

Create Your Technical Résumé

FULTON SCHOOLS
OF ENGINEERING | **career**
center

ASU Ira A. Fulton Schools of
Engineering
Arizona State University

This presentation is for technical majors seeking technical degrees.

Other fields? Hiring practices differ, so the content and format may differ from the advice in this presentation.

Why is a good résumé important?



This is your marketing flyer

This document will represent you when you are not present.

It is successful when you get an interview and when potential hiring managers are impressed by it.

This is marketing YOU as the solution to some organization's talent gap.

A résumé is to be considered YOUR marketing flyer. It should tell the reader (hiring leader) why YOU are qualified for a specific job. Think about the hiring leader for just one moment. The hiring leader spent time and effort writing out just the right job description for the person they need on the team. They spent time thinking about what is important to them. You now need to show the reader why you are the right candidate for the job.

Many hiring leaders will put a poorly written résumé in the NO pile simply because it looks terrible or is hard to read. They think about the future and the type of documentation you will provide as deliverables at work. They don't want to have to hand hold you to document projects correctly. Your résumé shouts volumes about what your project documentation will look like in the future.

Let's Talk Basics First

- Perfect spelling and grammar
- 1 page (most students)



Every year we look at best practices in developing a technical résumé . Some of the basics will never change, such as the need to use correct grammar, spelling, format, and punctuation. Your résumé needs to be easy to read and it needs to look professional: organized and clear. It should include the skills the reader (hiring leader) is seeking and has listed in the job description.

In most cases, for students, it should be 1 page in length. The exceptions are if you are a PhD student, if you have held several jobs (~10 years of relevant jobs), or if you have been involved in research which has been published in several places.

Order

1. Contact Header
2. Summary
3. Education
4. Technical Skills
5. Professional Experience
6. Academic Experience or Academic Projects
7. Other Work Experience
8. Activities: Professional Society/Leadership/Volunteer



This order is developed by direction from recruiters and managers at key companies who recruit engineers and technical professional from the ASU Fulton Schools of Engineering.

Students sometimes want to “look different”. Company reps are very clear: “Use the standard format – make it easy for us to find the information about you which makes you the right candidate with the best skills and experience”.

Do not include photographs, tables, motifs, or any artwork on the resume. Managers want to see a simple resume, and evidence of “relevant work”. If they are interested, they will then look for your portfolio to see your creative work.

Contact Header

- Name, Phone, Email
- LinkedIn Profile (GitHub, if applicable)
- Certification initials, if applicable: EIT, CQIA...
- Don't include:
 - Multiple phone numbers or email addresses
 - Street address (some exceptions)



Don't need labels like Cell, Phone, Email. No icons (example: a telephone) – unclear how company systems may “read” those items.

You do not need your personal address here – for your identity control and your personal safety, you may omit and should have at least one version of your resume that does not have that information. This is the version that you post to public websites.

Street address may be required for some positions (showing that you are a local candidate, or live in a certain area). In that case, have a version with that information.

Summary

- What type of engineer you are
- What year you are in school, or how many years of -- experience you have
- What are you looking for? Intern, Co-op, full-time... and when



Summary is not required – it is professional looking, and can make a good first impression, but it is not required.

This summary is the basis of your answer to the question, “Why you?”

Use a SUMMARY, not an OBJECTIVE. An objective typically tells the company about your goals. Companies do not care about your goals and they know the job you applied for. They are concerned about finding the candidates that have the best fit for the job. Write a new summary (and new résumé) for every type of job you apply for, IF the jobs are different.

This summary should show that what you want is what they want. Don't say you want to work in the medical field using your radiography skills in a résumé for an aerospace company that is seeking a structural design engineer with composite knowledge. Include the type of engineer you are, and how many years of experience you have (if you have paid work experience). Identify what industry you are interested in and what do you specialize in. Include the relative core competencies they are looking for – IF YOU have those skills. Don't include the skill that you will be learning next semester. Hiring leaders get frustrated when they ask you about something in your résumé and you really can not talk about it. They will think . . . What else is this person misleading me on?

Example: Summary

BSE Biomedical engineer, with internship experience in quality and product test, seeking full time position May 2017.

Junior Robotics Engineering student familiar with Microsoft Office Suite and CAD software, with leadership and team experience seeking a summer internship opportunity

Some job descriptions are looking for a particular level of student (ie, “junior”).
Avoid statements including “self-assessment”: hard-working, energetic, ...

Education

- Degree, University, Location, **GPA**, Date of graduation
- Coursework? “Special” coursework only, or if “Required/Preferred”
- Awards and similar, related to your degree



If there is a difference between your cumulative GPA and xxx GPA, you can put the one you think is most relevant, but note it as CUM GPA or Major GPA. AS LONG AS you know this GPA will show up on your transcripts.

At an employer panel in December 2018, the employers stated that your GPA should not be on your resume if it is below 3.0. They also stated that they will immediately ask you about your GPA if they do not see it listed. Be prepared to explain a low GPA. If you worked 30+ hrs/week to pay for your education, and the hours that you worked affected your grades in particular classes, tell the representative that information: did you selectively focus on particular classes to do well, and others to “let go”? In another case, perhaps you had a significant personal issue. Be prepared to show that you overcame that: for example, your grades were low in semester --, but you were on the dean’s list during the most recent two semesters.

