

STEM RESUME WRITING

PRESENTED BY:
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Program Coordinator

Why do you need a resume?

- A marketing tool
- To obtain an interview, not a job
- Requirement of many organizations



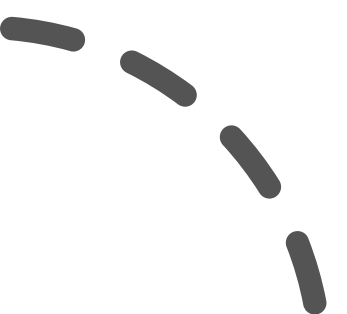


Resume Hidden Messages

Resume

- Neat
- Well-organized
- Error Free
- Professional Appearance

You

- Neat
 - Well organized
 - Attention to detail
 - Careful & competent
- 





Sections of a Resume



The Header



What should I include?

- What should be included?
 - Name
 - Permanent and present address
 - E-mail address (make sure it is appropriate)
 - Telephone number
 - What will I hear if I call your cell?
 - Mention your name and phone number
 - Make sure your voicemail box is set up and clear



Where should contact information go?

- Top of page



Anita Job

12345 Merry Ln., Santa Ana, CA 92705 · 714-555-5555 · anitajob123@gmail.com





Objective Statement



What should I include?

- Purpose
 - Communicate the type of position you are interested in and to help employer see that you're moving into a new area/industry
- Examples
 - Engineering major seeking a part-time engineering technician internship.
- Should not be more than 1-2 sentences
- Not required



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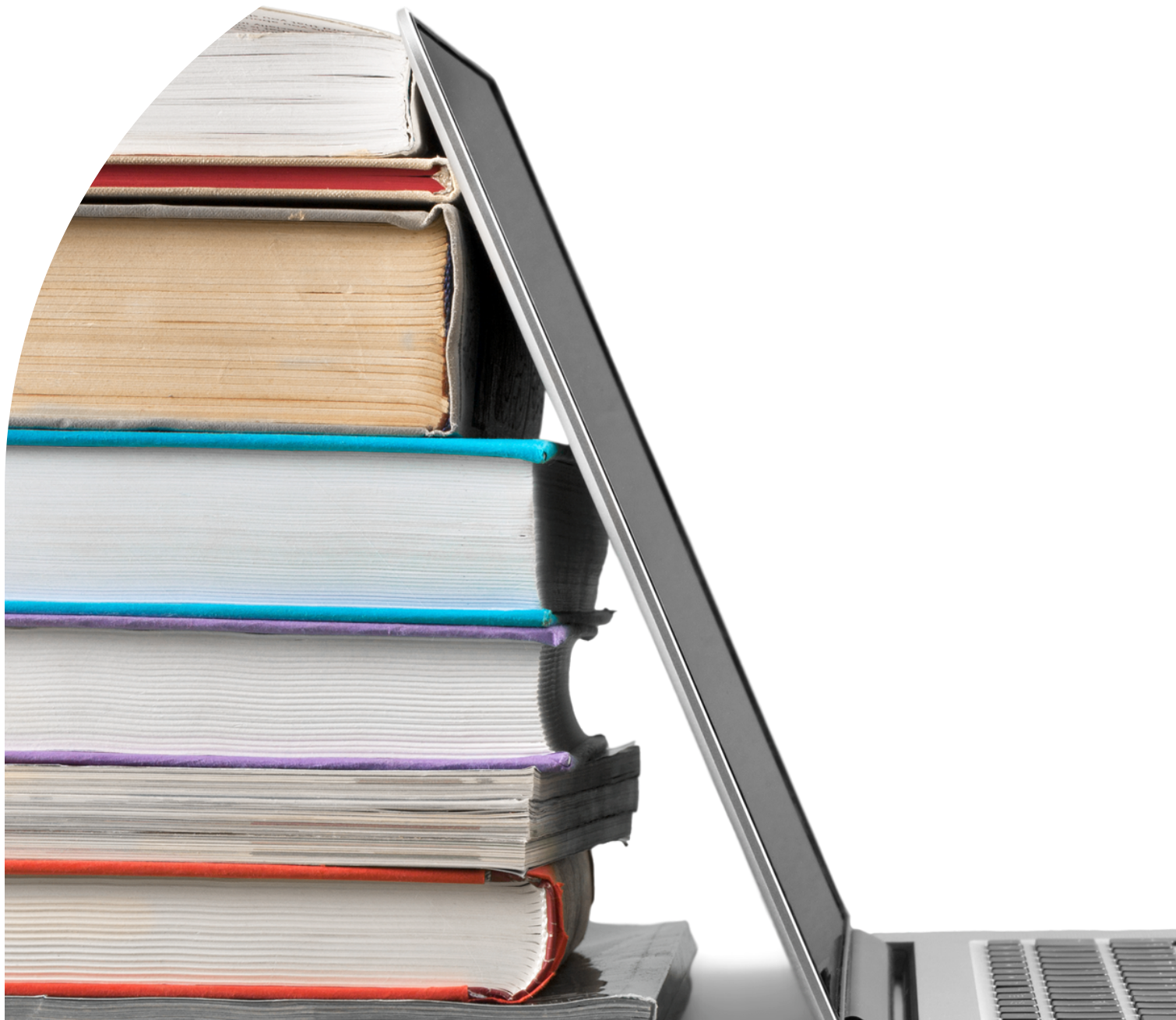
Objective

