

Cover Letter & Resume Guide

College of Engineering and Mathematical Sciences



TABLE OF CONTENTS

INTRODUCTION	3
COVER LETTERS	4
COVER LETTER BASICS	4
ANNOTATED EXAMPLE	8
MORE EXAMPLES	11
RESUMES	16
RESUME BASICS	16
COMMON RESUME SECTION HEADINGS	19
VERB LISTS FOR RESUMES	20
EXAMPLES	22
SENDING YOUR DOCUMENTS	31
SENDING VIA EMAIL	31
SENDING VIA MAIL	32
FOLLOWING UP	32
TIPS FOR FOLLOWING UP	33
BY PHONE	33
BY EMAIL	34
REFERENCES	35

INTRODUCTION

Employers spend an average of 6-8 **seconds** on the initial overview of each application they receive including both the cover letter and resume. The easier you make it for them to see you as the best candidate, the better your chances.

How do you make it easy for an employer to see you as the ideal candidate?

First, think like an employer. You, the imaginary employer, have a pile of 50-200 applications on your desk and a couple of hours to pick the top 5. What are you going to do? You've probably written a job description where you listed required skills, experience, and qualifications. You may have also listed some preferred, but not necessarily required, qualifications.

You, as the imaginary employer, will refer back to the job description you wrote and use that as a guide in your selection. You are going to quickly scan all applications and see which applicants have the majority of the skills and qualifications you listed in the job description. Candidates who seem to have many of the qualifications get put in the "look closer" category, and those that don't, get put in the "no" category.

Then you go back to the "look closer" category and spend some more time reading the cover letters, reading the detailed bullets on the resumes, and ranking those candidates.

Your favorite candidates, and the ones you will interview, will be those that not only have the skills and qualifications listed in the job description, but also: 1) express a sincere interest and desire to join your specific company and do this specific job, 2) have obviously done their research and know what your company does and what will be required of them in this position, and 3) have well-written and well-organized application materials free from grammar and spelling errors. These qualities indicate someone who is dedicated, organized, and detail oriented, and a person who actually wants to work at *your* company...as opposed to someone who just wants a job anywhere.

Therefore, your goal as the job applicant, is to highlight as many of the skills and qualifications listed in the job description in a way that is easy to find so that when the employer scans your application, he/she puts it in the "look closer" pile. Then your goal is to convince the employer that you are seriously interested in *this* company and *this* position and that you will likely be successful if they were to hire you. This purpose of this guide is to help you do just that!

COVER LETTERS

COVER LETTER BASICS

A cover letter serves as an introduction to your resume. No resume should be sent without one.

The purpose of a cover letter is to:

- Introduce yourself to an organization
- Demonstrate your interest in the company and/or a specific vacancy
- Give an overview of your qualifications for the job you are applying to
- Offer a detailed explanation of your most relevant experiences from your resume
- Draw attention to your resume
- Motivate the reader to interview you

A cover letter typically has the following general format:

- Your address and contact information
- Date
- Employer address
- Formal Salutation
- Introductory Paragraph
- Body Paragraph/s
- Closing Paragraph
- Formal ending (Sincerely, etc)
- Your Signature
- Your typed name
- Enclosure/s (if sending hard copies, otherwise, omit)
- Everything left justified, no tabs
- 1 inch margins on all sides

Your Address and Contact Information

Format should be:

Name
Address
City, State Zip Code
Phone Number
Email Address

Example:

Bradley Harrington
21 Engineer Road
Burlington, VT 05405
802-555-5555
bharrington234@uvm.edu

This information is necessary so that the employer knows how to contact you to schedule an interview and where to send the official job offer.

- Make sure to include only ONE address. Don't include your campus address and your home address because the employer won't know which one to use. Pick one.
- Make sure to include a phone number and email address that will work for at least 6 months. Employers often file your resume if you don't get the position you applied to (or if the position was removed due to, for example, a hiring freeze) and may want to contact you for a job that comes up later.
- The most common and accepted way to format the **phone number** is as listed above using **all hyphens and no parentheses**. The main reason for not using the parentheses around the area code is that in many metropolitan areas, there are so many area codes that you have to dial the area code even for a local call.

Date

Format should be:

March 17, 2015 (**in the US**)
17 March 2015 (**outside the US**)

The date is important because if you are not hired for the position for any reason, your application materials may be filed for possible future openings. This also reminds you when you applied so that you can time your follow up calls and emails.

Employer Address

Format should be:

Name
Title
Company
Address
City, State Zip Code

Example:

Mr. John Smith
Director of Human Resources
Engineers Unlimited
21 Solid Road
Burlington, VT 05405

The main reason for including the employer's address is to demonstrate that you know how to write a formal business letter. It could also be relevant if you are applying to a company that has multiple locations.

Salutation

Format should be:

Example:

Dear Ms./Mrs./Dr./Col. Last Name:

Dear Mr. Harrington:

- Try to find a person to address the letter to. If you can't find a name by reading the job description or searching online, call the company's Human Resources Department and explain that you don't want to send your cover letter without a specific name and ask if you can have the name of the hiring manager for the position.
- Sometimes you just can't get the name of a person. In this case, you may use one of the following.
 - Dear Hiring Manager (We suggest you use this one. Most preferred by companies)
 - Dear Sir/Madam
- If the individual you are reaching out to is male, address them as Mr. If she is female, address her as Ms. If you are **positive** that a woman is married, you can use Mrs. If an individual has a Ph.D. or M.D. (man or woman), you should address him/her as Dr. If you are reaching out to someone in the military, find his/her rank and use the appropriate rank (e.g., Colonel Ellis).
- End with a colon **NOT a comma** or any other punctuation. A comma is used with a personal informal letter. A colon is used for a professional letter like a cover letter.

Introduction

The first paragraph should be short and include the following:

- Position you are applying to (there may be multiple positions available so it's important to tell them which one you want)
- Your degree, university, and class (for undergraduates)
- Why you are interested in the position including enough information about what the company does and what the position is about that they will know you've at least researched the company and the position
- A quick introduction to what you will be talking about in the body

It may also include:

- How you found out about the position if a mutual contact suggested you apply
- Previous contact you've had with employees at the company or the person to which the letter is addressed, which may have influenced your decision to apply

Body

The body of the cover letter should be 1-2 paragraphs describing specifically why you are the ideal candidate for the position you are applying to.

This is the MOST IMPORTANT part of the cover letter. The MOST IMPORTANT thing for you to do in this section is **FOCUS ON THE SKILLS AND QUALIFICATIONS LISTED IN THE JOB DESCRIPTION**. Most students write a general cover letter that just lists their experiences and fail to illustrate exactly **how and why these experiences are relevant to the specific job they are applying to**.

Closing

In the last paragraph, you should:

- Express interest and excitement for the position
- Indicate how and when you can be contacted for an interview
- Thank the employer for considering your application

See examples that follow for good closing paragraphs.

Signature

Format:

Sincerely,



Alicia Ellis

Use a formal sign-off like:

- Sincerely,
- Best,
- Regards,
- Respectfully,

If you are sending a hard copy, sign it with a blue or black pen. If you are emailing your documents, you do not necessarily have to sign, but some employers may like the “completeness” of a letter with a signature. You can: 1) print out your cover letter, sign it, and scan it, or 2) create a digital image of your signature that you can save on your computer and insert on all cover letters. To create a digital image, neatly sign a piece of paper, scan, and crop the image to just the signature. Insert the signature as you would a normal image. You can also use web sites like www.interfolio.com to create digital signatures.

