

How to Resume

Jacob Glenn
09/10/2021

FEEDBACK



Find a Job at JJ's

STATE

All States

ZIP

RADIUS

15 mi



JOB TYPE

All Jobs

EACH JIMMY JOHN'S IS INDEPENDENTLY OWNED AND OPERATED UNDER A FRANCHISE AGREEMENT OF THE JIMMY JOHN'S SYSTEM. ANY QUESTIONS REGARDING EMPLOYMENT MUST BE DIRECTED TO THE FRANCHISOR SPV, LLC DOES NOT HAVE ACCESS TO FRANCHISEES' EMPLOYMENT RECORDS OR SPACES.

REWARDS

ABOUT US

GIFT CARDS

JJ STORE

RITION

- Print Menu (PDF)
- Unwich Info
- Allergen Info (PDF)
- Nutrition Guide (PDF)

COMPANY

- Feedback
- FAQs
- Jobs
- Offers



Introduction



- What is a resume?
 - It summarizes your relevant experience
- Why do you need one?
 - Your resume is often the only thing a recruiter will take away from your conversation
- Your presenters:
 - Jacob Glenn, 4th year. 2 internships: BMW Manufacturing LLC (Summer 2021) & Tesla (now). Former 2-time Cockpit Lead and Vice President
 - Resources/Inspiration for this presentation
 - Ashley Cador, Alumni. 2 internships: Cummins (summer 2018) and Blue Origin (summer 2019). Former 2-time Frame Lead and Recruitment Coordinator
 - Isaiah Hendrick, Alumni 3 internships: Northrop Grumman (summer 2019, summer 2020, summer 2021). Former President, Aerodynamics Actuation Lead, and Recruitment Coordinator
 - Georgia Tech resume building form
 - AIAA resume building form
 - Talks with recruiters, managers, alumni

Tried & True Techniques



TESLA



**Raytheon
Missiles & Defense**



**NORTHROP
GRUMMAN**

FARO Honeywell

spirit

Collins Aerospace

**GENERAL
DYNAMICS**



Anatomy of a Resume



Name

City State, ZIP | number | email@gmail.com | custom ~~linkedin~~ link (optional)

Objective

Education

Experience

Coursework

Most resumes can be broken into
6 different sections, *almost*
always in this order

Section 1: Headers



Jacob Glenn

Gainesville FL, 32608 | (407) 404-1736 | jacobglenn57@gmail.com | <https://www.linkedin.com/in/jacob-glenn57/>

DO

- Call attention to your name
- Include city, state, and zip (full address optional)
- Include phone number
- Include **preferred email**
- Include any relevant links/websites

DO NOT

- Include long/complicated links
- Make this section take up an absurd amount of space
- Use inappropriate nicknames**
- Put headshots



https://www.google.com/search?q=anatomy+of+a+resume&sxsrf=ALeKk034XS6_EX2sjaZ-EBF49c1iZeH1qg:1629158008374&source=lnms&tbs=isch&sa=X&sqi=2&ved=2ahUKEwi1q_zC3rbyAhUfhv0HHRweA4kQ_AUoAXoECAEQAw&biw=1387&bih=671&dpr=2.75#imgrc=sRG3035hv0Yu5M.....



PAUL H. BRADLEY

ANATOMY PROFESSOR



PROFESSIONAL ACCOMPLISHMENTS

Anatomy Professor

2016 - Present New York Institute of Technology

- Planned, evaluated, and revised the curriculum, course content, and course materials and methods of instruction.
- Cooperatively worked with department members on all academic issues related to updating curriculum, textbook selection.
- Required and taught online classes according to the

****A common practice for people with long/ethnic names is to use pseudonyms on their resume to combat name discrimination. I suggest researching the topic if this applies to you**

Section 2: Objective/Profile/Summary



My opinion:

- Objectives are a waste of space, recruiters know your objective is to get a job, you don't need to tell them
- A well written objective will not really benefit you, but a poorly written objective can definitely hurt you.
- A resume fundamentally is your summary

When should I include an objective?:

