

# RESUMES



**Jane R. Doe**  
Jrd000@g.uky.edu 000-000-0000

**Objective:**  
To obtain an internship position at Lextek International, Inc. as a Mechanical Engineering Student.

**Education:**  
University of Kentucky, Lexington, KY To be awarded: May 2017  
Bachelor of Science in Mechanical Engineering  
Cumulative GPA: 3.32  
Relevant Course: Thermodynamics I, Fluid Mechanics and Manufacturing Engineering

**Computer Skills:**  
MATLAB  
Cero Parametric 2.0  
AutoCAD 2009/Basic and advanced drafting  
Microsoft Office including Excel, Word and PowerPoint

**Collegiate Activities:**  
University of Kentucky Mechanical Engineering Project Fall 2013  
**Team Member**  
- Worked on a team of (6) for final project of an Introduction to Mechanical Engineering class  
- Project required moving a 10 lb. block forward a foot and back to the original position with a stop-valve as the only power source  
- Some restrictions included a \$50 budget and the dimensions of the device  
- Design consisted of an air bladder that would expand and a spring that would pull the block back to the original position  
- Assisted in developing a final report and a 7-minute presentation detailing the design process and possible future improvements

**Community Service:**  
Campbell County Athletics Youth Tennis Program, Alexandria, KY Fall 2010 - Spring 2013  
**Tennis Instructor**  
- Led a group of approximately 8-12 elementary and middle school age children in tennis drills, 2-3 times each semester

**Honors and Awards:**  
Kentucky Educational Excellence Scholarship (approximately \$10,000 over four years) based on high school GPA. A minimum cumulative GPA of a 3.0 is required for scholarship to be renewed each year (Fall 2013 - Present)  
Academic Excellence Scholarship (\$1,500) based on a minimum cumulative GPA of a 3.0 (Fall 2014 - Spring 2015)  
Flagship Scholarship (\$1,500) based on a minimum of a 3.3 high school GPA and a 26-27 ACT score (Fall 2013 - Spring 2014)

## Presented by John Beck

Assistant Director of Career Development

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College of  
Engineering  
Career Development

# ***Getting Your Resume Ready...***



**Maximizing the  
effectiveness of  
your resume**



# ***What is a Resume?***

Simply, a resume is...  
***a marketing document  
about you.***

It describes your abilities,  
your education,  
and your experiences  
*(paid and/or unpaid).*



# ***The Resume***

## **The Functions:**

- ◆ Self-inventory
- ◆ Extended calling card
- ◆ Agenda for an interview
- ◆ Memory jogger
- ◆ Get the *interview!*

# ***The Resume***

**Is there a special type of resume format that I can use to show my experience?**

**•NO...**

- You should chose a type of resume is appropriate for this field and that highlights and markets your experiences, skills and major tasks performed.



