

RESUME WORKSHOP

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Agenda

- ⦿ A bit about me
- ⦿ What is a Resume?
- ⦿ What do I include on a Resume?
- ⦿ What are the different sections of a Resume?
- ⦿ How to format your resume?
- ⦿ Key things to remember (that will bite you)!
- ⦿ Sample Resumes
- ⦿ Question & Answer

What is a Resume or CV??

- ⦿ A summary of your experiences & skills relevant to the field of work you are entering
- ⦿ It highlights your accomplishment, to convince the employer that you are qualified for the job
- ⦿ It is not a biography!!
- ⦿ It's purpose is to get you an interview
- ⦿ General Resumes don't work....
 - Taylor separate resumes to fit each career field or each position you apply for

What type of information is included on a Resume??

- ◎ Paid work
- ◎ Volunteer work
 - Ex: Tutoring, Campus Guide, etc..
- ◎ Extracurricular activities
 - Specially those in which you had a leadership role
 - Clubs, Student Chapters of Professional Societies, etc.
- ◎ You may want to go back 4 or 5 years

Describe “Important Stuff” about you, that they need to know

- ⦿ First write a paragraph about each import item and don't worry about the wording or using “resume language”
- ⦿ Describe accomplishments as well as duties:
 - Example of a duty:
 - “I maintained ten computers, loading new software and resolving problems as needed”
 - Example of an accomplishment:
 - “I created self paced PowerPoint presentations to train people in our office on the new company software, and it was so successful that my manager asked me to present it to five other managers in the company”

Pick the items that you will highlight or emphasize on your resume

◎ Consider Two factors:

- A) What are your greatest strengths, and how can you demonstrate those strengths through your experience?
 - Examples are: Team player, Good communicator, Leadership abilities, Time management, Multitasker,....
- B) What are the requirements and needs of this particular industry, this particular employer, and this particular job?

A Resume may be organized in different ways or styles...

◎ Chronological Resume

- The most common form of resume in use today

◎ Functional Resume

- Lists work experience and skills sorted by skill area or job function
- Used by individuals who are changing careers or when re-entering the workforce after a prolonged absence

◎ Hybrid Resume

- Typically leads with a functional list of job skills, followed by a chronological list of employers

Sections of a Chronological Resume...

- ◎ Name / address / contact information
- ◎ Objective or Summary of Qualifications
- ◎ Education
- ◎ Courses Studied
- ◎ Experience or Professional experience
- ◎ Activities / Skills / Honors / Awards

Name / Address / Contact information

- ⦿ Put your name in at least font size 14
- ⦿ Avoid using nicknames
 - Mike “The Situation” Sorrentino
- ⦿ Include your email address
 - Use professional addresses
 - John.doe.69@my.csun.edu
 - Avoid: hotmama@yahoo.com or cooldude@earthlink.net
- ⦿ Don't include multiple phone number or fax numbers
- ⦿ Make sure your voicemail message is professional
- ⦿ Leave out marital status, DOB, race, etc....

Objective or Summary of Qualifications

- Definitely include a clearly targeted job objective
- Avoid pronouns and flowery language
- Focus on what you have to offer rather than what the job can offer you.
 - *In search of a part time entry level engineering position where I can learn, grow, and be able to attend graduate school for free*
 - *An internship position in an engineering company, where my strong academic background in Mechanical Engineering combined with my work experience will help in company's growth*

Education

- ⦿ This section goes first on your resume, as long as you are still in school or have less than 5 years of related work experience
- ⦿ If you transferred from a community college list it after your current school
- ⦿ Include your GPA as long as it is above 3.0
 - If not mentioned, recruiters assume otherwise
 - Some companies require a 3.0 and above GPA
 - Include the scale: 3.3/4.0

Courses Studied Or “Relevant Coursework”

- ◎ This is an optional section
- ◎ It has two purposes:
 - A) Fill up space, if one doesn't have enough experience
 - B) Truly set you apart from others by:
 - Emphasizing your academic training relevant to the job or internship
 - Listing courses outside your major/school that are relevant to the job or internship

Work Experience

- ⦿ What should I include in here?
- ⦿ I've never had a real job or an engineering job
- ⦿ Don't feel that you must limit this section to paid work or engineering related work
 - Internships, volunteer work, & extracurricular activities are valued & important
- ⦿ To begin consult the paragraphs you wrote earlier on "Important stuff", and choose from one to eight sentences

Work Experience (continued)

- ◎ Include both your duties and accomplishments
 - Duties alone can sound bland
 - By listing accomplishments you are setting yourself apart from the other applicants
 - Use action verbs: Researched, Designed, Planned, Managed, Modified, Saved, Ensured, Increased/decreased, Recommended, Oversaw
 - For example:
 - “Cooked burgers & fries all day long” VS.
 - “Prepared quality and delicious burgers & fries on daily basis, while ensuring customer satisfaction. Introduced new measures that reduced the cooking time while saving the company \$50K per year”

Activities / Hobbies

- ⦿ Listing your hobbies, etc. is important, but not at the expense of leaving other crucial info out
- ⦿ List them if they are unusual and will grab the interviewer's attention
 - Playing basketball vs. skydiving
- ⦿ List them if they reflect positively on your job skills
 - Playing chess may equate your hobby with analytical skills
 - Rebuilding an old car may equate with a “Hands on person”, & “Problem solver”.