Civil Engineering major seeking a part-time engineering technician internship at a construction company.

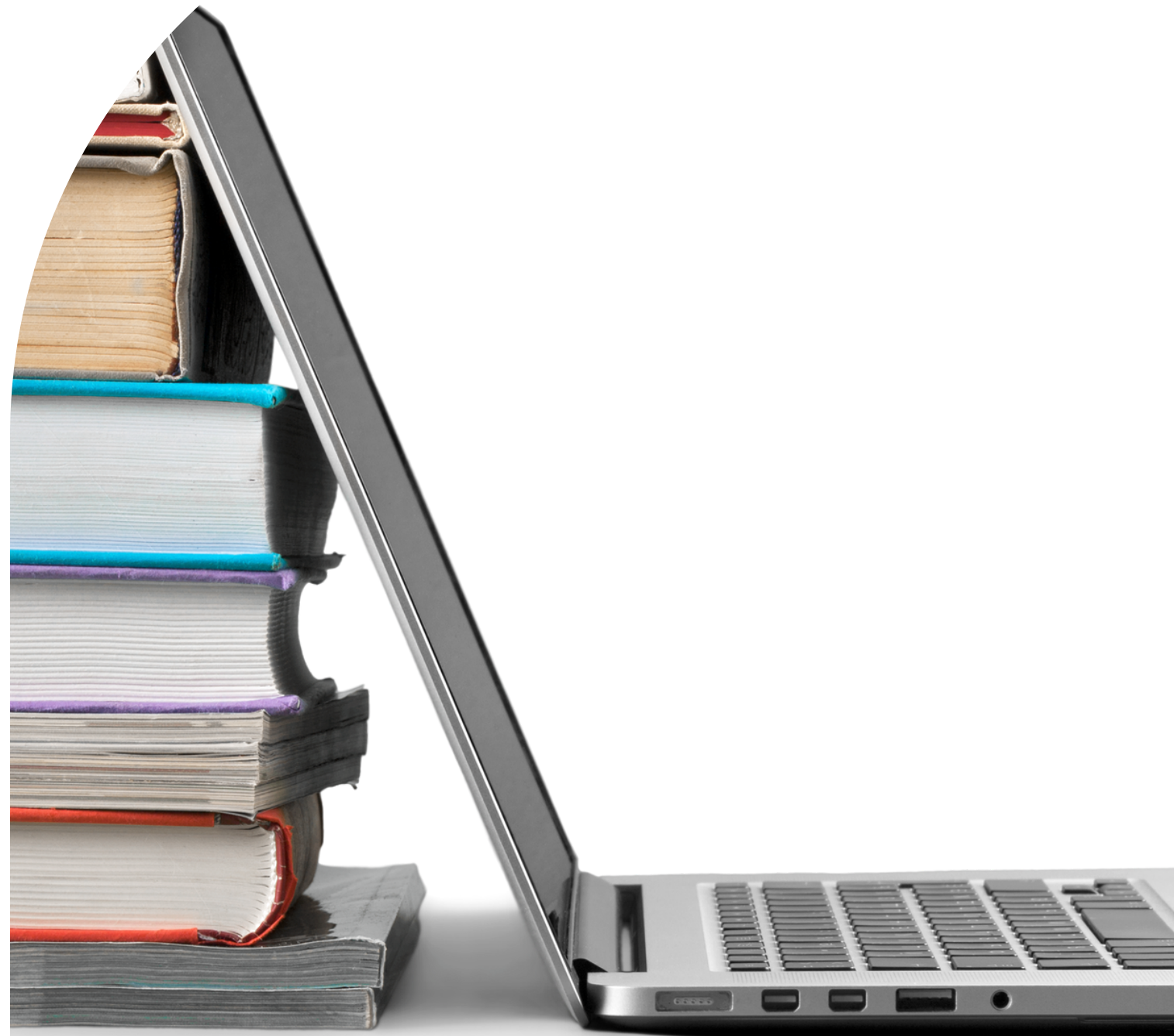
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Education