ANNOTATED EXAMPLE

On the next page you will see an example from a UVM student who was offered an internship at a reputable company in Burlington. Important aspects of the format and text are highlighted.

Left justify everything

Your Name
Address
Phone with hyphens only
Email address that will work for 6 months

Senior Steve
170 Engineer Rd.
Springfield, MA 01773
500-600-8400
senior.steve@uvm.edu

Skip a line

March 10, 2015

Date

Skip a line

Mr. Benjamin Hardy
Director of Engineering
Hayward Tyler Inc.
480 Roosevelt Highway
Colchester, VT 05446

Employer Name
Title Capitalized
Company Name
Address

Skip a line

Dear Mr. Hardy:

Salutation followed
by colon

Skip a line

I am writing to apply for the position of engineering intern at your facility in Colchester, VT. This position highlights all of the qualities that I have been looking for in an internship, such as hands on design, analysis, and testing of mechanical equipment. The prospect of working with a design engineering team in a professional setting, while producing meaningful research and products is exciting to my interests as a mechanical engineering student.

Introduction:
- Position applying to
- Why interested
- Usually degree & class here

Skip a line

I believe that I am an ideal candidate for this position with Hayward Tyler. As a senior mechanical engineering student at UVM, I have had the opportunity to work on numerous design projects that required working efficiently and professionally in teams to overcome specific challenges or innovate solutions for a given problem. I have often held leadership roles among these groups by pioneering work efforts, communicating information between the client and the team, organizing group meetings, and ensuring that task were to be completed on time. I have also spent two semesters as a teaching assistant in charge of teaching first-year students how to use SolidWorks 3D-CAD software. I was in charge of handing out assignments, grading assignments, assisting students, and administering tests in a computer lab setting. This experience not only strengthened my abilities with SolidWorks, but provided me the opportunity to help others learn and improve their skills as well.

Body:
- Why you are the ideal candidate
- Explain experiences & skills & why they are relevant to the job you are applying to

Skip a line

I am very excited to have the opportunity to apply for this position, and I know that I can bring a hard-working ethic and professional demeanor to this position. Thank you in advance for your time and consideration. Should you need any information or have any questions for me, my phone number and email are listed above. I look forward to speaking with you in the coming weeks.

Closing:
- Express interest & excitement
- Thank employer
- Indicate how/when you can be contacted

Skip a line

Sincerely,

Salutation,
signature, & name

Senior Steve

Margins should be about 1 inch all around if possible. This example does not follow this rule to allow for annotation.

Keep it to one page unless the employer asks for a letter of interest or something that requires more information.

Senior Steve
170 Engineer Rd.
Springfield, MA 01773
500-600-8400
senior.steve@uvm.edu

Letter is free from grammar & spelling errors, formatted correctly, professional, and well-written

March 10, 2015

Mr. Benjamin Hardy
Director of Engineering
Hayward Tyler Inc.
480 Roosevelt Highway
Colchester, VT 05446

Expresses interest and excitement

Position NOT capitalized

Dear Mr. Hardy:

I am writing to apply for the position of engineering intern at your facility in Colchester, VT. This position highlights all of the qualities that I have been looking for in an internship, such as hands on design, analysis, and testing of mechanical equipment. The prospect of working with a design engineering team in a professional setting, while producing meaningful research and products is exciting to my interests as a mechanical engineering student.

Demonstrates knowledge of position. Could be improved by stating what specific type of mechanical equipment the company specializes in (pumps & electric motors)

I believe that I am an ideal candidate for this position with Hayward Tyler. As a senior mechanical engineering student at UVM, I have had the opportunity to work on numerous design projects that required working efficiently and professionally in teams to overcome specific challenges or innovate solutions for a given problem. I have often held leadership roles among these groups by pioneering work efforts, communicating information between the client and the team, organizing group meetings, and ensuring that task were to be completed on time. I have also spent two semesters as a teaching assistant in charge of teaching first-year students how to use SolidWorks 3D-CAD software. I was in charge of handing out assignments, grading assignments, assisting students, and administering tests in a computer lab setting. This experience not only strengthened my abilities with SolidWorks, but provided me the opportunity to help others learn and improve their skills as well.

These were all specific required qualifications specified in job description.

I am very excited to have the opportunity to apply for this position, and I know that I can bring a hard-working ethic and professional demeanor to this position. Thank you in advance for your time and consideration. Should you need any information or have any questions for me, my phone number and email are listed above. I look forward to speaking with you in the coming weeks.

Highlights what he can offer & focuses on professionalism

Sincerely,

Senior Steve

Thanks them & is generally positive & professional

EXAMPLE #1

Sophomore Sue
8 Driver St.
Colchester, VT 05676
802-315-5555
sophosue@uvm.edu

March 11, 2015

Norman Baldwin
Assistant Director of Public Works
City of Burlington Department of Public Works
645 Pine St. Suite A
Burlington, VT 05401

Dear Mr. Baldwin:

Please accept these application materials for the seasonal engineering intern position at the City of Burlington Department of Public Works. The University of Vermont College of Engineering and Mathematical Sciences Internship Program brought this position to my attention. Not only am I interested in further developing my skills in civil engineering, but I am particularly attracted to the City of Burlington because of its mission to be a steward to infrastructure and the environment in the Burlington community by delivering efficient, effective and equitable public services. This speaks to my principles and reflects the core values of my field of study, sustainable engineering.

At my former position with the Town of Essex Public Works Department in Essex, Vermont, I gained a valuable experience working for a municipality as a temporary engineering intern. I worked closely with staff engineers and other interns to complete many different projects including field condition inventories on all town catch basins and outfalls, water quality testing, and the collection of traffic data. I analyzed those data and wrote technical reports, gained experience interpreting blueprints and specifications, and worked in a collaborative team. In addition to my internship experience, I am also involved in a number of extracurricular activities that have given me valuable experience handling multiple projects at the same time, working with diverse populations, and working both independently and part of collaborative teams. I believe my skills, work ethic, and dedication would make me an effective seasonal engineering intern with the City of Burlington Department of Public Works.

Attached, please find my resume. I look forward to an opportunity to further discuss this position and my qualifications. Please do not hesitate to contact me at 802-315-5555 or by email at sophosue@uvm.edu with any questions. Thank you for your time and consideration.

Sincerely,

Sophomore Sue

EXAMPLE #2

Junior Jeff
200 Engine Ave.
Burlington, Vermont 05408
200-500-5999
junior.jeff@gmail.com

March 17, 2015

Mr. Benjamin Hardy
Director of Engineering
Hayward Tyler, Inc.
480 Roosevelt Highway
Colchester, VT 05446

Dear Mr. Hardy:

I am writing to apply for the engineering intern position listed through the University of Vermont (UVM) College of Engineering and Mathematical Science's Internship Program. Last May, I toured your impressive facilities and interviewed for a similar internship position. As a student pursuing a degree in mechanical engineering, I am still interested in this position because it combines my interests in electronics and emerging energy technologies with my skills in mechanical design and thermofluid engineering.

I believe that I am well-suited for this position because of my experience and interest in fluid systems and energy generation. My experience draws not only from the classroom and its associated projects, but also my own hobbies and extracurricular activities. As part of a design course, my team and I are designing and simulating parts of a system to ease the difficult transfer in and out of adaptive ski equipment from wheelchairs for people with disabilities. I am also an active member of UVM's Alternative Energy Racing Organization where I have the opportunity to use my design and fabrication skills to gain knowledge about electronic systems. Through designing and fitting components with SolidWorks and ordering and building cooling systems, I have learned many skills that go above and beyond what is typically taught in a classroom environment. On my own, I have been researching control methods, sourcing components, and writing code to build a temperature controlled fermentation system for home- brewing and yogurt-making that can be controlled from the Internet. An internship with Hayward Tyler would allow me to apply my knowledge and analytical skills in a professional engineering setting, while constantly learning about the industry and its design requirements.

