



# RESUMES



How to prepare your resume to maximize your chances of getting the interview and the job you seek.



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# Key Concepts

- First impression/attractive layout
- Error-free
- Easy to read
- Layout directs reader to key features
- One page if possible
- White or off-white paper
- Scannable version

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# Essential Components

- Personal Information
- Objective (optional)
- Education
- Experience
- Activities/Honors
- References available upon request (optional)

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# Personal Information

- Name
  - All caps, large, bold
- Address
  - campus, permanent
- Phone
- E-mail
- Do not give
  - age, health
  - marital/family status
  - other personal information irrelevant to job

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# Objective

- Optional
- Be specific enough to provide some useful information, but not so specific that you eliminate opportunities.
- Examples:
  - A summer internship in the environmental field
  - A challenging position with a progressive company

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# Education

- Most recent institution first
- Full university name and location
- Degree you will receive and major
- GPA

## Example:

Brigham Young University, Provo, Utah

Bachelor of Science in Chemical Engineering, April 2001

GPA: 3.6

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# Education

- Pertinent and unique courses/skills
  - semiconductor course
  - mathematics/statistics
  - computer software
- If interviewing for internship may list core courses
  - e.g., Fluid Mechanics, Thermodynamics

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# Experience

- Most recent first
- All jobs should be listed
- List organization, location, your title, dates
- Bullet your key accomplishments



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## Key Accomplishments (Dow)

Three questions:

1. What did I do?
2. What did I change or impact?
3. What was the value of that change or impact?

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## Example

What did I do?

Responsible for improving performance of reactor

What did I change or impact?

Improved batch reactor turnaround time by 3%

What was the value of that change or impact?

Created \$250,000 annual savings by improving reactor turnaround time by 3%

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# Activities/Honors

- Activities
  - college organizations
  - extracurricular (sports, music, drama, etc.)
  - honor societies
  - professional organizations
- List leadership positions or committee work
  - title and role

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# Activities/Honors

- Honors
  - scholarships
  - awards

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# Missions

- Not required, but missing 2 years or 18 months will be questioned
- Can include as a work experience or activity
- Use to demonstrate skills/traits
  - Leadership, service, and interpersonal skills

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# Missions

## Example

Voluntary Representative, The Church of Jesus Christ of Latter-day Saints, Nagoya, Japan 2002-2004

- Conducted presentations for individuals and groups
- Performed community service activities
- Supervised 10 other volunteers
- Planned and facilitated monthly meetings
- Learned to speak, read, and write Japanese

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## Church Service

- Not required, but can demonstrate leadership qualities
- Make your listing intelligible to non-member readers
- Example: Elder's quorum president
  - President of Men's Service Organization
    - Coordinated service activities of 20 volunteers

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# Additional Categories?

- Interests/Hobbies
- Skills



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# Conclusions

- A good resume takes time.
- Let others read and critique your resume.
- I will be happy to look at your resume.