Resumes & Networking

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DEVELOP YOUR BRAND

- See it from the employer's perspective:
  - What are your KSA's? (Knowledge, Skills, Abilities)
  - How does your previous work experience connect to this current company?
  - Trainings, certifications, endorsements, etc.
- Convey your:
  - Interests and personality
  - Short- and long-term goals

Get clear on your identity and messaging. Create "marketing" materials that reflect your brand.

RESUMES

Categories

- Contact information
  - Cell phone and e-mail—please be professional!
- Introduction (Objective or Summary of Qualifications)
- Education
- Related Experience
- Other headings
  - Examples: Activities, Honors and Awards, Skills

Types

- **Industry**
  - A snapshot of your work, school and project experience that are relevant to the positions of interest
- **Creative**
  - Emphasizes your creative abilities, often used in design fields.
- **Federal**
  - For positions in the federal government, this is more like a job application and industry resume combined – can be 4-5 pages
- **Curriculum Vitae (CV)**
  - An academic or research version of a resume

“Show not Tell”

Before

- **Before:** *Excellent oral communication skills*
- **Before:** *Ability to work in a team*
- **Before:** *Strong interpersonal skills*
- Take a look at the list of top attributes and skills and write a statement that demonstrates that you have these qualities.

After

- **After:** *Welcomed 600 students and their parents to campus during New Student Orientation.*
- **After:** *Member of varsity soccer team since sophomore year.*
- **After:** *Two years of volunteer work helping crime victims understand their rights.*

Information courtesy of *National Association of Colleges and Employers*
www.naceweb.org

Technical Skills Examples

Technical Skills

Programming: C, C++, MATLAB

Software: SolidWorks (CSWA), LabView

Machining: Lathe, Mill, Basic Welding

Technical Experience:

- SolidWorks – Modelled 3-D ballpoint pen components and combined them into a cohesive rendering.
- Arduino – Programmed Arduino controller to open and close window blind, based on light reading.
- Technical Writing – Compiled 15 pg report detailing process and findings for independent study project.

Example Experiences

Engineering Drawing Project January-May 20XX
University of Colorado Boulder

- Used AutoCAD and REVIT to create floor plans and a 3D Model of a self-designed two-story house
- Recognized by professor for incorporating many advanced civil engineering techniques

Senior Capstone Project January-May 20xx

University of Colorado Boulder

- Designed, estimated, and scheduled the construction of an 18 million gallon drinking water reservoir
- Planned site logistics/phasing
- Conducted risk assessment/management, safety analysis, and quality analysis
- Created erosion control plan
- Provided detailed cost estimate, and selected equipment

Resume Samples

MANNY FACTURE

Current Address: SMC 123, 5032 Forbes Avenue, Pittsburgh, PA 15289
Permanent Address: 3521 Second Avenue, Westford, MA 01881
Email: mfacture@andrew.cmu.edu **Cell**: (978) 222-5050

OBJECTIVE

To obtain a full-time position in the field of mechanical engineering utilizing my problem solving and leadership skills

EDUCATION

Carnegie Mellon University Pittsburgh, PA
Bachelor of Science in Mechanical Engineering, May 2013
Double Major in Biomedical Engineering
Major GPA: 3.2/4.0 Overall GPA: 3.0/4.0

RELEVANT EXPERIENCE

Procter & Gamble Manufacturing Company Lima, OH
Engineering Intern, Summer 2012
- Conducted line trials to determine plant capability and made recommendations for noise mitigation
- Developed a daily management system for managing scrap in order to reduce weekly accumulation
- Commended by supervisor for completing projects 3 weeks ahead of schedule

PROJECTS

Head Mechanic and Buggy Chairperson, Pi Kappa Alpha Fraternity, 2010-present
- Designed and built a gravity racer (buggy), out of composite materials, for annual University athletic racing competition
- Created and manufactured all steering, braking and mounting components
- Used AutoCAD to design shell and ANSYS to analyze stresses
- Decreased race time by more than 5 seconds with design of new steering

Exercise Machine Design, Spring 2012
- Created, modeled, and analyzed in SolidWorks, an exercise machine with five components

Baseball Launcher Project – 2nd place out of 25 teams, Fall 2011
- Designed and manufactured a device that could be calibrated to fire a distance of up to 35 feet accurately
- Developed analytical models for launch trajectories and reloading times for prototypes

Mechanical Crane Project, Spring 2011
- Designed a mechanical crane to lift a weight to a pre-determined height

RELEVANT COURSES

Design for Manufacture	Engineering Analysis	Optimization
Rapid Prototype Design	Business for Engineers	Engineering Graphics
Math Models for Consulting	Engineering Statistics and Quality Control	Biomaterials

