

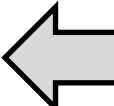


Career Services • 220 Administration Building • 487-2313 • www.career.mtu.edu

Your Resume

You want to create a powerful, marketing document that highlight the skills and experience employers are looking for:

- Industry or Field Related Experience (Co-op, Internship, Enterprise, Senior Design, APMP, FERM, etc.)
- Academic Success
- Teamwork and Interpersonal Experience
- Leadership Experience (in and out of the classroom)
- Communication (written and oral) Skills
- Accomplishments/Achievements/Awards
- Strong work ethic and History
- Computer/Technical Skills



Your resume should provide **EVIDENCE** that you possess many of these skills.

Two important components of a resume are: **content and format**. Employers initially spend an average of **only 10 seconds** reviewing and judging your resume for further consideration. Your resume must make an **impactive** first impression.

Content:

Major and GPA: First and foremost, employers want to know what your major and GPA are, as some have GPA requirements in their recruiting and hiring process, so you have to include it. If it is not at the level you'd like it to be, talk about why when you introduce yourself to the recruiter.

Industry or field related experience: Hands-on, real world experience in a Co-op and Internship are most valuable, followed by any hands-on experience you've had on campus (ie: Enterprise, research, class projects, etc.) Of particular value are team-based projects with clear objectives.

Leadership, teamwork and interpersonal skills and experience: Employers are looking for students who take leadership positions that show initiative and the ability to achieve goals. They want employees who are positive, enthusiastic and work well with others. These experiences can come from in the classroom or from campus and community involvement and service.

Communication skills: Show your demonstrated ability to communicate your knowledge and ideas to others in a one-on-one, small team or large audience situations, and through writing (ie: technical reports, research papers, laboratory reports, instructional manuals, etc.)

Accomplishments/Achievements/Awards: List your success in achieving your goals or awards you've earned for high performance, both in and out of the classroom.

Work Ethic and History: List your job history, no matter the relevance. The fact that you have a strong work ethic is important. If you're working while going to school, write the number of hours you work while maintaining a full academic schedule. This shows your ability to prioritize and multi-task.

Format:

You can have lots of great content, but if your format doesn't invite your audience, the employer, to read it, it is valueless to you. Your format must be clean, clear and concise.

Clean: A strong visual impact with an organized, easy to comprehend format with balanced white space, symmetry and consistency. Ensure there are no typos or grammatical errors!

Clear: A detailed description of what you've done or are doing. Use action verbs to communicate specific action you've taken to accomplish your goals. Ambiguous, broad and undefined descriptions are not comprehensible and don't add value to your resume. Do not use words like: helped, assisted, worked with, learned about, etc. Be specific – use hard evidence. Consider using the "Project (hands-on work) Descriptions for Your Resume" guide to help you describe your work.

Concise: State the specific details of your experience, accomplishments, skills, behaviors in the shortest way possible. Use bulleted sentence fragments beginning with action verbs – not whole sentences or paragraphs (remember, employers initially spend 10 seconds reviewing and judging your resume for further consideration and movement forward in the hiring process).

More guidelines:

- Ensure you keep your audience in mind when you write. What does a potential employer/recruiter want to see that will help him/her decide you're a good match for the company's needs.
- Stick to one page, unless you've got numerous and diverse experiences in your field and/or co-circularly and those descriptions will fully fill two pages (no 1-1/2 page resumes).
- Use detail when saving your document: Name_Resume_Date
- Use high quality, weighted (resume) paper of a neutral color and a quality printer for smudge-free copies
- List your references on a separate page. Bring to your interview or provide to employer upon request. No need to state that on your resume, as it's a given.
- ***Make an appointment with Career Services to have a Career Advisor review your resume and/or answer any questions you may have about content, format and what employers are looking for.***

Utilize the "Project (hands-on work) Descriptions for Your Resume" and the Action Verbs included in this guide to help you draft your resume.

Also...use the following examples as a valuable guide to creating your resume, however, there is no "right" or "one" way of creating a resume. The examples Career Services provides are word documents and not restrictive templates. Using simple word documents make it easy to edit/update/tailor on a regular basis. There are more examples on our website at <http://www.career.mtu.edu/students/resumesandletters.php> and thousands of examples on the internet. You'll also get numerous and diverse opinions from professionals who review your resume. Use those examples and opinions as **resources** to develop a resume that you're happy with.

There are numerous resume examples from diverse curriculums on our website
<http://www.career.mtu.edu/students/resumesandletters.php>.