- Name of your degree
 - Associates Degree of _____ in _____
- Name of Institution
 - Include city and state if not part of the title
- List degree in reverse chronological order
 - Most recent degree is listed first



Education



- Date or expected date of graduation
 - Awarded 2017
 - Expected Graduation Date: June 2019
 - Only list expected graduation date if it is expected within the next semester
- GPA
 - List GPA if it is a 3.0 or higher-unless higher is requested
 - Round to nearest tenth
 - 3.0 not 3.062
 - GPA: 4.0, Summa Cum Laude
- Relevant Coursework
 - List any relevant certificates, credentials, special licensing, or training

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Civil Engineering major seeking a part-time engineering technician internship at a construction company.

Education

Santa Ana College, Santa Ana, CA

Civil Engineering Major

Degree Expected June 2022

3.75 GPA

Relevant Coursework: Introduction to Engineering, AutoCAD I,
AutoCAD II, General Chemistry, Physics I

Math Level: Trigonometry, Calculus I (In Progress)

Engineering Mechatronics Technology Certificate Granted June 2021

Coursework: CATIA Beginning Solid Modeling, Engineering Graphics,
Engineering Mechatronics Tech Survey, Intro to Robotics, Basic
Machining Concepts & Operations



- List relevant skills that correlate to the career objective
- Make sure to list what you know how to do

Examples:

- MS Word, Excel, Access, PowerPoint, Outlook
- Computer program languages and applications
- Machinery: 3D Printer, laser cutter, CNC

Skills

Language

- If you are bilingual, make sure to list level and extent of language skills
- Example: Native bilingual Spanish- experienced in reading, writing, translating



