

Resume Format & Content

CAROL TECHER

123 Baltimore Way, Pasadena, CA 91125, (626) 395-####

ctecher@caltech.edu

OBJECTIVE:

Briefly and succinctly state the type of job and the industry your prefer. If uncertain, leave out objective and put it in your cover letter for each specific application you make.

EDUCATION:

California Institute of Technology
BA/BS, Major Field of Study
GPA: (list if 3.0 or above)

June 200X

- *Include amplifying remarks that may strengthen your competitiveness.*
- *You may mention courses, independent studies, significant work commitments, scholarships, etc.*

SKILLS:

- *Preface your skills title with an industry-specific title such as "TECHNICAL SKILLS".*
- *Summarize any industry-related experience, technical, language, communication, or transferable skills that you possess.*

EXPERIENCE:

- *Preface your experience title with an industry-specific title such as "GRAPHIC DESIGNER".*

Position Title (Most recent first)

FIRM/AGENCY, City, State

dates

- *Accomplishment bullets. Start each bullet with a skill word that employers are interested in*
- *Avoid simply listing duties and tasks—describe how you made a difference—state results*
- *Try to generate three or more bullets for each position in this section*

LEADERSHIP EXPERIENCE:

- *If you have any leadership experience whether elected, appointed, or simply assumed describe it as if it were a job.*
- *Employers come to Caltech to recruit the future leaders of their company. Give yourself an appropriate title and follow the format suggested above.*

Position Title (Most recent first)

CLUB/AGENCY, City, State

dates

- *Accomplishment bullets. Start each bullet with a skill word that employers are interested in*
- *Avoid simply listing duties and tasks—describe how you made a difference*
- *Try to generate three or more bullets for each position in this section*

RELATED EXPERIENCE:

- *If you have space and have substantive accomplishment bullets, you may list as indicated above.*
- *If you lack space or accomplishment bullets, you may simply want to list the position title, firm or agency and dates. Often people list "Additional positions have included: ____, ____, etc."*

PERSONAL: Activities and Honors:

- *List any academic or other honors that you have earned, community activities, organizational activities that were not substantive enough to be listed under "Leadership Experience".*
- *List hobbies, interests, athletics, music, etc. that you engage in, especially if you compete or have achieved a recognition. This shows you are a well-rounded person with many interests.*

Sample Resume

Carol D. Techer

Mail Code 12-34
California Institute of Technology
Pasadena, CA 91125
(626) 123-4567
ctecher@caltech.edu

OBJECTIVE

Development position in mechanical engineering, with emphasis in fluid mechanics.

EDUCATION

B.S., Engineering and Applied Science, California Institute of Technology (GPA - 3.4) June 200X
Course Emphasis
Fluid Mechanics Gasdynamics
Thermodynamics Feedback Analysis & Design
Dynamics & Vibrations Heat Transfer & Thermal Design

EXPERIENCE

Research Team Member Summers 200X-200X
Software Systems Department, Rockwell International Science Center

- Designed and implemented factory simulations in the Smalltalk programming language for eventual productions of PLC code for factory controllers. Simulation features included animation, fault tolerance, networking, and a versatile graphical user-friendly environment (Summer 200X)
- Solved system problems for persistent object storage from an object-oriented database.
- Presented a paper at TOOLS '00 in Paris (Summer 200X)
- Created a business simulation system that cut production time by 10% (Summer 200X)
- Analyzed and evaluated a fast hierarchy for storage of graphical objects. Applied this hierarchy for use by the Allen-Bradley division of Rockwell International (Summer 200X)

Student Computer Programmer, Summer Undergraduate Research Fellowship June - August 200X
Materials Characterization Department, Dr. Smith Research Group, Caltech

- Wrote and debugged programs in the C language for the operation of an ultrasound scanning machine used in non-destructive testing of aircraft parts.

Upper Class Counselor, Ruddock House, California Institute of Technology September - June 200X

- Counseled and advised students regarding personal and academic difficulties.
- Solved interpersonal problems, roommate disputes, and interpreted policies.
- Created a supportive community atmosphere through social programs, event planning, and discussions.

