing work performed and skill sets developed: Did you write any reports, memos, investigations, manuals or instructions? Did you use specific utilities, equipment, or methods/techniques or unique software programs? Did you work on special projects? Team or independently? Did you improve service? Did you coordinate with vendors, clients, or customers? – If so, let's hear about those communication skills.

End each statement with the impact your actions has/had on the organization. This will demonstrate that you are results focused and a producer. List accomplishments, quantify task (be specific, rather than general), and provide information about how, and to whom the result(s) were presented. When detailing task be mindful of present and past actions, use the correct tense with action verbs.

For military experience, translate your experience into business terminology. Stress budgeting responsibilities, training, development and supervision of staff, management of complex projects, and other demonstrations of leadership, administration, and problem solving.

If you do not have work experience, consider listing, and describing any research projects you have worked on and volunteer/community service involvement.

Chronological Resume

Professional Development

Tops Engineering • Houston, Texas
Industrial Processor Intern

September 2004 – Present

- Perform verification and reliability tests, analyzing test data, and interpreting results.
- Process and test multiple operational units to determine most efficient structure for manufacturing line.
- Improve over all performance by monitoring daily operations for 60 days, providing written analysis of results, and presenting findings at management meeting.
- Prepare and record verification and reliability test data in Excel spreadsheets.
- Coordinate and participate in weekly team meetings with engineers, analyst, and management teams.

Functional Resume

Professional Development

Leadership

- Supervised all store operations during manager's absence.
- Arranged and directed two marketing events for Agway's annual development for over 200 vendors.
- Trained employees in the mortgage processing department.
- Organized and motivated over 50 volunteers for community service projects.

Communication

- Assisted hundreds of Agway customers in selection of gardening and pet supplies.
- Negotiated publishing company contracts with professionals for the national directory.
- Interacted with local and regional Red Cross offices, coordinating new service in rural or remote territories.

5. Skills and Special Training

It is important to provide information listing skills, training and certifications, and related programs. Be very thorough here, this section can be used as an eliminator. Include technical skills (laboratory techniques, sampling, monitoring or modeling techniques); foreign language (skills higher than conversational); and software (programs you have extensive use of and are able to manipulate beyond the basic uses).

Skills and Training

- Foreign Languages: Fluent in Japanese, Mandarin Chinese, and French; conversational Spanish
- Operating Systems: Windows NT/98, DOS, Mac OS
- Programming: C++, Pascal, Java, Shell Scripting
- Software Packages: MS Office, LaTeX, Photoshop
- Equipment: Multimeters, Transonic Flow Probes, Millar Pressure , Catheters, Vacuum Systems
- Certification: MS Office Certified (current) , National Registry , **Certified (May 2003)**

6. Other Data

Information in these areas should display leadership, teamwork, responsibility, organizational skills, and initiative. Display relevant information that the reader can use to qualify you for the position you are interested in. Include information that enhances your productivity in the work place. All organizations or activities may not be related or posses transferable skills that an employer will find beneficial to your employment. Other data can follow the heading of:

- **Honors & Awards:** List any scholarship, special recognition, awards, citations, or national/local honors or publications (Who's Who, Dean's list).
- **Organizations & Activities:** Include professional societies, clubs, organizations, events, volunteer groups, and community activities. List any leadership positions that you have held in professional and civic organizations.
- **Publications/Presentations:** If you have published an article or report, or delivered a recognized presentation, list it.

- **Honors & Awards**
 - Cullen Fellowship
 - Industrial Scholar Interns Program Scholarship
 - Dean's List (5 semesters)
 - Texas Research Summer Research Fellow
- **Organizations & Activities**
 - President, Engineering Council (2003-2004)
 - Member, Tau Beta Pi (2001-present)
 - Volunteer, Habitat for Humanity (2005-present)
- **Publications**
 - Coward, Leslie A., Dabney, Kindred, and Wright, Lloyd A. "Spin Coating of Thin and Ultrathin Polymer Films." Polymer Engineering and Science. Dec. 1198 Vol. 38 No.12

Cover Letters

The cover letter is every bit as important as your resume. It is important to give the same careful consideration and attention to the preparation of cover letters as you give to your resume. The cover letter says something important about you as a professional and as a prospective employee. It should be a clear demonstration of your ability to convince and persuade the reader of your value to the organization demonstrating written communication skills, knowledge of accepted business practices. Prepare a new cover letter for every position of interest and conduct research to determine the particular needs and requirements of the organization you are seeking.

1. Introductory Paragraph

First paragraph should arouse the reader's interest. If you are applying for a specific internship or job, mention the position title and the location of the vacancy listing. Give the person's name that referred you to the company, if appropriate. Most introductory paragraphs are short, so be brief and clear.

