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

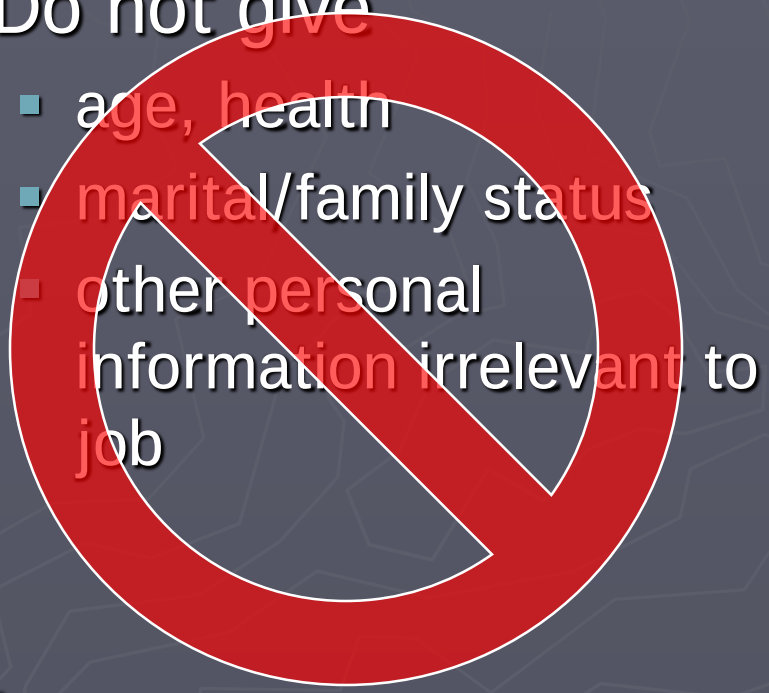
Essential Components

- 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 Service 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)

Home Address:
3915 First St.
Idaho Falls, ID 83401
(208)523-1895

Brent Pickett

Email: bmp36@email.byu.edu

Local Address:
916 E 700 N
Provo, UT 84606
(801)372-9519

Education

Brigham Young University: Provo, UT
September – December 1999; January 2002 – Present
- Major in Chemical Engineering (overall GPA 3.65/4.00)
- Prospective graduation with a bachelor's degree in April 2005

Relevant Courses Taken:
- Thermodynamics
- Heat and Mass Transfer
- Chemical Reaction Engineering
- Fluid Mechanics
- Organic Chemistry
- Energy and Environment
- Separations
- Process Control and Dynamics
- Unit Operations

Work Experience

Research Assistant (Forest Fires): **Brigham Young University** Provo, UT
November 2004 – Present
- Performed ASTM tests on leave samples

Teaching Assistant (Fluid Mechanics): **Brigham Young University** Provo, UT
August 2004 – December 2004
- Provided help sessions for students
- Corrected papers

Summer Intern: **Sandia National Laboratories** Livermore, CA
Summers 2003-2004
- Compiled and tested new version of the program CHEMKIN
- Others now more accurately predict species profile with new program

Maintenance: **Century 21 Bushnell** Orem, UT
May – October 2002, February – January 2003
- Laid ceramic floor tile and painted apartments
- Solved maintenance problems with a variety of tools

Service

Volunteer Representative: The Church of Jesus Christ of Latter-day Saints
January 2000 – January 2002
- Presided over 20 other volunteers in Bilbao, Spain
- Learned to read, write, and speak Spanish fluently
- Performed community service activities

Scouting:
- Eagle Scout
- Duty to God Award

Other Volunteer Work:
- Speak Spanish weekly with students
- Sang in a choir for elderly people

Achievements

Leadership:
- National Honors Society President (High School)
- Captain of High School Varsity Sports Teams (Baseball and Football)
- Freshman Class President (High School)

Observation:
Format very attractive, but bullet items not very descriptive of contribution

Brian S. Clegg

98 W. 1230 N. #227 84604 Phone: (801) 371-8710 e-mail: bsc6@email.byu.edu

EDUCATION

Brigham Young University (1997 – present) **Provo, UT**
Pursuing BS in Chemical Engineering and minor in economics. Graduation scheduled for April 2001. GPA 3.0/4.0.

University of Utah (1996) **Salt Lake City, UT**
Completed freshman year of general education classes.

WORK EXPERIENCE

Engelhard Corporation (Summer 2000) **Peekskill, NY**
Process Engineer
- Saved $26,000 on purchase of Surface Area Analyzer by product comparisons and successful negotiations with vendors.
- Implemented new technology and methods for measuring calciner temperature profiles.
- Completed lab and plant research to determine and achieve ideal calcining time / temperature conditions.

Start-up Yard Care Business (1996 – 2000) **Salt Lake City, UT**
Founder
- Created client base by forming and implementing marketing plan.
- Maintained client base and obtained referrals by detailed commitment to customers' needs and punctuality.
- Streamlined operation to reach goal of $30.00 per man hour income.

Other Work Experience (1993 – '99) Teacher at Missionary Training Center, commercial and residential construction, bilingual telephone operator, sprinkler installation and landscaping.

LEADERSHIP / SERVICE

BYU Rugby Team (1998 – present) **Provo, UT**
Three Year Starter
- Team ranked 2nd nationally
- Voted "Most Outstanding Forward" by teammates and coaches.
- Dedicate 20 hours per week to practice, study, and physical preparation.

BYU Men's Service Group (Spring 2000) **Provo, UT**
Vice President
- Organized and oversaw effort of group members to make monthly visits and ensure well being of approximately 160 other students.
- Participated in weekly presidency meetings where plans were implemented to reach group goals.
- Oversaw weekly teaching of group members.

FIACG Micro-credit Bank (Summer 1999) **Guatemala City**
Volunteer
- Met with several village banks to compare success of urban versus and rural banks.
- Spoke with over 100 individual bank members to document various uses of borrowed capital.

Student Social Organization (1997 – '98) **Provo, UT**
Committee Chair
- Organized monthly dances, dinners, and other social events for 170 other students.
- Headed a 15 member committee and saw that delegated assignments were completed.

Guatemala City Central Mission (1993 – '95) **Guatemala City**
Volunteer Missionary
- Worked as secretary to the president in charge of providing supplies and living accommodations for office and 180 missionaries. Cut time spent to fulfill office duties by fifty percent.
- Supervised and trained over 30 other missionaries in various leadership positions.
- Dedicated 60 – 70 hours per week to counseling, studying, community service and leadership activities.

ADDITIONAL INFORMATION

Skills – Fluent Spanish. Mathcad and Excel math programs. Familiarity with Fortran programming language.

Personal – Involved in competitive athletics. Enjoy the outdoors including sailing, fishing, and backpacking. Interested in economics and international business and development.

Recruiter comment:
I loved the content of the bullets, but the format was not attractive