# 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

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

Email: igraduate@jobseeker.com

### 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

### 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

### Process Design:

- 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

Bachelor of Science Degree in Chemical Engineering, 2001 Hometown University, Hometown, Indiana Maona Cum Laude 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.

http://www.io.com/~hcexres/tcm1603/acchtml/resume.html

**JUSTIN GRADUATE** 

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 organizational goals through continued development of professional skills

### **QUALIFICATIONS PROFILE**

- 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 Process Design:

- 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

- 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

(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.



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 organizational goals through continued development of professional skills

	QUALIFICATIONS PROFILE
čxperience/ skills:	CHEMICAL ENGINEERING: Projects, related skills and practicum include:
	Water quality management
	<ul> <li>Preparing water treatment plans for up to 6 million gallons of water per day</li> </ul>
	<ul> <li>Developing water cleanup plan for nuclear reservation</li> </ul>
	Monitoring and testing air emissions
	Evaluating air pollution control methods
	<ul> <li>Developing physical and chemical methods for air pollution control</li> </ul>
	<ul> <li>Performing gas chromatography</li> </ul>
	Process Design:
	<ul> <li>Analyzing plant and equipment needs</li> </ul>
	<ul> <li>Developing most economic and effective methods</li> </ul>
	Establishing lab procedures
	Designing digital control systems
	Computers:
	- Coding in C++, JavaScript, and HTML
	Assisting in Website development
	<ul> <li>Utilizing Windows-based PCs with various software. Matlab. Simulink.</li> <li>Equation Solvers. Lotus: Microsoft Office. Word. Exect. Access. Outlook</li> </ul>
	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
Accomplishme	nts/ > Formally recognized for contributions to environmental improvement plan for
Strengths:	the City of Hometown, Indiana
	<ul> <li>Excellent troubleshooting and analytical skills</li> </ul>
	<ul> <li>Well organized and proficient with details</li> </ul>
	Excellent interpersonal and team skills

(continued)

### Resume Conclusion

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

http://www.io.com/~hcexres/tcm1603/acchtml/res ume.html

### JUSTIN GRADUATE

Page 2

### PROFESSIONAL EXPERIENCE

June 2001

CITY OF HOMETOWN, Hometown, Indiana

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 Assista

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 required remediation levels; ensured compliance with environmental laws and regulations; developed and evaluated physical and chemical methods of air pollution control, measured pollution using air quality equipment, performed extensive research on EPA guidelines and emission standards; monitored and tested air emissions using various instruments; used computer for dispersion modeling; performed gas chromatography in lab, designed and implemented digital control systems; achieved flow rate goals using computer and digital control instruments. Conducted environmental studies and wrote 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

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 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.

### 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.

http://www.io.com/~hcexres/tcm1603/acchtml/resume.html

- 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/acchtml/resume.html