- When you are struggling to fill up resume space
 - This should be a last resort IMO, GMS will provide you plenty of opportunities to fill up space
- When you have real experience (maybe)

How do I write an objective?:

- Include who you are, your relevant background, and what you are trying to achieve
- Ex: Ambitious X year engineering student with a background in Y seeking an internship to refine my skills and build confidence as a professional engineer. (*Most objectives are just this rewritten some way, you can see why recruiters ignore them*)

CURRENT OBJECTIVE:
SURVIVE

Section 3: Education



DO

- Include relevant school(s), location(s)
 - Some people may have relevant trade/technical education that relates to engineering, would be valuable to include
- Include major, minor, level of degree
- Include GPA/4.0** and estimated graduation date
- Include any relevant educational rewards (Ex: Dean's List)

DO NOT

- Include your high school (nobody cares!)

Some people with bad GPAs will choose to leave their GPA off their resume. I have been told by recruiters that GPA/education is the first thing they look at (some jobs will not hire candidates under a certain GPA 😞**). Regardless, they will find out. This choice is up to you, my advice is don't let your GPA drop below 3

**If you are concerned about your GPA, one option is to make a note of cumulative GPA over the last semester or two to show improvements

Education

University of Central Florida | Orlando, FL

Expected Graduation: Dec 2022

GPA: 3.75/4.0

- Bachelor of Science in Aerospace Engineering
- College of Engineering Dean's List

Section 4: Experience



THIS IS THE MOST IMPORTANT SECTION, MAKE IT COUNT

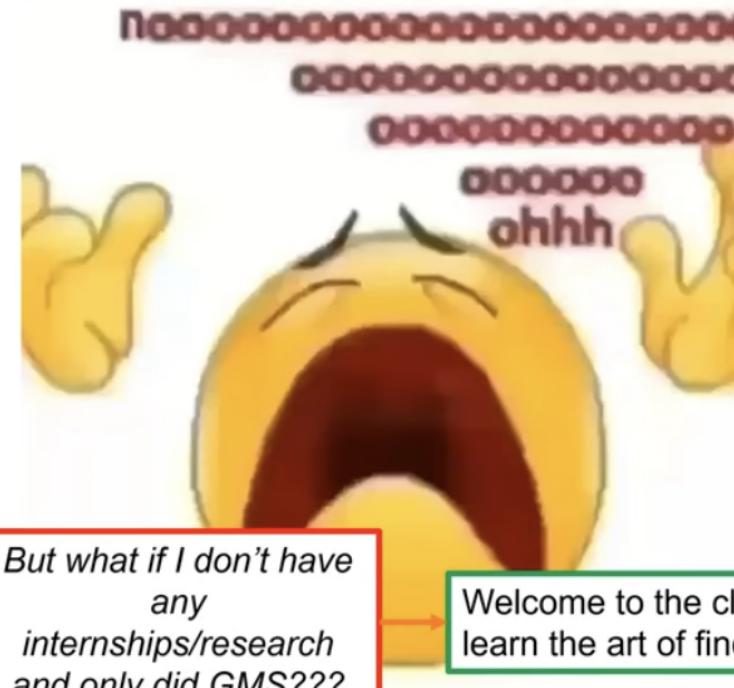
What is experience? (ranked in relevance)

1. Internships
 2. Extracurricular leadership positions
 3. Extracurricular positions/research/TA jobs
 4. Coursework projects
 5. Volunteer work
 6. Jobs
 7. High school stuff
- ↑ **Very important**
- ↓ **Not so important/not relevant**
- ✖ **Pretty much irrelevant except if (maybe) you're a freshman**

On sectioning: there are multiple ways you could divide these on your resume. Some people will make different sections just for internships, research, volunteering, extracurriculars, or coursework. I prefer to keep it simple and lump everything under "experience" except coursework.



Section 4: Experience Cont.



*But what if I don't have
any
internships/research
and only did GMS???*

Welcome to the club,
learn the art of finesse

If you need to fill space, do this!

-Team Member



- Lead Engineer
- System X Engineer
- System Y Engineer
- Project Z Engineer
- Design Engineer
- Manufacturing Engineer
 - Test Engineer
 - R&D Engineer
 - E-Board Position



Section 4: Experience Cont.



