

Creating your perfect resume



Friday, September 18, 2009

Agenda

- Basics of what to include in your resume
- Examples of what works in a resume
- How to tailor your resume to a job position
- Break out session
- Q&A

Why a Resume?

- Helps secure a job interview
- Employers use this tool to screen potential candidates
- Goal is to entice the employer to want to meet you
- Must convey succinctly that you are capable and competent to be worthy of an interview
- Prepares you for the interview by illustrating your experience and skills for an employer

Types of Resumes

- Reverse Chronological
 - ◆ The most commonly used format
 - ◆ Type CDO recommends for undergraduates

- Functional

- Combination

- Curriculum Vitae (CV)

Components of a Resume

■ HEADER

- ◆ Section to provide your contact information
- ◆ Name should be biggest item on the page
- ◆ Use an address where you can receive correspondence
- ◆ List a phone number on which you are able to talk professionally when employers contact you
 - Specifically, make sure you have a PROFESSIONAL voicemail greeting
- ◆ Include your e-mail address

Components of a Resume

■ OBJECTIVE

- ◆ This is a clear and concise statement that can be used to communicate the following thing to an employer:
 - The position you desire
 - Your long term goals and the field you wish to enter
 - The responsibilities you are seeking/skills you bring to an employer

- ◆ NOTE: A poor objective can hurt a resume. Be sure NOT to use vague, general statements

Components of a Resume

■ EDUCATION

- ◆ List information about your educational background (in reverse chronological order):
 - Name of institution
 - Type of degree
 - Date of anticipated graduation
 - Optional information includes:
 - GPA if 3.0 or above, honors
 - List related courses or projects
 - Hours worked to finance education
 - Include Study Abroad (if applicable)
 - Do NOT include high school information

Components of a Resume

■ EXPERIENCE

- ◆ Choose style (typically will be Reverse Chronological)
- ◆ For each work experience, include:
 - Name of company
 - Location
 - Dates employed
 - Last job title

Components of a Resume

■ EXPERIENCE (CONT)

- ◆ Provide a description of each experience in a bulleted format
 - Be sure to use action verbs
 - Emphasize achievements and contributions as well as tasks
 - QUANTIFY your accomplishments whenever possible
 - If applicable can divide work experience into two categories: “Related Experience” and “Additional Experience”
 - Remember to use past tense when describing past job experiences

Components of a Resume

- OTHER POSSIBLE SECTIONS
 - ◆ Skills (Software, Language)
 - ◆ Activities/Affiliations
 - ◆ Volunteer/community activities
 - ◆ Publications or patents held or pending
 - ◆ Certifications (EMT, Microsoft certified technician, certified GM Mechanic)

Resume Format

- Does your resume pass the Glance Test?
 - ◆ Is it one page?
 - ◆ Are you consistent in your format?
 - ◆ Do you have too much/not enough white space?
 - ◆ Does it look symmetrical?
 - ◆ Did you spell check? Important!
 - ◆ Are you utilizing action verbs?
 - ◆ Have you proofread?

Final Check

- Make sure you do NOT include the following on your resume:
 - ◆ Your social security number
 - ◆ Personal information such as citizenship, age, race, religion, gender, marital status etc
 - ◆ References
 - ◆ First person pronouns
 - ◆ Your picture

Example of What NOT To Do

- Using a vague, general objective:

Objective

Electrical engineering graduate looking to apply leadership and technical skills in a challenging position with potential for growth.

- Problems with this objective?

Example of What to Include

- A specifically tailored objective:

Objective

To secure a position as a mechanical design engineer focusing on consumer products.

- What makes this objective “good?”

Example of What to Include

■ Project Experience

PROJECT EXPERIENCE

“Artificial Intelligence Computer Design,” Raytheon Company May 2008

Senior Capstone Project

- Worked with senior level engineers at Raytheon to assess company needs, performed market analysis and presented design to company representatives.
 - Worked with group of six to assess functionality of system
 - Prepared, executed and analyzed tests of an artificial intelligence computer design system
 - Designed centrifugal compressors, axial compressors and turbines for gas turbine engines using AutoCAD
 - Communicated with and presented findings to senior level engineers at company
-
- A great way to supplement limited work experience!