Jane Doe

123 Any Road
Hometown, MI 49999

123.456.7890
jdoe@mtu.edu

123 Residence Hall
1800 Townsend Drive
Houghton, MI 49931

OBJECTIVE

To obtain a Summer 2013 Internship within the field of Mechanical Engineering

EDUCATION

Michigan Technological University
BS Mechanical Engineering
GPA: 4.0

Houghton, MI
Expected 2016

Hometown High School
GPA: 4.0

Hometown, MI
May 2012

ENGINEERING PROJECT EXPERIENCE

Michigan Tech University

Project: Bungee Jump

Objective: To design a bungee jump that would be connected to the local bridge and used for tourism/recreation

- Worked on a team of 4
- Researched past projects to identify "Best Practices"
- Designed the jump mechanism using UGNX
- Simulated the jump action using MATLAB and numerous variables
- Designed and fabricated a small scale jump and tested it in real time
- Wrote technical report detailing project planning, design, simulation and test results

COMPUTER/TECHNICAL SKILLS

UGNX • MATLAB • Mathematica • MS Office, including Excel

LEADERSHIP

- President, Coolest House, Residence Hall, Michigan Tech University
- Captain, Varsity Basketball Team, Hometown High School
- President, Student Council, Hometown High School
- Teacher, Hometown Church Sunday School

ACCOMPLISHMENTS

- First Place, **FIRST** Robotics Competition, Hometown High School
- First Team, MHSAA All-Conference, Hometown High School
- Class B Regional Champion, MHSAA State Championships, Hometown High School

WORK HISTORY

- Server, Pizza Hut, Hometown, MI May – Aug 2012
- Sandwich Artist, Subway, Hometown, MI, May – Aug 2011

CO-CURRICULAR INVOLVEMENT

- Active Member, Society of Women Engineers (SWE), Michigan Tech University
- Broomball Team, Coolest House, Residence Hall, Michigan Tech University

First Year Student Resume Sample

Jane Doe

123 Any Road
Hometown, MI 49999

123.456.7890
jdoe@mtu.edu

123 Residence Hall
1800 Townsend Drive
Houghton, MI 49931

OBJECTIVE

To obtain a Summer 2013 Internship within the field of Mechanical Engineering

EDUCATION

Michigan Technological University
BS Mechanical Engineering
GPA: 4.0

Houghton, MI
Expected 2016

Hometown High School
GPA: 4.0

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Comment [j2]: For Career Fair use: Internship or Co-op. For specific job application: "To obtain the position of (name of position) at (company name)".

Comment [j3]: Bold your major and planned graduation date. Be sure to include your GPA.

Comment [j4]: Specific to YOUR work: "Technical Writing Experience," "Forestry Fieldwork Experience," "Chemistry Laboratory Experience," etc., etc.

Comment [j5]: Evidence of teamwork

Comment [j6]: Action taken using specific tool, method, software, technique

Comment [j7]: Evidence of written communication experience

Comment [j8]: Also include any tools, equipment, techniques, methods – especially those specific and valuable to your field

Comment [j9]: Title, organization, location

Comment [j10]: Award, event/organization, location

Comment [j11]: Title, company, location, dates

John Doe

123 Any Road
Hometown, MI 49999

123.456.7890
jdoo@mtu.edu

123 Any Road
Houghton, MI 49931

OBJECTIVE

To obtain an (Internship/Co-op/Full-time) position in the field of Mechanical Engineering

EDUCATION

Michigan Technological University
BS Mechanical Engineering
GPA: 3.0 • Department GPA: 3.5

Houghton, MI
Expected 2013

CO-OP/INTERNSHIP EXPERIENCE

Caterpillar

Decatur, IL

Product Design Engineer

May – Aug 2012

Project: Off-Highway Trucks Quick Fluid Service Box

Objective: Eliminate the root cause of debris infiltration within the service box

- Reduced undesired manufactured gaps to improve customer experience
- Discovered root cause of contaminants entering service box by coordinating full scale test at Caterpillar Proving Ground Facility
- Designed modifications to service box using Pro/Engineer software
- Performed Poka-Yoke to eliminate manufacturing flaws
- Effectively communicated design changes to CAT employees, domestically/internationally

ENGINEERING PROJECT EXPERIENCE

Michigan Technological University – Senior Design

Project Title: Tyco Foam Proportioner

Objective: Design and prototype a foam proportioning system for Tyco Fire Products