So, you picked your sections, now what?

Include:

- Position
 - Employer/Org
 - Location
 - Dates
- List positions in reverse chronological order/importance

Corrosion & Fixtures Process Planning Engineer Co-Op | BMW Manufacturing, LLC | Spartanburg, SC May 2021 –

Lead Cockpit & Ergonomics Engineer | Gator Motorsports Formula SAE Design Team | Gainesville, FL Jan 2019 – May 2021

Vice President | Gator Motorsports Formula SAE Design Team | Gainesville, FL

May 2020 – May 2021

Section 4: Experience Cont.



Okay, time for real content

- use bullet points NOT paragraphs
 - Recruiters will look at your resume for 5 minutes MAX, make it easy for them
 - Use a variety of good action verbs

Instead of doing this...

- | | | |
|---------------|--|------------------|
| -Worked on... | | -Oversaw... |
| -Worked on... | | -Organized... |
| -Worked on... | | -Collaborated... |
| -Worked on... | | -Constructed... |

Do this!

- Don't tell me what you did, **tell me what you achieved/improved**
- Quantify everything as much as possible

- Standards / Procedures Compliance
- Training and Leadership

PROFESSIONAL EXPERIENCE

UNITED STATES ARMY (various locations)

Logistics/Distribution Supervisor, 6/2011 – 6/2015

Directed eight-member team to develop the most efficient routing system for \$47 million in supplies and equipment. Monitored all transportation operations, including quality controls, to ensure transportation standards met contract obligations. Served as liaison between various government regulatory agencies. Served as traffic manager between various organizations and countries. oversaw dispatching, routing, tracking, and shipping activities to ensure safe, prompt, and accurate delivery of transportation equipment. Trained and coached staff on new tracking procedures. Communicated operational needs to senior management.

Key Achievements:

- Achieved 99.5% average delivery rate on all assignments with no loss of materials or assets.
- Identified and corrected efficiency bottlenecks, which saved \$1.2 million and resulted in faster, more accurate supply shipments.
- Played an integral role in creating new automated methods and procedures to increase accuracy and accountability.

6/2003 – 6/2015

Better...

Instead of doing this...

- Redesigned vehicle pedal tray

Do this!

- Reduced weight of pedal tray by 30% and manufacturing time by 60% while exceeding previous design's structural integrity.

Action Verb List for Resumes & Cover Letters



Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills	Creative Skills	Helping Skills	Clerical or Detail Skills	Other Verbs
administered analyzed assigned attained chaired consolidated contracted coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored collaborated convinced corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repaired solved upgraded	adapted advised clarified coached communicated coordinated demystified developed enabled encouraged evaluated explained facilitated guided informed instructed persuaded set goals stimulated trained	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted explained facilitated founded illustrated managed marketed planned projected researched	acted conceptualized created customized designed developed directed established educated fashioned founded facilitated familiarized initiated instituted integrated marketed planned projected researched	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided initiated instituted integrated marketed planned projected represented	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated	achieved expanded improved pioneered reduced (losses) resolved (problems) restored spearheaded transformed

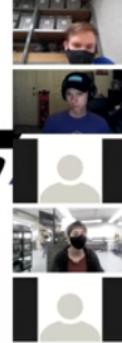
Section 4: Experience Cont.



Grammar

- Use past tense action verbs to your advantage by showing how you dynamically worked with a team or made something happen
 - Ansys was used to make a structural model within 5% of hand calculations.
 - Performed structural analysis using Ansys that correlated within 5% of hand methods.
 - You are selling yourself not Ansys

Section 4: Experience Cont.



Be specific

- It's more important to specifically mention a few cool tasks than to have one generalized statement that summarizes the cool tasks
- Example:

- Completed design and manufacturing projects across various vehicle systems.
- Designed and manufactured the 2019 vehicle suspension bellcranks and rear wing arch mounts.
- Redesigned front bellcranks, reducing weight by 19% and increasing stiffness by 12%.
- Decreased suspension front bump steer by 56.5% and rear bump steer by 36.1% with new kinematic design.

