The Technical Resume

John R. Susko

IBM Development Manager (Retired)

ECS The Electrochemical Society
Advancing solid state & electrochemical science & technology

What is a Resume?

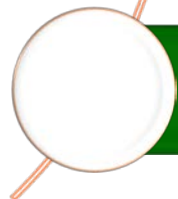*Resumes are what people use to get jobs! Right or Wrong?*

Wrong!
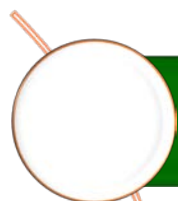
- A resume is a one or two page summary or your education, skills, accomplishments and experience.

- Your resume's purpose is to get your foot in the door.

- A resume does its job successfully if it does not exclude you from consideration.

- Your resume is your ticket to an interview where you can sell yourself!

What are Resume Readers Looking For?

Content

- Focused on critical skills that can impact business
- Summary of academic and/or work-related experience
- Documentation of achieved results
- Synopsis of significant accomplishments
- Link between your skills and experience and their business needs
- Keywords

Style

- Clarity
- Succinctness
- Attractive Format
- Professional Appearance
- High Impact

Your goal is to produce a document that demonstrates:

- ✓ Your knowledge, experience, and good judgement
- ✓ How you can make an immediate contribution

ECS The Electrochemical Society
Advancing solid state & electrochemical science & technology

What Kind of Resume Do You Need?

Chronological
Most widely used and accepted

- Identifies and emphasizes significant academic achievements and highlights major thesis accomplishments and relevant expertise

- Lists degree levels summarizing work related accomplishments in reverse order with no gaps in time

- Highlights link between your skills and experience and employers needs

- Effective when seeking position or skill use in the same or similar field

- Demonstrates stability and track record of accomplishments

Functional
Used primarily for experienced professionals

- Effective when changing careers for those with a diverse work history

- Emphasizes skills and knowledge, current or past, in or out of your career showing major contributions to the former employers

- De-emphasizes chronology, minimizes gaps in time

- Focuses on business functions, range of major accomplishments

- Demonstrates skills relevant to your work objective

Chronological Resume Template

YOUR NAME
Your Street Address
City, State, Zip
Phone Number with Area Code
E-Mail address

OBJECTIVE
A position in a specific functional area of research, engineering or training that is relevant to your technical discipline / expertise. Try to name the specific job opening. Identify how your skills relate to the position and will benefit the employer.

HIGHLIGHTS
• Credentials or education or training or expertise relevant to this objective. i.e. Degree level.
• A key accomplishment (**) that shows you're a top candidate for this job. i.e. Thesis.
• A major strength (**) or characteristic (**) that is important to you and relevant to this job.
• Something else the employer should know. Aa skill**, a trait**, an accomplishment**. Show the significance of your project results *…. i.e. any major discoveries, patents, awards/recognition …
• Companies that you may have worked for, including your responsibilities relevant to the objective above.

  * including Thesis Highlight   ** reflected in the details below

RELEVANT EXPERIENCE

200x - present   COMPANY / /UNIVERSITY NAME, PHD DEGREE

Job Title / PHD THESIS
     A two-line overview of the scope of your Thesis / Project including technical expertise, analytical skills / techniques used. Show significant discoveries, kinds of products or services you dealt with relevant to the position you are interested in.
✦   A significant accomplishment from this project illustrating skills / expertise needed in the new job.
✦   Another accomplishment from this project illustrating a significant skill needed in the new job.
✦   Another activity from this project/job, illustrating a significant skill needed in the new job.

200x - xxxx   COMPANY / UNIVERSITY NAME , MASTERS DEGREE

Job Title / MASTERS PROJECT /THESIS
     A two-line overview of the scope of your Thesis / Project including technical expertise, analytical skills / techniques used, significant discoveries, kinds of products or services you dealt with relevant to the position you are interested in.

✦   A significant accomplishment from this project illustrating skills / expertise needed in the new job.
✦   Another accomplishment from this project illustrating a skill needed in the new job.
✦   Another activity from this project job illustrating a skill needed in the new job.

200x - xxxx   COMPANY NAME (Summer employment, Co-op employment)

Job Title: _____
     A two-line overview of your scope of responsibilities in this company, including the kind of processes, products or services you dealt with.
✦   An accomplishment from this job illustrating a skill needed in the new job.
✦   A sub-statement that elaborates on one step in the process of the accomplishment above.
✦   A sub-statement elaborating on another step in the process of the accomplishment above.

Functional Resume Template

YOUR NAME
Your Street Address
City, State, Zip
Phone Number with Area Code
E-mail address

JOB OBJECTIVE: Position as _____

SUMMARY OF QUALIFICATIONS

- Number of years experience in the field or line of work.
- Relevant credentials or training or education.
- A significant accomplishment that is directly related to the objective.
- A personal trait or characteristic of yours that supports this goal.
- Another accomplishment or another characteristic reflected in the details below.

