

Resumes & Cover Letters

TCO 341

Dr. Codone

Resumes

- A *resume* is a selective record of your background — your educational, military, and work experience, your certifications, abilities, and so on. You send it, sometimes accompanied by an application letter, to potential employers when you are seeking job interviews.

JUSTIN GRADUATE Email: jgraduate@jobseeker.com		2349 N. River Ranch Hill Valley, California 98000 (555) 567-2486	
PROFESSIONAL OBJECTIVE			
A position in Chemical Engineering providing the opportunity to make a strong contribution to organizational goals through continued development of professional skills.			
QUALIFICATIONS PROFILE			
Experiences/ Skills	CHEMICAL ENGINEERING: Process-related skills and processes include:		
	<ul style="list-style-type: none">— Water quality management— Preparing water treatment plans for up to 6 million gallons of water per day— Developing water cleanup plans for nuclear reservation— Monitoring and testing air emissions— Evaluating air pollution control methods— Developing physical and chemical methods for air pollution control— Performing gas chromatography		
	Process Design:		
	<ul style="list-style-type: none">— Analyzing plant and equipment needs— Developing more economic and effective methods— Establishing lab procedures— Designing digital control systems		
	Computers:		
	<ul style="list-style-type: none">— Coding in C++, JavaScript and HTML— Assisting in Website development— Utilizing Windows-based PCs with various software: Matlab, Simulink, Equation Solvers, Lotus, Microsoft Office, Word, Excel, Access, Outlook		
	Administration:		
	<ul style="list-style-type: none">— Ensuring compliance with EPA guidelines, environmental regulations, and emission standards— Preparing technical reports and documentation— Ordering lab equipment and supplies		
Education:	Bachelor of Science Degree in Chemical Engineering, 2001		
	Homestead University, Homestead, Indiana Magna Cum Laude Graduate; Academic All-American		
	Professional Associations:		
	Student Member, Society of Chemical Engineers		
Accomplishments/ Strengths	Formally recognized for contributions to environmental improvement plan for the City of Homestead, Indiana		
	<ul style="list-style-type: none">➤ Excellent troubleshooting and analytical skills➤ Well organized and proficient with details➤ Excellent interpersonal and team skills		

Continued

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Resumes

- The purpose of the resume assignment is to learn:
 - readability
 - effective design
 - adaptation to audience expectations
- Who is your audience?

Resume Headings

- The top third of the resume is the *heading*. It includes:
- Name
- Phone numbers, address, and other details such as your occupation, titles, and so on.
- Some resume writers include the name of their profession, occupation, or field.
- Headings can also contain a goals and objectives subsection and a highlights subsection.

<http://www.io.com/~hcexres/tcm1603/achtml/resume.html>

JUSTIN GRADUATE
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(555) 567-2480

PROFESSIONAL OBJECTIVE
A position in Chemical Engineering providing the opportunity to make a strong contribution to organizational goals through continued development of professional skills

EXPERIENCE:
Skills:

QUALIFICATIONS PROFILE

CHEMICAL ENGINEERING: Process, technical skills and previous projects include:

- Water quality management
- Preparing water treatment plans for up to 6 million gallons of water per day
- Developing water cleanup plan for nuclear reservoirs
- Monitoring and locating air emissions
- Evaluating air pollution control methods
- Developing physical and chemical methods for air pollution control
- Performing gas chromatography

Process Design:

- Analyzing plant and equipment needs
- Developing more economic and effective methods
- Establishing lab procedures
- Designing digital control systems

Computers:

- Coding in C++, JavaScript, and HTML
- Assisting in Website development
- Utilizing Windows-based PCs with various software: Matlab, Simulink, Logixnet Solvers, Lotus, Microsoft Office, Word, Excel, Access, Outlook

Administration:

- Ensuring compliance with EPA guidelines, environmental regulations, and emission standards
- Preparing technical reports and documentation
- Ordering lab equipment and supplies

EDUCATION:

