



Resume Workshop

Boston University - Kappa Theta Pi Professional Technology Fraternity

Spring 2025 Professional Development



Rushee Attendance Brother Attendance



About us!



Cooper Hassman
DS, 2027
Beta Class
VP of ProDev



Laurel Purcell
DS, 2027
Delta Class



Sophie Li
BME, 2027
Delta Class



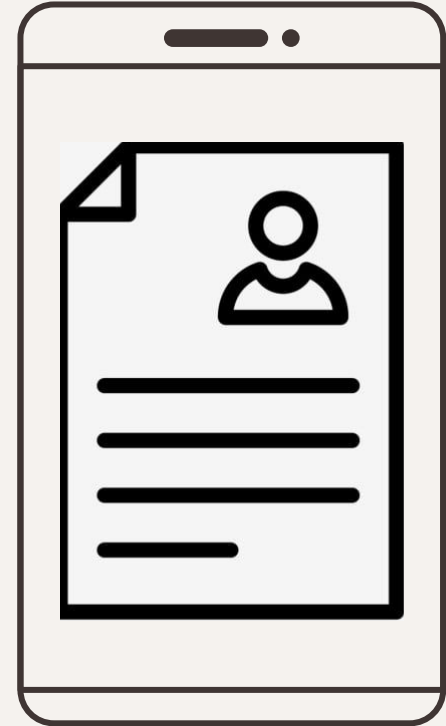
Alena Patel
DS + CS, 2027
Delta Class

What is a resume?

- A professional advertisement of you
- A snapshot of who you are and your personal, professional, educational, and work experiences

Why do we need a resume?

- To get an interview
- Interest an employer in your abilities
- Provide a positive first impression of you in 10-20 seconds



General Resume Components

01

Header

Helps prospective employers connect with you.

02

Education

Emphasizes educational background.

03

Experience

Demonstrates relevant experience in work or activities.

04

Skills

Shares your abilities and what you will bring/offer.

01

Header

- Helps prospective employers contact/connect with you
- Includes...
 - Name – who you are
 - Email – can use school or personal, up to your preference
 - Phone # – optional, but recommended
 - City – optional, but recommended
 - LinkedIn – shows professional side, make sure it's up to date
 - Portfolio/GitHub – showcase your projects and accomplishments

Examples

Margherita Y. Thompson

CDO Note: Resume of a Junior or Senior emphasizing work experience with projects, leadership

mythompson@bu.edu | 617-555-5555 | Boston, MA | [linkedin.com/in/mythompson](https://www.linkedin.com/in/mythompson) | **Portfolio:** github.com/mythomp

Zamir Kantor

CDO Note: Resume of a Senior highlighting technical skills and leadership experience

617-555-6789 | zkantor@gmail.com | Boston, MA
Portfolio: www.hosting.com/zamirk | LinkedIn: www.linkedin.com/9fjj0

02 Education

- Emphasizes your educational background and formal trainings
- Provides evidence of your relevant qualifications
- Include...
 - School – College of _____
 - Major and Minor – B.S./B.A. in _____, Minor in _____
 - GPA – Include if 3.0 and above
 - Expected graduation date – Month Year
 - Relevant coursework – List of classes you've taken

Example

EDUCATION

Boston University College of Engineering

Bachelor of Science in Computer Engineering

GPA: 3.71/4.0 (Dean's List)

Boston, MA

Expected May 2023

RELEVANT COURSEWORK

Data Science

Intro to Machine Learning

Intro to Programming for Engineers

Applied Algorithms for Engineers

Intro to Software Engineering

Intro to Logic Design

03 Experience

- Jobs/Internship/Research Experience, Extracurriculars, and Personal Projects
- Helps persuade employers that you're qualified for the job and that you align with the organization's goals
- Constructs your professional identity
- Include...
 - Job title, company, location, date range – Make your role clear
 - Bullets – aim for 3-4 bullets per header, make each bullet concise, start with active verbs, pay attention to verb tenses (past vs present)
 - No Jargon – make description understandable by anyone
 - Numbers – show impact of your work using quantitative measurements
 - Order – organize chronologically and by importance

Experience Example

Experience

Researcher, Dexter's Lab Partnership for Global Takeover

Dec 2019 – Present

- Lead needs analysis at the United Nations to identify shortcoming in planet defense systems
- Design and develop a low-cost moon monitoring device for United Nations to mitigate disease outbreaks
- Project change models in light absorption with pH change as simple method to identify moondust contamination
- Characterize model of pH change and gas production in moondust contaminated water samples over time
- Present research findings at 2020 and 2021 BU Undergraduate Research Opportunities Program Symposium

R&D Engineering Intern, International Genetic Bio-Engineering, Inc.

