Resume Overview

Engineering Career Resource Center

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https://wayne.joinhandshake.com

STEP ZERO

IDENTIFY YOUR TARGET

- What do you want to do?
- Where do you want to do it?

Does your resume make you stand out as a good fit for those goals?

How do you know?

Resumes

- [Accomplishment Focused](#) [article]

- Use Job Description as your Guide

- Customize for each industry/job field

Other Basics
- Student resumes should *generally* be 1 page in length [you only get 6-7 seconds to impress]
- Heading should include your full name, professional email & LinkedIn URL [if you have one]
  (PUT IT ON A BUSINESS CARD)
- Highlight your education, skills, projects, experience, and extracurricular/honors.
- Best resume fonts – Helvetica, Calibri, Georgia, Arial, Garamond

  Avoid:
  - Long sentences
  - Over-complicated design aspects
  - Too many bullet points
  - Multiple colors
  - Pictures
  - Subjective language ("*great* leadership skills")
  - Salary
  - References

Professional Summary

- Allows you to tell an employer what you can do for *them*, rather than what you want.
- More space to discuss your skills, and build up yourself.
- Avoid pronoun usage (No "I am a … " or "My skills …")
- No more than 40-50 words

Professional Summary

Detail-oriented third-year engineering student with a firm understanding of engineering principles and practices. Proven strong technical and computer abilities using variety of software and equipment. Led & supported multiple teams and ensure projects are completed efficiently.

Education

As a student, your education should be one of the first sections on your resume. Most students put their Education section directly below their summary section.

- Begin with your current or most recent schooling first, work backwards in time (reverse chronological order)

- **Include:**
  - Name of institution
  - Degree Type (BS, MS, PhD)
  - Program of Study/Major
  - GPA *If your GPA is under a 3.0 leave it off your resume. If your GPA is calculated on a different scale either document it in terms of a USA GPA, or give a point of reference (Ex: 68.09/100%)*
  - Expected date of graduation *(rather than dates attended)*
  - Use bolding to separate words to make it easier to pick up important information. Remain uniform w/ dates

Education

Wayne State University – College of Engineering, Detroit, MI   Expected Graduation May 2020
Bachelor of Science in Mechanical Engineering   GPA: 3.2

Oakland Community College – Royal Oak, MI   Graduated May 2016
Associate of Science in Pre-Engineering   GPA: 3.67

Relevant Coursework

***Relevant* Coursework sections are optional, but as students they provide you another area to highlight your training and skills.**

- Read the job posting carefully to see what courses will be more relevant to the job you are applying for.

Relevant Coursework

Calculus III • Materials Science • & Engineering Applications/Lab Quality Control • Lean Operations • Physics I & I • Data Structures • Programming Languages • Computer Architecture Engineering • Data Analysis • Work Design

Skills

- There is no "right" way to show your skills, but remember to include technical, computer, and hardware skills if applicable.

- Separate your skills with commas, sectioning, and/or bullet points.

- Pay attention to the job posting you are applying for – if they are looking for particular skills, and you honestly have those skills, list them on your resume.

Technical & Computer Skills
Equipment: Audiometers, optical benches, calibrators, recording microphones
Software: AutoCAD, CATIA V5, ANSYS, C/C++, Matlab, LABVIEW, Pascal. Drupal Markdown
Databases: SQL, MS Access, Oracle 8
Applications: Microsoft Word, Excel, PowerPoint, Project
Operating Systems: Windows, Mac OS, UNIX, Linux

Engineering Projects

For students with little to no work experience, showing your engineering projects is critical to showcase your hands-on abilities. This is also the best place to show how you've *used* your technical skills.

Select your top projects

Include:

- Title of the project
- Course/Place the project was completed
- Date completed (Ex: Fall Semester 2019)
- Description of the projects *key points using action verbs.*
- Make sure to use numbers – quantify whenever possible.
- Include the types of tools, computer/technical programs used, etc.

NX Model Air Plane, Wayne State University   **Completed** Winter 2018
- Led a team of 3 in designing a model airplane for introduction to CAD class using NX.
- Designed each part and calculated measurements to make sure everything fit together.
- Created a Bill of Materials of 24 parts to organize the project.
- Increased flight time by 15% from start to finish of project test-cycle.

Work Experience

Once you have started working in the field (even with an internship/co-op) you will move the Work Experience section closer to the top. For students, Work Experience can be less important if the jobs held are not related to the field of study.

- When writing your work experience, follow a matching format to the Education section (matching dates, similar bolding, etc.)

- Use action words to describe your duties.
  - Focus on using numbers
  - Try to include any transferrable skills and/or soft skills relevant to the job.
  - Include the types of tools, computer/technical programs used
  - *If you are writing about a *past* job, use past-tense – If you are writing about a *current* job, use present-tense!

Work Experience
Student Assistant

Wayne State University Registrar's Office   Dec 2017 - Present
- Assist with setup of computer systems and software upgrades such as OS and MS applications.
- Troubleshoot common problems with computer systems, interface with software vendors to resolve issues, and formulate solutions.

Action Verbs

- Just search for "Action Verbs for your resume" on Google to get resources like this:

- [List of Action Verbs for Resumes & Professional Profiles](#)

EXAMPLE

[click picture for template]

Use Technology

- https://Jobscan.co [do NOT pay for this, but use the 5 free scans/month to make sure your resume gets through the ATS]

GET PAST RESUME ROBOTS

Ninety percent of large companies use Applicant Tracking Systems to search for qualified candidates from large applicant pools. These systems help employers by analyzing resumes and CVs, surfacing candidates that best match the position and filtering out those who don't. We have researched the top systems used by thousands of companies, and built our algorithm based on the common patterns among them.

LET'S GET STARTED

Paste the text of your resume in the left box below. Then, paste the text of the job description in the right box. Don't have a resume and job description on hand?

TRY SAMPLE RESUME AND JOB

STEP 1: PASTE OR **UPLOAD RESUME**

Paste your resume

Clear resume

STEP 2: PASTE JOB DESCRIPTION

Paste the entire job description text - Exclude the 'About company' section, but include the job title.

Clear job description

SCAN

Use Technology

ATS FINDINGS ❓

SKILLS AND KEYWORDS ❓	✖	You are missing **11 important high-value skills** on your resume. For example, *coaching* appears on the job description 6 times and is not on your resume. You are additionally missing 25 hard and soft skills. View your missing skills below.
JOB TITLE MATCH ❓	✖	The *'Intern'* job title provided or found in the job description was not found in your resume. We recommend having the exact title of the job for which you're applying in your resume. This ensures you'll be found when a recruiter searches by job title. If you haven't held this position before, include it as part of your summary statement. Incorrect job title in the job description?
EDUCATION MATCH ❓	✖	This job requires or prefers a PhD degree. A PhD degree is not found in your resume.
ATS TIP ❓	✖	Adding this job's company name and web address can help us provide you ATS-specific tips. **Company:** Add Company Name | **URL: http://careers.umich...** (Edit)
New! **SECTION HEADINGS** ❓	✔ ✔	We found the work experience section in your resume. We found the education section in your resume.
New! **FILE TYPE** ❓	✔ ✔ ✔	".docx" is the safest file type for most ATS. Your file name doesn't contain special characters that could cause an error in ATS. Your file name is concise and readable.
New! **DATE FORMATTING** ❓	✔	The dates in your work experience section are properly formatted.

DO NOT put all of your eggs in