



JPL Education Office

Resume 101 Workshop

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Education Project Manager



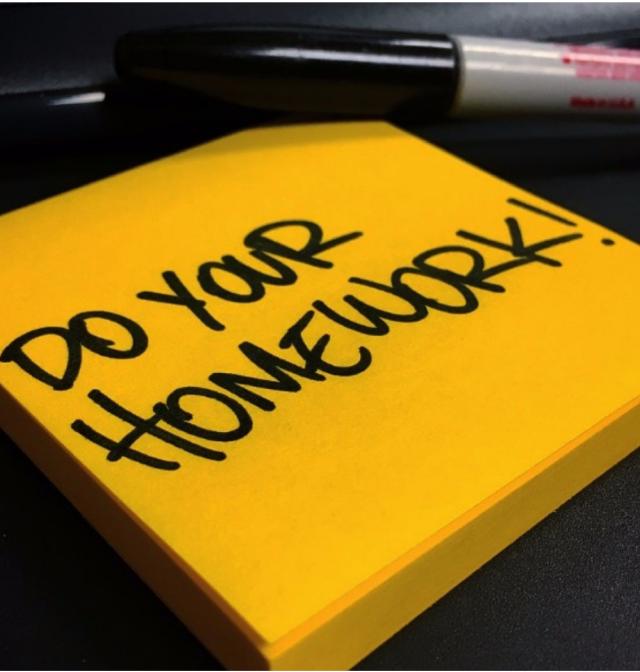
Jet Propulsion Laboratory
California Institute of Technology

Overview

- What is a Resume?
- What to Include
- Keywords
- Customize Your Resume
- Action Verbs
- Accomplishments
- Resume Sections
- Do's and Don'ts

What is a Resume?

- A self-promotional document about YOU
- First impression
- Promote relevant:
 - Skills
 - Abilities
 - Accomplishments
 - Contributions
 - Credentials



What to Include on a Resume?



CONTACT INFO



OBJECTIVE



EDUCATION



WORK
EXPERIENCE



ACADEMIC
EXPERIENCE



SKILLS



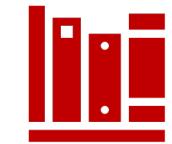
EXTRA-
CURRICULAR/
VOLUNTEER
EXPERIENCE



LEADERSHIP
SKILLS

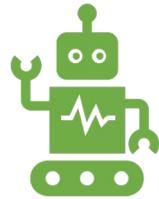


AWARDS



PUBLICATIONS

Use Keywords



Scan resumes searching for specific keywords



Scan posting description or employer website for keywords



Keywords should include specific job requirements, skills, competencies, and relevant credentials

Customize Your Resume

- Tailor your resume to the position you are pursuing
- Do not send the same resume to multiple openings
- Consider organization core values and company culture



A clapperboard with the words "PRODUCTION", "DIRECTOR", "CAMERA PERSON", "SCENE", and "TAKE" on it, with "Roll" and "MOS/SYNC" written on the bottom right. Popcorn is spilling out of the top of the clapperboard.