In May I will graduate from University of Houston with a Bachelor of Science degree in Electrical Engineering. I am writing to explore the possibility of employment as a control systems engineer at NASA's Johnson Space Center.

I am interested in the Junior Electrical Engineering position posted on Monster Jobs website. I believe skills developed in an educational setting combined with my strong communication, presentation, and technical skills will be an asset to LAC Corporation.

2. Middle Paragraph

The middle paragraph is your *sales pitch*. It is the longest of your paragraphs. Persuade the employer that you are worth an interview. Mention specific skills, education, and/or experience (internships, class projects, work, etc.) that make you an attractive candidate for the position. Highlight special skills; prove that your skills and abilities can satisfy the employer's needs.

The key strengths I possess for success in this position include but are not limited to the following:

- Successfully designed, developed, and supported live use applications
- A self starter
- Eager to learn new things
- Exceptional verbal and written communication skills

With a Bachelor of Science degree in Computer Engineering, I am able to apply skills gained and through internships.

I have conducted survey and mapping assignments, participated in soil mechanics and foundation tests, and performed preliminary structural analysis and design for a grocery store. As a summer intern with a local engineering firm, I was responsible for producing a general lay-out for a new transportation system. The project involved surveying the area, producing a traffic analysis and researching city rules and regulations for compliance. After completing preliminary tasks and analysis, wrote a twenty-five page report depicting the feasibility of building a new freeway off-ramp.

My mathematical skills are excellent and I am very conscientious about deadlines and completing tasks unsupervised. If given the opportunity to accomplish an assignment, I can develop a plan that will meet the needs of the project.

It is my hope that my solid academic and cultural backgrounds, leadership and organizational skills, business knowledge and interests in the international arena will convey to you that I have the qualifications to make a valuable contribution to Shell's efforts to remain a worldwide force in the oil and gas industry.

I am pursuing a degree in Industrial Engineering at the University of Houston and I would like to further my understanding of engineering practices in the industry while contributing to the overall advancement of your company. The vigorous academic curriculum implemented by the faculty in the College of Engineering has challenged me to enhance my analytical and technical skills to better prepare myself for the working world.

3. Final Paragraph

The final paragraph is a request for action. Ask for an interview or a meeting to discuss how your skills might assist the employer. Offer to provide more information about your experience (e.g., samples of your work, more details of your past experience, etc.). You may ask the employer to contact you, or you can take the lead, and indicate that you will be contacting them to schedule a specific time to meet. Provide your phone number and email address, and the best times to contact you.

- Enclosed is a copy of my resume for your review. I would welcome a personal interview at your earliest convenience to discuss your needs and objectives and the possibility of working together. Thank you for your time and consideration.
- Thank you for taking the time to review my resume. I would welcome the opportunity to discuss how my education, work experience, and skills would qualify me to be a member of the Wright Company.
- My resume, which provides information about my education, work experience, and campus activities, is enclosed for your review. I believe that I am well qualified to make a contribution to your department.

Thank You Letters

Writing the thank you after the interview is a must. Immediately after an interview or professional meeting write a thank you letter to the interviewer or contact person. Write the letter after the interview and send via US mail within 48 hours of the interview, no later than a week). In fact, some employers think less of those interviewees who fail to follow-up promptly. Your thank you letter should:

- show appreciation for the employer's interest in you
- reiterate your interest in the position and in the organization
- review or remind the employer about your qualifications for the position
 - if you failed to mention something in the interview, mention it in your follow-up, thank you letter
- follow-up with any information the employer may have asked you to provide after the interview.

1. First Paragraph

Thank the interviewer for meeting with you, express your appreciation for the chance to meet with them to discuss the job and see the premises. Use the term "meeting" rather than "interview" if it seems appropriate. Make some reference too your positive impressions of the company. In the beginning show your enthusiasm about gaining employment in the organization.

- Thank you for the time to discuss the chemical sales position at Forde Industries, with me. After meeting with you and observing the company's operations, I am further convinced that my back ground and skills coincide well with your needs.
- Thank you so much for taking the time to interview me today for the assistant civil engineering position.
- I'd like to thank you for talking with me about the research-assistant position in your biomedical lab. I truly appreciate all the time and care you took in telling me about the job and learning more about me.

- I enjoyed meeting you during your recruiting visit to University of Houston on September 11. I am very excited about the engineering management program and convinced that my computer engineering training quips me more than adequately for the job.
- Thank you again for the opportunity to interview for the engineering internship position. I appreciated your hospitality and enjoyed meeting you and members of your staff.

2. Second paragraph. Offer some new information or additional reason for the employer to be interested in you for that job-perhaps a “goodie” that you didn’t mention in the interview (you could link this to a problem or opportunity the company is experiencing). Reiterate your qualifications for and continuing interest in the position, listing your skill or accomplishment that would make you an asset to the department and company.

