



Engineering Your Résumé

Schall Career Center, SBCC

Learning Objectives

- What is a resume and what is it used for
- Resume writings do's and don'ts
- How to write a good objective statement
- Understanding and choosing the right words to describe your job skills and experiences
- The importance of formatting and understanding how to format your resume to stand out
- Strategies for customizing your resume to each position
- Understanding basic principles of resume writing for engineering and science careers

What is a Résumé?

- A marketing tool – you are marketing yourself
- A brief overview of education and **relevant** activities to demonstrate skills and accomplishments
- A document tailored to each position / organization
- The first (and maybe the only) impression

Résumé Writing Guidelines

- YOU MUST TELL THE TRUTH!!
- Résumés are subjective– few true rules
 - What you include, and HOW you include it, has an impact
- Prioritize the information in order of interest to your reader– top left is highest emphasis

Linking Yourself to the Position

- Match YOUR skills & qualifications to THEIR requirements and keywords
- Critique your résumé as if YOU were the employer– what would YOU want to see?

This is the single most important aspect of résumé writing!

"Mechanical Engineering Technicians"

- Prepare parts sketches and write work orders and purchase requests to be furnished by outside contractors.
- Draft detail drawing or sketch for drafting room completion or to request parts fabrication by machine, sheet or wood shops.
- Review project instructions and blueprints to ascertain test specifications, procedures, and objectives, and test nature of technical problems, such as redesign.
- Devise, fabricate, and assemble new or modified mechanical components for products, such as industrial machinery or equipment, and measuring instruments.
- Set up and conduct tests of complete units and components under operational conditions to investigate proposals for improving equipment performance.

Résumé Journal

- You do amazing things every day!
- Though often we forget experiences quickly
- A resume journal is an informal list of experiences and accomplishments
- This will make customizing your resume for specific positions much easier!
- It is essential for project based résumés

Contact Information

- Emphasize your **Name**
- Use both a local and permanent address
- Phone numbers; use cell phone number if you have a professional voice mail greeting
- Provide e-mail address; check on a daily basis
- recommend 10-12 font size for contact information and remainder of resume; if need space reduce contact information to 10 font size

Objective Statement

Examples:

- I want a job with a company who will value me and allow me to grow and gain experience.
- Seeking a Engineering position with AMD where I can utilize my ability to analyze, interpret and evaluate data, conduct research, prepare and write reports.

Parts of a Résumé: **Education**

- Don't forget about EDUCATION!
- Many students underestimate how important their education is on their résumé
- Think in terms of skills and experience...just like describing professional experience
- Are you acting like a professional now?
- SBCC can be your calling card!

Education Example

2008-present Santa Barbara City College
Currently studying engineering

A.S., Engineering, Santa Barbara City College, Santa Barbara, CA, Expected 2010

- Honors: 3.6 GPA, Dean's List (2 terms)
- Related Coursework: Mechanics of Solids & Fluids, Electricity & Magnetism, Statics & Strength Materials.

Special Projects: Satellite Project, Fall 2008.

- Designed low earth orbit, low-power, lightweight satellite among group of four.
- Utilized satellite software STK and MATLAB to complete calculations
- Achieved goal with satellite of 175 km orbit, 1.15 kW-hr power usage, 155 kg weight

Technical, Engineering, and Scientific Résumés & CVs

- Frequently project based
- Connect your experience to discrete projects that have certain internal challenges, time frames and budgets
- Tend to be less self-congratulatory in nature
- Projects need not be chronologically based

Tips for Describing Experiences

- Focus on accomplishments, not routine duties
- Use ACTION verbs – created, managed, coordinated...
- Use numbers (numerals) whenever you can:
\$9800, 7 clients, 45%
- Use a superlative whenever you can: first, best, fastest, largest
- Write long on your first draft- you can edit later

Take a Management Point of View

- Provide budget data even if that did not personally interest you
- Show some understanding of how your task fit into the company's overall goals
- "Resulted in 5% reduction in inventory due to more efficient logistics, representing a one-time \$5,000,000 savings to company
- Are you contributing to the "bottom line"?

Parts of a Résumé: **Experience**

- Be consistent with how you choose to organize and describe your experience.
- Include: *Title, Organization, **City**, State, Dates*
- If your job title is not descriptive, consider replacing it with a functional title (Student Worker III = Asst Mgr of Graphics Lab)
- Your degree is your “job title” under Education (i.e. AA, Graphic Design)

Experience Example

1997-1999 Swersky Construction,
Santa Barbara, CA

Bob Swersky, supervisor

1235 Overlook Drive

805-620-7314

Laborer– hammered nails, thumbs;
mastered expletives

Experience Example

Construction Crew Assistant, Swersky Construction, Santa Barbara, CA, summers 1997-1999

- Coordinated with crew of 4 to build homes
- Rapidly adapted to changing work orders
- Maintained tools worth over \$750
- Beginning training in reading blueprints and structural requirements

Parts of a Résumé: Skills

- Tailor skill headings to your own personal strengths & the job requirements (computer, language, lab, technical)
- Don't cite "hard worker," "teamwork," "good communication"
- Be specific when listing skills:
 - Names of software, lab equipment, etc

Parts of a Résumé: Other Sections

- Campus/Community Involvement
 - This is one example...think of some of your own
- References
 - They are assumed; use the space to expand on your qualifications
 - Create a reference sheet to hand them when they do ask, but not before

Some Engineering and Scientific Headings

- Technical Skill Set
- Publications
- Teaching
- Patents
- Licensure
- Certifications
- Credentials

Résumé Formatting

- Length: ONE PAGE?
- Font and margin considerations
- Use underlines, **bold type**, and *italics* to highlight important information
- Your résumé should be NEAT, PROFESSIONAL and EASY TO READ
- Absolutely NO typographical errors!

Do

- Emphasize your name
- Be consistent
- Use numbers
- Match keywords to the job posting
- Describe projects
- TELL THE TRUTH!

Don't

- Use the word “I”
- Use fluff phrases—
Responsible for,
Duties include, etc
- Use graphics or colors
- Allow ANY spelling or grammar errors

Resources

[Career Center Resumes page](#)