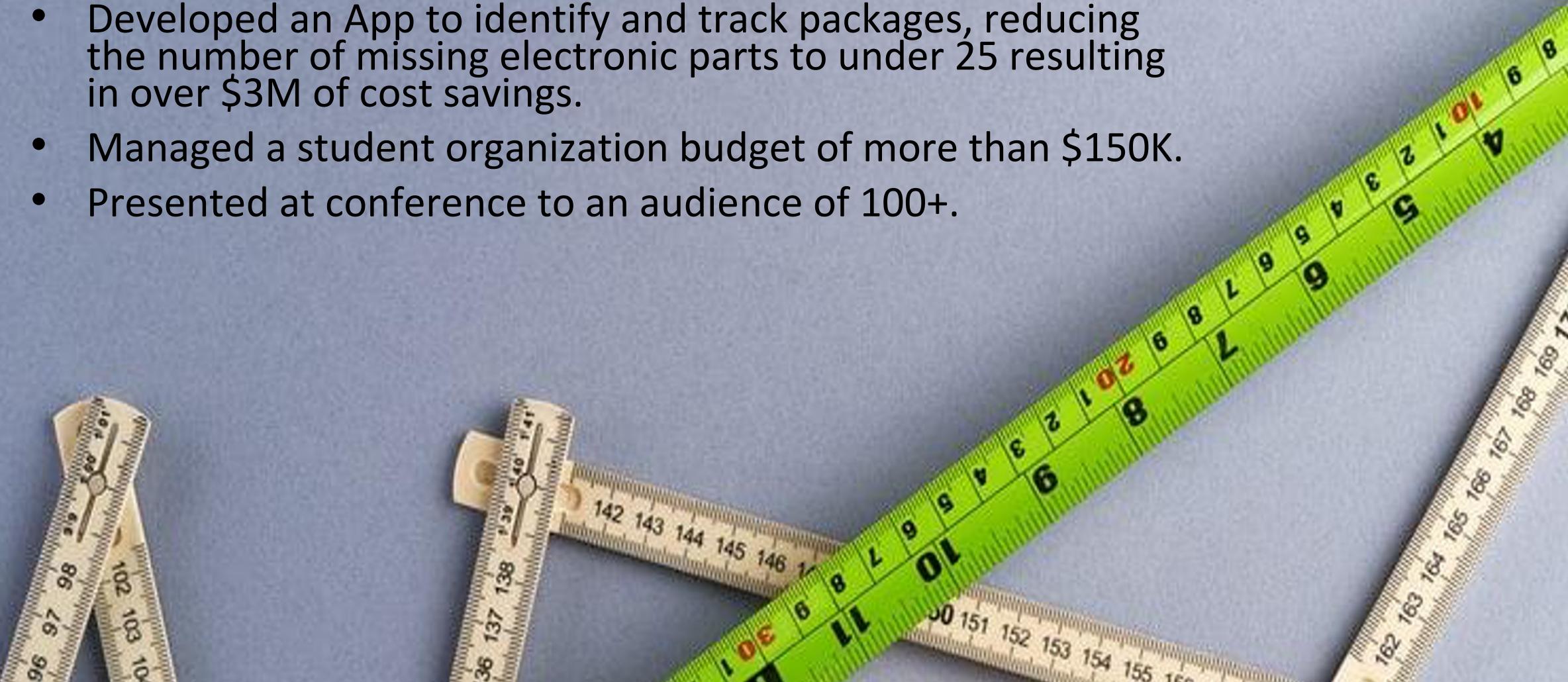
Selecting Action Verbs

Instead of "**Led**" try:

- Chaired
- Coordinated
- Executed
- Headed
- Operated
- Orchestrated

Quantify Accomplishments

- Completed 25 lab experiments in a three-week period, keeping project on schedule & budget.
- Developed an App to identify and track packages, reducing the number of missing electronic parts to under 25 resulting in over \$3M of cost savings.
- Managed a student organization budget of more than \$150K.
- Presented at conference to an audience of 100+.



First Last

(123) 456-7890; Sample_Resume@jpl.edu; US Citizen

Objective

Mechanical engineering student seeking an internship working on multi-disciplinary systems integrations.

Education

North Carolina A&T State University	Greensboro, NC	
Mechanical Engineering with an Aerospace Concentration; GPA 3.80		2017-Current
San Diego Mesa College	San Diego, CA	
Associate of Science in Physics 2017 with High Honors, GPA 3.95		2014-2017

Work Experience

NASA Jet Propulsion Laboratory	Pasadena, CA	
<i>Chemical Propulsion and Fluid Flight Systems Group</i>		May-August 2019
<i>Automation Support Intern</i>		

- Collaborated with a group of interns and mentors to develop a scaled down launcher system to get the Mars Ascent Vehicle from Mars' surface to orbit on the Mars Sample Return project
- Tested and verified inertial mass units that are to be used on full scale Mars Ascent Vehicle
- Programmed Arduinos to assist with controls throughout launch of scaled down launcher

Academic Experience

North Carolina A&T State University

Greensboro, NC

Systems Engineering Research Assistant

Spring 2019

- Implemented Python to optimize OpenCV software for image processing
- Programmed drones to evaluate product for errors in large 3D printers before completion

NASA Community College Aerospace Scholars (NCAS)

2018-2019

- Successfully completed NASA online course resulting in 98 percent overall score
- Selected to attend onsite workshop at NASA's Jet Propulsion Laboratory
- Served as technical lead of fictitious Mars competition, resulting in 100% mission success
- Participated in team building exercises and networked with industry professionals

Extracurricular/Volunteer Activities

North Carolina A&T Aggie Student Empowerment Network Mentor

Fall 2019

- Assigned multiple freshmen to supervise and ensure that they have access to the necessary resources to facilitate academic and professional success
- Conducted research to assist students find internships and professional opportunities, while also helping with preparation for career fairs

Vandalia Elementary After School Care Assistant

Fall 2018

- Assisted Kindergarten to 5th students with homework assignments and reading literacy
- Entertained and directed the students on playgrounds and in the computer lab while they awaited the arrival of their caretakers

Skills

Software experience:

- Proficient with Solidworks, Creo Parametric and AutoCAD
- Familiar with Python
- Somewhat familiar with LabView, MATLAB, and Arduino coding

Strong presentation and communication skills:

- Consistently worked in collaborative environments with peers and superiors and provided updates regarding status and project progress
- Conducted presentations to demonstrate knowledge acquired and the summation of my efforts at the conclusion of work opportunities

Leadership

President and founding member of the NC A&T chapter of the American Institute of Aeronautics and Astronautics

- Corresponded consistently with national organization leaders, department administrators, and student organization regulators to ensure progress was being made on both the university and national levels

Interests

Multi-disciplinary Systems Integration • Space exploration • Foreign Languages (Spanish Novice)
• Flying/Flight Training • Computer-aided design • Hypersonic vehicles • Business management



DO's

- Spell Check
- Spell out Acronyms
- Clean, Concise, Consistent Format
- Action Words
- Appropriate Tense
- Formal Name
- Phone Number
- Professional Email & Voicemail Message



DON'Ts

- Misrepresent your Education/Experience
- Rely on Spell Check Alone
- Use Small Fonts
- Mix Font Types
- Fancy or Color Paper
- Birthdate
- Social Security Number
- Parent's Email Address or Phone

Summary

- Present yourself in the best light possible
 - Do your research!
 - Use relevant keywords
 - Vary action verbs
 - Quantify accomplishments
 - Customize each resume
- Seek feedback
- Check your spelling and grammar
- Keep it professional
- Living document



Questions?