Additional positions include: tutor, lifeguard, retail salesperson, babysitter 200X-0X

COMPUTER SKILLS

Systems Experience: MS-DOS, Macintosh Family, UNIX, VAX-VMS
Language Experience: Basic, Pascal, C, Lisp, Smalltalk

LANGUAGE SKILLS

German, native speaker
Spanish, conversational

ACTIVITIES

President, Ruddock House 200X-present
Social Team Chairperson, Ruddock House 200X-0X
Team Captain, Caltech Fencing Team 200X-0X
Varsity Water Polo and Swim Teams 200X-0X
Alternative Spring Break service projects in Tijuana, Mexico and the Navajo Nation 200X-0X
Team leader, Habitat for Humanity during Christmas in April weekend 200X

HONORS AND AWARDS

I. Amsmart Foundation Scholarship 200X-present
National Merit Scholar
High School Valedictorian
Runner up National Math Olympics

Sample Curriculum Vitae

Thomas T. Techer

1234 Hill Avenue
Pasadena, CA 91919
tomttech@caltech.edu

Work: (626) 395-6361
Home: (818) 248-1234
ttt@earthblink.net

EDUCATION

California Institute of Technology *Pasadena, CA* (Fall 200x)
Ph.D. Chemistry; *Specialty in biochemical analysis*

Princeton University *Princeton, NJ* (May 200x)
B.S. Molecular Genetics
GPA 3.76, Phi Beta Kappa, John McCreary Memorial Prize in Chemistry

EXPERIENCE

Jet Propulsion Laboratory (JPL), Pasadena, California 200x – present
Task Manager & Staff Engineer, Communications Ground Systems (333)
Exciter & RF/MMWave Instruments Group

Lead the Active Tropospheric Ozone and Moisture Sounder (ATOMS) Technology and Instrument Development (TID) task with a \$1.1M budget to complete the development of technology and instrument breadboards (10 – 200 GHz) and demonstrations that would enable a future flight mission; specific areas of responsibilities include project and team management, mission and systems engineering, writing of technical studies and proposals, RF/Microwave hardware design, spectrum certification management, and project website development.

Perform communication hardware design for a wide range of government and industry projects with emphasis on hardware development for space applications using RF and microwave systems and components; participated in the JPL Cooperative Education Program from 5/1993 to 12/1995 while an undergraduate student at Virginia Tech

Adjunct Professor, University of Southern California 200x – present
Design curriculum, lectures, student guides (desktop publishing), and classroom resources for academic programs including undergraduate and graduate Chemistry courses. Assisted Chemistry Department Chair in delivering courses, grading, and running laboratory experiments.

California Institute of Technology Research (advisor: A. Einstein) 200x – 200x
Studied carbon black-polymer composite vapor detector arrays (electronic noses) for applications in disease diagnosis. Developed sensor arrays that exploit spatiotemporal information and demonstrated the geometric optimization of carbon black-polymer composite vapor detectors with respect to the signal/noise performance. Developed new gas sensor technologies utilizing thin films of gold nanocrystals.

PUBLICATIONS, PROPOSALS AND PATENTS

Techer, Thomas, and Einstein, A. "Characterization of the Temporal Response Profile of Carbon Black-Polymer Composite Vapor Detectors," *manuscript in preparation*

Techer, Thomas, (200X) "Surface Imaging Microscopy, An Automated Method for Visualizing Whole Embryo Samples in Three Dimensions at High Resolution", *Dev. Dynamics*. Accepted for publication.

Techer, Thomas, "Exploitation of Spatiotemporal Information and Geometric Optimization of Signal/Noise Performance Using Arrays of Carbon Black-Polymer Composite Vapor Detectors," *Sensors and Actuators B*, **200X**, 82, 54-74

Bubble Imaging Technology, U.S. Patent Number 1,234,567

Sample Curriculum Vitae (continued)

PRESENTATIONS, AWARDS AND HONORS

Invited Speaker, Johannes Kepler University Linz, Austria
“Active Tropospheric Ozone and Moisture Sounder—Program Overview” 12/200X,
“Chemical properties in deep space” 12/200X
Guest speaker, Polytechnic College Technology Building Dedication 3/200x
Recipient of the Princeton University Presidential Scholar Award 200x

CONFERENCES/WORKSHOPS ATTENDED

Keystone Winter Meeting 200X—Poster
Winter Meeting NYC 200X—Poster
Keystone Signaling Meeting, 200X