Bachelor of Science Degree in Chemical Engineering, 2001
Homestead University, Homestead, Indiana
Magna Cum Laude Graduate, Academic All-American

Professional Associations:
Student Member, Society of Chemical Engineers

ACCOMPLISHMENTS/
Strengths:

- Formally recognized for contributions to environmental improvement plan for the City of Houston, Indiana
- Excellent troubleshooting and analytical skills
- Well organized and proficient with details
- Excellent interpersonal and team skills

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Resume Body

- The middle portion, taking up a half or more of the total space of the resume. Present details of your work, education, and military experience
- Arranged in reverse chronological order. Also include your accomplishments -- for example, publications, certifications, equipment used, software literacy, etc.
- You can divide it *functionally* — into separate sections for work experience and education.
- You can divide it *thematically* — into separate sections for the different areas of your experience and education.

JUSTIN GRADUATE

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(555) 567-2486

PROFESSIONAL OBJECTIVE

A position in **Chemical Engineering** providing the opportunity to make a strong contribution to organizational goals through continued development of professional skills.

QUALIFICATIONS PROFILE

Experiences/ Skills:

CHEMICAL ENGINEERING: *Projects, related skills and practices include:*

- Water quality management
- Preparing water treatment plans for up to 6 million gallons of water per day
- Developing water cleanup plan for nuclear reservation
- Monitoring and testing air emissions
- Evaluating air pollution control methods
- Developing physical and chemical methods for air pollution control
- Performing gas chromatography

Process Design:

- Analyzing plant and equipment needs
- Developing most economic and effective methods
- Establishing lab procedures
- Designing digital control systems

Computers:

- Coding in C++, JavaScript, and HTML
- Assisting in Website development
- Utilizing Windows-based PCs with various software: Matlab, Simulink, Equation Solvers, Lotus, Microsoft Office: Word, Excel, Access, Outlook

Administration:

- Ensuring compliance with EPA guidelines, environmental regulations, and emission standards
- Preparing technical reports and documentation
- Ordering lab equipment and supplies

Education:

Bachelor of Science Degree in Chemical Engineering, 2001
Hometown University, Hometown, Indiana
Magna Cum Laude Graduate, Academic All-American

Professional Associations:

Student Member, Society of Chemical Engineers

Accomplishments/ Strengths:

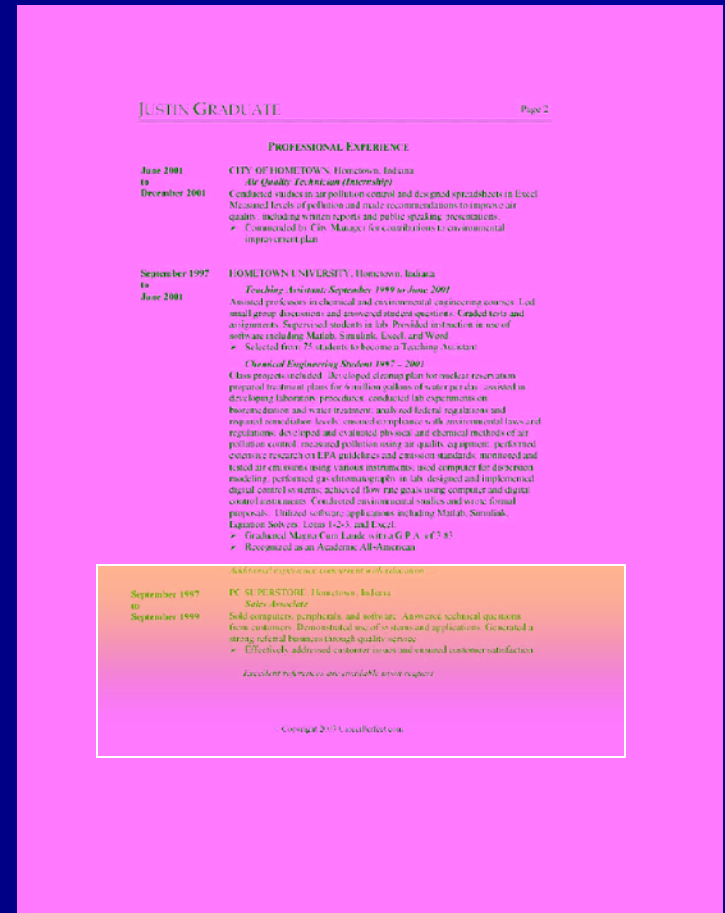
- Formally recognized for contributions to environmental improvement plan for the City of Hometown, Indiana
- Excellent troubleshooting and analytical skills
- Well organized and proficient with details
- Excellent interpersonal and team skills

