

ISPE Resume Workshop

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UCSD Student Chapter

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Resumes 101

- Use your resume to steer, control your interview
- Know your resume by heart!
- Show off, brag about yourself– this is your time to shine
- Don't EVER lie on your resume
- Resume should ALWAYS be tailored to specific job
 - Repeat key words from posting
 - Play to key wants from employer
 - Is it a specific job with specific job set?
 - Or is it a general entry level position?

Resume 101 (cont)

- List only applicable information
 - Barista at Starbucks wont help you get an engineering job unless you can spin it- “communication and interpersonal skills”
- Key words
 - HR is asked to look for certain words
 - Recruiters check off keywords relevant to the position and give value to resumes with more of them
 - Examples:
 - Material Balances, Commissioning, Startup, Troubleshooting, Scale-ups,
 - HAZOP, URS, P&ID, PFD, CAD, BOD
- Only A grade comments

Basic Format

- Clean and organized
- Name and address at top
- Clear headings and points
- Not overcrowded
- NO pictures
- NO *fancy fonts*- clean fonts like Times New Roman/Arial
- NO more than 2 pages, preferably 1 when fresh out of college

Content- What do I include?

- Name, phone number, email at top of each page
- A “mission statement” of your resume, what you are looking for as a career
- Education highlights
 - Expected graduation
 - GPA
- Career highlights (that pertain)
 - Internship
 - Co-op

Content- What do I include?

- Research Experience
- Skill highlights and key points
- Additional skills / awards / misc
 - Computer skills and software
- References upon request (don't list any here, but have them on hand)
- DO NOT include high school experience after your sophomore year of college

Tell a story with your resume

- Your resume should show a story of how you got to where you are and how that path helped you develop your skills and attributes.
- Have character in your resume so people can remember you and bring up memorable sound bites when they talk about you
 - “That dude who did crazy research on drugs and mice”
 - “That chick who won the “_____” competition

Milestones

- Show off things you have done in your fields that you are especially proud of!
- Examples:
 - Improved testing resolution by implementing...
 - Key aid in research project to discover...
 - Helped develop new technique for...

Optional pop

- Highlight sections in navy blue or grey fonts
- “Interests” section (personal touch)
 - Can list interests that pertain to field, for example:
 - Car mechanics
 - Robots
 - Brewing
 - Puzzles
 - Helps if the topics make an employer think “if this person spends their time outside of work interested in related items, then they are truly interested in the field.”

Examples of a good resume

- Lindsey Jewett (typical college graduate)
- Peter Walters (current working professional)
- Example – Manufacturing Exec.
- Example – Technology Exec.