Honors / Awards / Professional Societies

◎ List such things as:

- Scholarships from
- Honors Co-Op student @ xyz corporation
- Dean's List for n semesters
- Treasurer, Student chapter of ASME
- President, Society of Women Engineers
- Secretary, SHPE
- Member, Tau Beta Pi

◎ The message is:

- You are engaged, well rounded, team player, and have the potential to be a future leader (worth investing in)

How to Format your resume?

- ⦿ Keep in mind that employers only spend 20-30 seconds on each resume before they file your resume in one of two stacks
- ⦿ Your goal is to direct their eyes to most important information
- ⦿ Things you can do:
 - Leave plenty of white space – don't look crowded
 - Emphasize job titles by boldfacing them
 - Place the most important information closer to the top of the page
 - Leave blank lines between sections
 - Design resume for easy skimming
 - Use 8 ½ " x 11" white paper (note: we are not artists!)
 - Proof read, Proof read, and then have others proof read

Key things to remember (that will bite you.....)

- ⦿ Always have your resume updated (every 6 months)
- ⦿ Start with the job description. Extract key words and use them on your resume. (Why?)
- ⦿ Don't B.S. And Don't exaggerate
- ⦿ Remember that at the interview you will be asked specific questions from your resume.
 - Have specific examples; be able to elaborate & explain
 - Know your resume - Don't get caught with your pants down
 - Common problem when someone else preps your resume & gives it a "boost"
- ⦿ Social Networking sites will hurt you when least expected & during background checks
 - Habits, friends, lifestyle, pictures

Sharann K. Derksen

1234 Pontiac St.
La Crescenta, CA 91214
(818) 123- 4567
sharann.derksen.99@csun.edu

Objective

Seeking a Mechanical Engineering internship with the opportunity to expand my knowledge and experience.

Education

California State University, Northridge
B.S. Mechanical Engineering expected May 2008
GPA: 3.81

Work Experience

Mechanical Engineering Intern **2/07 to present**

L.A. Turbine, Valencia, California

Created solid models and drawings using SolidWorks. Applied GD&T to ensure proper manufacturing of parts. Reverse engineered turbomachinery parts.

Math and Spanish Tutor **9/04 to present**

La Crescenta, California

Assisted students with homework assignments and study techniques.

Mechanical Engineering Intern

6/06 to 8/06

Vance and Hines Performance, Santa Fe Springs, California

Created drawings of parts using PowerCADD. Performed surface area calculations of chromed parts. Built BOMs for manufactured parts.

Instructor

6/04 to 9/04

Carousel Ranch, Santa Clarita, California

Provided therapy for disabled children through the use of horses.

Accounting Assistant

6/01 to 8/01

Montrose Travel, Montrose, California

Reconciled reports and performed data entry.

Skills

SolidWorks (300 hours) GD&T, ASME Y14.5M-1994

PowerCADD (150 hours) MATLAB

Microsoft Office LabVIEW

Visual Basic & C programming 4 years of Spanish

Awards

Gold Academic Progress Achievement Award, Fall 2006

Golden Key International Honor Society, 2005 and 2006

National Society of Collegiate Scholars, 2004

Dean's List, Fall 2003, Spring 2004, Fall 2004, Spring 2005, Fall 2005, Fall 2006

SUSAN SMITH

4320 MAMMOTH AVE. # 107

SHERMAN OAKS, CA 91423

Tel: (818) 123-4567 - E-MAIL: ssmith@gmail.com

Objective:

Entry level engineering position, where I can be challenged, given the opportunity to learn and contribute to the success of the company.

Education:

California State University, Northridge

B.S. Mechanical Engineering

December 2006

Work Experience:

Intern 2 – Sr. Engrg

7/2006 to present

Southern Ca. Gas Co, Los Angeles, CA.

Intern as a senior mechanical engineer student working with storage and transmission. Assisted engineers with natural gas processing projects utilizing engineering and industrial procedures and practices. Helped design, acquire material and equipment, install, and oversee construction, testing and start-up of projects for natural gas processing facilities. Created design data sheets for design analysis and testing and generated preliminary drawings for pipeline design using Microsoft Visio.

Mechanical Engineer – Intern 1

6/2004 to 11/2005

Raytheon, El Segundo, CA.

Interned as a mechanical engineer student for their sensors department. Assisted design engineers with creating assembly drawings and solid models using Pro Engineer. Generated drawings and reports utilizing AutoCAD, Mechanical Desktop. Compiled materials such as drawings, bill of materials, scope of work, etc. for power point presentations and reports.

Data Processor & Office Manager

11/2001 to 05/2004

Coleman Research, Woodland Hills, CA.

Managed research databases. Analyzed data, created excel templates, generated plots and graphs, and compiled client reports. Responsible for contacting clients regarding their research criteria and implementing changes requested. Also responsible for hiring, training, and managing a team of two other data processors.

Course Work:

Thermodynamics I & II, Fluid Mechanics, Engineering Economy, Heat Transfer, Hydraulics, Mechatronics, System Dynamics: Modeling, Analysis and Simulation, Engineering Dynamics, Engineering Materials & Lab, Numerical Analysis of Engineering Systems, Mechanical Measurements, Engineering Mechanics I & II, Mechanical Engineering Design & Lab, and Machine Design.

Skills: Microsoft Office, Visual Basic, Adobe Acrobat, AutoCAD, Solid Works, Pro Engineer.

Questions?
Comments?