

Resumes

Depending on whom you ask, a resume may be viewed as the single most important vehicle in your job search. The goal of a resume is to get an interview – not a job. In other words, a resume should give a company a brief but complete overview of your education, experience, skills and leadership activities. A resume is your chance to shine; this is not the time to be modest. But do be sure that everything is listed concisely and professionally.

Appearance & Organization

- looks professional (even margins, appropriate and consistent font size/type)
- separates sections and incorporates enough blank space for easy scanning
- sections are in logical order
- bullets, bolding and lines are used to guide readers' eyes
- items are in reverse chronological order
- one page in length

Language

- free from grammatical, spelling and punctuation errors
- uses correct tense verbs to begin phrases
- has short action-oriented phrases instead of complete sentences
- acronyms are spelled out

Contact Info

- is clearly presented at the top
- includes email, address, and telephone
- email address listed is *professional*

Objective

- specifies type of job you are seeking and what semester you are available

Education section

- starts with most recent school, city, state, degree, dates attended and anticipated graduation
- list other relevant info including minor/certificate programs, honors program, scholarships, relevant coursework
- includes high school info if there is space

Experience section

- includes each paid, volunteer, or leadership experience
- includes organization name, job title, city, state and dates position held
- job description starts with verbs and stresses responsibilities and accomplishments
- specific examples of successes/results

Skills section

- includes computer programs, operating systems, programming languages, hardware, lab equipment, technical writing, public speaking, technical concepts, foreign languages

Activities or Leadership section

- includes clubs, volunteer work, sports, leadership roles, etc including office held, name of organization and date
- includes sub-bullets with specific examples of successes/results

NAME

Street Address • City, State Zip Code • Primary Phone Number • School Email Address

OBJECTIVE

Describe your job objective by summarizing the type of position, without listing a specific job title, and availability.

EDUCATION

GEORGIA INSTITUTE OF TECHNOLOGY

Bachelor of Science in (Major) (Expected Graduation Month Year)

City, State

Month Year - Present

- Concentration or Minor: ()
- GPA: (Optional)
- Honors: (Optional) e.g. Merit Based Full Scholarship in the College of Engineering
- Relevant Coursework: ()

NAME OF HIGH SCHOOL

Type of Diploma

City, State

Month Year- Month Year

- GPA: (Optional)

EXPERIENCE

MOST RECENT EMPLOYER (COMPANY 1)

Position / Department (if applicable)

City, State

Month Year - Present

If the company is not well known, include an overview (not to exceed 2 lines) of the company including type of service or products.

- Accomplishment/result starting with verb.
- Accomplishment/result starting with verb.
(and so forth...)

SECOND MOST RECENT EMPLOYER (COMPANY 2)

Position / Department (if applicable)

City, State

Month Year - Month Year

- Accomplishment/result starting with verb.
- Accomplishment/result starting with verb.

THIRD MOST RECENT EMPLOYER (COMPANY 3)

Position / Department (if applicable)

City, State

Month Year - Month Year

- Accomplishment/result starting with verb.
- Accomplishment/result starting with verb.

SKILLS

Computer: (Optional – e.g. AutoCAD, Java, etc)

Languages: (Optional – e.g. Portuguese – native, English – fluent, German – basic)

Certifications: (Optional)

Lab Equipment:(Optional – chemistry, engineering, power supplies, oscilloscopes, multimeters, other)

Hardware: (Optional – think out of the box – work with computer hardware, engines, circuitry)

Concepts: (Optional – what technical topics have you learned in class? i.e. numerical methods, fluid analysis)

Publications: (Optional – research and/or professional)

ACTIVITIES or LEADERSHIP

Affiliations: (Optional – e.g. professional and/or civic organizations)

Activities: (Optional – activities outside school)

Volunteer: (Optional)

Awards: (Optional – awards outside school)

Interests: (Optional – Relevant, unique, special interests, or achievements. NOT a long list of hobbies)

Claire A. Chan

89 Skapura Way, Wilkes-Barre, PA 12815 • cchan6@gatech.edu • 404-199-5031

OBJECTIVE

To obtain an electrical engineering internship for summer 2010

EDUCATION

- Georgia Institute of Technology**, Atlanta, GA Aug 2008 – Present
- Candidate for Bachelor of Science in Electrical Engineering (Expected Graduation May 2011)
 - GPA 3.55/4.0
- Northwest Area High School**, Benton, PA Aug 2004 – May 2008
- GPA 3.84/4.0

