

# 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.