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SKILLS

Microsoft Word, Excel, PowerPoint- Advanced

AutoCAD- Intermediate

Arduino IDE-Beginner

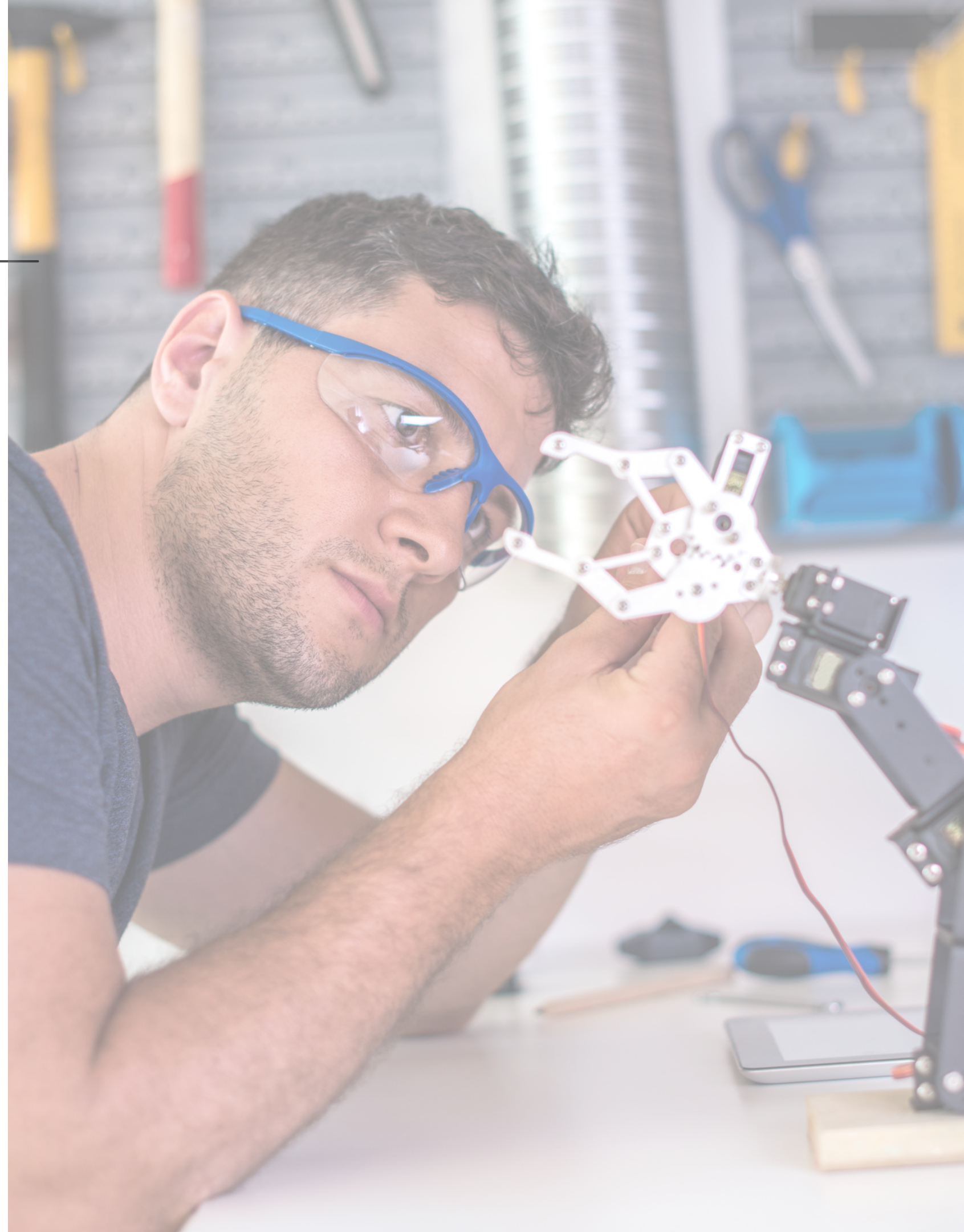
SolidWorks- Beginner

Bilingual Native Spanish Speaker-read, speak, write



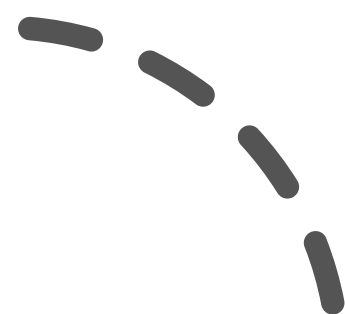
Experience

- Use the term “experience”
 - What is considered experience?
 - Full and part-time jobs
 - Self-employment
 - Volunteer work
 - Practicum, field, and cooperative education
- EMPHASIZE relevant experience and MINIMIZE irrelevant experience
- Information to include
 - Company name, job title, dates of employment, city & state, duties
 - **BOLD** title of job