LEADERSHIP

Vice-President, American Society of Mechanical Engineers (ASME), Fall 2011 – present
- Organize monthly speaker series, which has seven corporate and alumni speakers
- Motivate the 65 members to attend meetings and events

ADDITIONAL EXPERIENCE

Carnegie Mellon University Pittsburgh, PA
Desk Attendant, Fall 2010 – Spring 2011
- Checked student id's to ensure the safety of the residence hall students

SKILLS

Software: MS Office, ProEngineer, ANSYS, ADAMS, AutoCAD, MATLAB, Solidworks
Machines: Mill, Lathes, Drill Press, Band Saw
Spoken Languages: Fluent in French; Conversant in Spanish

ACTIVITIES & HONORS

Pi Kappa Alpha Fraternity, 2009 – present
Intramural Sports: Softball, Hockey, 2009 – present
Men's Track and Field Team, Carnegie Mellon, 2009 – present
American Society of Mechanical Engineers (ASME), 2010 – present
Pi Tau Sigma (National Mechanical Engineering Honor Society), 2010 – present
College of Engineering Dean's List (GPA 3.75 and above), Fall 2010, Spring 2011

RAJ PATEL

000 Lerner Hall, 2920 Broadway • New York, NY 10027 • 212-854-0000 • rp00@columbia.edu

EDUCATION

Columbia University, Fu Foundation School of Engineering and Applied Science, New York, NY
Bachelor of Science, Mechanical Engineering (GPA: 3.5/4.0) May 2010
Honors: Frank H. Lee Memorial Scholar
St. Lawrence University, Canton, NY
Bachelor of Science, Physics (GPA: 3.58/4.00) and Mathematics (GPA: 3.6/4.0) May 2010
Cumulative GPA: 3.5/4.0
Honors: University Scholar, Dean's List (Spring 2007, Fall 2007), *Pi Mu Epsilon* Honorary National Mathematics Society, *Omicron Delta Kappa* National Leadership Honor Society, *Sigma Pi Sigma* National Physics Honor Society

RESEARCH EXPERIENCE

A Study of Capacitance and Charge Density in Square Plates and Cubes, Columbia University, New York, NY Fall 2009
- Estimated the values of capacitance, charge density, vertex exponent and edge exponent of a unit cube using Mathematica program and compared them to published results

Heat Transfer from Microcantilever Geometries, Columbia University, New York, NY Summer 2009
- Investigated the position dependence of effective heat transfer coefficient in a cylindrical and rectangular microscale fin; designed models and simulations using COMSOL software
- Prepared a final presentation and delivered it to graduate students and faculty members

STED Project, Liao Research Group, Columbia University, New York, NY Fall 2008
- Improved understanding of STED fluorescence microscopy and diffraction resolution through summarizing research papers and hands-on experience with equipment

Coordination in Networked Mechanical Systems, Research Experiences for Undergraduates (REU), Summer 2008
Institute for Systems Research, University of Maryland, College Park, MD
- Developed a theoretical model and implemented it on an experimental test bed to control mechanical systems over unreliable communication networks in the presence of time delay
- Presented final paper to REU participants (available at: *www.lib.umd.edu/drum/handle/1903/8386*)

WORK EXPERIENCE

Mentor, Quantitative Resource Center, St. Lawrence University, Canton, NY Spring 2008
- Tutored physics and mathematics students and helped them using mathematical software

Teaching Assistant, Physics Department, St. Lawrence University, Canton, NY Fall 2007 – Spring 2008
- Graded homework assignments of students taking introductory physics classes

Community Assistant, Office of Residence Life, St. Lawrence University, Canton, NY Fall 2006 – Spring 2008
- Designed educational and recreational programs, and advised 35 residents

Laboratory Assistant, Physics Department, St. Lawrence University, Canton, NY Spring 2007
- Set up equipment in lab for College Physics and University Physics students

TECHNICAL SKILLS

Applications: COMSOL Multiphysics, Pro-Engineering, MPLAB IDE, LabVIEW, MATLAB, Microsoft Office Suite, LaTex, Mathematica, KaleidaGraph, VideoPoint, SpectraSuite, Maple, Scientific Notebook, Dreamweaver, and Adobe Acrobat Professional

Programming Languages: JAVA, C, C++, HTML, and Assembly Language

Lab Equipment: Oscilloscope, Function Generator, Lock-in Amplifier, Operational Amplifier, Transistor, Comparator, Flip-Flop, Digital Multimeter, Spectrometer, CNC Milling Machine, Laser Cutter, MTS Testing Machine, Green Diode Laser, He-Ne Laser, and High Speed Camera (Troubleshooter 1000)