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Resume Conclusion

- Present other related information on your background.
 - activities
 - professional associations
 - memberships
 - hobbies
 - interests
- What about references?

<http://www.io.com/~hcexres/tcm1603/achtml/resume.html>



Resume Design Types

Functional design

1. Heading
2. Either education or work experience, whichever is stronger or more relevant
3. Then presents the other of these two sections
4. Ends with a section on skills and certifications and one on personal information

<http://www.io.com/~hcexres/tcm1603/achtml/resume.html>

Resume Design Types

Thematic design

- Divides your experience and education into categories such as project management, budgetary planning, financial tracking, personnel management, customer sales, technical support, publications — whichever areas describe your experience.
- These themes become the headings in the body of the resume. Under these headings you list the employment or educational experience that applies.

<http://www.io.com/~hcexres/tcm1603/achtml/resume.html>

Resume Design Types

Chronological design

- Use time as the organizing factor for each section
 - Identifying info
 - Job objectives
 - Education
 - Employment History
 - Personal Information
 - References

Markel text, p. 454

Resume Design Types

Analytical design

- Includes a separate section, usually called skills or skills and abilities, to convey job skills and experience
 - Identifying info
 - Job objectives
 - Skills
 - Education
 - Employment History
 - Personal information
 - References

Markel text, p. 461, examples on pg 462, 463, 464

- Which resume is arranged around themes?

- Which resume uses time as its organizing factor?

- Which resume has sections for skills and abilities?

- Which resume starts with a heading, then has either education or experience, whichever is stronger?

- What are the three parts of a resume?

- What are the three purposes of the resume assignment?

- In what type of order are resume details arranged?

- What is the most important thing to remember about resumes?

Examples

- <http://www.io.com/~hcexres/tcm1603/achtml/resume.html>

Cover/Application Letters

- The role of the application letter:
 - to draw a clear connection between the job you are seeking and your qualifications listed in the resume.
 - the letter matches the requirements of the job with your qualifications, emphasizing how you are right for that job.
 - not a lengthy summary of the resume. It selectively mentions information in the resume, as appropriate.

<http://www.io.com/~hcexres/tcm1603/achtml/resume.html>

Markel p. 470-476

Cover/Application Letters

■ Opening Paragraph Sets the Tone

- State the purpose of the letter — to inquire about an employment opportunity.
- Indicate the source of your information about the job — newspaper advertisement, a personal contact, or other.
- State one eye-catching, attention-getting thing about yourself in relation to the job or to the employer that will cause the reader to want to continue.

Cover/Application Letters

■ Middle Paragraphs Share Details

- Present your work experience, education, training — whatever makes that connection between you and the job you are seeking.
- This is the most important job you have to do in this letter — *to enable the reader see the match between your qualifications and the requirements for the job.*

Cover/Application Letters

- **Last Paragraph Summarize & Invite Communication**
 - In the last paragraph of the application letter, indicate how the prospective employer can get in touch with you and when are the best times for an interview.
 - Encourage the prospective employer to contact you to arrange an interview.

<http://www.io.com/~hcexres/tcm1603/achtml/resume.html>

Examples

- [http://www.io.com/~hcexres/tcm1603/
acchtml/resume.html](http://www.io.com/~hcexres/tcm1603/acchtml/resume.html)