I would truly appreciate an opportunity to meet with you to discuss how my qualifications will be beneficial to your organization's success. Please find my resume attached along with references. Feel free to contact me at 200-500-5999 or junior.jeff@gmail.com.

Sincerely,
Junior Jeff

EXAMPLE #3

Junior Jill
500 Rock St.
Burlington, VT 05401
800-999-0000
junior.jill@uvm.edu

March 22, 2015

Benjamin Hardy
Director of Engineering
Hayward Tyler, Inc.
480 Roosevelt Highway
Colchester, VT 05446

Dear Mr. Hardy:

I am writing to apply for the engineering intern position at Hayward Tyler. I am a currently a junior studying mechanical engineering at the University of Vermont, and I am extremely interested in working with the team at Hayward Tyler to develop my skills in the design of high pressure, high temperature pumps and electric motors.

My technical and leadership experiences will allow me to contribute much to this position. Specifically, I have the following qualifications for this position:

- Experience with mechanical design using SolidWorks
- Experience with material selection, bill of material generation, and specification review
- Strong problem-solving and analytical skills
- Extremely organized and detail oriented
- Strong interest in high pressure, high temperature pumps and motors for energy generation

As an intern at Keurig Green Mountain, I performed several tasks directly relevant to the intern position at Hayward Tyler. I designed compressed air piping routes to supply coffee manufacturing equipment in several facility expansions and worked closely with contractors and equipment engineers to assess the optimal way to route the piping in order to deliver the pressure and flow rate required by the pneumatic devices. I used SolidWorks and AutoCAD sheetsets to generate construction drawings and communicated my design intent to contractors. This process taught me important concepts relevant to the pressure and flow of fluids in pumps and motors and gave me valuable experience communicating the details of my designs to engineers and contractors.

I am very excited to learn more about this opportunity and share what I can offer to Hayward Tyler. I have attached a copy of my resume, which details my experience and qualifications. Please feel free to contact me if you have additional questions. Thank you for your time and consideration and I look forward to speaking to you further about this position.

Sincerely,
Junior Jill

EXAMPLE #4

Senior Sam
20 Engine Court
Burlington, Vermont
802-300-5100
seniorsam@gmail.com

March 20, 2015

Jameson Job
President/CEO
SAC Incorporated East
206 Avenue C
Williston, VT 05495

Dear Mr. Job:

While we did not get a chance to talk on the phone these past few weeks, I was able to speak with your father, Bob. After reaching out to learn more about SAC Incorporated, I feel that I am the ideal intern to join your growing company.

Through my previous experiences, I have acquired a proficient understanding of the fundamental engineering management principles, tools, and practices. As an engineering design intern at Abacus Automation, I was exposed to numerous aspects of the engineering process and how it directly applies to the methods companies use to achieve their strategic goals. While there, I worked both independently and in a team environment to communicate with clients and take projects from initial concept to installed completion. The entire process taught me how important communication is to the success of an endeavor. Making clear expectations with defined goals, while getting everything on paper, proved extremely helpful.

My role as a manufacturing engineering intern at Mack Molding allowed me to build upon the skills I gained at Abacus Automation. Mack Molding is an extremely busy contract manufacturer and has numerous manufacturing lines that I was able to participate in. To be successful I had to develop my ability to manage several projects at any given time and consistently meet deadlines based on demand and production scheduling. I actively sought out new projects and tried to learn as much as possible. Also, the competition of my high-priority main project allowed a no-new-business hold from one of Mack Molding's largest clients to be revoked.

Aside from increasing my engineering aptitude through internships, I have also worked on developing my leadership and communication skills through other experiences. As one of nine selected undergraduate students in the Career Peer Mentor Leadership Program at UVM, I have improved my public speaking and communication skills. In addition, functioning as the team lead for my senior design capstone project has given me experience in project budgeting, scheduling, and client and manufacturer communication. Organizing the work efforts of my team, managing a budget of several thousand dollars, and understanding the needs of our client has been quite the learning process.

I am confident that my previous experiences, academic record, and energetic work ethic will allow me to make valuable contributions to SAC Incorporated. I am available for employment beginning on May 25th, 2015 and would appreciate the opportunity to discuss my qualifications more extensively with you during an interview. Thank you for the personal investment you put into reviewing my candidacy.

Respectively,
Senior Sam

EXAMPLE #5

Senior Steve
170 Engineer Rd.
Springfield, MA 01773
500-600-8400
senior.steve@uvm.edu

March 10, 2015

Mr. Benjamin Hardy
Director of Engineering
Hayward Tyler Inc.
480 Roosevelt Highway
Colchester, VT 05446

Dear Mr. Hardy:

I am writing to apply for the position of engineering intern at Hayward Tyler in Colchester, VT. This position highlights all of the qualities that I have been looking for in an internship, such as hands on design, analysis, and testing of mechanical equipment. The prospect of working with a design engineering team in a professional setting, while producing meaningful research and products is exciting to my interests as a mechanical engineering student.

I believe that I am an ideal candidate for this position with Hayward Tyler. As a senior mechanical engineering student at UVM, I have had the opportunity to work on numerous design projects that required working efficiently and professionally in teams to overcome specific challenges or innovate solutions for a given problem. I have often held leadership roles among these groups by pioneering work efforts, communicating information between the client and the team, organizing group meetings, and ensuring that task were to be completed on time. I have also spent two semesters as a teaching assistant in charge of teaching first-year students how to use SolidWorks 3D-CAD software. I was in charge of handing out assignments, grading assignments, assisting students, and administering tests in a computer lab setting. This experience not only strengthened my abilities with SolidWorks, but provided me the opportunity to help others learn and improve their skills as well.

I am very excited to have the opportunity to apply for this position, and I know that I can bring a hard-working ethic and professional demeanor to this position. Thank you in advance for your time and consideration. Should you need any information or have any questions for me, my phone number and email are listed above. I look forward to speaking with you in the coming weeks.

Sincerely,

Senior Steve

RESUMES

RESUME BASICS

The purpose of the resume is to communicate your skills and qualifications to a potential employer and encourage them to interview you. It is intended to provide a snapshot of the most relevant qualifications for the job you are applying to in a clear, easy to follow format. Employers are looking for well-rounded applicants with the skills they deem most necessary for the job. Remember, employers spend only 6-8 seconds on each application. The easier you can make it for them to see the relevant information, the better.

While there is a lot of variety in resume format and content, most resumes should include the following:

- Your address and contact information
- Education including degrees, college or university, and dates of attendance
- All relevant employment and experience.

Guidelines

- Aim for one page, but two is OK if you have extensive *relevant* experience.
- Use a minimum of 11 point font.
- Use a font that is easy to read like Arial, Cambria, Calibri, Garamond, Georgia, Helvetica.
- Aim for 0.75 to 1 inch margins.
- Make it easy to scan with headings, clear organization, and short, concise descriptions. **DO NOT WRITE PARAGRAPHS.**
- Make sure your resume and cover letter are **COMPLETELY** free from grammar and spelling errors. Give it to at least two others for editing help.
- For each item on your resume, describe your job *activities and accomplishments* using strong, professional sounding action verbs. Each bullet should start with a verb and describe something you actually accomplished. Instead of 'made', use 'designed' or 'executed'. Instead of 'ran', use 'implemented'. See the list of action verbs for resumes below.
- Spell out your degree (Bachelor of Science) and put your expected date of graduation (Expected May 2016) on your resume.
- Be consistent in formatting on your resume (e.g., where you place city, state, date, font for different headings, indentation, etc.).