May – Aug 2021

- Conducted image analysis study on implantable defibrillator leads to provide information about movement stress
- Analyzed over 10,000 data points on Minitab and wrote technical reports to document findings of project
- Performed laboratory bench testing on implantable defibrillator leads to determine fatigue strength

Personal Projects Example

PROJECTS

ARC Reactor

September 2021 - Present

- Designed and prototyped a pneumatic, soft dextrous limb intended for use in minimally invasive surgery for surgical operations that require rotational motions and torque
- Created molds in SolidWorks to cast silicone soft actuators and outer chamber
- Performed motion, force, and material testing and analysis on the prototype
- Presented device at 2021 National Biomedical Engineering Conference and received Spotlight Award

Robotic Therapeutic Dog

January 2021 - May 2021

- Built system to quantify functional leg muscle motion to improve therapy for stroke patients
- Modeled in SolidWorks and built a mechanical support for transducer during measurement collection
- Developed MATLAB algorithm that quantifies measurements of muscle motion from ultrasound data
- Conducted tests of system on post stroke patients under IRB approval

04 Skills

- Shares your abilities and what you will bring/offer to the company
- Includes...
 - Programming languages – Python, C++, etc, only include if you have working competency
 - Software – Adobe Suite, Figma, GitHub, etc
 - Avoid including soft skills, such as “leadership” or “communication”
 - Should be made clear in your bullet points

Skills Examples

SKILLS

Programming: Certified SolidWorks Associate, MATLAB, ImageJ, CAD

Laboratory: Mechanical testing, differential scanning calorimetry, moisture analysis, cell culture, cellular assays, aseptic techniques, Analyzer testing and Exponent software, microscopy

SKILLS

Programming Languages: C/C++, Python, Java, MATLAB

Tools & Frameworks: Linux, Git, Android Studio

Spoken Languages: Fluent in Arabic and English



Formatting

- White or off-white paper
- Aim to narrow down to 1 page
- Font between size 10-12 (10 absolute minimum)
- Be consistent with layout, underlining, capitalization, and other formatting
- Use white spaces, good margins, and tabs
- Put your strongest sections near the top

Zamir Kantor

CDO Note: Resume of a Senior highlighting technical skills and leadership experience

617-555-6789 | zkantor@gmail.com | Boston, MA
Portfolio: www.hosting.com/zamirk | LinkedIn: www.linkedin.com/company/9fii0

EDUCATION

Boston University, College of Engineering

B.S. in Mechanical Engineering, Concentration in Energy Technologies
Semester Abroad, **Technische Universität Dresden**, Dresden, Germany
GPA: 3.31 (Dean's List)

Boston, MA
May 2022
Spring 2021

EXPERIENCE

Energy Analysis Intern

In Sync Engineering

Summer 2020, 2021
Omaha, NE

- Planned process of maintaining mechanical systems for clients of mechanical, electrical, fire protection and telecommunications engineering consulting firm
- Completed energy consumption analysis using TRACE 700
- Conducted research for multiple energy projects to establish current data and trends necessary for finalizing project solutions
- Reviewed proposed structural drawings for mechanical, plumbing, and fire protection upgrades for Omaha Eppley Airfield; presented proposed improvements to Project Manager; design approved

Research Assistant

BU Advanced Materials Process Control Laboratory

Spring 2020
Boston, MA

- Studied air flow rates of BU physical plant to devise new tool to re-optimize HVAC control
- Awarded Undergraduate Research Opportunities Program grant

SELECTED PROJECTS

Senior Project: "High Temperature Speed Sensor Design," *Ametek, Inc.*

- Designed an experiment to analyze current design of a turbine speed sensor to determine temperature dependence of sensor; improve design to withstand extreme conditions
- Engineered a new generation of sensor by selecting materials functioning as needed at extreme temperatures of 800°C or higher
- Presented finished design to senior faculty at Mechanical Engineering Senior Project Conference

"Remote Controlled Car"

- Created Creo designs for car body of a remote-controlled vehicle that could be easily fabricated and manufactured in an assembly line, in team of 3
- Machined and assembled two RC cars to test design's functionality using CNC and Mill machine
- Planned processes and layout for continuous manufacturing

"Cello Tuner," *Personal Project*

- Designed and manufactured an automated cello tuner using SolidWorks, Arduino, and MakerBot
- Drafted detailed drawings, selected/ordered materials, machined components, constructed final project

Additional Projects: Automated Cymbal Hammer, Food Readiness Calculating Spatula, Truss Stress Analyzer Program, Solar Powered Remote Water Distiller, Deformable Mirror Test Chamber

SKILLS

Computer: CREO Parametric, Arduino, SolidWorks, MATLAB, COMSOL, TRACE 700, Microsoft Office

Manufacturing: CNC Mill, Drill Press, Lathe, MakerBot, Arc Welder, Chop Saw, GibbsCAMM

LEADERSHIP & ACTIVITIES

Member, Society of Women Engineers (SWE) at BU

Member, IEEE at BU

Engineering Ambassador, BU College of Engineering

Outreach Chair, Gamma Beta Alpha BU Chapter

FIRSTNAME M. LASTNAME

email@bu.com | 617-555-1234 | Boston, MA
www.linkedin.com/in/sample | github.com/sample

EDUCATION

Boston University | Boston, MA

Bachelor of Arts in Computer Science, GPA: 3.25

Expected December 20XX

Relevant Coursework: Data Structures, Analysis of Algorithms, Software Engineering, Networking Essentials Programming Languages, Cloud Computing

SKILLS

Programming: proficient in Python, Java, C#, SQL, JavaScript, XML, HTML

Tools: Proficient in MongoDB, PyMongo, Git, MySQL, JSON, Flask, Jinja2, Tamarin, Firebase, SQLite3

PROJECT EXPERIENCE

Computing Bike-friendly Neighborhoods | Boston University

Sep 20XX – Present

• Co-developing web service using Python, PyMongo, MongoDB, JSON to measure bike friendliness in each Boston neighborhood.

