# AIAA @ UCSD

Student Resume Workshop

# GENERAL RESUME TIPS

- Make it easy to find important information!

- Be concise

- Have a clean and organized format (i.e. no weird fonts)

- Use key words

- Brag about yourself

# OVERVIEW: KEY PARTS OF RESUME

- Name and Contact Information

- Objective (optional?)

- Education / Awards

- Professional Memberships (optional?)

- Work / Leadership / Project Experience

- Volunteer / Community Service

- Skills / Personal

- Relevant UCSD Courses and Class Work

# NAME / CONTACT INFO

- Include: name, email, and phone number (address is optional)

- Make sure this is large and at top of page

- Should be a header on every page if you have more than 1 page of your resume

**Last, First M.**
**(123) 867-5309**
**Email @ ucsd.edu**
**9450 Gilman Dr., La Jolla, CA 92093**

**First M. Last**
**Email @ ucsd.edu**
**(123) 867-5309**

# EDUCATION / AWARDS

- Make sure to include GPA

- List any awards or scholarships

- Generally focus on work in college, but can include some from high school if needed

- Can list student involvement or honors societies here, but can also save professional org memberships/honors for a separate section if you want

# WORK EXPERIENCE

- For each job:

  - The company/university you worked for

  - Your position i.e. intern, TA, etc.

  - Short description of responsibilities

  - Dates worked (month and year)

- Can include student org/project leadership in this section

# VOLUNTEER WORK

- Include:

    - Title/name of event

    - Date (just the year is fine)

    - Your role or the purpose of the volunteer work!

- Shows you are well-rounded

- Focus on work done in college

# SKILLS / PERSONAL

- Include:

    - Software that you know i.e. AutoCAD, SolidWorks, Excel

    - Language (only if you know the language well)

    - Buzz words

- This is a good section to get the key words in your resume that you need

# PROFESSIONAL MEMBERSHIPS

- This is a good section to talk about organizations you are involved in i.e. AIAA, SWE, etc.

- Can also list honors societies here i.e. Tau Beta Pi, NSCS, etc.

- If you are involved in these organizations through UCSD, you can also list these under the EDUCATION section to save space on your resume

# UCSD COURSE WORK



GENERAL CATALOG 2013-14 — UC San Diego

Catalog Home    Courses/Curricula/Faculty

SEARCH [_____] [Go]

## Mechanical and Aerospace Engineering (MAE)

[ undergraduate program | graduate program | faculty ]

### Courses

*For course descriptions not found in the UC San Diego General Catalog, 2013–14, please contact the department for more information.*

All undergraduate students enrolled in MAE courses or admitted to an MAE program are expected to meet prerequisite and performance standards, i.e., students may not enroll in any MAE courses or courses in another department which are required for the major prior to having satisfied prerequisite courses with a C– or better. (The department does not consider D or F grades as adequate preparation for subsequent material.) Additional details are given under the various program outlines, course descriptions, and admission procedures for the Jacobs School of Engineering in this catalog. Furthermore, the majority of MAE courses have enrollment restrictions that give priority to or are open only to students who have been admitted to an MAE major. Where these restrictions apply, the registrar will not enroll other students except by department stamp on class enrollment cards. The department expects that students will adhere to these policies of their own volition and enroll in courses accordingly. Students are advised that they may be dropped at any time from course rosters if prerequisites have not been met.

While most lower-division courses are offered more than once each year, many MAE upper-division courses are taught only once per year, and courses are scheduled to be consistent with the curricula as shown in the tables. When possible, MAE does offer selected large enrollment courses more than once each year.

- Relevant classes you've taken

- Especially include classes with projects or teamwork (i.e. labs)

- Make sure to include a description or title of class and description of your contribution to any projects

# TIPS FOR APPLYING ONLINE

- Apply ONLY through company careers site!

- Have a plain text and pdf version of resume

- Resumes narrowed down using keyword searches

- Make sure your resume is specific to the job you are applying for: relevant job and project experience, key words, etc.

# TIPS FOR JOB FAIR INTERVIEWS

- Print multiple copies of resumes to give to companies

- Make sure it is a 1 page resume, 2 pages at most

- Be able to quickly summarize your resume and relevant experience

- Do research about the companies you want to talk to

- Come prepared with questions

# MORE INFO

- Web site: aiaa.ucsd.edu

- This presentation will be put on the website

- Board contact info also on the website under "People" if you have any more questions