- You can use a variety of different section headings but some common ones are: Education or Education and Awards, Relevant Experience, Other Work Experience, Leadership, Technical Skills, Skills & Interests, Activities & Interests. See list of resume section headings below.

Tips

- Focus on the employers needs not yours. Analyze the job description, highlight the most important skills and qualifications, and incorporate these keywords into your resume and cover letter.
- It is very important to tailor the resume to EACH job you are applying to. Make your resume about the qualifications and accomplishments that are directly relevant to the job, not just a generic list of jobs and job duties.
- Research the company, know what they do and what their mission is and make sure your resume demonstrates skills and activities that may be relevant to the activities the company is involved in.
- Considering adding relevant course projects (not the course, but the projects you worked on) on your resume. Sometimes this is the only relevant experience undergraduates have.
- Put extracurricular activities and interests on your resume. It shows you are well-rounded.
- Use data and numbers to quantify work accomplishments whenever possible (e.g., inventoried 1,000 culverts).
- Make sure that job activity descriptions give a very clear idea of what you did and what population you served. (e.g., develop peer tutoring program *for undergraduates at UVM majoring in computer science*)
- If your GPA is 3.0 or above, it is probably a good idea to list it under Education. If it's below 3.0, then you might consider leaving it off. If you list a low GPA, it could hurt you. If you leave it off, you increase the chances that the employer will still pay attention to your qualifications without a negative preconceived notion based on your GPA. However, if you do not put your GPA on your resume, you also run the risk that an employer will assume that your GPA is lower than it actually is. It's a tradeoff. Use your judgment or just ask the employer.
- If your GPA is borderline, and your major GPA is higher than your cumulative GPA, you can list both your major GPA and your cumulative GPA.
- Avoid abbreviations whenever possible. If you want to abbreviate your university (e.g., UVM), write it out and indicate the abbreviation the first time it appears in your resume (and in your cover letter) then use the abbreviation in the rest of the document.
- Be consistent with verb tense and make the verb tense match the dates listed. If it's an activity you are still currently doing, use present tense. Otherwise, use past tense.

Things to Avoid

DO NOT:

- Put anything inaccurate on your resume!!! There can be **serious** consequences for falsifying information on a resume!!!
- Use personal pronouns like I, me, my on your resume.
- Put references on your resume. Use a separate sheet. Your resume should be about you.
- Include personal information like place of birth, social security number, etc. on your resume.
- Use abbreviations or technical jargon that someone might not understand.
- Use more than 2 fonts or go overboard with text effects in your resume.
- Send resume and cover letters as word documents. Send PDFs.
- Automatically include an objective statement. The only time you really need to include this is if you are considering a position outside of your training or major discipline. Otherwise, it is optional and most employers do not pay any attention to it. It is better to use the space for relevant experience. If you don't have enough relevant experience, then fill white space with a *good* objective. Look online for suggestions on how to write a good objective.
- List course numbers (e.g., EE121). This is completely meaningless to most people. If you list courses, list the topic of study.

COMMON RESUME SECTION HEADINGS

Objectives, Summaries and Goals

Career Goal
Objective
Career Objective
Employment Objective
Professional Objective
Summary
Career Summary
Professional Summary
Summary of Qualifications

Work and Employment

Employment History
Work History
Work Experience
Experience
Professional Experience
Professional Background
Additional Experience
Career Related Experience
Related Experience
[Industry] Experience – replace [Industry] with the name of yours, such as 'Accounting Experience'
Freelance
Freelance Experience
Army Experience
Military Experience
Military Background

Education and Training

Academic Background
Academic Experience
Programs
Courses
Related Courses
Education
Educational Background

Educational Qualifications
Educational Training
Education and Training
Training
Academic Training
Professional Training
Course Project
Experience
Related Course Projects
Internship Experience
Internships
Apprenticeships
College Activities
Certifications
Special Training

Extra-curricular

Activities and Honors
Affiliations
Professional Affiliations
Associations
Professional Associations
Memberships
Professional Memberships
Athletic Involvement
Community Involvement
Civic Activities
Extra-Curricular Activities
Professional Activities
Volunteer Work
Volunteer Experience

Skills, Expertise and Proficiencies

Credentials
Qualifications
Areas of Experience
Areas of Expertise
Areas of Knowledge
Skills
Career Related Skills
Professional Skills
Specialized Skills

Technical Skills
Computer Skills
Computer Knowledge
Software
Technologies
Technical Experience
Proficiencies
Languages
Language
Competencies and Skills
Programming
Languages

Achievements and Accomplishments

Licenses
Presentations
Conference Presentations
Conventions
Dissertations
Exhibits
Papers
Publications
Professional Publications
Research
Research Grants
Research Projects
Current Research
Interests
Thesis / Theses

Awards and Recognition

Honors
Academic Honors
Accolades
Endorsements
Achievements
Accomplishments
Awards
Distinctions
Fellowships
Scholarships

VERB LIST FOR RESUMES

Use strong action verbs to describe your job activities and accomplishments. For example, “**Worked** with lead engineers” can be improved to “**Collaborated** with lead engineers to **review** and **improve** over 50 CAD drawings of electric pumps and motors”. Use the list of verbs below to improve your descriptions and remember to quantify your accomplishments whenever possible.

Planning

Example: Developed & implemented a training program that resulted in a 45% increase in employee satisfaction

Administered	Developed	Formulated	Prepared	Revised
Anticipated	Devised	Identified	Prioritized	Strategize
Commissioned	Evaluated	Observed	Researched	Studied
Determined	Forecasted	Planned	Reserved	Tailored

Organizing

Example: Coordinated weekly office schedules for 8 employees

Acquired	Cataloged	Designated	Logged	Routed
Activated	Centralized	Designed	Mapped out	Scheduled
Adjusted	Charted	Dispatched	Neatened	Selected
Allocated	Classified	Established	Obtained	Secured
Altered	Collected	Facilitated	Ordered	Simplified
Appointed	Committed	Housed	Organized	Sought
Arranged	Confirmed	Implemented	Procured	Straightened
Assembled	Contracted	Incorporated	Programmed	Suggested
Assessed	Coordinated	Instituted	Recruited	Tracked
Assigned	Customized	Issued	Rectified	Tracked
Authorized	Delegated	Linked	Retrieved	

Executing

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

Acted	Displayed	Input	Processed	Sold
Administered	Distributed	Installed	Produced	Stocked
Carried out	Entered	Labored	Proofed	Transacted
Collected	Exercised	Merchandised	Prospected	
Completed	Forwarded	Operated	Proved	
Conducted	Handled	Performed	Shipped	

Supervising

Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%

Adjusted	Correlated	Indexed	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Set
Apportioned	Discovered	Licensed	Policed	Scrutinized
Assessed	Established	Maintained	Prohibited	Supervised
Certified	Examined	Measured	Refined	Supplied
Compared	Explored	Modified	Regulated	Tightened
Controlled	Graded	Monitored	Reviewed	Traced
Corrected	Inspected	Officiated	Revised	Updated

Leading

Example: Trained 20+ new employees in customer service policies over a 2-year period

