

## RESUMES

How to prepare your resume to maximize your chances of getting the interview and the job you seek

\*This presentation is a summary of material from the resume guidelines on the BYU Chem Eng web pages. These guidelines are from Dow, Intel, and Dr. Wilding

## Rules of Thumb

- ▶ 70% of all jobs are by referral
- ▶ All jobs require a resume

## Key Concepts

- ▶ First impression/attractive layout
- ▶ Error-free
- ▶ Easy to read
- ▶ Layout directs reader to key features
- ▶ One page if possible
- ▶ White or off-white paper
- ▶ Scannable version

## Essential Components

- ▶ Personal Information
- ▶ Objective (optional)
- ▶ Education
- ▶ Experience
- ▶ Activities/Honors
- ▶ References available upon request (optional)

## Personal Information

- ▶ Name
  - All caps, large, bold
- ▶ Address
  - campus, permanent
- ▶ Phone
- ▶ E-mail
- ▶ Do not give
  - age, health
  - marital/family status
  - other personal information irrelevant to job

**Accuracy!!!**

## Objective

- ▶ **Optional**
- ▶ Be specific enough to provide some useful information, but not so specific that you eliminate opportunities
- ▶ Examples:
  - A summer internship in the environmental field
  - A challenging position with a progressive company

## Education

- ▶ Most recent institution first
- ▶ Full university name and location
- ▶ Degree you will receive and major
- ▶ GPA

Example:

B.S. in Chemical Engineering, Brigham Young University  
GPA: 3.6 April 2010

## Education

- ▶ Pertinent and **unique** courses/skills
  - semiconductor course
  - mathematics/statistics
  - computer software
- ▶ If interviewing for internship may list core courses
  - e.g., Fluid Mechanics, Thermodynamics

## Experience

- ▶ Most recent first
- ▶ All jobs should be listed
- ▶ List organization, location, your title, dates
- ▶ Bullet your key accomplishments

## Key Accomplishments (Dow)

Three questions:

1. What did I do?
2. What did I change or impact?
3. What was the value of that change or impact?

## Example 1

What did I do?

Responsible for improving performance of reactor

What did I change or impact?

Improved batch reactor turnaround time by 3%

What was the value of that change or impact?

Created \$250,000 annual savings by improving reactor turnaround time by 3%

## Example 2

What did I do?

Conducted market research on the opportunities for high-heat resistant plastics in medical applications

What did I change or impact?

Identified 10 potential new customers for high-heat resistant plastics in medical applications

What was the value of that change or impact?

Identified \$15 MM of potential new business within the medical market segment for high-heat resistant plastics

## Activities/Honors

- ▶ Activities
  - college organizations
  - extracurricular (sports, music, drama, etc.)
  - honor societies
  - professional organizations
- ▶ List leadership positions or committee work
  - title and role

## Activities/Honors

- ▶ Honors
  - scholarships
  - awards

## Missions

- ▶ Not required, but missing 2 years or 18 months will be questioned
- ▶ Can include as a work experience or activity
- ▶ Use to demonstrate skills/traits
  - Leadership, service, and interpersonal skills

## Missions

### Example

Voluntary Representative, The Church of Jesus Christ of Latter-day Saints, Nagoya, Japan 1997-1999

- Conducted presentations for individuals and groups
- Performed community service activities
- Supervised 10 other volunteers
- Planned and facilitated monthly meetings
- Learned to speak, read, and write Japanese

## Church Service

- ▶ Not required, but can demonstrate leadership qualities
- ▶ Make your listing intelligible to non-member readers
- ▶ Example: Elder's quorum president  
President of Men's Religious Organization
  - ▶ Coordinated service activities of 20 volunteers

## Additional Categories?

- ▶ Interests/Hobbies
- ▶ Skills

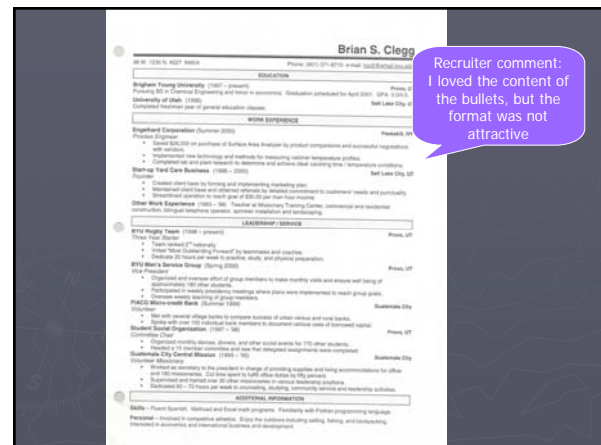
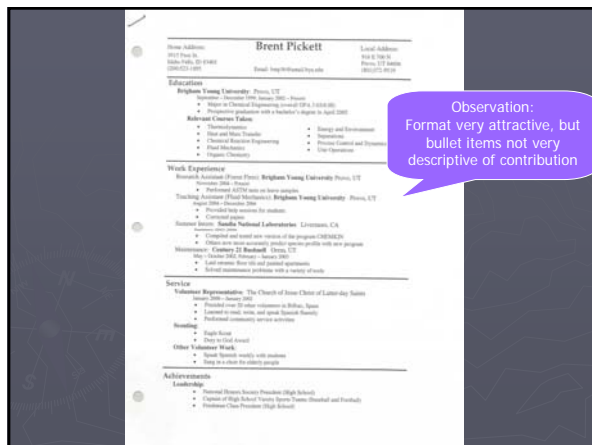
## Questions to Answer

- ▶ What are my strengths, acquired skills, and talents?
- ▶ When someone else reads my resume, do they recognize them?
- ▶ Where is this resume going?
- ▶ **All resumes say something about their creators... What does yours say?**

from Brett Pennington, recruiter from ExxonMobil

## Conclusions

- ▶ A good resume takes time
- ▶ Let others read and critique your resume
- ▶ Three keys:
  - Well Organized (& pretty)
  - Accurate
  - Meaningful (but brief)



## Assignment for Thursday

- ▶ Use these guidelines to make or update your personal resume
- ▶ Bring **two** copies to class on **Thursday**
  - We will have you review resumes from 2 other students next week as a homework assignment
  - I will then review the modified resumes
  - We want to get them into E-recruiting ASAP!
  - Casey Mock will be talking to us about E-recruiting on Thursday