Include:

- the **specific components** you worked on
- your **specific contribution** to tasks and efforts
- quantify design changes you made

Section 4: Experience Cont.



Some more general tips

- I like to reserve my first bullet point of a position to give context/general summary to my role

Corrosion & Fixtures Process Planning Engineer Co-Op | BMW Manufacturing, LLC | Spartanburg, SC May 2021 – Aug 2021

- Oversaw Corrosion & Fixtures Manufacturing processes inside the paint shop and investigated process improvements aimed to reduce cycle time and annual costs while maintaining or improving vehicle quality for BMW X-series models.
 - The following bullet points will list achievements in order of most important to least important
 - 1 well written, straight forward bullet point is better than 3 to 4 bullet points that say the same thing slightly different
 - Read your bullet points out loud, if you need to take a breath or get confused, its too long.
 - Your bullet points should reflect your skills
 - Write bullet points in past tense, avoid 1st person
- A blue arrow points from the third bullet point to the fourth bullet point, which is enclosed in a red-bordered box. A large red "X" is placed over the fifth bullet point, which is enclosed in a green-bordered box.
- Served guests in a responsive, caring, prompt and courteous manner.
 - Take the meal orders of the guests and communicate the order to the kitchen while inputting the table and order into the system.
 - Satisfied customers by topping off drinks and anticipating condiments, napkins and other needs.
 - Collaborated with a team of 10 restaurant staff members and management to schedule shifts, handle orders, and deliver quality food to an average of 100 daily guests.



Section 5: Relevant Coursework

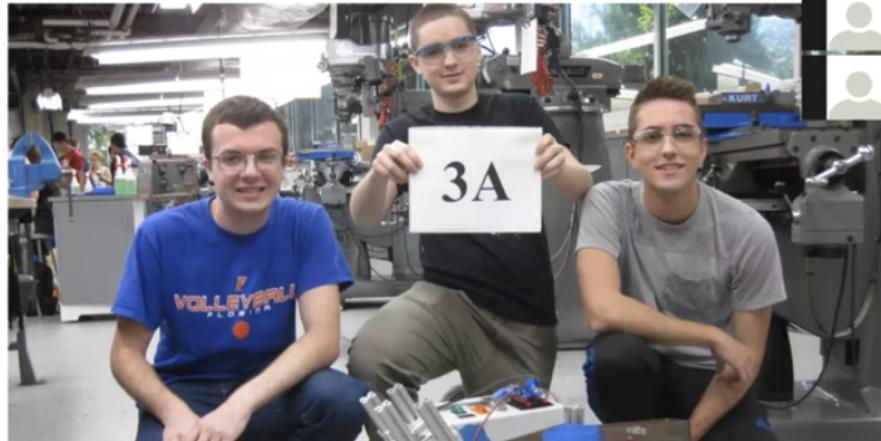


- Content wise, the exact same rules apply to this as the experience section
- Employers don't care about this section as much, since everyone is required to take the classes, they don't make you unique (*although some jobs may want you to have taken certain courses*)
- My opinion: You should only have this section if you need to fill space

Include:

- Name of course, **NOT Course Code**
- Date taken
- Relevant bullet points

This section should highlight cool course projects that required some type of engineering. Nobody cares about you watching lectures, and your grades are reflected by your GPA

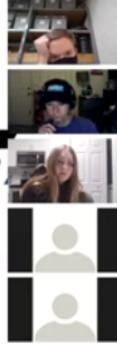


Relevant Coursework Projects

Design and Manufacturing Laboratory

May 2020- Aug 2020

- Led a team of 4 engineers to design a competitive robot capable of collecting 9 tennis balls and navigating them through an obstacle course in under 3 minutes.
- Constructed decision matrices to compare cost, manufacturing time, performance, and other variables of 4 preliminary designs.
- Co-drafted 48 technical drawings to instruct the manufacturing and assembly of the robot.
- Assembled bill of materials and researched multiple vendors to keep project cost within a budget of \$50.