Accelerated	Elected	Guided	Mentored	Spearheaded
Assumed	Employed	Hired	Motivated	Stimulated
Caused	Empowered	Influenced	Originated	Strengthened
Chaired	Encouraged	Initiated	Pioneered	Supervised
Changed	Enlisted	Inspired	Promoted	Trained
Conducted	Envisioned	Involved	Raised	Transformed
Directed	Fostered	Led	Recognized for	Visualized
Disproved	Founded	Managed	Set goals	

Getting Results

Example: Increased student participation by 25% over a 6-month period

Accomplished	Constructed	Ensured	Hastened	Minimized	Reduced (losses)
Achieved	Contributed	Excelled	Heightened	Modernized	Rejuvenated
Added	Delivered	Expanded	Improved	Obtained	Renovated
Advanced	Demonstrated	Expedited	Increased	Opened	Restored
Attained	Diminished	Extended	Innovated	Orchestrated	Targeted
Augmented	Earned	Finalized	Integrated	Overcame	Uncovered
Boosted	Eclipsed	Fulfilled	Introduced	Prevailed	
Built	Eliminated	Gained	Invented	Produced	
Combined	Enlarged	Generated	Joined	Qualified	
Completed	Enjoyed	Grew	Launched	Realized	
Consolidated	Enlisted	Guaranteed	Lightened	Received	

Problem Solving

Example: Streamlined ordering through the use of computer technology, decreasing wait time from 6-2 days

Alleviated	Conceptualized	Detected	Found	Repaired	Solved
Analyzed	Created	Diagnosed	Investigated	Revamped	Synthesized
Brainstormed	Debugged	Engineered	Recommended	Revitalized	Theorized
Collaborated	Decided	Foresaw	Remedied	Revived	
Conceived	Deciphered	Formulated	Remodeled	Satisfied	

Quantitative

Example: converted files from COBAL to JAVA in order to increase compatibility with current systems

Accounted for	Checked	Dispensed	Grossed	Projected	Tabulated
Appraised	Compiled	Dispersed	Increased	Purchased	Totaled
Approximated	Compounded	Earned	Inventoried	Quantified	
Audited	Computed	Enumerated	Maximized	Rated	
Balanced	Conserved	Estimated	Multiplied	Reconciled	
Budgeted	Converted	Figured	Netted	Recorded	
Calculated	Counted	Financed	Profited	Reduced	

Communicating

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures

Acted	Composed	Elicited	Justified	Rendered	Summarized
Adapted	Consented	Explained	Lectured	Reported	Supplemented
Admitted	Concluded	Extracted	Marketed	Represented	Supported
Addressed	Convinced	Fabricated	Mediated	Revealed	Surveyed
Allowed	Consulted	Fashioned	Moderated	Sanctioned	Synthesized
Amended	Corresponded	Greeted	Negotiated	Settled	Systematized
Arbitrated	Critiqued	Highlighted	Perceived	Shaped	Tested
Argued	Dedicated	Illustrated	Persuaded	Smoothed	Taught
Ascertained	Defined	Improvised	Presented	Specified	Translated
Attested	Deliberated	Indicated	Publicized	Spoke	Transmitted
Briefed	Demonstrated	Inferred	Queried	Sold	Verified
Clarified	Drafted	Informed	Questioned	Solicited	Welcomed
Cleared up	Dramatized	Instructed	Referred	Submitted Wrote	
Closed	Edited	Interpreted	Reinforced	Substantiated	
Communicated	Educated	Interviewed	Related	Suggested	

Helping

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program

Aided	Bolstered	Eased	Familiarized	Prescribed	Returned
Accommodated	Coached	Elevated	Helped	Provided	Saved
Advised	Continued	Enabled	Interceded	Protected	Served
Alleviated	Cooperated	Endorsed	Mobilized	Rehabilitated	Sustained
Assisted	Counseled	Enhanced	Modeled	Relieved	Tutored
Assured	Dealt	Enriched	Polished	Rescued	Validated

**List from the University of Northern Iowa Career Services

EXAMPLES

On the next several pages you will see example resumes from UVM students who got interviews at reputable companies in or around Burlington, VT. Use these examples to give you ideas for what to include and how to format your own resume.

Freshman Frank

32 Rock Road, Joshua, MA 01730
702-888-0000

freshman.frank@uvm.edu

Github: <https://github.com/freshmanjoe>

Education

University of Vermont (UVM), Burlington, VT
Bachelors of Science, Computer Science
GPA: 3.64
Dean's List all semesters

Expected 2018

Relevant Experience

Information Technology Intern, Town of Bedford IT Department, Bedford, MA

Summer 2013, Summer 2014

- Maintained servers for Bedford Public Schools
- Managed inventory
- Installed computer hardware and software
- Instructed new students on how to use school iPads
- Use Symantec Backup Exec to backup emails

Skills & Interests

Programming Skills

- Languages: C, C++, Python, Java, CSS, PHP, HTML
- Database Management/languages: phpMyAdmin, SQL
- Libraries/Packages: Pandas, NumPy, OpenGL (with C++)

Software Experience

- Environments: Adobe Dreamweaver, Netbeans, Xcode
- Ubuntu server

Computer Science Interests

- Data science and software development
- Artificial intelligence, artificial neural networks and machine learning

Awards/Honors

1st Place, UVM State Street Agile CodeFest, Burlington, VT

Spring 2015

- Worked in a team of students with software developers from State Street to build an app to make UVM a better place (UFeedMe contributor on GitHub)
- Used the Agile software development process

1st Place Beginner's Programming Category, UVM Computer Science Fair, Burlington, VT

Fall 2014

- Created a program that uses collaborative filtering to recommend music for users

Activities/Community Service

Computer/Server Production & Maintenance

2011-Present

- Built my own computer
- Built and maintained computer server for family and friends with access to Teamspeak and other open freeware

Stage Lighting and Sound Operator, Bedford Public Schools, Bedford, MA

Fall 2013

- Operated light and sound boards
- Maintained stage lights
- Directed and instructed other students in light and sound board operation

SOPHOMORE SUE

EDUCATION

University of Vermont, Burlington, VT
Bachelor of Science in Civil Engineering

Expected May 2017

- Dean's list
- Cumulative GPA: 3.37

TECHNICAL SKILLS

AutoCAD, MATLAB, HydroCAD, Revit, Mobile Mapper, ArcGIS, TRAXPro, Microsoft Office Suite

RELEVANT EXPERIENCE

Lab Assistant - University of Vermont, Burlington, VT

Fall 2014

- Directed students in the use of lab instruments and professional engineering communication for Introduction to Civil and Environmental Engineering course

Temporary Engineering Intern - Town of Essex Public Works Department, Essex, VT

Summer 2014

- Performed field condition checks on all town catch basins and outfalls
- Developed a summer maintenance plan for catch basins and outfalls
- Tested selected piped stormwater systems and streams for water quality issues
- Deployed traffic counters and performed analysis on collected data
- Recognized the importance of communication between municipalities and their communities

Team Design Project - University of Vermont, Burlington, VT

Oct-Nov 2013

- Analyzed traffic patterns at an intersection in Burlington, VT
- Modeled stormwater runoff using HydroCAD and traffic emissions using INTEGRATION
- Submitted a design proposal with re-design alternatives and made a recommendation based on factors for improved sustainability of the intersection
- Wrote a professional design report and worked as a team

ADDITIONAL EXPERIENCE

Crew Member- Vermont Youth Conservation Corps, Richmond, VT

Summer 2013

- Maintained and built hiking trails
- Organized tool checks at the end of the work day
- Led crew discussions based on daily readings of current articles or essays

