

# Technical communication 3

## *Effective Résumés*

### Outline

- Résumé or CV? Why résumé?
- Types of résumés
- Elements in a résumé
- Ethical notes

# Résumé or CV? Why résumé?

Read Page 160-161 to find the difference.

- Curriculum vitae – **The course of one's life**
- (来自拉丁语，常简称CV。多用于申请研究院和高等学府的研究生计划、教授职位等。)
- Resume – *Summary* (来自法语，多用于申请企事业单位的专业性工作和白领职位等。)

# Why résumé?

- A resume is **a summary of your qualifications** and your main tool for finding a job.
- Generally limited to **ONE page** (or TWO if you have a great deal of experience).
- Your resume **itemizes** the qualifications that you can summarize in your application letter.
- The information in your resume is key to helping employers decide whether to **contact** you for a personal interview.
- It can also serve as the **source** for specific questions asked during an interview.

## Task 1 Do some research

Search



- Research on yourself
- Research on target company/employer
- Research on the post

# Do you know yourself enough?

Search



- Please list things about yourself that you want others to know.
- DO **NOT** use any adjectives.
- Adjectives are empty.
- Hardworking. Team work spirit. Overused in resumes.

## Task 2

### Make the résumés look professional



- Context: Jane, the project manager of Gultra Electronics, is also in charge of the enrollment of new employees. She finds the notes on the résumé appearance on **page 161** of our recommended book insufficient.
- Task operation: In groups, play Jane's role and list any additional notes you think necessary.

# Suggested notes:

Résumés should appear neat and professional. They should have

## **1. Generous margins**

Leave a one-inch margin on all four sides.

## **2. Clear type**

Use a good-quality laser printer.

## **3. Balance**

Arrange the information so that the page has a balanced appearance.

# Suggested notes:

## 4. Clear organization

Use adequate white space. The line spacing between items should be greater than the line spacing within an item. That is, there should be more space between your education section and your employment section than between items within either of those sections.

You should be able to see the different sections clearly if you view it at 50 percent on your monitor or if you stand and look down at the printed résumé on the floor by your feet.





# Types Of Resumes

**Read Page 164-171 and discuss types of resumes.**

- Chronological
  - emphasizes education and work experience and lists entries in reverse order, beginning with the most recent experience.
  
- Functional /Skill
  - emphasizes individual fields of competence, so it is used by applicants who are just entering the job market, who want to redirect their careers, or who have little continuous career-related experience.
  
- Combination

# The Elements in a Chronological Résumé

- Heading/ Identifying Information
- Objectives or Summary of Qualifications
- Education
- Work experience/Employment history
- Interests and Activities
- Skills, Memberships, Awards
- References

The writer uses design to emphasize his name and provides his contact information, including his e-mail address.

The writer could modify his objective to name the company to which he is applying.

The writer chooses to emphasize his advanced engineering courses. For another position, he might emphasize other courses.

The writer wisely creates a category that calls attention to his academic awards and his membership in his field's major professional organization.

The writer lists his references on a separate page and includes this page in his application materials only if an employer requests it. For each reference, the writer provides complete contact information and a statement describing his relationship to the person, as shown in Fig. 15.4 on p. 416.

## **CARLOS RODRIGUEZ**

3109 Vista Street Philadelphia, PA 19136 (215) 555-3880 crodrig@dragon.du.edu

### **Objective**

Entry-level position in signal processing

### **Education**

BS in Electrical Engineering  
Drexel University, Philadelphia, PA  
Anticipated 6/2012  
Grade-Point Average: 3.67 (on a scale of 4.0)  
Senior Design Project: "Enhanced Path-Planning Software for Robotics"

### **Advanced Engineering Courses**

Digital Signal Processing	Computer Hardware
Introduction to Operating Systems I, II	Systems Design
Digital Filters	Computer Logic Circuits I, II

### **Employment**

6/2009–1/2010 Electrical Engineering Intern II  
*RCA Advanced Technology Laboratory, Moorestown, NJ*  
Designed ultra-large-scale integrated circuits using VERILOG and VHDL hardware description languages. Assisted senior engineer in CMOS IC layout, modeling, parasitic capacitance extraction, and PSPICE simulation operations.

6/2008–1/2009 Electrical Engineering Intern I  
*RCA Advanced Technology Laboratory, Moorestown, NJ*  
Verified and documented several integrated circuit designs. Used CAD software and hardware to simulate, check, and evaluate these designs. Gained experience with Mathcad.

### **Honors and Organizations**

Eta Kappa Nu (Electrical Engineering Honor Society)  
Tau Beta Pi (General Engineering Honor Society)  
IEEE

### **References**

Available upon request

## **In This Book**

Many of the job boards listed on page 403 include samples of résumés.



**Figure 15.5 Chronological Résumé of a Traditional Student**

- A functional /skills résumé differs from a chronological résumé in that it includes a **separate section**, usually called **“Skills” or “Skills and Abilities,”** that emphasizes job skills and knowledge.
- In a functional/skills résumé, the employment section becomes a brief list of information about your employment history:  
*company, dates of employment, and position.*

## Skills and Abilities

### *Management*

Served as weekend manager of six employees in a retail clothing business. Also trained three summer interns at a health-maintenance organization.

### *Writing and Editing*

Wrote status reports, edited performance appraisals, participated in assembling and producing an environmental impact statement using desktop publishing.

### *Teaching and Tutoring*

Tutored in the University Writing Center. Taught a two-week course in electronics for teenagers. Coach youth basketball.

**The different focuses of the  
employment section and the skills  
section in a skills résumé**

# Attention: How to Write Career Objectives

**Example:**  
**Seeking employment  
in a business  
environment offering  
an opportunity for  
professional growth**

Comments:

**What kind of employment?**



**What kind of opportunities  
for professional growth?**

No Focus

Too General

## Revised Version

**To market financial planning programs and provide financial counseling to ensure positive client relations**

**Comments: to specify not only the job that the applicant is seeking, but also their potential for benefitting the company**

**1. Stating only the goals or duties implied in the job advertisement**

**2. Focusing on the employer's needs, not on your goals**

**3. Being specific**

# Ethics Note

- Keep it truthful: Employers reject candidates with inaccurate or embellished resumes.



Your employment might be terminated long after you were hired.



Many employers use outside agencies to check references and experience; they automatically reject applicants with inaccuracies or embellished resumes.



# Activity: (10')

- Work in groups of FIVE.
- Swap resumes. (Round 1)
- Scan through your peer's resume for 20 seconds.
- Circle or underline 5 things/items you notice on the page.
- Swap resumes. (Round 2)
- ...
- Get back your own resumes. What did your peers notice within 20 seconds?

# Questions for review

- Does the résumé have a professional appearance, with generous margins, a balanced layout, adequate white space, and effective indentation?
- Is the résumé honest?
- Does the identifying information contain your name, address(es), phone number(s), and e-mail address(es)?
- Does the résumé include a clear statement of your job objectives or a summary of your qualifications?
- Does the education section include your degree, your institution and its location, and your (anticipated) date of graduation, as well as any other information that will help a reader appreciate your qualifications?

# Questions for review

- Does the employment section include, for each job, the dates of employment, the organization's name and location, and (if you are writing a chronological résumé) your position or title, as well as a description of your duties and accomplishments?
- Does the interests-and-activities section include relevant hobbies or activities, including extracurricular interests?
- Does the references section include the names, job titles, organizations, mailing addresses, and phone numbers of three or four references?
- Does the résumé include any other appropriate sections, such as skills and abilities, military service, language abilities, or willingness to relocate?



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