

# *Resume Reviews and References*

Professional Development Seminar

# Resume Sections

1. Heading (contact information)
2. Education (may include related coursework)
3. Skills (can use “familiar with” or “exposure to”)
4. Academic Projects
5. Experience
6. Volunteer/Leadership Experience
7. Interests

## FIRST LAST NAME

First.last@uml.student.edu

LinkedIn URL

Phone number

**Sophomore EE student available for 6 month co-op Fall 2018**

### Education

University of Massachusetts Lowell, Lowell, MA

May 2020

**Candidate for a Bachelor of Science in \_\_\_\_\_Engineering**

GPA

Minor in \_\_\_\_\_

*Relevant Coursework:* Current and past courses arranged in order of most recent, relevant and important

*Awards and activities:* List scholarships, activities, honors

### Skills

*Software:*

*Laboratory:*

*Computer Language:*

*Language (if applicable):*

### Academic or Relevant Engineering Projects

Title of project 1

- What you did. What did you do, build, create, test, debug, design?
- How you did it: tools you used, calculations you did, any additional research, etc.
- What did you find: what were the results, did you improve process, etc.

Title of project 2

- What you did. What did you do, build, create, test, debug, design?
- How you did it: tools you used, calculations you did, any additional research, etc.
- What did you find: what were the results, did you improve process, etc.

### Work Experience or Relative Experience

Company name, City, State

Month, year

Title/ Role

- What you did. What did you do, build, create, test, debug, design?
- How you did it, quantify if possible
- Order according to what you are most proud of first, always start with action verb

### Volunteer Experience or Leadership Experience

Organization Name, City, State

Month, year

Title/ Role

- What you did: Concise description of your accomplishments/ responsibilities
- How you did it. Why you did it. What was the benefit.

### Interests

List interests that you can speak to and enjoy. This serves as a conversation starter.

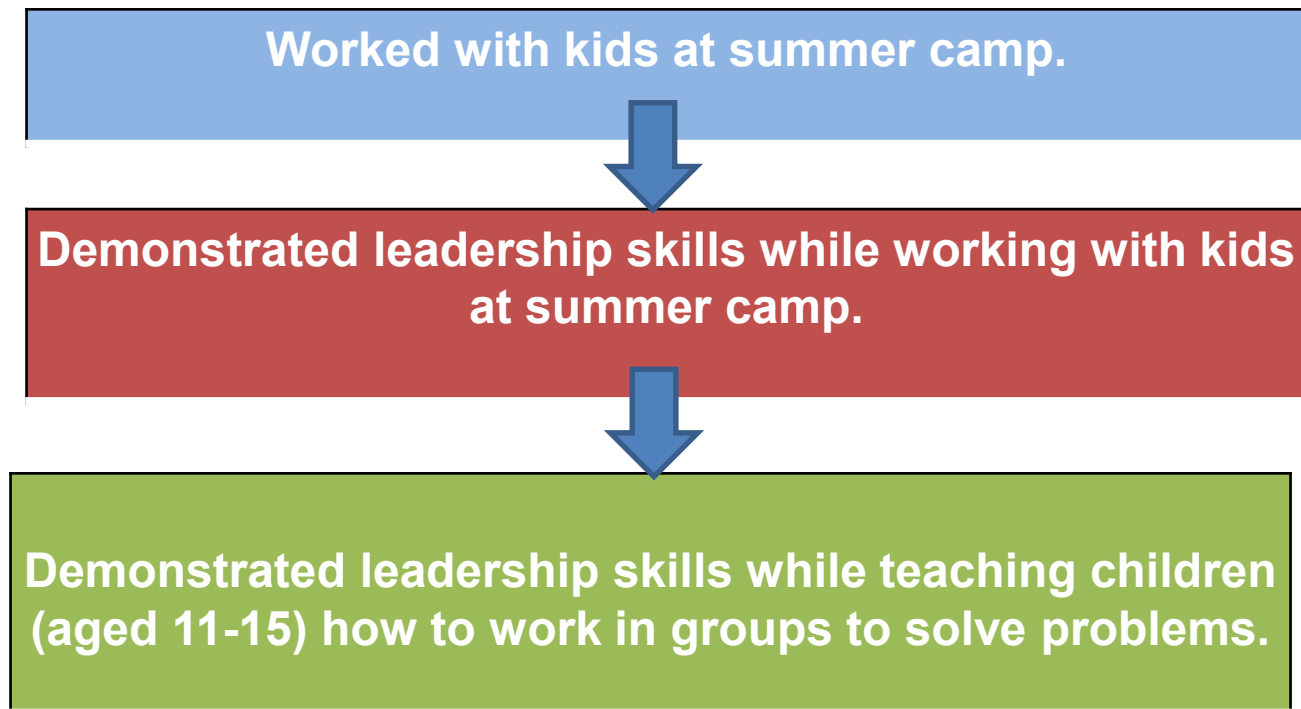
# Resume Writing Formula

*Use one from each of the 4 columns as described below.*

<u>VERBS</u>	<u>ADJECTIVES</u>	<u>TRANSFERABLE SKILL</u>	<u>WHEN or WHILE</u>
Demonstrated Displayed Utilized Exhibited Used Showed Proved to have Exercised Practiced	Strong Solid Outstanding Very Good Excellent Positive Consistent	Verbal communication skills Writing skills Positive attitude strong work ethic Ability to do research Persistence/Drive Results-oriented personality Customer-service skills Selling skills/persuasiveness Interpersonal skills Computer skills (be specific) Organizational skills Outgoing personality Ability to juggle responsibilities Willingness to do whatever asked Attention to detail Ability to work in teams Ability to learn quickly Ability to work in a team Ability to work independently Ability to work at a fast pace Efficiency	<i>Insert a description of a task that you completed at a job, for a project, as a volunteer, etc.</i>

# Taking it a step further

Add quantitative details and/or more facts about the business or organization to make your job description come alive



# Branding Yourself

- What experience/projects/skills/interests will help you stick out from the crowd? What do you want employers to know about you?
- Treat space like real estate, the top of your resume is waterfront property \$\$\$\$



# Talking about academic projects...

- From a recruiter:
  - Specify when you worked on a team and when you worked on your own. If working in a group, specify the size.