FELLOWSHIPS AND ACTIVITIES

NRSA 200X -200X (NS10941-02)
Curriculum Development Consultant, CAPSI, 200X -200X
NIH Dev. Biology Training Grant, Caltech, 200X -200X (5T32 HD07257-15)
Associate Editor: RUUSH student research journal, 200X -200X

VOLUNTEER ACTIVITIES and INTERESTS

Emergency Response (ER) volunteer, Pasadena Fire Department and American Red Cross
Vice President Graduate School Council
Traveled extensively throughout Eastern and Western Europe, Central America, China.

REFERENCES

A. Einstein, Professor of Chemistry
California Institute of Technology
1200 E. California Blvd., 123-45
Pasadena, CA 91125
(626) 395-6361 iamaneinstein@caltech.edu

Phil Nye, the Science Guy
California Institute of Technology
1200 E. California Blvd., 123-45
Pasadena, CA 91125
(626) 395-6361 nyeguy@caltech.edu

R. Fine Man, Professor of Drummology
California Institute of Technology
1200 E. California Blvd., 123-45
Pasadena, CA 91125
(626) 395-6361 ilovetuva@caltech.edu

Dr. Arkie Medes, Director of Computation
Jet Propulsion Lab
1200 E. California Blvd., 123-45
Pasadena, CA 91125
(626) 395-6361 additup@caltech.edu

The main difference between a resume and Curriculum Vitae (CV) is that a CV includes a comprehensive list of publications, grants, presentations, etc. To create a CV, follow the same guidelines of a regular resume in terms of highlighting skills, accomplishments, results, etc. Then include the additional categories that relate to an academic or research position. Present the most important information to the employer first. There are no strict rules about categories, length, etc. CVs for academia might be longer than an industry resume. Be sure your cover letter also highlights important information.

Prioritize your past experiences and list the most relevant ones. If you are considering alternative careers (such as an industry outside your research or specialty), highlighting the breadth of past experiences and the transferability of your expertise is crucial.

The following information is generally included in an academic CV for a Phd or postdoc:

- Grants: awarded
- Proposed patents: obtained and pending
- Publications: published and pending
- Teaching experience
- Advisory or consulting experience: academia, professional
- Service to community: academic, professional, scientific

Power Verbs for Your Resume

accelerated	compared	excelled	maintained	repaired
accommodated	compiled	executed	marketed	reported
accomplished	composed	exercised	measured	represented
achieved	computed	expanded	mediated	researched
acquired	conceptualized	expedited	minimized	reserved
acted	concluded	explained	mobilized	resolved (problems)
activated	confirmed	extended	modeled	restored
adapted	consented	extracted	moderated	retrieved
added	consolidated		modernized	revamped
addressed	constructed	fabricated	modified	reviewed
adjusted	contracted	facilitated	monitored	revised
administered	contributed	familiarized	motivated	revitalized
admitted	converted	fashioned	multiplied	revived
advanced	convinced	figured		
advised	cooperated	finalized	negotiated	sanctioned
aided	coordinated	forecasted		satisfied
alleviated	correlated	formulated	officiated	scheduled
allocated	corresponded	fostered	operated	screened
allowed	counseled	founded	orchestrated	scrutinized
altered	created	fulfilled	organized	secured
ameliorated	critiqued		originated	served
amended	customized	generated	overhauled	set goals
analyzed		grew		settled
appointed	debugged	guaranteed	performed	shaped
apportioned	deciphered	guided	persuaded	smoothed
appraised	dedicated		pioneered	solicited
apprised	delegated	hired	planned	solved
approved	deliberated		polished	sought
approximated	demonstrated	identified	prepared	spearheaded
arbitrated	designated	illustrated	prescribed	specified
arranged	designed	implemented	prioritized	spoke
ascertained	determined	improved	processed	stimulated
assembled	devaluated	improvised	procured	streamlined
assessed	developed	increased	produced	strengthened
assigned	devised	indexed	programmed	studied
assisted	diagnosed	indicated	projected	submitted
attained	directed	inferred	promoted	substantiated
attested	disbursed	influenced	publicized	suggested
audited	dispatched	informed	purchased	summarized
augmented	displayed	initiated		supervised
authored	drafted	innovated	queried	supplemented
authorized		inspected	questioned	surveyed
	eased	inspired		sustained
balanced	eclipsed	instituted	raised	synthesized
bolstered	edited	instructed	rated	systematized
boosted	educated	integrated	realized	
brainstormed	elevated	interceded	recommended	tabulated
budgeted	elicited	interpreted	reconciled	tailored
built	employed	interviewed	recorded	traced
	empowered	introduced	recruited	trained
calculated	enabled	invented	rectified	transacted
catalogued	encouraged	investigated	reduced (losses)	transformed
centralized	endorsed	involved	refined	translated
certified	engineered	issued	referred	transmitted
chaired	enhanced		reformed	
charted	enlarged	judged	regarded	updated
clarified	enlisted	justified	regulated	upgraded
classified	enriched		rehabilitated	
coached	enumerated	launched	reinforced	validated
collaborated	envisioned	lectured	rejuvenated	valued
collected	established	led	related	verified
commissioned	estimated	licensed	relieved	visualized
committed	evaluated	lightened	remedied	
communicated	examined	linked	remodeled	wrote