RELEVANT EXPERIENCE & ACCOMPLISHMENTS

ONE RELEVANT SKILL
An accomplishment that illustrates or documents this skill.
Another accomplishment* that illustrates or documents this skill.
Another accomplishment* that illustrates this skill.

ANOTHER RELEVANT SKILL
An accomplishment that illustrates or documents this skill.
Another accomplishment that illustrates or documents this skill.
Another accomplishment* that illustrates or documents this skill.

ANOTHER RELEVANT SKILL
An accomplishment* that illustrates or documents this skill.
Another accomplishment* that illustrates or documents this skill.
Another accomplishment* that illustrates or-documents this skill.

* Whenever possible mention where this happened, linking it to the Employment History to avoid confusion. NOTE:
In all cases "relevant" to the above state job objective.

EMPLOYMENT HISTORY

200x - present	Job Title	COMPANY NAME, City
200x -200x	Job Title	COMPANY NAME, City
200x -200x	Job Title	COMPANY HAME, City
200x -200x	Job Title	COMPANY NAME, City

EDUCATION & TRAINING

Degree or classes or whatever credentials may be (dates, optional)

"The Curriculum Vitae, commonly referred to as a CV, Vita, or Vitae, is a brief biographical **resume** of one's educational and work background. It can be considered an 'academic resume.'"

0.75"-1.00" even margins on all sides (You can also use a temporary and permanent address)	**Name** Address Telephone E-Mail	For name and all major categories use 14-font, bold, text 12-font.

*Double Space between each major category

Philosophy Statement or Profile – optional
Relating to field of interest

OR

Professional/Career/Vocational/Research Objective(s) – optional
This category can be as brief as one sentence stating a general goal or as long as a brief paragraph expressing both short-term and/or long term goals.

Education
Your objective is to provide a brief but thorough understanding of this aspect of your academic background.

List Degree Program, College, Location, Graduation month and year, GPA (optional if it is 3.0 or higher). If you have additional degrees, double-space and list with the same format.

Honors/Scholarships (optional)
List the honor and year you received it. Lead with the most recent first.

Thesis/Dissertation Abstract
Include a brief description of your thesis or dissertation, including full title and date of completion.

Additional Coursework (include on page 2)
List all courses in groups that support and strengthen your professional, career, and vocational or research objectives.
Do not include course numbers or abbreviations; give only complete course titles. Brief descriptions are optional

Cultural Diversity in American Higher Education
History of Higher Education in the United States
Organization and Governance in Higher Education
Student Development Theory

Graduate Assistantships/Practicum

Clinical Experience

Research Interests

Research and/or Laboratory Experience
Provide detailed descriptions of your research and laboratory experience. Be sure to include the title of each project and information concerning its actual or potential publication.

Teaching Experience
Describe only those teaching interests that can be documented by experience, tutoring experience and group learning.

Additional Coursework – optional

Publications/Works-In-Progress
Include publications of your own, co-authored publications with faculty or colleagues and provide appropriate citations of them.
List unpublished manuscripts only if they are actually being considered for publication

Presentations/Seminars/Workshops
Detailed descriptions of presentations, particularly those given before academic societies and professional associations
Include title, name of organization, location of the meeting and date

Fellowships and Grants

Professional Experience
Include graduate assistantships, internships, and other related work experience
Title, Name of Employer, Location, Dates

Additional Work Experience
Include part-time and full-time positions not directly related to your job major.
(Your previous work experience should only include jobs during university/college years)

Professional and Academic Associations/Affiliations

Community Involvement

CV Tips and Guidelines

- Prepare a clear, well-organized and concise CV
- Include relevant headings and copy on a quality bond paper
- Be consistent and avoid mixing fonts and format
- Please make sure content is relevant and necessary

The Electrochemical Society
Advancing solid state & electrochemical science & technology

Ten Steps to an Effective Resume

1. Choose a job target

2. Find out what skills, knowledge, experience, and training are required to do that job

3. Make a list of your 2, 3, or 4 strongest skills or abilities that make you a strong candidate for your job target

4. For each of your skills, think of several accomplishments that illustrate or demonstrate your use of that skill

5. Demonstrate each accomplishment in a simple, yet powerful action statement. Emphasize results that benefited your sponsor

6. List the degrees, thesis/dissertation activity you have held in chronological order

7. List co-op jobs and other employment activity relevant to your job objective

8. Select resume format, either chronological or functional

9. Arrange your action statements according to the format selected

10. Summarize your key points and major accomplishments at the top of the resume

ECS The Electrochemical Society
Advancing solid state & electrochemical science & technology

Technical Resume Writing Tips

- List your technical knowledge first in an itemized fashion

- List your qualifications in order of relevance, from most to least

- Quantify your experience wherever possible

- Begin sentences with action verbs

- Don't sell yourself short

- Be concise

- Omit needless items. Save space for relevant accomplishments

- Have trusted friends review your resume. i.e. a fellow professional and a liberal arts major

- *Proofread, proofread, and proofread*

How do you distinguish yourself from other candidates with similar academic credentials?