*“Worked in a team of 3 to \_\_\_\_\_. Responsible for \_\_\_\_\_.”*

- Specify ALL aspects of your work. Don’t just say “designed an evil hangman program”

*“Designed, developed, and tested an evil hangman program.”*

# Example of Technical Skills

**SKILLS:**

- Programming Languages:** C++, C, Java, Perl, Lisp, Pascal, HTML, Asm, SQL
- Operating Systems:** Unix/Linux, Windows XP/ME/2000, Solaris 8
- Development Software:** Microsoft Visual C++, Rational Rose (UML Diagramming), Gnu Emacs Programmer's Text Editor, Microsoft Visio
- Software:** Microsoft Word, Excel, PowerPoint
- Techniques:** TCP/IP, UDP, DHCP, COM, Open GL, DirectX, Win32 API, MFC
- Other:** Ability to handle many responsibilities and desire to learn necessary skills
  - Work effectively and efficiently with co-workers
  - Excellent oral and written communication skills

- ✓ List skills in order of proficiency
- ✓ OK to use “proficient in...exposure to...”



# Quick Fixes

- Font: 10-12pt using TNR, Arial, or Georgia
- Margins: between .07-1"
- Phone number format – (555) 555-5555
- Write out degree name
  - Bachelor of Science in Mechanical Engineering
- Include GPA if over 3.0 (round to 1 decimal pt)
- Think outside the box
  - Include projects you've done outside of school – technical, Eagle Scout project, volunteer work, etc.

# Group Resume Review

# Peer Resume Reviews

- Break into groups of 2-3
- Provide constructive feedback
- What could you incorporate into your resume?

## RESUME PEER REVIEW FEEDBACK

Does the resume include the following sections? |

- ☐ Heading (contact information)
- ☐ Education
- ☐ Relevant Coursework (may be included in Education section)
- ☐ Skills
- ☐ Academic Projects
- ☐ Work Experience
- ☐ Volunteer/Leadership Experience (may be included throughout) – *optional*
- ☐ Interests – *optional*

Provide feedback on the content (feel free to write directly on their resume). Consider:

- Is UML written correctly? Is the full degree name written out?
- Descriptions: do they begin with action verbs? Where can quantitative details be added?
- Grammar: is the resume free from grammar and spelling errors?

Provide feedback on the formatting (feel free to write directly on their resume). Consider:

- Is resume 1 page? If not, what changes can they make to get it to fit on 1 page?
- White space: is the resume aesthetically appealing and skimmable?
- Consistency: look at font type, font size, use of punctuation
- Does the organization of sections make sense? (Education should be the first section)

# Resume Next Steps

- Revise resume (use feedback from today)
- Bring revised draft to intake meeting
  - If you've already met with your advisor, you can email a new version to him/her or upload for grading
- Upload to Blackboard for grading

Once your resume is graded in Blackboard (15/15)  
you can then upload to CareerLINK.

# Reference Lists

# Reference List Format

- 2-3 colleagues, supervisors, or faculty
- Use the same “heading” from your resume
- If you include a note for one, include a note for all
- If using a professor, include all of the necessary contact info. Don’t make the employer guess!

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**Dr. Holly Yanco**

**Professor and Director of NERVE Center**

University of Massachusetts Lowell

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Lowell, MA, 01835

(978) 934 – 3642

holly@cs.uml.edu

*Dr. Yanco was my boss during my time at the UML Robotics Lab for seven months.*

# Reference Tips



Example  
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- Ask for their permission first
  - “I am participating in UML’s Professional Co-op Program and will be looking for work very soon...”
  - Confirm accurate contact/preferred info
- Keep references informed of your search
  - Let them know when they might hear from an employer
  - Send a thank you note once you secure your co-op



# Next Class – 9/20

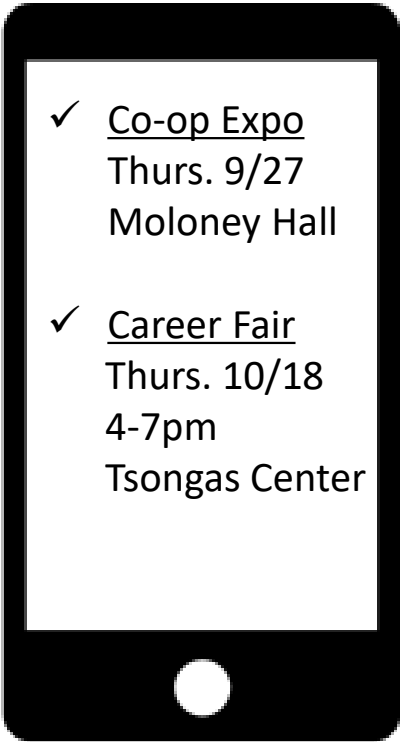
## Starting Your Co-op Search & Expo Prep

- Read Chapter 1 (pgs. 20-31)

*Save the Date:*

Assignment:  
Resume &  
References  
Due 9/26

Assignment:  
Schedule  
Intake Meeting  
by 9/28



✓ Co-op Expo  
Thurs. 9/27  
Moloney Hall

✓ Career Fair  
Thurs. 10/18  
4-7pm  
Tsongas Center