# ***The Resume***



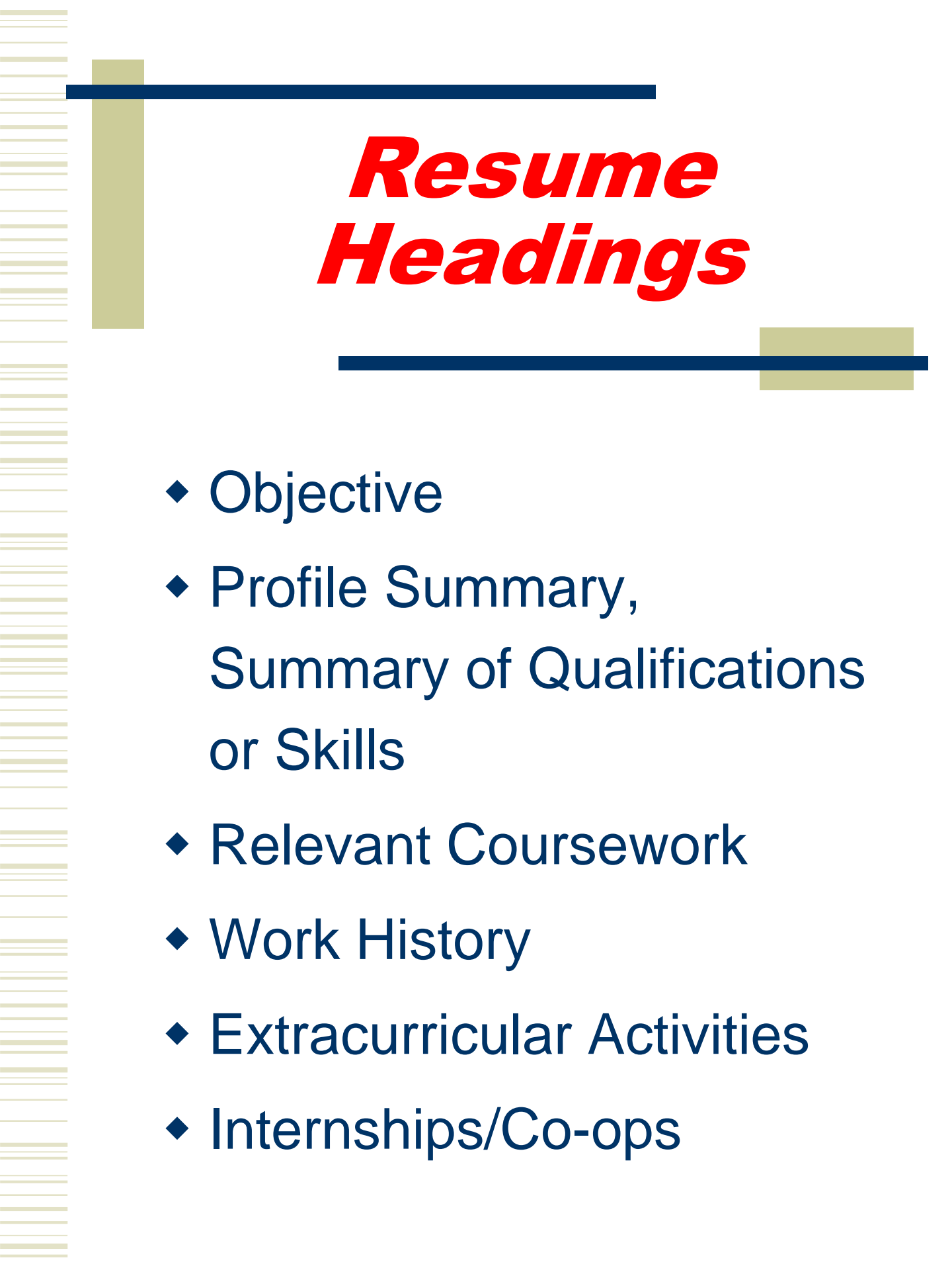
## **Desirable Resume Characteristics**

- ◆ Honest
- ◆ Positive
- ◆ Brief
- ◆ Easy to skim
- ◆ Without Error!!

# ***The Resume***

## **Essential Resume Components**


- ◆ Name, address, phone number, email
- ◆ Education
- ◆ Experiences
  - *Work and/or Volunteer*



# ***Resume Headings***

- ◆ Objective
- ◆ Profile Summary,  
Summary of Qualifications  
or Skills
- ◆ Relevant Coursework
- ◆ Work History
- ◆ Extracurricular Activities
- ◆ Internships/Co-ops