- Conceptualized prototype, researched industry standards and products.
- Identified and analyzed existing piece of equipment from agricultural industry that could be modified to fit needs/requirements.
- Designing modifications to reduce pressure loss and increase range of proportioning
- Identify and procure material resources to rapid prototype and fabricate
- Designing and implementing valid test process to determine performance, durability, usability
- Writing detailed technical reports and develop oral presentation to Tyco and academia

COMPUTER/TECHNICAL SKILLS

- | | | | |
|---------------------------|--------------------|---------------------|--------------------------|
| • Statistical Engineering | • Red X | • Autodesk Inventor | • Autodesk AutoCAD |
| • Siemens Unigraphics NX | • MATLAB | • Microsoft Visio | • Microsoft Office Suite |
| • AutoCAD Architecture | • Pro Engineer | • EES Software | • Mathematica |
| • Abacus Software | • Hydraulic Design | • Metalworking | • Welding |

LEADERSHIP

American Society of Mechanical Engineers (ASME)

President, MTU Chapter of ASME, 2011 - Present

Vice-President, MTU Chapter of ASME, 2011

- Promote networking between student engineers and employers
- Successfully recruited 40 new members (2011)
- Organize help sessions and tutorials throughout campus

ACCOMPLISHMENTS

- Emeritus William Shapton Society of Automotive Engineer Scholar, 2012
- Robert & Marjorie Fleming Memorial Scholarship, 2012
- Michigan Tech Student Foundation Leadership Award, 2012

CO-CURRICULAR WORK EXPERIENCE

The Library Restaurant and Brew Pub

Houghton, MI

Server

Sept 2012 – Present

- Working 15 hours per week while maintaining full academic schedule

Upper Classman Resume Sample

John Doe

123 Any Road
Hometown, MI 49999

123.456.7890
jdoe@mtu.edu

123 Any Road
Houghton, MI 49931

OBJECTIVE

To obtain an (Internship/Co-op/Full-time) position in the field of Mechanical Engineering

EDUCATION

Michigan Technological University
BS Mechanical Engineering
GPA: 3.0 • Department GPA: 3.5

Houghton, MI
Expected 2013

CO-OP/INTERNSHIP EXPERIENCE

Caterpillar

Product Design Engineer

Decatur, IL
May – Aug 2012

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COMPUTER/TECHNICAL SKILLS

- | | | | |
|---------------------------|--------------------|---------------------|--------------------------|
| • Statistical Engineering | • Red X | • Autodesk Inventor | • Autodesk AutoCAD |
| • Siemens Unigraphics NX | • MATLAB | • Microsoft Visio | • Microsoft Office Suite |
| • AutoCAD Architecture | • Pro Engineer | • EES Software | • Mathematica |
| • Abacus Software | • Hydraulic Design | • Metalworking | • Welding |

LEADERSHIP

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Server

Houghton, MI
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- Working 15 hours per week while maintaining full academic schedule

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Comment [j4]: Bold your major and planned graduation date.

Comment [j5]: Do not list HS information after your first-year.

Comment [j6]: You must include your GPA. List your department GPA if it's better than your overall.

Comment [j7]: List all your industry experience, including projects or daily tasks. Be sure to include any positive results – how you added value to the project or company.

Comment [j8]: List Company, location, your title and employment dates (months & years)

Comment [j9]: Tell why you did the work, so reader can understand the action steps you've listed to accomplish your goal.

Comment [j10]: Evidence of communication skills

Comment [j11]: List any on-campus hands-on, project-based experiences: "Research Experience," "Enterprise Experience," "Laboratory Experience," "Field Experience," "Technical Writing Experience," "Clinical Laboratory Experience," etc. etc.

Comment [j12]: Evidence of written communication skills

Comment [j13]: Bullet (for ease of reading) any and all tools, equipment, techniques, methods – especially those specific and valuable to your field. No need to qualify experience level...if you've used it at any time...list it. Shows your technical diversity and intuitiveness.

Comment [j14]: List leadership experience at Michigan Tech: title, organization, dates

Comment [j15]: May list duties and accomplishments

Comment [j16]: Award, event/organization

Comment [j17]: List any jobs you hold or have held while going to school and how many hours you worked. This is evidence of work ethic, multi-tasking and prioritization skills.

Project (hands-on work) Descriptions for Your Resume

As company representatives consider you for employment, one of the attributes they are very interested in is your past and current hands-on experience, skills and abilities – what you’ve done...made happen...accomplished.

That experience may have come from a co-op or internship, enterprise, senior design, class projects, independent or volunteer projects, jobs you’ve had, etc.

