

Writing Your Resume

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Fall 2005



MESA Engineering Program

mep

Compilation of Resume Presentations previously
given by industry representatives: HR and engineers



- ◆ Your resume is a snapshot of *you* and *your qualifications*.
- ◆ It is your opportunity to sell yourself for further job consideration.
- ◆ It is THE first impression a potential employer gets of you
 - First impressions last
 - First impressions are hard to change

Components of Your Resume

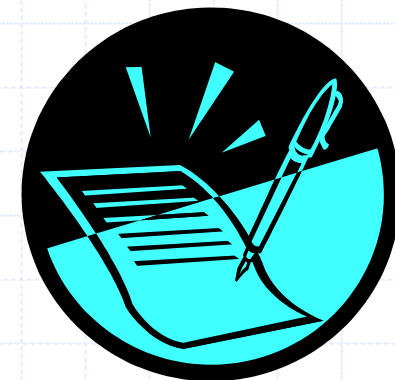
- ◆ Personal Information
- ◆ Objective
- ◆ Education
- ◆ Experience and/or Skills
- ◆ Activities/Honors
- ◆ References

Personal Information

Indicate your *name*, *address (both home and email)* and *phone number* where you may be reached.

- ◆ Only put your email if you use it on a regular basis
- ◆ Use a professional sounding email address
 - Not pimpdaddy@yahoo.com
 - Not hotmama@hotmail.com

..\u0026lt;u>Sample Resume.doc



Objective

What type of position are you seeking?

- Entry-level vs. Internship; must be on resume
- Full-time vs. Part-time; optional on resume

State the type of position you desire in one or two sentences.
(civil engineering, mechanical engineering, laboratory technician, etc.)

For example if you are seeking an engineer internship, you might state, "Seeking an electrical engineering internship that will enable me to utilize my acquired knowledge while furthering my development opportunities."

[..\Sample
Resume.doc](#)

Education

List the name and location of the *universities, junior colleges, and high school* you have attended, listing the most recent or current first.

Indicate your *degree, major, date of graduation*, or anticipated date of graduation, and GPA, if over 3.0.

- ◆ Hint: if your major GPA is higher use it instead

If you have an advanced degree, list it first.

If you have limited work experience in your field, list some of the significant courses taken.

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Experience and/or Skills

List work and internship experience related to the position desired.

If you do not have experience related to the position desired, list related volunteer work and other work or internship experience.

List the most recent employer first, and indicate the ***name*** of the employer, the ***city*** and ***state*** in which they are located, dates of employment, ***position***, responsibilities and accomplishments.

If your work experience is unrelated to the position desired, be sure to indicate the responsibilities that demonstrated skills that apply to all jobs. (dependability, cooperation, customer service, initiative, teamwork, etc.)

List special skills related to the position desired that you want to highlight: computer operating systems, languages, specialized software, etc.

If you have a variety you may need to sub-bullet them:

- Software:
- Hardware:
- Languages:

If your skills are unrelated to the specific position desired, be sure to indicate those skills that demonstrate general expertise that apply to all jobs. (time-management, communication; both oral and written, languages other than english, organizational, etc.)

[..\Sample Resume.doc](#)

Activities/Honors

If you were involved in extra curricular activities or received honors in college or high school, list a few of the most significant ones.

- If you put it down be ready to provide comment
- List names of student organizations and other programs you're involved in. i.e IEEE, MESA Engineering Program or Maximizing Science Potential programs.

List any scholarships or other honors received.

[..\Sample
Resume.doc](#)

References

Indicate that references will be provided upon request.

Develop a list of references of professional people who have observed your work, school work, or leadership in clubs or associations, who would be willing to talk with potential employers about you. (employers, professors, club sponsors, etc.)

- Get their permission first

Your list of references should be complete and ready to go when you submit your resume to a company.

Your separate reference list should indicate the reference's *name*, *position*, and *phone number*.

[Sample
References.doc](#)

Resume Do's

Keep the length of your resume to one (preferred) or two (if absolutely necessary) pages. Brief and informative.

Make sure your resume is accurate.

If you list it be ready to comment on it.

Provide a good, clear copy of your resume to a potential employer.

Provide a personalized cover letter, when mailing in unsolicited or solicited resume.

Have a copy of your transcripts ready to submit.

Resume Do's (cont.)

Check your resume carefully for any spelling or grammatical errors - Ask a friend to proofread your resume.

Always be prepared to answer any questions referring to your resume.

Make sure your list of references is current, especially the phone numbers.

Work toward AEP for inclusion in portfolio and better MESAdvantage Report card - <..\..\FORMS\Academic Excellence Plan - Inclusive Version.doc>

Use resources like software templates, friends, teachers, counselors, student organizations, websites:

- ♦ <http://www.resume.com/content/resume/index.html>

Be
careful-
some
sites
charge



Resume Don't

Don't exaggerate accomplishments, but don't downplay them either.

Do not Xerox your cover letter and write in new company name—use a computer so that it looks like an original copy.

Do not hand write position desired—use a computer so that your resume looks like an original copy.

Do not submit transcripts or references with resume until requested.

Resume Don't (cont.)

Do not include information that might result in discrimination i.e., age, race, marital status, religion, etc. However if you are a member of a minority student association, etc., you should still list your membership.

Do not include a photograph.

Do not include salary requirements unless specifically requested in advertisement. If requested, put the most recent salary you were receiving for each job you had.