- The interview strengthened my enthusiasm for the position and interest in working for Johnson’s Pharmaceutical. I believe my education and cooperative education experience fit nicely with the job requirements, and I’m certain I could make a significant contribution to the organization over time.
 - I really appreciate that you took so much time to acquaint me with the company. It is no wonder that Forde Industries retains its employees for so long. I feel I could learn a great deal from you and your staff.
- In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands of your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.
- I’m so pleased that you agree that my senior research project in chemical processing provides me with excellent experience for this position. I am eager to bring my passion for chemical engineering to the research-assistant position, and I am convinced the knowledge and experience I’ve already cultivated make me the best researcher for the job.
 - I meant to mention during the interview that last summer I attended a three-week intensive seminar of nano-technology , the fore most biomedical research area. I know the job description mentions the ability to use research techniques involving nano-technology, and I wanted to make sure you knew that I am extremely well-versed in the use of research tools and techniques. Please contact me if you have any questions about my ability with this research or other qualifications.
 - As mentioned during the interview, I will be graduating in May with a Bachelor’s degree in Industrial Engineering. Through my education and experience I’ve gained many skills, as well as, an understanding of industrial design and operational management in merchandising facilities. I believe my education and strong work ethic will compliment May Department Stores international production facilities.

3. Third paragraph. Briefly thank the interviewer again for consideration. Express confidence in our ability to perform well in the organization. State that you look forward to hearing from the interviewer and give a specific date if you plan to follow up with a phone call.

- I would like to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to call me at the telephone number listed above if I can provide you with additional information.

Again, thank you for the interview and for your consideration.

- I look forward, Mr. Wright, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.
- I can make myself available for further discussions of my qualifications that may be needed.

Again, Dr. Paige, I very much appreciate you and your staff taking so much time to talk with me about this exciting opportunity.

- I very much look forward to learning of your decision soon. Please feel free to contact me if you need more information about my qualifications. Thank you again for the exhilarating interview.
- As you know, my work-study position in the Chemical Engineering department at the University of Houston provide an excellent background for the development of organizational, time management, and technical skills. I look forward to hearing from you soon about the position. Thank you for meeting with me about future opportunities with your organization.

4. Final Note. Choose the closing of your choice. “Sincerely,” “Respectfully yours,” “Yours truly,” are all good closings. Which one sounds the most like you?

- Sign your name leaving 4 spaces between closing and name being typed.
- If you have enclosures, list 2 spaces under your typed name/

Professional References

After meeting and interviewing a candidate for 60 minutes, employers are forced to make hiring decisions in a short amount of time. Employers cannot afford to miss out on the applicant of their choice or risk selecting a candidate that is not the best fit for their organization, either of these outcomes can prove very costly for the company. Therefore, hiring managers will request references to assist them in gaining a better understanding about you, your work ethic, past job duties, job performance, accomplishments and the immeasurable “oomph”.

The most important references are usually supervisors, but if they are listed as a part of the employment application you want to provide information about someone who can attest to your technical and non-technical skills as well as your contribution made to the company or organization. Knowing this you must carefully choose employment references that compliment your resume.

Job seekers should provide a potential employer with a range of references so they can get a feel of who you are. Select people to validate and reinforce what you have stated on your resume. Listing your friends and relatives as references is frowned upon and will likely result in you not getting the job offer.

How to Choose Resume References

1. A good reference candidate is someone who has known you for 1 to 3 years.
2. A good reference candidate is someone who can confirm the details of your resume and offers positive feedback about your education, technical and non-technical skills and professional experiences.
3. A good reference candidate should be able to answer detailed information about your:
 - Dates of employment
 - Position/Job Title
 - Degree, technical skills and/or training
 - Job duties
 - Non technical skills
 - Strengths and weaknesses

Help Your Reference Give You a Good Recommendation

1. Ask permission to list someone as a reference.
2. Provide an updated copy of your resume.
3. Let your references know your interests and goals.
4. Provide information about the jobs you are seeking.

PROFESSIONAL REFERENCE *Quick* REMINDERS

1. Never list names of your references on your resume.
2. Identify your reference network; think strategically about your reference choices.
3. Consider different categories of references.
4. Get permission to use someone as a reference, verify that you have updated contact information.
5. Prepare a reference press kit
 - Updated copy of your resume
 - Provide a list of projects, tasks or accomplishments you have completed under the supervisor or with a team member
 - Create a draft cover letter to send to your references detailing your interest in the position
 - Provide a list of your goals
 - Provide information on the type of positions you are seeking, bullet why you are interested in the position and your qualifications, and advise how you can be an asset
6. Share your goals with your reference network.
7. Keep your reference network posted