# ***Resume Headings***

**You may also include  
headings such as:**

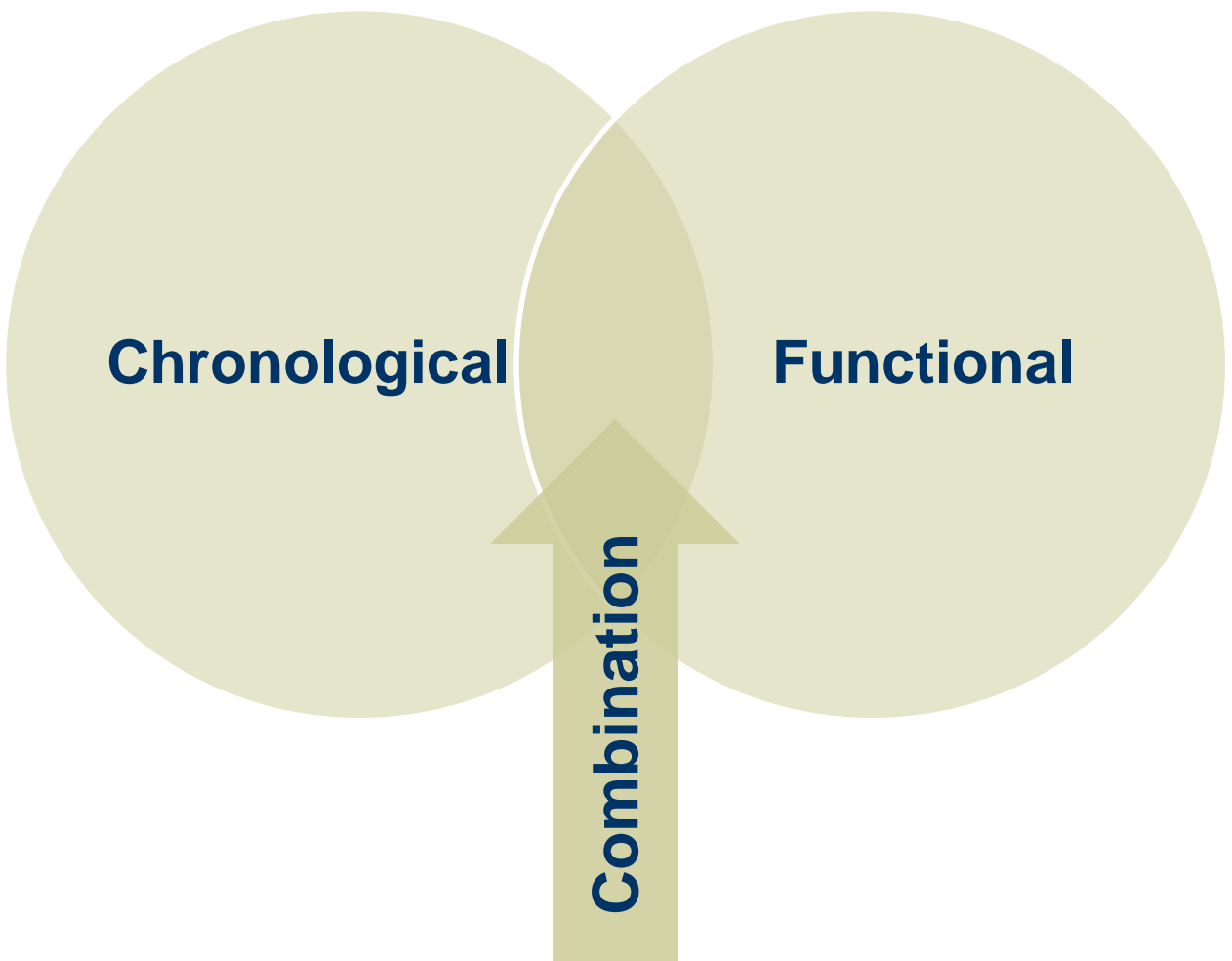
- ✓ Leadership Experience
- ✓ Achievements
- ✓ Honors and Awards
- ✓ Professional Associations
- ✓ Training and Professional Development
- ✓ etc.....

# ***The Resume***

## **Logistics**

- ◆ Only **1 page** at this point in your college career
- ◆ Focus on relevant experiences & skills
- ◆ Easy to read, pleasing to the eye
  - Approximately 1 inch margins
  - 10-12 point font
  - Short bulleted lists, no paragraphs
  - Consistent use of bolding, underlining, spacing, capitalization, etc.
- ◆ Have **minimum of 2** people proofread your resume

# 3 Different Resume Formats





# ***The Resume***

## **Format #1**

### **Reverse Chronological**

- Most common for college students
- Organized job by job, in reverse chronological order (the most recent position listed first)
- Bullets describe skills, accomplishments & outcomes of the job/position

# Chronological

## Jane R. Doe

Jrdo000@g.uky.edu

000-000-0000

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### **Objective:**

To obtain an internship position at Lexmark International, Inc. as a Mechanical Engineering Student.