Experience

- Emphasize your accomplishments
 - Quantify your actions whenever possible
 - If you were a supervisor, how many people did you supervise?
 - If you volunteered, how many hours did you volunteer?
 - If you improved sales, by how much?
- 



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SKILLS

Microsoft Word, Excel, PowerPoint- Advanced
AutoCAD- Intermediate
Arduino IDE-Beginner
SolidWorks- Beginner
Bilingual Native Spanish Speaker-read, speak, write

RELEVANT ACADEMIC EXPERIENCE AND LEADERSHIP ACTIVITIES

STEM Core/Bridge 2 Engineering Programming and Robotics Workshop

November 2019

- Participated in introduction workshop to the Arduino microcontroller, learning about the basics of C++ programming, including variables, input/output, logic, and loops.
- Learned how to code, compile, and debug in C++ using the Arduino IDE.
- Programmed several Arduino projects, including development of a simple game.



Honors and Awards—

- Order by dates
 - Reverse chronological
- Rank order by importance to the career objective
- Include award name and from whom







Professional Affiliations and— Organizations

- Order by date
 - Reverse chronological
- Rank order by importance to the career objective
- Emphasize your leadership roles
- Spell out the organization's name
- Do not use abbreviations

Example:

- American Society of Mechanical Engineering (ASME)
 - Society of Women Engineers (SWE)
 - American Society of Civil Engineers (ASCE)
- 
- 



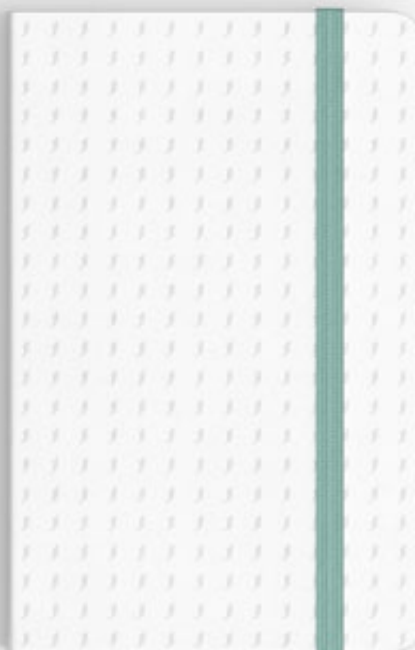
Resume Do's

- Send your resume as a PDF Document
 - Unless otherwise requested
- Use action verbs
 - Use past tense throughout your resume
 - Vary your choice of verbs
- Tailor skills and experience to the job for which you are applying for
- Spell check and PROOFREAD!
- Be concise while providing enough detail
- Keep resume to 1 page in length
- Make sure email address is appropriate
- Keep your resume header the same as your cover letter header



Resume Don'ts

- Do not use the pronouns such as I, me, my, etc.
- Do not use contractions (EX: can't)
- Do not include references (on separate sheet and only provide when requested)
- Do not clutter your resume with nonessential information
- Do not use flowery information or generalized statements
- Do not make any misrepresentations
- Do not use abbreviations or acronyms (EX: OCPA)
- Do not include personal information
 - SSN, age, sex, height, weight, marital status, photograph, etc.



Tips and Tricks

- Keep your resume format simple
- PROOFREAD! Grammar, punctuation, and spelling
- Use a uniform font type, size, and margin setting
- Font type: suggested is Calibri, Ariel, Garamond
- Size: suggested is no smaller than 10 point and no bigger than 12 point
- Margin: suggested is 1 inch all around (.5 top/bottom is also acceptable)
- Use **bold**, *italics*, and underlining sparingly





You are ready to get started!

- Use the worksheets provided as a guide to create your resume
- Remember, resumes are constantly updating
- Update every semester so you don't forget to add relevant courses or skills

Check the chat for my scheduling link If you'd like to schedule an appointment for a one on one resume review!



*You got
this!*

