

## Getting Started With Your Resume

### QUESTIONS YOUR RESUME SHOULD ANSWER

Consider your audience. Who's reading your resume, what are they looking for, and what questions about you do they want answered?

- Do you have the technical skills for the job?
- Can you use your knowledge to solve open-ended problems?
- Can you work independently without hand-holding?
- Are you an interesting person who is passionate about solving the world's problems through engineering?

### FUNDAMENTALS OF GOOD RESUMES

To answer these questions describe your experiences demonstrating the critical skills the companies are interested in while letting your personality and interests shine through

- List all advanced technical skills including programming and equipment from EPIC or the machine shop.
- Order items by impact and relevance. Consider if Projects or Experience section is more impressive. List most relevant skills first.
- Focus on **advanced** skills; employers expect you can use Word and Excel, so no need to list (Caveat: can include if mentioned in job description).
- Create a portfolio and Linked-In profile complimenting resume and listed in contact information.
- Highlight skills the employer needs, inserting keywords into descriptions.
- Describe your experiences in detail using concise wording. See: ["Quick Tips For Better Bullet Points"](#)
- Include **relevant** advanced coursework.
- Convey results and accomplishments. This is extremely important!
- Start bullets with strong, specific action verbs. See: ["Action Verbs To Describe Your Experience"](#)

### COMMON RESUME PITFALLS

- Failing to show applicant's "brand" and what type of position they are pursuing (design, manufacturing, etc).
- Using passive verbs and not highlighting personal contributions on collaborative projects.
- Sophomores and above including non-technical high school experiences.
- Inconsistent formatting or page is difficult to scan. See: ["How To Format Dates"](#)
- Resume not tailored to the job, too general.
- Resume over 1 page. See: ["When Your Resume Is Too Long"](#)
- Hastily prepared; a good resume takes time, usually 10 – 15 hours.

### ADDITIONAL RESOURCES

- [Sample Engineering Resumes](#)
- [Resume Best Practices \(Video\)](#)
- [VMock Online Resume Review Tool](#)
- [How to Improve Your VMock Score](#)
- [How to Use VMock \(Video\)](#)