Adapted with permission from the Career Resource Manual of the University of California, Davis.

Letters of Recommendation

Candidates for employment, graduate school, scholarships or any activity for which others will evaluate their talents and abilities will need to request letters of recommendation. The content and quality of these letters, as well as the caliber of the people who write them, are critical to the selection process.

Selecting People to Serve as References

Select individuals whom you feel are knowledgeable of your skills, work ethic, talents and future capacity. The selection of your references is critical, as a reference that is ill-informed could sabotage all the great work you have done in a matter of minutes. Choose people who have known you for a minimum of six months. The longer they have known you the better, but they must have had regular contact with you to observe your growth and development. A reference from someone who may have known you several years ago but you have not spoken to in a year or more is not in a position to critique your skills.

If you must choose between several people, select those who know you the best but who also hold a higher rank in their profession. A department head is a better candidate than a graduate assistant or an instructor. Never choose someone on status alone, continue to choose people based on how well they know you and how much they want to assist you in your job search. *Do not choose people who are not committed to you or who are not very familiar with your background.*

Try to Meet Face to Face

Never assume someone will want the responsibility to serve as your reference. Make an appointment to discuss your career goals and purpose of the letter of recommendation. Determine if the person would want the responsibility of serving as your reference, which involves not only writing a letter supporting your skills, but also handling any phone inquiries and responding to other questions which may be posed by a selection committee. Persons who serve as a reference have responsibilities that go beyond the words they put on paper. They should feel strongly about your success and desire to do whatever they can to assist you in reaching your goals. You have come too far to let someone jeopardize your future.

A personal meeting is always best because you can observe your potential reference's body language to see how interested he or she is in assisting you. A slow response to a question or a neutral facial expression may be this person's way of trying to show you that he/she does feel comfortable serving as your reference. Trust your instincts. If you don't feel that you want to pursue this person as a reference you are not required to inform them of your decision. At any rate, always thank the person and end the meeting on a positive note.

Help Them Help You

You must assist your reference-givers so they can do the best job possible. Provide them with a copy of your current resume, transcript, job descriptions for the type of employment you desire or other detailed information related to the purpose of the letter. Provide a one-page summary of any achievements or skills exhibited with the person who will be writing the letter. They may not remember everything you did under their super-

vision or time spent with you. Finally, provide them with a statement of future goals outlining what you want to accomplish in the next few years.

An employer will interview you and then contact your references to determine consistency in your answers. You should not inflate what you are able to do or what you may have completed in work or school assignments. A reference is looked upon as someone who can confirm your skill and ability level. Any inconsistencies between what you said in your interview and a reference's response could eliminate you from further consideration. The key is to keep your references informed of what you are going to be discussing with employers so there is a clear understanding of what is valued by the employer.

What's the Magic Number?

Each situation will dictate the appropriate number of references that will be required. The average would be three to five letters of recommendation. Generally, references are people whom you have known professionally; they should not be family or friends. When selecting people as references, choose people who know you well and have the most to say pertaining to the purpose of the letter. One person may be very appropriate for a reference for employment, while another would be best for use in admission to graduate or professional school or a scholarship application.

