

Writing a resume

STRUCTURE AND CONTENT

Overview

Structured like any document

- Introduction
- Body
- Conclusion

Professional

- Be well written, formal, descriptive
- Don't be witty, personal, irrelevant

Formatting

Chronological / Functional / Combination

- Unique formatting is ok
- Don't overdo it
- Be consistent and formal with fonts, spacing, etc.

Header

Name, address, contact info

- First thing on page
- Normally want name to be larger than the rest of the information
- But not too big

Headline / Objective

- Not always necessary
- Good if work experience does not reflect current goals
- Entering a new career or entry-level position
- Make it positive!

Skills

- List only the most important and relevant, regardless of announcement (10 max)
- Don't list skills you don't have, be aware of your proficiency with those you do
- Can include job-specific as well as adaptive

Header

Guidelines

- What can *you* do for *them*
- Be clear, concise
- Don't use buzzwords or meaningless phrases
- These are true for the entire resume, actually.

Body

Educational history

- Important, however placement depends
- Awards or achievements
- Can also include classes or participation in a program
- Professional coursework or programs, seminars, conferences, symposia, etc.

Work history

- Title, and quantify if possible
- What did you achieve? What problems did you overcome?
- Does this relate to the position?
- Don't exaggerate
- Be concise, but expand

Conclusion

Not really a conclusion, but contains additional information

- Highlight your personality
- Affiliations, memberships, positions
- Hobbies or outside accomplishments, if relevant
- Especially important if engineering a career change