Quiznet | Boston University

Jan – May 20XX

• Built quiz website using Flask framework with team of four; used Python to parse XML files and create objects from them; used Jinja2 with HTML to run quizzes; quiz files stored with SQLite3.

Text and Content Similarity Tool | Boston University

Sep – Dec 20XX

• Developed algorithm coded in Python to compare multiple sources of written content and determine degree of similarity of specific words, phrases, prefixes, and suffixes.

RELEVANT EXPERIENCE

Tamarin | Boston, MA

Customer Support Engineer Intern

Jun – Aug 20XX

- Debugged apps for customers created with the Tamarin platform in C#.
- Found and reported bugs in Tamarin products by writing apps in Android Studio to see if bugs can be duplicated.

Global App Initiative | Boston University

Android Development Intern

Oct 20XX – May 20XX

- Used Android Studio with Java and XML to program app enabling users to submit questions and receive answers from professionals at Boston Public Health Commission; used Firebase backend services and Twitter API.
- Led team using GitHub; enabled team members to contribute to project to ensure completion by deadline.

Department of Computer Science | Boston University

Course Assistant

Sep 20XX – Present

- Tutor 500+ students in Python & Java concepts, assembly language, data structures, and fundamental algorithms; critiqued and graded homework for all students within four days.

LEADERSHIP EXPERIENCE

B.U. Learning Resource Network | Boston University

Artemis Project Coordinator

Jun – Aug 20XX

- Designed lesson plan with three coordinators for 5-week summer program to teach and mentor 9-grade girls in computer science and engineering.



Application Tracking System (ATS)

- Many companies use ATS to scan resumes for text/keywords and automate their recruitment process
- How does this affect you?
 - A computer may be the first thing to see your resume
 - Any fancy/fun formats may put you at a disadvantage
- How to work with it?
 - Use keywords to highlight your experience towards a specific role you're looking at
 - Referrals also help you skip this process – create connections!



FAQ's

- Can I include high school stuff?
 - If you are a freshman or first-semester sophomore, it's okay to include a few high school achievements on your resume. After that, avoid it if you can.
- Should I include volunteer work?
 - If there's a choice between volunteer work and relevant work experience, pick the work experience. Otherwise, volunteering is a great addition!
- I'm really passionate about XYZ, should I include it?
 - If we're talking about something really serious to you and it helps you stand out, go ahead and write about it, but if it's generic/just a fun fact, leave it out!

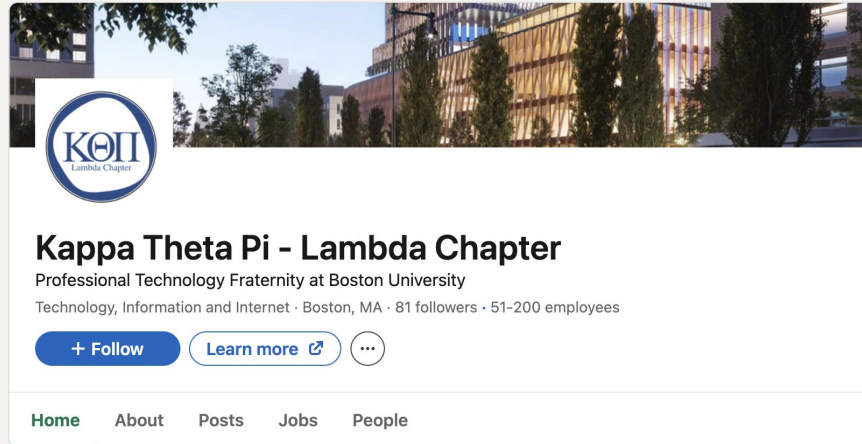


Resources

- Boston University [College of Engineering Career Services](#)
- Questrom [Resume and Cover Letter Help & Examples](#)
- Free [Resume Builder](#)
- Scan your [resume against an ATS](#)
- Scan your resume using AI with [Vmock](#)
- Fall 2024 Center for Career Development [Drop-In Hours Available](#)

Reminders

- KTP Application due tonight at 11:59pm
 - No resume submission required
- Follow KTP on LinkedIn!



Questions?



Scan for Slides

Workshop Time!

- Work with the people around you to create/edit your resumes
- Share your resumes with each other, receive peer feedback!
- Come up to brothers from your major with questions and for feedback



← Rushee Attendance

Scan for Slides →



Applications



Help us get to know you better by answering a few questions about yourself, your campus involvement, and your interest in being involved in KTP!

Applications are DUE TONIGHT at 11:59 PM!!



Thank you!

If you have any further questions about the workshop or KTP, please reach out to an e-board member.

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