Encourage your reference to use strong, descriptive words that provide the evidence of your interpersonal skills initiative, leadership, flexibility, conflict resolution, decision-making, judgment, oral and written communication skills, and grasp of your field of study. Education Majors are encouraged to request a letter from the cooperating teacher, supervising teacher, professor(s) in your major, and a current or former employer.

Maintain Professional Courtesy

Give your reference writers ample time to complete their letters and provide a self-addressed stamped envelope. Make it as easy for them as possible so they don't have to spend valuable time searching for the proper return address and a stamp. Follow up with your letter writers and let them know the status of your plans and search. They will want to know how you are doing and whether there is anything else they may do to increase your candidacy. You never know when you will need their assistance again, and it is just good manners to keep those who care about you informed of your progress. Finally, many times when two or more candidates are considered equally qualified, a strong letter of reference can play an important role in determining who is selected for the position.

Maintaining a good list of references is part of any professional's success. Continue to nurture valuable relationships with people who will want to do whatever they can to aid in your success. Your personal success is based on surrounding yourself with positive people who all believe in you. No one makes it alone; we all need a little help from our friends.

Written by Roseanne R. Bensley, Placement and Career Services, New Mexico State University.

Cover Letters

Calvin Techer

California Institute of Technology MSC 555
Pasadena, CA 91125

(626) 395-6361
caltecher@caltech.edu

November 11, 200X

Dr. Fine Mann
Project Manager
Ohm R. Simson Inc.
10 Upping Street
Pasadena, CA 91125

Dear Dr. Mann,

(Never use “To Whom it May Concern” or “Dear Sir” or “Dear Madam”—always get a name of an actual person). If you simply cannot get a name (for instance, you are applying to a newspaper ad), then salutations such as “selection committee” will be the next best thing.

In your opening paragraph, state how you learned about the position and give a brief introduction of yourself and your background. Explain your interests that match the job description, and/or organization. Why do you want to work there? Don’t mention your degree, graduation date or anything obvious that is already in your resume. They will see that in your resume. The cover letter lets you expand upon your motivation, passion and career goals that may not be apparent in your resume.

In your second paragraph (and third, if necessary) you should illustrate how your experiences (in school, work, and extracurricular activities) align with the job description. Be sure to reference specific skills and terminology that were stated in the job description. Your task is to make it easy for the employer to see a match between you and the job. Mention how your knowledge, skills and activities have prepared you for this kind of work and organization. Try to specifically align yourself with specifics of the organization and job. That will demonstrate that you have done your homework to know the organization and have carefully considered it for your next career move.

In the closing paragraph express your appreciation to the reader and reinforce your eagerness to explore employment with them. Reiterate your contact information (even though you may have it as a header) and let them know you look forward to talking with them. Be proactive and give a date that you will contact *them* if you have not heard from them first (and BE SURE you contact them on that date).

Sincerely,

Cal Techer

Interview Thank-You Letters

Calvin Techer

California Institute of Technology MSC 555
Pasadena, CA 91125

(626) 395-6361
caltecher@caltech.edu

December 12, 200X

Dr. Fine Mann
Project Manager
Ohm R. Simson Inc.
10 Upping Street
Pasadena, CA 91125

Dear Dr. Mann,

In the first paragraph explain that you enjoyed meeting with them (and others in their organization if appropriate). Remind the interviewer of the position that you interviewed for, the date you met, and express your appreciation for their time and consideration. If you are NOT interested in the position, don't tell them that. Just explain that you enjoyed meeting with them and learning about their company, and that you hope you will see them again in the future.

If you ARE interested in the job...in the second paragraph reinforce your interest. Let them know *specifically* what was particularly interesting to you about the job and/or organization. You can reemphasize what a good fit the job/organization would be between your strengths and future goals. You might remind them of something that was said in the interview that was particularly striking, and how that increased your interest in the company, and that you are even more interested in pursuing this career. If you want, you can mention how the company's culture, people, values, etc., align with yours. It is OK to be personable and friendly while maintaining professionalism.

In this closing paragraph, reiterate your interest in the position. Offer an opportunity for them to clarify any questions or supplemental information. Finally, express appreciation for the interview and provide your contact information. If they mentioned a next step (for instance, an in-house interview, or you send them recommendations, etc.) and date, confirm that now, and explain that you look forward to the next step in the process.