Dishwasher - Cider House BBQ and Pub, Waterbury, VT

2010-2013

ACTIVITIES AND INTERESTS

- Member, UVM chapter of American Society of Civil Engineers 2013-Present
- Member, UVM Ski and Snowboard Club 2013-Present
- Volunteer, Waterbury Food Shelf 2010-2013

Junior Jeff

200-500-5999 ♦ junior.jeff@gmail.com ♦ www.linkedin.com/in/junior.jeff
200 Engine Ave. ♦ Burlington, Vermont 05408

EDUCATION

University of Vermont (UVM) Fall 2016 (Anticipated)
Bachelor of Science in Mechanical Engineering
Minors in Computer Science and
Mathematics Current GPA: 3.38

EMPLOYMENT HISTORY AND RELEVANT PROJECTS

UVM Alternative Energy Racing Organization (AERO) Spring 2013 - Present
Team Member *Burlington, VT*

- Developed and constructed a Formula SAE Hybrid race car
- Contributed to frame design, packaging, powertrain design, intake and exhaust systems, throttle - servo interface, push/pull bar, and cooling systems

University of Vermont Learning Co-Op Fall 2014 - Spring 2015
Tutor *Burlington, VT*

- Assisted undergraduate students with courses: Introductory & applied thermodynamics, programming for engineers (MATLAB), fluid mechanics, calculus, linear algebra, and differential equations
- Coordinated appointments around students schedules

University of Vermont College of Engineering and Mathematical Sciences Spring 2015
Teachers Assistant - Applied Thermodynamics *Burlington, VT*

- Assisted in grading and commenting on various course homework assignments
- Worked with professor to implement grading systems for each assignment

System Dynamics and Fluid Dynamics Projects Fall 2014
Group Member *Burlington, VT*

- Reduced and plotted data with MATLAB and Excel, then drew conclusions from data and wrote analysis for each topic
- Compiled and edited group member work into final L^AT_EX document

Pride Technologies Summer 2012
Intern *New York, New York*

- Designed layout, ordered/purchased parts and supplies, and lead execution of office space expansion
- Lead a team of interns working to digitize files onto online database, and organized/streamlined procedure
- Rewired sections of Ethernet based phone system and security cameras, and internet on server and in office
- Worked with employees to address computer issues
- Coordinated interview schedule for job applicants

SKILLS AND INTERESTS

Software: SolidWorks, MATLAB, L^AT_EX, Python, C++, Mathematica, Microsoft Office Suite, Photoshop

Technical: SolidWorks part and assembly design, and drawing preparation, data acquisition, document preparation with L^AT_EX, electrical circuit design and construction with Arduino

Relevant Thermodynamics, fluid mechanics, electrical engineering with digital control, statics

Courses: System Dynamics, Heat Transfer, Programming, Design of Elements

Interests: Sailing, additive manufacturing, hybrid-electric and forced induction powertrain systems, ceramics, Subaru, independent music, Homebrewing, travel, art

Language: Portuguese (conversational)

Junior Jill

500 Rock St. | Burlington, VT 05401 | junior.jill@uvm.edu | 800-999-0000

EDUCATION & AWARDS**University of Vermont (UVM)**

Bachelor of Science in Mechanical Engineering

Minors in Chemistry, Mathematics

GPA: 3.67

Dean's List, Tau Beta Pi Honor Society, Green and Gold Scholar

Burlington, VT

*Expected May 2016***ENGINEERING EXPERIENCE****Keurig Green Mountain***Coffee Processing Engineering Intern*

Waterbury, VT

May 2014-August 2014

- Generated over 30 original pneumatic design drawings to be used for construction in factories
- Researched and drafted a technical specification document for a new piece of equipment to the enterprise
- Performed capacity, utilization, and optimization analysis of coffee roasters and grinders
- Designed and implemented analytical models to study the flow of coffee through a manufacturing facility

TECHNICAL SKILLS

- Proficient in Microsoft Office Suite, SolidWorks, AutoCAD, Python, Arduino C, LTSpice, MATLAB, LaTeX, Mathematica
- Fundamental machining techniques including drilling, cutting, milling, turning

RELEVANT COURSEWORK**Fluid Mechanics Lab Experience**

University of Vermont, Burlington, VT

- Used a test wind tunnel, pitot tube, and hot-wire anemometer to observe and analyze phenomena in fluid flows
- Discussed equipment limitations, uncertainty, and fluid theory
- Generated formal articles explaining the results of fluid flow studies using LaTeX software

Finite Element Analysis and Modeling

University of Vermont, Burlington, VT

- Utilized SolidWorks to analyze stresses, strains, and deformations of materials under several loading conditions
- Developed code to solve heat transfer problems using Fourier theory applied to finite volume elements

Other Topics of Study

University of Vermont, Burlington, VT

- Materials engineering, thermodynamics, heat transfer, organic chemistry, introductory machine component design, system dynamics, fundamental circuit design, solid body mechanics

LEADERSHIP**Student Government Association***Chair, Academic Affairs Committee*

Burlington, VT

Nov 2013 - Sept 2014

- Led a team to better the student experience at UVM by working closely with University administrators
- Drafted a document that changed the structure of academic advising at UVM
- Served as student representative for Board of Trustees Educational Policy and Institutional Resources Committee

ADDITIONAL WORK EXPERIENCE**Hazen Union High School***Substitute Teacher*

Hardwick, VT

Jan 2013 – May 2014

- Taught English, health, mathematics, and science classes to high school students
- Tutored students in grades 7-12 in mathematics and science
- Implemented nationally recognized “Best Practices” education model, promoting youth voice

Vermont Soy*Production Assistant/Shipment Manager*

Hardwick, VT

May - Aug 2013

- Oversaw shipment of soy products including tofu, soymilk, and soy pudding
- Helped optimize the cooling and refrigeration of foodstuffs during and post production
- Trained to perform quality control by sampling product for harmful bacteria

Senior Sam

20 Engine Court, Burlington, Vermont • seniorsam@gmail.com • 802-300-5100
www.linkedin.com/in/seniorsam

Education & Awards

University of Vermont (UVM)

Bachelor of Science, Mechanical Engineering

- Vermont Scholars Award Scholarship
- GPA: 3.43

Burlington, V
Anticipated Graduation: May 2015
August 2011 – present

Professional Experience

BombTech Golf: Custom golf equipment company

Engineering Co-Op – Senior Capstone Design Course

- Function as the team lead in the design, development, manufacture, and testing of a new golf club
- Utilize SolidWorks to design and analyze prototypes, increasing the quality of the final product
- Communicate with client, distribute tasks to team members, report progress updates to faculty mentor, and present updates to the UVM Engineering Department to efficiently advance the project

Burlington, VT

August 2014 - present

Mack Molding: Contract manufacturing company specializing in custom injection molding

Manufacturing Engineering Intern

- Functioned as the supervisor for an intern by guiding them through the summer and assigning projects
- Generated manufacturing work instructions implementing Agile and MRP software
- Developed and implemented gage repeatability & reproducibility, climate policy initiatives, testing procedures, statistical analysis protocols, and verification protocols to improve manufacturing processes
- Performed an OSHA safety study and participated in FDA audits
- Organized entire backend library of regulatory paperwork for machining center into doc-control system
- **Main Project:** Programed and defined the operating protocol for a machine vision system that inspected for defects on medical products, validated its operational procedure, and laid the foundation for future machine vision projects at Mack headquarters

Arlington, VT

May 2014 – August 2014

Abacus Automation: Firm specializing in the design of custom automation machinery