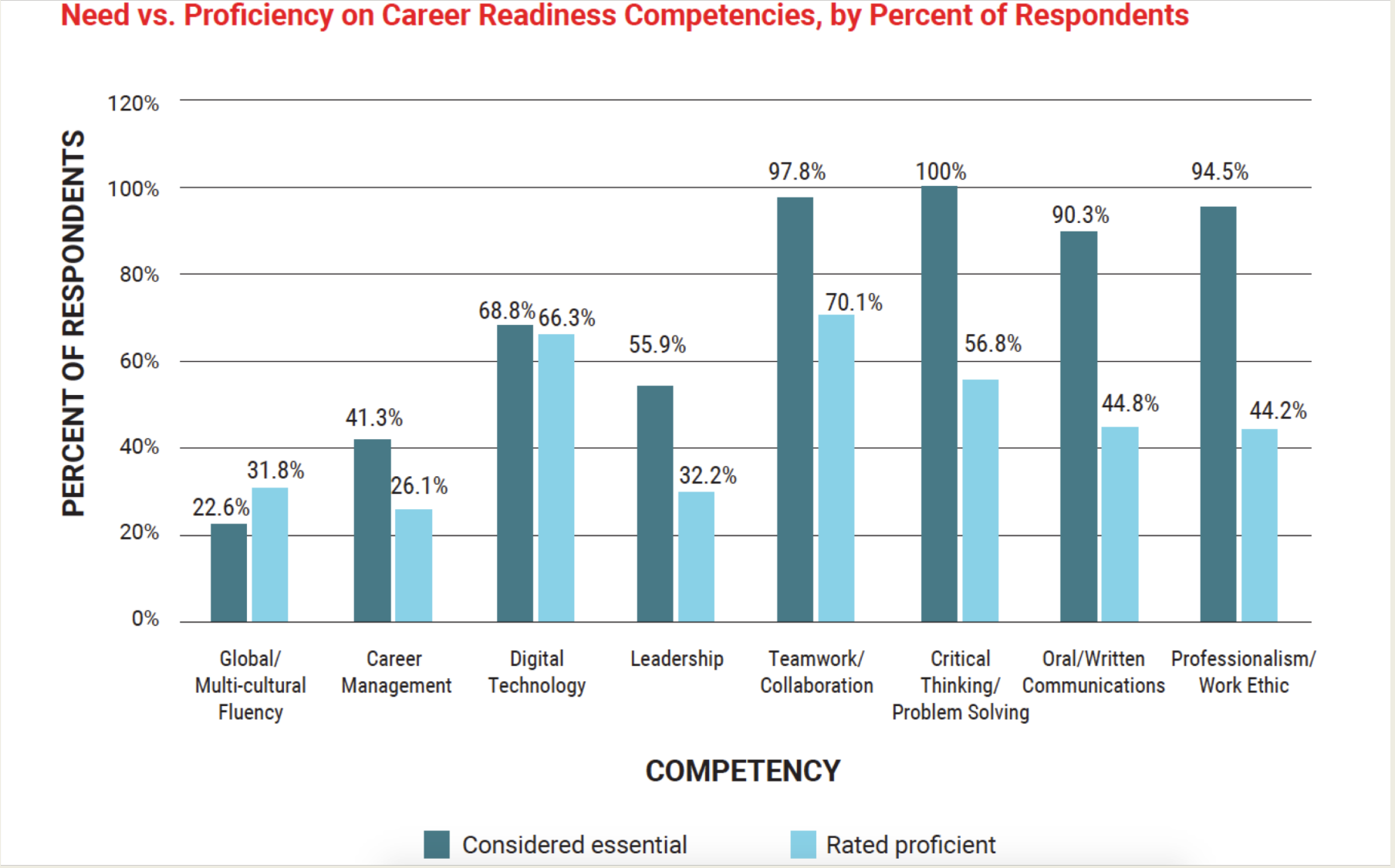
LANGUAGE SKILLS Nepali (fluent), Hindi (fluent)

LEADERSHIP

Vice President; Junior Representative, American Society of Mechanical Engineers (ASME), Fall 2008 – Present
Columbia University, New York, NY
- Organize various educational and social events for mechanical engineering students

Treasurer, Asian Student Intercultural Association (ASIA), St. Lawrence University, Canton, NY Spring 2006 – Spring 2008
Justice, Student Judiciary Board, St. Lawrence University, Canton, NY Fall 2006 – Spring 2007

Need vs. Proficiency on Career Competencies



*National Association of Colleges and Employers, 2018

THE ONLINE JOB SEARCH

How effective is it?