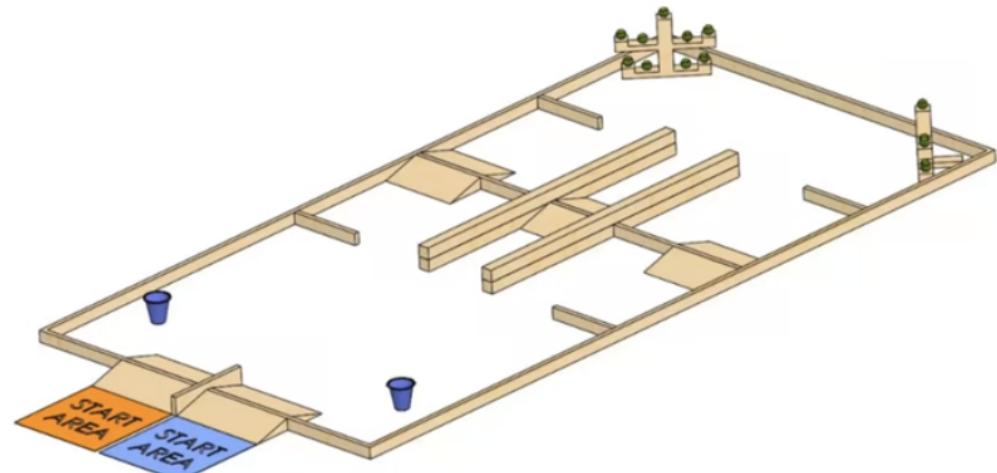


Section 5: Relevant Coursework



- Computer Aided Graphics & Design
- Professional Communication for Engineers
- Computer Programming for Engineers
- Introduction to Aerospace Engineering
- Design and Manufacturing Laboratory
- Elements of Electrical Engineering
- Mechanics of Materials Laboratory
- Aerospace Sciences Lab & Design
- Mechanical Design 1, 2, 3
- Aerospace Design 1 or 2
- Thermal Systems Lab & Design
- Dynamics & Controls System Design Lab
- Off-road Vehicle Design
- Other

Some classes with good course projects



Section 6: Skills & Awards



Pretty straight forward

- List your software skills, manufacturing skills
- University awards/scholarships, organizations, languages optional
- Do not include skills you can't defend. An option is to make note of your level of competency (Ex: Proficient)
- Your skills should be reflected in your bullet points
- Keep this section short

Some people will put hobbies in this section. I heard advice from recruiters & counselors either advocating for or against hobbies. Putting it there is entirely up to you, although I usually lean away from it.

Skills

Manufacturing Skills: Manual Metal Mill & Lathe, Wet Layups, Vacuum Assisted Resin Transfer Molding (VARTM), CNC Mill Machining, Bandsaw, Drill Press, 3D Printing, Sheet Metal, Geometric Dimensioning & Tolerancing, Technical Drawings

Software Skills: SolidWorks Certified Associate, CATIA V5, ANSYS Mechanical, MATLAB, AGI Systems Tool Kit Level 2 Certified, HSMWorks Integrated CAM, Microsoft Office Suite, SharePoint, Adobe Premiere CS6 Certified, Adobe Photoshop, Outlook

- Modeled 5 fixture rack designs in CATIA V5 that met capacity, safety & ergonomic constraints for holding and transporting new model paint fixtures and communicated with multiple suppliers to reduce costs on rack manufacturing.

Common Formatting Errors Checklist



Does/has your resume...

- Align all your dates & GPA to the far right?
- Contain zero typos?
- Remain consistent with use of periods?
- Remain consistent with use of past tense?
- Use various action verbs?
- Remain free of big white voids of space?
- Quantify bullet points wherever possible?
- Avoid using ambiguous ranges?
- Leave out future projects and only focus on current experience?
- Leave out high school experience?
- Consolidate redundant bullet points?
- Contain **only** experience/organizations that you can confidently speak about?
- Use specifics?
- Stay limited to 1 page?
- Spell out all acronyms?
- Abbreviate months?