### **Education:**

University of Kentucky, Lexington, KY

To be awarded: May 2017

#### **Bachelor of Science in Mechanical Engineering**

- Cumulative GPA: 3.32
- Relevant Courses: Thermodynamics 1, Fluid Mechanics and Manufacturing Engineering

### **Computer Skills:**

- MATLAB
- Creo Parametric 2.0
- AutoCAD 2008/basic and advanced drafting
- Microsoft Office including Excel, Word and PowerPoint

### **Collegiate Activities:**

University of Kentucky Mechanical Engineering Project

Fall 2013

#### **Team Member**

- Worked on a team of (6) for final project of an Introduction to Mechanical Engineering class
- Project required moving a 10 lb. block forward a foot and back to the original position with a shop-vac as the only power source
- Some restrictions included a \$50 budget and the dimensions of the device
- Design consisted of an air bladder that would expand and a spring that would pull the block back to the original position
- Assisted in developing a final report and a 7-minute presentation detailing the design process and possible future improvements

### **Community Service:**

Campbell County Athletics Youth Tennis Program, Alexandria, KY

Fall 2010 - Spring 2013

#### **Tennis Instructor**

- Led a group of approximately 8-12 elementary and middle school age children in tennis drills, 2-3 times each semester

### **Honors and Awards:**

- Kentucky Educational Excellence Scholarship (approximately \$10,000 over four years) based on high school GPA. A minimum cumulative GPA of a 3.0 is required for scholarship to be renewed each year (Fall 2013 - Present)
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# ***The Resume***

## **Format #2**

### **Functional / Skills**

- Places more emphasis on skills acquired rather than the experiences and dates
- Used by career changers, networking or at a career fair
- Organized skill by skill, with bullets showing proof of skills (projects, tasks, etc) from different classes and jobs

# Functional

John N. Doe

0000 Main Street, Apt #00  
Lexington, KY 40506

john\_n\_doe@yahoo.com

000-000-0000

## Objective:

To obtain valuable experience and knowledge in the field of mechanical engineering through a summer internship or co-op program with your company.

## Qualifications:

- Proficient in Microsoft Office including PowerPoint, Word, and Excel
- Basic AutoCAD, MATLAB, Carlson Suite, and Vulcan experience
- Self-motivated with versatile and adaptable skillset for diverse tasks
- Strong written and verbal communication
- Comfortable in organizational and teamwork roles with project management experience

## Education:

University of Kentucky, Lexington, KY

To be awarded May 2017

### Bachelor of Science in Mechanical Engineering

- Aerospace Engineering Certificate in progress
- Cumulative GPA: 3.84
- Relevant Courses:

Dynamics	Mechanics of Deformable Solids	Statics
Thermodynamics	Manufacturing Engineering	Differential Equations

## Experience:

- Assisted customers in making appropriate product selection
- Completed inventory control and restocking
- Computerized inventory management as well as managing monetary transfers
- Loaded, distributed, and managed product using material handling equipment
- Ran, cleaned, and maintained machining equipment
- Assembled parts to desired customer specifications
- Maintained clean and safe environment for heavy equipment movement

## Work History:

Wal-Mart, Franklin, KY

Summer 2015

### Sales Associate

Tractor Supply Company, DC 499, Franklin, KY

Summer 2014

### Distribution Center Materials Handler

PTL Fabricators, Clarkesville, TN

Summer 2013

### General Laborer

## Honors and Awards:

- UK Engineering Deans List for the Spring 2014, Fall 2014, and Spring 2015 semesters (GPA of 3.6 or higher)
- UK Provost Scholarship based on high ACT score
- High School perfect attendance for all four years
- Graduated High School with Honors



# ***The Resume***

## **Format #3**

### **Combination**

- This resume type is just like it sounds like – a combination of both the chronological and functional resume styles
- Divide your "Experience" section into multiple sections
- This resume style has been gaining popularity with employers



# Combination – Chronological

Jane L. Doe

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Jane\_Doe000@uky.edu

(000) 000-0000

## **Objective:**

To obtain a full-time position in the chemical engineering industry in May 2016.

