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: igraduate@jobseeker.com

2349 N. River Range Hill Valley, California 00000 (555) 567-2486

PROFESSIONAL OBJECTIVE

A position in Chemical Engineering providing the opportunity to make a strong contribution to

CHEMICAL ENGINEERING: Projects, related skills and practicum 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

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

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
- Preparing technical reports and documentation
- Ordering lab equipment and supplies

Education:

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

Professional Associations:

Student Member, Society of Chemical Engineers

- Accomplishments/ > 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

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.

2349 N. River Range Hill Valley, California 00000 JUSTIN GRADUATE PROFESSIONAL OBJECTIVE A position in Chemical Engineering providing the opportunity to make a strong contribution to CHEMICAL ENGINEERING: Projects, related skills and practicum 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 - Analyzing plant and equipment needs Developing most economic and effective methods Establishing lab procedures Designing digital control systems 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 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 lishments/ > Formally recognized for contributions to environmental improvement plan for the City of Hometown, Indiana

Excellent troubleshooting and analytical skills
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(continued)

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 <u>reverse chronological order</u>. Also include your accomplishments -- for example, publications, certifications, equipment used, software literacy, etc.
- You can divide it <u>functionally</u> 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.

Resume Conclusion

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

JUSTIN GRADUATE Page 2 PROFESSIONAL EXPERIENCE CITY OF HOMETOWN, Hometown, Indiana June 2001 Air Quality Technician (Internship)
Conducted studies in air pollution control and designed spreadsheets in Excel. Measured levels of pollution and made recommendations to improve air quality, including written reports and public speaking presentations.

> Commended by City Manager for contributions to environmental improvement plan September 1997 HOMETOWN UNIVERSITY, Hometown, Indiana Teaching Assistant: September 1999 to June 2001 Assisted professors in chemical and environmental engineering courses. Led small group discussions and answered student questions. Graded tests and assignments. Supervised students in lab. Provided instruction in use of software including Matlab, Simulink, Excel, and Word.

> Selected from 75 students to become a Teaching Assistant Chemical Engineering Student 1997 – 2001 Class projects included: Developed cleanup plan for nuclear reservation prepared treatment plans for 6 million gallons of water per day; assisted in developing laboratory procedures; conducted lab experiments on bioremediation and water treatment; analyzed federal regulations and boomediation and water treatment, analyzed federal regulations and required emediation levels, enusured compliance with an invisionmental laws and regulations, developed and or shanted physical and chemical methods of air experience, developed and or shanted physical and chemical methods of air extensive research on EFA guidelines and envisions translately, resortered and lotted air emissions using a transmission and envisions translately, monitored and lotted air emissions using a transmission to the proposal policy in lab, designed and implemented digital control optomic public view of the water goals using computer and digital control instruments. Conducted on visions month of the goal of write formal control instruments. Conducted on visions month of the goal of write formal proposals. Utilized software applications including Matlab, Simulink, Equation Solvers, Lotus 1-2-3, and Excel.

Graduated Magna Cum Laude with a G.P.A. of 3.83 Recognized as an Academic All-American PC SUPERSTORE, Hometown, Indiana Sales Associate
Sold computers, peripherals, and software. Answered technical questions from customers. Demonstrated use of systems and applications. Generated a strong referral business through quality service

Effectively addressed customer issues and ensured customer satisfaction Excellent references are available upon request © Copyright 2003 CareerPerfect.com

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

- 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/acchtml/resume.html

Markel p. 470-476

Opening Paragraph States Purpose

- 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.

- Middle Paragraphs Share Details Education & Experience
 - 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.

- 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.