- Show how the skills you have are relevant to the job you are applying for.

- Use expressive words that say something specific about you and your work.

- An accomplishment is an example of <u>how</u> or <u>what</u> you contributed to whomever you worked for.

- The most convincing accomplishments are measureable.

- It is very important to quantify your accomplishments.

- Don't underestimate your achievements. A little boasting is necessary.

You must paint a compelling picture of your capabilities.

You must demonstrate that you're a good fit for the job.

ECS The Electrochemical Society
Advancing solid state & electrochemical science & technology

Accomplishments

Definition:

- Anything you are proud of

- Something you made happen

- Demonstrates a benefit as a result of what you did

- Can be quantified whenever possible

Consider:

➤ The situation or problem

➤ The action you took

➤ The skills you used

➤ The result

ECS The Electrochemical Society
Advancing solid state & electrochemical science & technology

Your Resume

Phrases to Avoid

Don't Use Meaningless/Vague Statements

Resume Phrases Commonly Used

Communication Skills	Detail Oriented
Team Player	Results Oriented
Organizational Skills	Self Motivated
Interpersonal Skills	Problem Solver
Driven	Highly Motivated

Don't waste valuable space...
Only give specifics that describe your:

- Work Skills
- Accomplishments
- Experience

ECS The Electrochemical Society
Advancing solid state & electrochemical science & technology

Tips for Scanning Resumes

Begin with a list of key words. A growing number of employers will only look at 'extracted' resumes (a blunt skeletal summary of the content of your resume). Complete resumes aren't reviewed until a majority of applicants have been eliminated.

Job seekers who submit resumes with the greatest number of matching key words (they must match exactly) will be considered for interviews.

Electronic resume software programs often do not search for vague phrases such as 'communication skills' or even active verbs. Instead they search for job titles, companies worked for, departments, degrees, universities attended, and organizations you belong to. Belonging to professional societies or organizations is increasingly beneficial as they often appear as key words.

In short, Jargon is in, and nouns trump verbs

ECS The Electrochemical Society
Advancing solid state & electrochemical science & technology

Tips for Maximizing Scannability

- Place your name at the top of the page on its own line – (Your name can also be the first text on pages two and three).

- Use standard address format below your name. No underlining – not even the e-mail address.

- Include telephone number and e-mail address… Don't use parenthesis to highlight…

- Use white or light-colored 8 ½ x 11" paper, printed one side only.

- Provide a laser-printed original if possible. A typewritten original or a high quality photocopy is OK. Avoid dot matrix printouts and low quality copies.

- Use standard typefaces such as Helvetica, Futura, Optima, Universe, Times, Palatino, New Century Schoolbook, and Courier.

- Use a font size of 10 to 14 points. (Avoid Time 10 point).

- Don't condense spacing between letters.

- Use boldface and/or all capital letters for section headings as long as the letters don't touch each other.

- Avoid vertical and horizontal lines, graphics, and boxes.

- Avoid two-column format or resumes that look like newspapers or newsletters.

- Do not fold or staple.

ECS The Electrochemical Society
Advancing solid state & electrochemical science & technology

Tips for Maximizing "Hits"

- Use enough key words to define your skills, experience, education, Professional affiliations, etc.

- Describe your experience with concrete words rather than vague descriptions. For example, it's better to use "managed a team of software engineers" rather than "responsible for managing, training…"

- Be concise and truthful.

- Use more than one page if necessary. The computer can easily handle multiple-page resumes, and it uses all of the information it extracts from your resume to determine if your skills match available positions. It allows you to provide more information than you would for a human reader.

- Use jargon and acronyms specific to your industry (spell out the acronyms for human readers).

- Increase your list of keywords by including specifics, for example, list the names of software you use such as Microsoft Word and Lotus 1-2-3.

- Use common headings such as: Objective, Experience, Employment, Work History, Positions Held, Appointments, Skills, Summary, Summary of Qualifications, Accomplishments, Strengths, Education, Affiliations, Professional Affiliations, Publications, Papers, Licenses, Certifications, Examinations, Honors, Personal, Additional, Miscellaneous, References, etc.

- If you have extra space, describe your interpersonal traits and attitude. Key words could include skill in time management, dependable, high energy, leadership, sense of responsibility, good memory.