Mechanical Engineering Design Intern

- Assembled and wired electro-mechanical components for automation machinery
- Designed, drafted, and reviewed CAD parts and subassemblies for over 10 unique projects
- Independently researched products, contacted vendors, ordered materials, and audited part drawings
- Presented design reviews to contracted clients, professional engineers, and company management
- **Main Project:** Facilitated communication with a client and designed a packaging pick-and-place machine that was successfully implemented in their local facility that increased their output capacity

Bennington, VT

May 2013 – August 2013

Leadership Experience

UVM Career Peer Mentor (paid – 7.5 hours/week)

August 2014 – present

- Review resumes and cover letters for students both online and through 1:1 consultations
- Co-facilitate weekly Alumni discussion panels between career professionals and interested students
- Developed and lead a weekly workshop dedicated to student resume construction

UVM College of Engineering Peer Mentor (volunteer – 3 hours/week)

August 2014 – present

- Mentor first and second year students with their academic, career, and campus life pursuits
- Hold weekly academic office hours and facilitate meetings and professional development events

UVM A.S.M.E. Club Treasurer (volunteer – 3 hours/week)

August 2013 – present

- Organize weekly meetings and represent club at local events within the community
- Allocate annual funds and manage club budget to allow for local engineering facility tours

Relevant Skills & Certifications

- 3D CAD Software: AutoCAD, Inventor, Solid Edge, SolidWorks & Certified SolidWorks Associate (CSWA)(2015)
- Proficient in Microsoft Suite, specifically Microsoft Excel
- Six Sigma White Belt with Aveta Business Institute Certification (2013)
- Working knowledge of MATLAB and Arduino based programming

Activities

- UVM Golf Team
- Downhill Skiing

2 University Street, Apt. 201
Burlington, Vermont 05401

802-466-0111
senior seth@gmail.com

EDUCATION & AWARDS

University of Vermont, Burlington, VT
Bachelor of Science, Electrical Engineering, with Honors
Cumulative GPA: 3.78
Dean's List: 5 semesters

Expected May 2015

PUBLICATIONS

Senior, Seth. (In Prep.), *Using Smart Grid Data to Understand Human Behavior*. Honors Thesis, University of Vermont. Burlington, VT.

RELATED EXPERIENCE

Senior Design Project, MITRE Corporation, Burlington, VT
Designer

2014-Present

- Collaborating with MITRE Corporation engineers to design autonomous optical control system for drones
- Developing machine vision control algorithms and user-friendly interface for Nexus tablets and phones

Microprocessor Designs Incorporated, Shelburne, VT
Intern

2014

- Managed complex microprocessor parts inventory database
- Collaborated with resident engineers to create test plans, manage byte order marks, and write assembly documentation
- Performed engineering change orders on printed circuit boards and built cable assemblies in laboratory
- Executed technical changes to circuit schematics, created schematics for cable assemblies

Control Systems Project, University of Vermont, Burlington, VT
Designer

2014

- Designed feedback control system in MATLAB for robotic line follower/cup filler

Common Sense Energy, Burlington, VT
Intern

2013

- Performed home visits with energy auditors to assess energy efficiency

LEADERSHIP

Tau Beta Pi Honor Society
Vice President

2013 - present

- Launched and implemented peer tutoring program for undergraduates at the University of Vermont
- Organized after school sports program for ~50 students at local elementary school

University of Vermont Institute of Electrical and Electronics Engineers (IEEE) Student Chapter
Treasurer

2012 - present

- Led the first University of Vermont team in the IEEE Xtreme Coding competition

SKILLS & INTERESTS

Software: MATLAB, C, R, Java, CAD, PADS, PSpice circuit simulation software, PowerWorld

Machinery: Circuit soldering, drill press, lathes, band saw

Interests: Crew team, intramural basketball, rock climbing, snowboarding, woodworking

EDUCATION & AWARDS

University of Vermont (UVM), Burlington, VT

Expected May 2015

- Bachelor of Science in Electrical Engineering, Mathematics Minor
- GPA: 3.25
- Sophomore Electrical Engineering Award: Excellence and Greatest Promise
- Undergraduate research on Department of Energy Smart Meter Project, American Public Power Association Scholarship

TECHNICAL SKILLS

- Proficient in LabVIEW, MATLAB, Python, PSpice, SolidWorks, C
- Linear circuits, embedded systems, power systems, digital design, physics of electricity and magnetism, electronics, solid state physics, wireless and digital communication

RELEVANT EXPERIENCE

LORD MicroStrain, Williston, VT

Summer 2013 and 2014

Intern

- Completed wireless transmission testing
- Worked on a data packet parsing software project in LabVIEW
- Assembled sensor prototype
- Updated calibration software

Chevalier Drilling Company, Highgate Springs, VT

Summer 2011 and 2012

Summer Hire

- Experience doing pump work, out of water trouble shooting, water filtration, geothermal drilling, new system installations, and plumbing

VT Water Solutions and Repair, Williston, VT

Summer 2010 and 2011

Part-time Hire

- Collected and analyzed water samples
- Conducted meter readings, chlorine/brine refills, and inspections

Liquid Measurement Systems, Fairfax, VT

Summer 2010

Intern

- Interpreted schematics and assembled fuel probes, signal conditioners, and cockpit indicators
- Shadowed in Research and Development Department for 2 weeks

LEADERSHIP AND ACTIVITIES

Track and Field

- Captain and four year member, UVM Varsity Track Team (Pole Vault)
- Volunteer Coach, CVU High School, Hinesburg, VT
- Head Coach, Mansfield Pole Vault Club, Mansfield, VT

Resident Advisor

- Responsible for community building and policy enforcement in a UVM Residential Learning Community
- Co-Program Director of the engineering program residence halls

Student Ministry

- Bible study leader, Chi Alpha Student Ministries, UVM

Senior Steve

170 Engineer Rd
Springfield, MA, 01773

500-600-8400
senior.steve@uvm.edu

EDUCATION

University of Vermont, Burlington, Vermont

Bachelor of Science in Mechanical Engineering, May 2015

- 3.45 cumulative GPA
- Dean's list for 2014 Spring/Fall, 2013 Spring/Fall, 2012 Fall semesters

TECHNICAL SKILLS

- Skilled in SOLIDWORKS 3D modeling, MATLAB, Python, and Mathematica programming, Microsoft Word, Excel, and PowerPoint
- Hands on experience with wiring electrical components, power tools, table saws, drills, lathes, and milling machines

PROJECT EXPERIENCE

Senior Design Project, University of Vermont & UTC Aerospace, 2014-2015

- Developed a micro-mechanical/micro-electrical actuator to control projectile canards
- Acted as team leader responsible for organizing meetings, making sure all deadlines are met, and that group work remained on track
- Responsible for communication between team, client (UTC Aerospace), and team mentor
- Coded a MATLAB simulation of the gravitational potentials in various axial directions of the Comet-67P/Churyumov-Gerasimenko
- Coded MATLAB simulations for a multi-chip thermal conduction module and a bus suspension system
- Studied thermo-fluid phenomena such as the Venturi Effect, heat loss in pipes, lift and drag on an airfoil

WORK EXPERIENCE

University of Vermont, Burlington, VT, August-December 2013 and August- December 2014

Teaching Assistant

- Taught SOLIDWORKS 3D CAD software to first year engineering students
- Graded assignments, encouraged and helped students with assignments and projects

Panera Bread, Burlington, VT, May-September 2013

Food Production Line

- Assembled customer orders at various food stations, prepared and stocked food, cleaned equipment and dishes, and greeted and accommodated customers in a friendly manner

STUDENT INVOLVEMENT

- Member, ASME: The American Society of Mechanical Engineers
- Member, Tau Beta Pi: The Engineering Honor Society
- Member, UVM Alpine Ski Racing Club

SENDING YOUR DOCUMENTS

Follow the directions in the job posting when deciding how to send your resume and cover letter.