- Not very. Usually less around 30% of open jobs get posted online.

The Hidden Job Market

- A 'backdoor' approach into finding a job.
- Capitalizes on network connections to gain information on a company from the insider's perspective

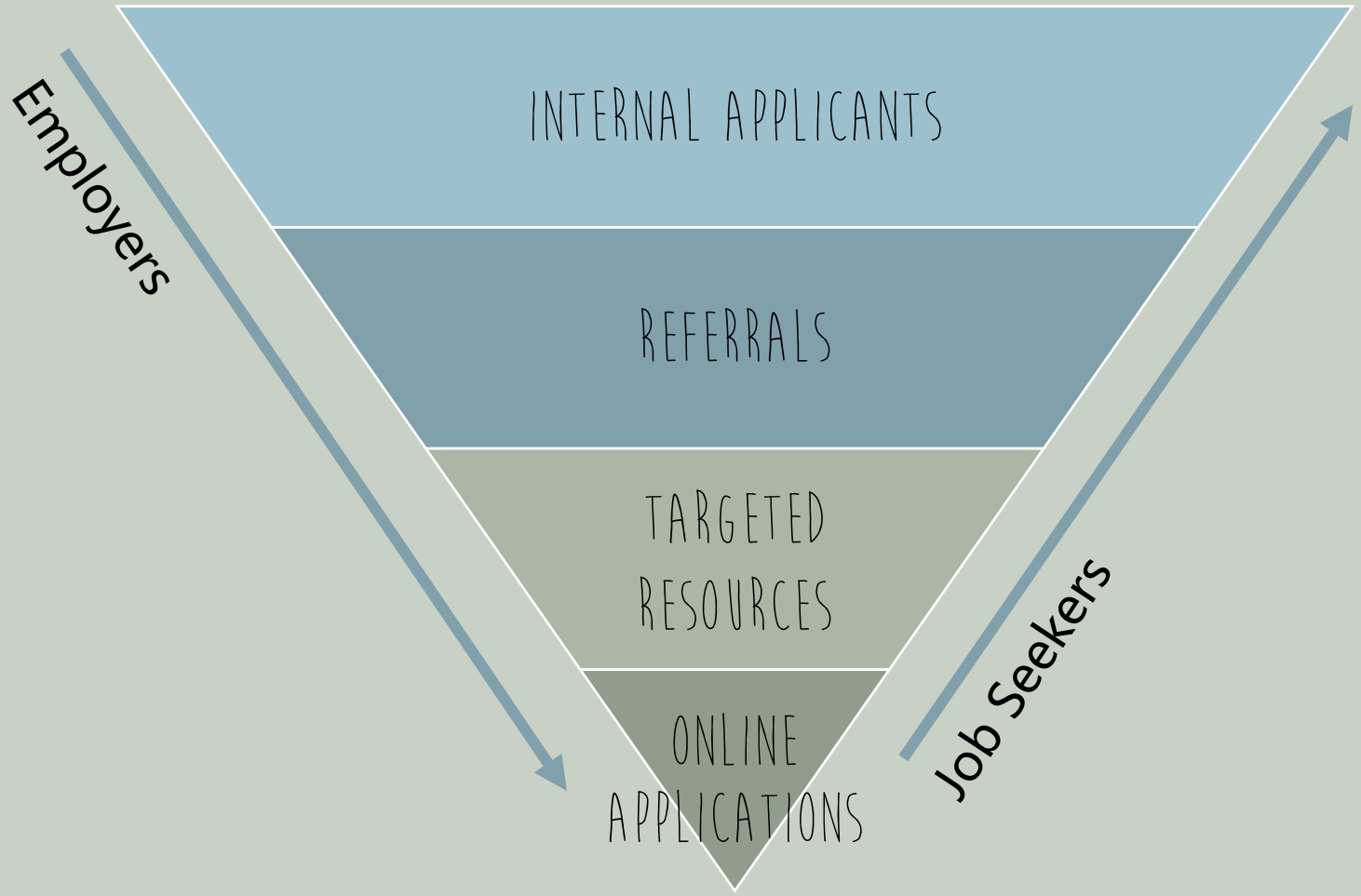
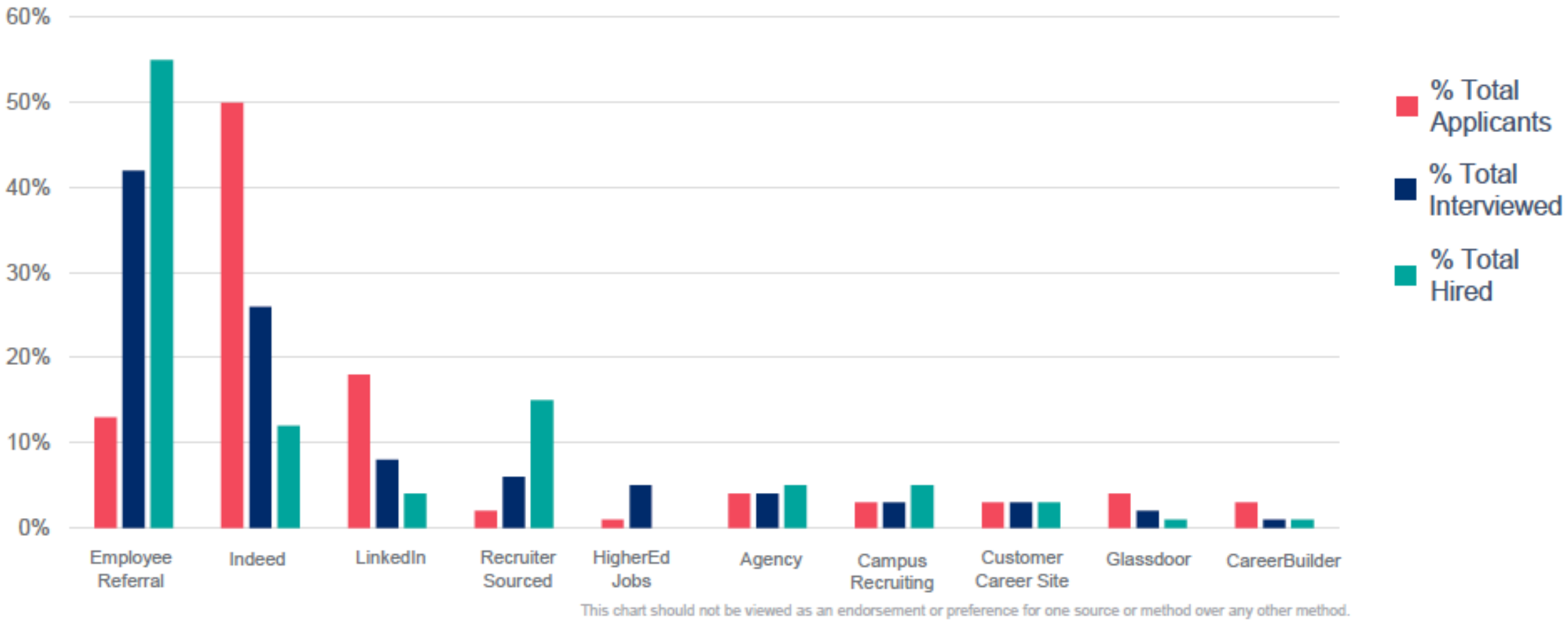