Consider Describing your hands-on experience, skills, abilities in detail on your resume like this:

Company/Organization/University

Advisor/Sponsor (optional):

Project: (Name of project)

Objective: (describe your goal(s) – what you set out to accomplish – why you did the work)

- Action
- Action
- Action
- Action
- Action
- Action

Results: (optional)

Action = I did/am doing _____(action verb), using _____(tool, method, technique, software), to accomplish _____(small step/task)

Then remove the words: “I did/am doing” and “accomplish” and you’ll have a strong, action oriented bullet describing the work you did to accomplish your objective/goal.

Consider asking yourself the following questions to stimulate your memory about the work you’ve done:

- Did you identify and/or solve any major issues or problems? (Did you meet with customer or supplier to do this?)
- Did you establish any new or innovative systems or procedures?
- Did you design, test, analyze, and/or implement a process or procedure?
- Did you design, test, analyze, fabricate, repair, maintain a product/manufacturing process?
- Did you develop a product or process or procedure that will raise production?
- Did you develop a product or process or procedure that will lower costs?
- Did you successfully work with a diverse team to accomplish objectives?
- Did you serve as project manager, coordinator, liaison, representative, or committee chair?
- Did you supervise or train other team members or employees?
- Did you inspect or supervise outside contractor work for quality and/or timeliness?
- Did you collect and analyze financial data?
- Did you design, create and implement a marketing campaign?
- Did you study, survey, analyze, assess and troubleshoot business operations?
- Did you measure, identify, assess, map or manage timber or forest lands?
- Did you design, analyze, monitor, update or manage a website?
- Did you design, implement, maintain, repair or troubleshoot computer/networking systems?
- Did you write technical reports, project proposals, instructional manuals or make oral presentations?
- Did you encounter any special challenges, such as: distance, language, topography, timeline, budget, etc.

Action Verbs for Resumes and Cover Letters

Management Skills:

Administered
Analyzed
Assigned
Attained
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Improved
Increased
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reviewed
Scheduled
Strengthened
Supervised

Communication Skills

Addressed
Arbitrated
Arranged
Authored
Collaborated
Convinced
Corresponded
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Spoke
Translated
Wrote

Research Skills

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized

Technical Skills

Assembled
Built
Calculated
Computed
Configured
Designed
Devised
Engineered
Fabricated
Installed
Maintained
Operated
Overhauled
Performed
Trouble-shooting
Programmed
Remodeled
Repaired
Retrieved
Solved
Upgraded

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Demystified
Developed
Enabled
Encouraged
Evaluated

Teaching Skills (Continued)

Explained
Facilitated
Guided
Informed
Instructed
Persuaded
Set goals
Stimulated
Trained

Clerical/Detail Skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized
Tabulated
Validated

Helping Skills

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Expedited
Facilitated
Guided
Motivated
Referred
Rehabilitated
Represented

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Calculated
Computed
Developed
Forecasted
Managed
Marketed
Planned
Projected
Researched

Creative Skills

Acted
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized
Shaped

More Verbs

Achieved
Expanded
Improved
Pioneered
Reduced
(losses)
Resolved
(problems)
Restored
Spearheaded
Transformed

Utilize YOUR Career Services for all your Career Development needs.

Career Services offers the following services:

- Personal, one-on-one advising:
 - Job Search Strategies
 - Resumes and Cover Letters, CV's and POS/SOPs
 - Follow-up/Thank You Letters
 - Interview Skills
 - Networking Skills
 - Career Fair Prep
 - MyPlan: on-line assessment tool to help identify your interests and strengths and the right degree and career for you.
 - HuskyJOBS – your one-stop-shop for all jobs – corporate internships, co-ops and full-time positions and part-time on-campus and community jobs.
 - Career Development Education: numerous and diverse campus-wide presentations
 - UN 2525 Career Development course
 - Bi-annual Career Fairs
 - Corporate information sessions
 - On-campus corporate interviews
 - Internship and Co-op opportunities
 - Business and Dining Etiquette Dinner
- ✓ **Call or email Career Services to schedule an appointment with a Career Advisor**

Also at Career Services:

- Interview Rooms
- Computers and Printers
- Presentation Library
- Friendly and Helpful Staff

**For additional information and valuable resources, visit:
www.career.mtu.edu**

Remember...If you are uncertain about your future or current career path, consider utilizing "MyPlan." It's a Career and Educational Planning System FREE to Michigan Tech students. Make sure you check "share results with career advisor," and make an appointment for a one-on-one appointment with a Career Services Career Advisor to help you analyze your results and discuss your future plans.