SENDING VIA EMAIL

As an Attachment or in the Body of the Email?

If the posting says “email your resume and cover letter to...”, you will send a very short email (see example below) with both your resume and cover letter attached to the email. This is probably the most common method to send application documents.

If the posting says “email your resume to...”, you will send an email with your cover letter in the body of the email and your resume attached. You may also want to attach a copy of your cover letter in this case.

Finally, if the instructions ask you to include all of your information in the body of an email, then both the cover letter and resume should be in the body of the email and not included as attachments. Some companies do not accept attachments from people outside of the company.

Sending as Attachments

To send a cover letter and/or a resume as an attachment, create the document in a common word processing program and then save it as a PDF. Always send your documents as PDFs to preserve formatting. If sending both a cover letter and resume, send them as separate documents. Save the files with file names that include your name and logical description of the document such as Harrington.Bradley.Resume.pdf. Make sure the documents are free from viruses and send them to yourself and a friend to make sure that formatting stays correct before sending to an employer.

When attaching both a cover letter and resume, briefly say why you are writing and ask the employer to contact you if they have any trouble opening the attachments. Example:

Subject: Engineering Intern Application

Body

Dear Mr. Rogers:

I am applying for the position of engineering intern at Engineers Unlimited, which I saw posted recently on Idealist.org. I'm extremely enthusiastic about this opportunity and believe I

am well qualified. My cover letter and resume are attached. Please let me know if you have any trouble opening the attachments. Thank you for your consideration.

Sincerely,
Jane Austin

If your cover letter will be in the body of the email, simply copy your cover letter, paste it into the email, and check to make sure the formatting, spelling, and grammar are correct. Attach your resume and send the email to yourself and a friend to make sure the formatting is correct before sending it to an employer.

Sending in the Body

Copy your cover letter, paste it into the email, and check to make sure the formatting, spelling, and grammar are correct.

Your resume will likely need to be reformatted to send in the body of an email. Justify everything to the left and do not try to center or right justify text. Do not use bold, italics, underlining, bullets, fancy fonts, colored text, or multiple columns because many email clients/readers will change these formats. To highlight text, use spaces, all capitals (for headings), asterisks (*), plus signs (+) or dashes (-).

Send it to yourself and a friend to check formatting before sending to an employer.

SENDING VIA MAIL

Print your documents on a high quality laser printer. Use high-quality white bond paper. Insert documents into large manila envelop and do not fold or staple. Use the name and address given by the employer in the job posting.

Take your envelope to post office to make sure you get the correct amount of postage. Consider sending via first-class mail because employers may prioritize first-class mail over regular mail. Make sure to pay extra for delivery confirmation.

FOLLOWING UP

You may want to follow up to: 1) make sure the employer received your application materials, and 2) check on progress in identifying top candidates to interview.

However, follow up is much more important than just getting information about your status in the job search. Following up job leads shows prospective employers your interest in the company and position, and gives you another

chance to sell your qualifications. Some applicants fear sounding desperate or annoying when making follow-up inquiries, but as long as you do it right, you will come across as interested, not desperate.

TIPS FOR FOLLOWING UP

- Always make time to follow-up all job leads, no matter how busy you are.
- Follow-up in a timely fashion -- usually 1-2 weeks for conventional job-searching, sooner for online applications.
- When you follow up with an employer, avoid simply asking if they received your application materials. Instead, take the opportunity to demonstrate your initiative, show your enthusiasm, and reiterate what you can contribute to the company (see example below).
- Create a job application log so you have a record of your job-search and follow-up.
- If you apply online for a position, consider following-up the online application with a cover letter and resume sent to the hiring manager via postal mail. You will stand out over the other online applicants because few will also send a hard copy.
- Keep your follow-up brief, to the point, and professional.
- Focus your follow-up around your fit with the position and organization. You might also ask the hiring manager if he/she needs any further information not included in your original application.
- If you recently completed training, received an award, or earned some other recognition that would make you an even better candidate for the position, be sure to mention it in your follow-up.
- Continue following-up regularly, but don't overdo it.

BY PHONE

- If you are nervous, consider developing a short script about what you want to say (such as your fit with the job, knowledge of the company).
- No matter what, you should at least make an outline or some notes of the key points you want to make.
- Keep a copy of your resume nearby in case you need to refer to something on it.
- Make the phone call from a place where you can talk calmly and not have distractions and avoid following up from your current place of employment.
- Be prepared for a short screening phone interview by practicing answers to common interview questions.
- End the conversation thanking the hiring manager for his/her time and asking about the hiring timetable/next steps. If you are extremely confident, you could ask when you might expect an interview.

BY EMAIL

- Always address your email to the hiring manager or person you addressed your cover letter to.
- Keep your email short and to the point. Restate your interest in the job and your key qualifications for it.
- Be sure to spell-check and proofread your e-mail before sending it.
- Remember to check your email regularly.
- Because e-mail is such a one-way communication, and you don't really know if your e-mail is even being read, consider asking for a phone number so you can then follow-up by phone. (And if you get no response, do your research and uncover the phone number yourself.)
- Find a contact in the company/division of interest through professional networks. No matter what method of follow-up you choose (phone, email, professional network), express your interest in the position, highlight your top qualities that match the job, and keep your message short and to the point.
- Describe how you would benefit the company and list something relevant to their organization. Let them know you would be available to meet in person or over the phone to discuss your background further.
- If you don't hear back within a week, ask yourself: Is this a company/job you are really interested in? If so, reach out again.
- Example:

Subject: Programmer Position - Jane Doe Application

Body

Dear (name of recruiter/head of HR, if you don't have a name address it to Hiring Manager):

Last week, I applied for the [position title] you advertised through [where advertised]. I am very excited about the opportunity to join [company name] and help [bring in new clients / develop world-class content / anything else awesome you would be doing] with your team.

I feel that my skills and experience fit not only this position, but the company as a whole. I've been following [company name] for awhile and really respect how much you focus on [something exciting here], which is something I am also passionate about. I am excited about this opportunity and think I can bring a lot to your team.

Please let me know if it would be helpful for me to provide any additional information as you move on to the next stage in the hiring process.

I look forward to hearing from you!

Best,
[Your name]
[Phone]
[Email]

****Much of this section on following up taken directly from:
http://www.quintcareers.com/following_job_leads.html**

REFERENCES

- http://icc.ucdavis.edu/pdf/crm/ucdavis_career_resource_manual.pdf
- https://career.unca.edu/sites/default/files/documents/Job_Search_PDFs/Resume%20FAQs.pdf
- <http://www.uvm.edu/~career/?Page=resume.html&SM=jobsubmenu.html>
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- http://www.businesswritingblog.com/business_writing/2007/01/how_to_for_mat_p.html
- <http://www.glassdoor.com/blog/5-phrases-close-cover-letter-land-interview/>
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- http://rockportinstitute.com/resume_02/
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- <http://careerservices.princeton.edu/graduate-students/exploring-options-outside-academy/non-academic-job-search-toolkit/resumes/resume-tips>
- <https://www.hampshire.edu/corc/emailing-your-cover-letter-and-resume>
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- http://www.quintcareers.com/following_job_leads.html
- <https://www.themuse.com/advice/how-to-follow-up-on-a-job-application-an-email-template>
- <http://www.snagajob.com/resources/sample-application-follow-up-email/>