The End

Now you are ready for an interview!



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Resume
Format.doc

SUBMIT RESUMES TO
MEP@KAHUNA.SDSU.EDU BY 10/7/05

[STREET ADDRESS
CITY, STATE, ZIP]

[AREA CODE & PHONE
EMAIL ADDRESS]

NAME

Objective Your objective goes here

Education Dates Name of School City, State

- Degree/Diploma information
- Graduation Date and honors achieved at graduation.

Relevant Courses
and/or Skills

- MS-Office, PC, MAC ▪ Computer Programming with C++
- Fluent in English and Spanish ▪ Differential Equations

Experience Dates Company Name City, State

- Position Title
- Duties
 - Responsibilites
 - Achievements

Dates Company Name City, State

- Position Title
- Duties
 - Responsibilites
 - Achievements

Dates Company Name City, State

- Position Title
- Volunteer work
 - General skills, dependability, teamwork, etc.

Activities/Honors Extra-curricular activities
Club memberships
Community involvement
Academic honors achieved
Scholarships earned
Etc.

References Excellent References available upon request

Susie Engineer
123 Paradise Ct.
San Diego, CA 92123
(619) 123.4567 (Home) (619) 765.4321 (Cell)
sengineer@anywhere.org

OBJECTIVE: To obtain an entry level electrical engineering position emphasizing electronic/electrical systems

EDUCATION: San Diego State University
B.S. Electrical Engineering, expected December 2004

COURSEWORK: *Classes in progress:* Modem design, and Analog Integrated Circuit Design

Completed classes: Circuit Analysis I/II, Computational and Statistical Methods for Electrical Engineers, Fundamentals of Engineering Electronics, Electric & Magnetic Fields, Signals and Systems, Analysis and Design of Electronic Circuits, Electronic Materials & Devices, Digital Signal Processing, Communication Systems

SKILLS: Working knowledge of Windows 3.1/95/98/NT/2000/XP
Mentor Graphics, OrCad, Spice, MultiSim, Xilinx, Matlab, Visual C/C++

WORK

EXPERIENCE: June-Sept 2004 Summer Internship at North Island Navair under the Service Life Extension Program (SLEP) Team

- Help construct an Excel database that listed the information of all the wires on the C2 plane.
 - The database had information that I had to research such as the material properties, connector size, pin layout, tools needed to extract and insert the tool to the connector case.
- Verified the main hyperlink database that gave all team members for the project an easy access to the location and appearance to a designated reference designator.
 - Compared and redlined errors on the hyperlink and on the master copies for the technical documents for the project.
- Quality Control Investigator: redline and correct the tech schematics/manuals to insure the plane obeys the Standard regulations for current carrying wire.

ACTIVITIES: President, *Associated Engineering Student Council (AESC)* 2003-2004
Vice President, *Associated Engineering Student Council (AESC)* 2002-2003
Vice-President, *Institute of Electronic and Electrical Engineering (IEEE)*,
External Relations, SDSU Chapter 2001-2002
Head Electrical Engineer, *Hybrid Electric Vehicle (HEV) Team* 2001-2002
Student Representative to *Dean's Budget Review Committee* 2002-2004

REFERENCES: Excellent references available upon request

Theresa M. Garcia
123 Home Avenue, #4
San Diego, CA 92182
(619) 555-1234
tgarcia@mail.sdsu.edu

OBJECTIVE:

Seeking a challenging position in electrical engineering with opportunity for growth that makes the best use of my abilities and experience. Possess a strong sense of responsibility, honesty, and committed to the highest quality.

EDUCATION:

Southwestern College

Sophomore

Degree Objective: BS in Electrical Engineering

Courses completed: Calculus I, II, III, Physics I, Chemistry I, Pro-engineer, CAD-Key, Statics, and Introduction to "C" programming.

WORK EXPERIENCE:

1/99-Present Lab-Aide in Chemistry Stockroom at Southwestern College

- Preparation and Tear down of chemistry laboratory.
- Grading of Homeworks and Lab Assignments assisting chemistry professors.
- Standardizing of chemical reagents.
- General Lab Maintenance
- Inventory Control of equipment and chemicals

3/97-11/98 Ross Dress for Less

- Customer service experience.
- Developed good communication skills.

SKILLS:

Software: Excel & Word.

Operating systems: Windows

Languages: Fluent in Spanish/English – Speaking, Writing, Reading

PROFESSIONAL AFFILIATIONS:

SHPE- Society of Hispanic Professional Engineers

MESA- Math Engineering Science Achievement

MEChA- Movimiento Estudiantil Chicano de Aztlan (97-98)

REFERENCES AVAILABLE UPON REQUEST

SAMPLE...

**Susie Engineer
123 Paradise Ct.
San Diego, CA 92123
(619) 123.4567 (Home) (619) 765.4321 (Cell)
sengineer@anywhere.org**

PROFESSIONAL REFERENCES:

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(619) 594-5679

Dr David Johnson
Dean of Engineering
College of Engineering, Harvard
5000 Washington Drive
Cambridge, MA 05052-1326
(000) 123-4567

Dr. Bruce White
Chairperson, Mechanical Engineering
College of Engineering, UCSD
3500 Cove Drive
La Jolla, CA 92132-1420
(000) 123-8910

PERSONAL REFERENCES:

Brian McKenzie
Customer Service Manager
Washington Mutual Bank
2330 Di Foss Street
San Diego, CA 92104
(000) 234-5679