Image adapted from Richard Bolles "What Color is Your Parachute" (2014)

TOP SOURCE OF HIRE:

REFERRALS REIGN FOR HIRES



From SilkRoad's annual "Sources of Hire" report, 2018

How to Build your Network

- Find ways to meet new people:
  - Professional associations
    - Many organizations put on local events
  - Meet Ups
  - Non-work related activities
    - Volunteering, religious organizations, alumni associations, etc.
- Cultivate and develop your curiosity
  - Make a mental note when you see something cool – learn more about it
  - Ask questions, engage in new activities

TOP EMPLOYERS OF CU GRADUATES

Physics
- NIST
- Ball
- Lockheed Martin
- LASP
- NCAR
- Los Alamos
- Google

Astrophysics
- LASP
- FISK
- Ball
- NASA Goddard Space Flight
- Lockheed Martin
- Southwest Research Institute
- NCAR
- JPL
- DigitalGlobe

Astrophysics
- LASP
- FISK
- Southwest Research Institute
- Ball
- National Solar Observatory
- Intel Corp
- LeoLabs, Inc.
- Raytheon
- NOAA
- Space Telescope Science Institute

According to LinkedIn's Alumni Database

CONNECT WITH CAREER SERVICES

- Located in ECST 128 & C4C S440
- Drop-in Hours:
  - C4C S440 – 11am – 4pm, M-Th
  - Engineering Center ECST 128 – 1:30-4 T-Th

  - Need a quick resume review and can't make it in? Email us at engrcareer@Colorado.edu
    - Expect 2-4 business days for a response


QUESTIONS?