- Use only appropriate fonts?
- Use consistent font sizes and stylings for your headers, subheaders, dates, GPA, and body?
- Exclude references and pictures?
- Reflect your skills in your bullet points?
- Have all your headers, subheaders, and bullet points consistently aligned?
- Have bullet points written as concise as possible?
- Have your sections organized in a way that makes sense?
- Avoid buzzwords like “optimize” that opens pandoras box for roasts?
- Avoid using unprofessional jargon?
- Use custom links only?
- Use course names instead of course codes?
- Been read out loud?
- Been memorized?
- Been peer-reviewed?

LinkedIn

- Free courses
- Great networking tool
 - Message employers, recruiters, find special job openings, see job statistics*, valued skills*, profile views*
- I treat mine as an extension of my resume
 - Copy-paste resume into Experience
 - Add pictures, school project files for more context
 - Can include experiences that wouldn't make it to a resume like jobs, volunteer, high school, etc if you
 - Have friends endorse you on your skills

Make sure your profile has at least:

- Professional headshot
- Updated title
- Updated about section
- Experience
- Education
- Skills

The image shows a composite view. On the left is a screenshot of a LinkedIn profile for 'Jorge Onzoco'. The profile includes sections for 'Experience', 'Industry Knowledge', 'Tools & Technologies', and 'Interpersonal Skills'. It lists three internships: 'Vehicle Integration Intern' at Tesla, 'Corrosion & Fixtures Process Planning Engr' at BMW Manufacturing Co., LLC, and 'Gator Motorsports' Vice President. It also lists skills like SolidWorks, Matlab, and Microsoft Office. On the right is a video call interface with three participants: a man in a blue shirt, a woman in a pink top, and another person whose face is blurred.

Experience

Vehicle Integration Intern
Tesla - Internship
Aug 2021 – Present · 2 mos
Fremont, California, United States

Corrosion & Fixtures Process Planning Engr
BMW Manufacturing Co., LLC - Internship
May 2021 – Aug 2021 · 4 mos
Spartanburg, South Carolina, United States

- Oversaw Corrosion & Fixtures Manufacturing process improvements aimed to reduce cycle time improving vehicle quality for BMW X-series models
- Modeled 5 fixture rack designs in CATIA that met

Gator Motorsports
2 yrs 5 mos

Vice President
May 2020 – May 2021 · 1 yr 1 mo
Gainesville, Florida, United States

- Prepare monthly newsletters for network of corporate sponsors and 128 alumni.
- Organized technical engineering reviews evaluating progress across all 10 vehicle subsystems.
- Cofounded recruitment team of 10 members to streamline recruitment and increase social media presence.

Lead Cockpit and Ergonomics Engineer
Jan 2019 – May 2021 · 2 yrs 5 mos
Gainesville, Florida Area

- Led team of 8 engineers for 2 years in the implementation of driver controls into a formula style race car.
- Reduced weight of pedal tray by 30% and manufacturing time by 60% while exceeding previous designs structural integrity.

Computer-Aided Design (CAD) · 1
Jorge Onzoco has given an endorsement for this skill

Industry Knowledge

Mathematics · 3
Automotive · 1
Design · 1
Recruiting · 1

Engineering · 3
Manufacturing
Testing
Research · 2

Tools & Technologies

SolidWorks · 5
Matlab · 2
Machinery
ANSYS
Microsoft Office · 2

Interpersonal Skills

Leadership · 3
Customer Service · 2
Problem Solving · 2
Public Speaking · 2
Teamwork · 3

+3



Applying For Jobs



What does it take to get the job? (Ranked in relevance)

1. **Networking**-Simply knowing somebody can basically guarantee you the job or an interview
2. **Volume**- Last year I applied to 200+ jobs, 6.4% responded. 63% had no response, most probably never saw my application
3. **Good Timing**- Many jobs will get 100+ applicants within 24 hours of its posting. Apply early or there is a good chance they will never see your application
4. **A Good Resume**- Having a good resume will give you between 1%-8% response rate. Having a bad resume will give you a 0% response rate
5. **A Good Cover Letter**-Waste of time IMO unless you're THE perfect candidate or are applying for full time (or the application requires it)