EXPERIENCE

- Undergraduate Research Assistant, Georgia Tech**, Atlanta, GA Aug 2009 – Present
- Worked with Dr. Braselton, School of Mathematics, developing mathematical software for iPods
 - Created new media interactive tools that are currently being used to enhancing learning in the classroom
 - Presented research at Honors Research Symposium
- Digital Design Lab Assistant, Georgia Tech**, Atlanta, GA Jan 2009 – May 2009
- Worked with Dr. Zaman preparing lab instructions and helped students throughout lab
- IEEE Robotics Competition**, Atlanta, GA Nov 2008 – March 2009
- Built an autonomous recycling robot
 - Gained experience with Assembly Language and electrical wiring
- University Housing Mathematics Tutor, Georgia Tech**, Atlanta, GA Jan 2008 – May 2009
- Worked 15 hours a week as a math tutor for the freshman dormitory
- Canongate Golf Course Employee**, Benton, PA Summer 2006, 2007
- Ensured maintenance of golf carts while providing friendly customer service

SKILLS

Concepts: Circuit Analysis, Signal Processing, Logic and Computer Design, Networking, Electromagnetics, Semiconductor Device Fundamentals

Languages: C++, C, VHDL

Applications: Multisim, PSpice, Quartus II, Visual Studio, Matlab, Mathematica, MathCAD

Operating Systems: Windows, Macintosh

Laboratory Equipment: Oscilloscope, Logic Analyzer, Digital Multimeters, Soldering Iron

CIVIC AND CAMPUS INVOLVEMENT

- Pi Kappa Alpha Fraternity (Treasurer)** Sept 2009– Present
- Managed all financial transactions for \$10,000 budget
 - Participated in food drives, helping local churches, clothes donations, operation move-in, and blood drives totaling over 300 hours of community service registered through Greek life
- Student Government Association (Member)** Feb 2008 – Present
- Delegated funds to over 400 student organizations
- Student Alliance for a Green Earth (Member)** Jan 2008 – May 2009
- Doubled the number of available recycling bins on campus
 - Planned and organized activities for Earth Day
- Club Baseball Team (Treasurer)** Sept 2009 – April 2009
- Managed funds for uniforms and umpire payments
- Honors Program (Ambassador)** Aug 2009 – Dec 2009
- Housed and toured prospective high school seniors
 - Presented information sessions about the Honors Program at local high schools

Cover Letters

A well-written cover letter establishes a connection between you and the employer by detailing the qualifications you have for their *particular* job and company. It helps the employer to navigate your resume and describes your skills and experiences in greater detail than your resume. A cover letter typically follows a business format of one page with three or four paragraphs. Check out the sample format below.

(Insert your contact info in same format as on your resume.)

Date of Letter

Individual's Name

Title

Employer/Company Name

Street Address

City, State Zip

Dear Mr./Ms./Dr. _____:

Try to address to a specific person. If it's not possible to learn a name, use a functional title such as "Dear Hiring Manager".

Opening Paragraph: *Why You Are Writing*

- identifies the position you are applying for
- describes how you heard about the opening
 - If you are not responding to a specific job posting, indicate what type of position you would be interested in.
- identifies who you are
- identifies why you are interested in this *specific* company and/or job
- wording is creative and catches an employer's attention

Middle Paragraph (Can be multiple paragraphs if necessary): *What You Have To Offer*

- identifies a few of your strongest qualifications/experiences/skills and clearly relates how these skills apply to the *specific* job at hand.
- express your potential to contribute to this company

Closing Paragraph: *How You Will Follow-Up*

- refers reader to your resume or any other enclosed documents.
- thanks reader for taking time to read this letter and reiterates interest in position
- either describe how you will follow up with the employer in a stated time period or simply say that you look forward to hearing from them.

Sincerely,

(signature)

Typed Name

(Insert your contact info in same format as on your resume)

October 13, 2009

Dr. Andita Sajya
Biomedical Engineer
U.S. Food and Drug Administration
109 Hampshire Ave.
Silver Springs, MD 20990

Dear Dr. Sayja:

I am writing to apply for the Scientific Research Co-op Position that I found posted on the Georgia Institute of Technology Division of Professional Practice job database, P2D2. I am currently a sophomore chemical engineering major at Georgia Tech with a 3.2 GPA. I am particularly interested in working at the FDA because of your reputation for excellence and innovation in working with vaccines, blood technologies, and biologics.

Academically, my science and math coursework at Georgia Tech has given me an understanding and appreciation for research focused on improving medical laboratory and vaccine technologies. I have had a great deal of laboratory experience in chemistry and biology, both indoors and in the field. In the lab, I have performed chemical reactions, and I am currently using microscopes to observe many specimens. In environmental field studies, I have conducted outdoor labs to assess water chemistry. Last summer, I worked as conservation assistant at Red Rock National Park. I am seeking to complement this outdoor experience with a co-op position in order to acquire the background necessary for a future career in scientific research.

I believe that I would be an asset to the FDA's co-op program. My resume is attached for your review. I hope to have the opportunity to speak with you further about this opportunity. Thank you for your time and consideration.

Sincerely,

(Your Signature)

Joanna Morkin