Sincerely,

Cal Techer

Email Correspondence

For most of us, sending and receiving email is simple and fun. We use it to communicate with friends and family and to converse with our contemporaries in an informal manner. But while we may be unguarded in our tone when we email friends, a professional tone should be maintained when communicating with prospective employers.

Email is a powerful tool in the hands of a knowledgeable job-seeker. Use it wisely and you will shine. Use it improperly, however, and you'll brand yourself as immature and unprofessional. Dr. Sherry Reasbeck, a San Diego-based career counselor, warns that some email mistakes leave a bad impression. "It's irritating when the writer doesn't stay on topic or just rambles," says Reasbeck. "Try to succinctly get your point across—then end the email."

Be aware that electronic mail is often the preferred method of communication between job-seeker and employer. There are general guidelines that should be followed when emailing cover letters, thank-you notes and replies to various requests for information. Apply the following advice to every email you write:

- Use a meaningful subject header for your email—one that is appropriate to the topic.
- Always be professional and businesslike in your correspondence. Address the recipient as Mr., Ms. or Mrs., and always verify the correct spelling of the recipient's name.
- Be brief in your communications. Don't overload the employer with lots of questions in your email.
- Ditch the emoticons. While a ☺ or an LOL (laughing out loud) may go over well with friends and family, do not use such symbols in your email communications with business people.
- Do not use strange fonts, wallpapers or multicolored backgrounds.
- Sign your email with your full name.
- Avoid using slang.
- Be sure to proofread and spell-check your email before sending it.

Neal Murray, director of the career services center at the University of California, San Diego, sees a lot of email from job-seekers. "You'd be amazed at the number of emails I receive that have spelling errors, grammatical errors, formatting errors—emails that are too informal in tone or just poorly written," says Murray. Such emails can send the message that you are unprofessional or unqualified.

When you're dealing with employers, there is no such thing as an inconsequential communication. Your emails say far more about you than you might realize, and it is important to always present a polished, professional image—even if you are just emailing your phone number and a time when you can be contacted. If you are sloppy and careless, a seemingly trivial communication will stick out like a sore thumb.

Thank-You Notes

If you've had an interview with a prospective employer, a thank-you note is a good way to express your appreciation. The note can be emailed a day or two after your interview and only needs to be a few sentences long, as in the following:

Remember, a thank-you note is just that—a simple way to say thank you. In the business world, even these brief notes need to be handled with care.

Dear Ms. Jones:

I just wanted to send a quick note to thank you for yesterday's interview. The position we discussed is exactly what I've been looking for, and I feel that I will be able to make a positive contribution to your organization. I appreciate the opportunity to be considered for employment at XYZ Corporation. Please don't hesitate to contact me if you need further information.

Sincerely,

John Doe

Cover Letters

A well-crafted cover letter can help "sell" you to an employer. It should accomplish three main things:

1. **Introduce yourself to the employer.** If you are a recent college graduate, mention your major and how it would apply to the job you are seeking. Discuss the organizations/extracurricular activities you were involved in and the part-time jobs you held while a student, even if they might seem trivial to you. Chances are, you probably picked up some transferable skills that you will be able to use in the work world.
2. **Sell yourself.** Briefly state your education and the skills that will benefit the employer. Don't go into a lot of detail here—that's what your resume is for—but give the employer a sense of your strengths and talents.
3. **Request further action.** This is where you request the next step, such as an appointment or a phone conversation. Be polite but sincere in your desire for further action.

Tips

In addition to the guidelines stated above, here are a few tips to keep in mind:

- Make sure you spell the recipient's name correctly. If the person uses initials such as J.A. Smith and you are not certain of the individual's gender, then begin the email: "Dear J.A. Smith."
- Stick to a standard font like Times New Roman, 12-point.
- Keep your email brief and businesslike.
- Proofread everything you write before sending it.

While a well-crafted email may not be solely responsible for getting you your dream job, rest assured that an email full of errors will result in your being overlooked. Use these email guidelines and you will give yourself an advantage over other job-seekers who are unaware of how to professionally converse through email.

Written by John Martalo, a freelance writer based in San Diego.