Tailoring Your Resume to a Job

- Try to match qualifications listed on the position with your own skills
 - ◆ Use similar practice when writing cover letters
- Sounds simple – but what do we mean by this??

Associate Engineer

[Panasonic](#)

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Date Posted: 8/21/09	Opportunity Type: Job
Period of Employment: Post-Graduate	Job Status: Full-Time
Pay Type: Paid	Compensation: Benefits
Brought to You By:  College of Engineering	

Interview Schedules

This job does not currently have an interview schedule attached to it.

Description & Details

Location:

Newton, Massachusetts

Industry:

Consumer Products

Job Function:

Engineering

Description:

Panasonic Boston Laboratory (PBL) of Panasonic R&D Company of America, a division of Panasonic Corporation of North America, conducts advanced research and development in the area of optical devices and systems and laser processing applications for the consumer and industrial markets. PBL's primary role is to work on challenging R&D projects that require innovative ideas and approaches in problem solving. PBL is located in Newton, MA, close to Boston and major universities.

Currently, we are seeking applicants to fill the position of Associate Engineer - Opto-mechanics.

Our work includes high precision fabrication/machining technologies and all kinds of optics related technologies such as optical design/fabrication/analyses. Also prototyping laser/optoelectronics equipment is one of our major focuses. The associate engineer will work under the supervision of the optics and micro-optics program leader and participate in various projects led by project engineers.

Qualifications and Requirements

Prefer B.S. degree in physics or opto-mechanical engineering with 2+ years of industrial experience. General knowledge of optics and lasers is a must. Hands-on experience with lasers/optical system is a strong plus. Experience with precision opto-mechanical fabrication machinery and practices a strong plus. Experience with a CAD software such as SolidWorks required. Experience with numerical simulation and modeling a plus.. Good verbal and written communication skills. Must be able to work in a team environment. Must be able to travel abroad for extended periods for technology transfer to our customers.

We are committed to creating a diverse work environment and proud to be an equal opportunity employer (m/f/d/v). Pre-employment drug testing may be required. Due to the high volume of responses, we will only be able to respond to candidates of interest. All candidates must have valid authorization to work in the U.S. Thank you for your interest in Panasonic Corporation of North America.

Division:

Panasonic Boston Laboratory

Contact Information:

Steve Guerzon | Staffing Manager

550 S. Winchester Blvd. Ste. 400

San Jose, California 95128

Email: guerzons@us.panasonic.com

Phone: (408) 487-9577

Fax: (408) 436-1804

Alumnus: No

Application Qualifications

Desired Attributes The following attributes are desired for this position.

- **Desired Degree:** Bachelor of Science
- **Desired Major/Concentration:** Manufacturing Engineering, Mechanical Engineering
- **Desired Student Status:** Alumnus/a
- **Desired Minimum GPA:** 3.00
- **Desired Work Authorization Status:** Employment (H-1) Visa, Permanent U.S. Resident, Student (F-1) Visa, U.S. Citizen or U.S. National

How To Apply

Applications for this position will be accepted between 8/21/09 and 10/31/09.

Application Requirements

You must include a **resume** with your application for this position.

Online Applications Accepted

You can currently apply to this opportunity.

 Apply

Break Out Exercise

- Get into groups of two
- You and your partner should either walk through your actual resumes (if you each brought one) or walk through what you would put on your resume (i.e. your “elevator pitch”)
 - ◆ Be sure to try and give concrete experiences for each work or school related experience
- Then give each other feedback on what you liked about their resume “story” and what they could improve
- We will then come back as a group and discuss

QUESTIONS?



Want More Help?

Come visit us during walk-in hours at
the Career Development Office:
44 Cummington Street
Room 112

OR

Call for an appointment
617-353-5731