## **Education:**

*Bachelor of Science in Chemical Engineering*

Cumulative GPA: 3.85

University of Kentucky, Lexington, KY

To be awarded May 2016

## **Profile Summary:**

- Self-motivated leadership skills aid to effectively coordinate and communicate with organizational professionals and officers.
- College of Engineering tutor, working to help students succeed in elementary engineering courses including chemistry, calculus, and physics.
- Exceptional teamwork skills through persistence, expectations for project board, and encouragement to avoid conflict and expedite productivity.
- Proficient in computer skills including Microsoft Office, Aspen Plus and Matlab.
- Received Buick Achievers Academic Scholarship (\$25,000/year), based on high ACT score, collegiate GPA, and community service.

## **Professional Development:**

- American Institute of Chemical Engineers (AIChE) National Conference; second place in pharmaceutical poster section
- National Science Foundation Research Experience for Undergraduates (REU) internship; second place in poster competition based on oral presentation skills and research
- Tau Beta Pi National Convention, chapter voting delegate representing KY-Alpha engineering honor society

## **Research Experience:**

*Research Experiences for Undergraduates (REU), Lexington, KY* Summer 2014

- Paid internship sponsored by the National Science Foundation where students do independent research on a project including weekly meetings, PowerPoint presentations, and a Poster competition

*Special Problems in Engineering, Lexington, KY* Spring Semester 2014

- Received three credit hours toward major. Investigated the efficacy of antioxidant nanoparticles in preventing cancer metastasis, including a final research report and a PowerPoint presentation for mentors and colleagues.

*Independent Research Study, Lexington, KY* Fall Semester 2013

- Volunteered 10 hours per week in a Chemical Engineering Laboratory. Learned and performed basic cell culture techniques and implemented analytical chemistry methods to characterize antioxidant nanoparticles.

## **Involvement:**

*American Institute of Chemical Engineers (AIChE), President:* Chemical engineering professional society. Coordinate weekly events, national and regional conference correspondence, schedule meetings with officers and faculty, and represent chapter at both national and regional conference.

*Omega Chi Epsilon, Secretary:* Honorary chemical engineering society. Record meeting minutes and aid the President at events through Engineering Student Council.

*Tau Beta Pi, National Convention Representative:* An Engineering honor society that recognizes students in the top of their class, focused on scholarship, service, and character. Represent KY-Alpha chapter as the voting delegate at national convention and tutor undergraduates in elementary engineering courses.

*Dance Blue, Team Captain:* Twenty-four hour Dance Marathon to raise money for Pediatric Hematology/Oncology Clinic. Organize events, meetings, fundraisers, and motivating students during the marathon.

*Society of Women Engineers (SWE), Member:* An organization that stimulates women to achieve full potential in careers as engineers and leaders.

*The National Society of Collegiate Scholars (NSCS), Member:* An honors organization that promotes high academic standards and engaged citizenship.





# ***In Closing*** **A Great Resume...**

- Focuses attention on your strengths and accomplishments.
- Highlights all relevant experience, including volunteer work or significant class projects.
- It shows your ability to learn and accept challenge, and exhibits how your skills will transfer in a new field.

# Resume Do's

- ◆ Choose appropriate paper and color
- ◆ Use industry keywords/action statements
- ◆ Consistency in layout and composition
- ◆ Font type clear and error free
- ◆ Proofread
- ◆ White space



# Resume Don'ts

- ◆ Use photographs
- ◆ Place in folder or binder
- ◆ Print with **colored** ink
- ◆ Use Xerox copies/thin paper
- ◆ List personal information  
*(age, marital status, religious affiliations, etc.)*
- ◆ Include salary information  
*(unless requested)*