Relevant coursework: don’t put every class, and don’t take up space listing classes that are expected for any student with your degree. Exceptions: as an undergrad, some job descriptions clearly call out that they don’t want to consider you until you have taken particular coursework. Example: Computer Science job that requires you to have taken Data Structures. In this case, you should be sure that you list this course.

If you are a graduate, make this “Relevant Coursework” very specific. Example, if you are a BSEE, do not list “Circuits I”. A reviewer can assume that you have had that basic coursework in order to graduate with the EE degree.

Example: Education

EDUCATION

B.S.E., Biomedical Engineering
Arizona State University, Tempe, AZ

Graduating May 2017
3.82 GPA

Do I list all my merit scholarships? No, not in this case. Your GPA is already telling the story that you are a top student. If you were selected for a major award, you may put it here: again, consider your message.

BE SURE to list your graduation date. This information is critical to employers and the automated systems that are used for resume scans.

You do not need to list every school you attended. For example, if you have credits from several community colleges, you do not need to list those on your résumé (you may need to put these on your formal application to some companies).

Technical Skills

- Include:
 - What is relevant to the position: *look at the job description carefully*
 - Quality, not quantity: what are your SKILLS?
- Don't include:
 - Everything that might be relevant to some job, some place
 - A skill in the job description, but you do not have experience with it



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Direct quote from Google: “We want to see quality, not quantity, of skills, and only care about the skills we use at Google.”

Example: Technical Skills

- Statistics and Data Analysis: Python, Minitab, Labview
- FDA Regulatory Processes: GMP, 510(k) submission
- Design tools: SOLIDWORKS

[Using
Keywords
on
Resumes](#)

Group the skills – most important category first

Order: your strongest skills first, or most relevant to this job

Link is to video: “Keyword Search Matters”:

Keyword Search Matters

<https://www.careerspot.com/secure/videoPlayer.aspx?key=T28d4YrHvEmLvs6HgZ5QoQ2>

Other videos from Career Spots:

Make Your Resume POP

<https://www.careerspot.com/secure/videoPlayer.aspx?key=BsnV57pZsO92q6A1MVbjHQ2>

Professional Experience

- Convey accomplishments: scope, results, depth of knowledge
 - This section answers the question: *do you have experience applying --?*
 - Describe results and quantify: Situation/Task, Actions, Results:
 - Use %, +/-, “increased”, “decreased” on metrics
 - Include technical concepts, methods and tools



Make the “awesomeness” come out.

Don’t be afraid to use industry-standard wording and abbreviations here.

When writing your Professional Experience or Academic Experience section, it is a balance between including too much information and not enough information. If you are building a generic résumé, this can be very difficult to do because you don’t know what to include or exclude. If you are writing a résumé for a specific job, use the job qualifications to help guide you.

You need to convey to the reader you have an understanding of the skills, concepts and tools they want the candidate to have. You need to include these in your résumé. Don’t assume the reader will be able to confer that because you had a statistics class that you understand Design of Experiments and Analysis of Variance. If those are the skills the hiring leader is looking for and you have that skill, then put it in the résumé.

Back up your summary of skills by using examples later in the résumé in a Projects and/or Work Experience section. If you can show results and better yet quantify them, then include those as well.

There is such a thing as too much information. If your résumé is crammed, it will be hard to read.

Professional Experience: Tasks vs Role

Stryker Sustainability Solutions, Tempe, AZ: Engineering Intern May 2015-July 2015

- Performed measurement systems analysis (MSA) and benchmarked testing, as part of cross-functional teams advancing medical devices towards 510(k) submission
- Installed packaging equipment, following IQOQPQ guides: authored final qualification report

Stryker Sustainability Solutions, Tempe, AZ: Development Engineer May 2015-July 2017

Responsible for launching medical device products from development into manufacturing. Managed capital equipment budget of \$2.0M. Led cross-functional teams for manufacturing implementation of new production equipment.

- *Sourced, installed, and qualified inspection, marking, and packaging equipment, including --, --, --*
- *Led manufacturing production teams for six new medical devices, ensuring on-time delivery for clinical trials*
- *Created improved process for new equipment implementation, reducing qualification time by 30%*

The format for the “Professional Experience” section differs, depending on the roles you have had.

If your experiences are internships: use a format that shows the projects you worked on, highlighting the skills you applied and the results achieved.

If you have more professional experience: use a different format to capture the role and your accomplishments within that role, including skills applied and results achieved.

Compare the responsibilities of a 10-12 week position with two years in a role here.

The development engineer job shows the overall role and scope, and the bullets describe technical knowledge, leadership, and continuous improvement accomplishments and shows specific details to describe scope of accomplishments.

Academic Projects

- Convey skills and accomplishment
- Use semester time format (Spring 2017)
- Limit to 3-5 projects
 - Do not overwhelm Professional Experience



This section is another opportunity to answer the question, “What experience do you have applying your skills?”

Example: Academic Projects

Comparative Assessment of Commercial Microcontrollers

Fall 2013-Spring 2014

As team of five students, evaluated reliability of three commercially available products for automotive applications:

- Researched existing IEEE standards: identified gaps for use conditions of automotive braking and steering
- Designed test protocols: established test conditions, selected equipment, designed fixtures
- Won “People’s Choice” award IEEE Region 6 Student Team Competition (peer recognition: best project among 32 teams)

Other Work Experience: keep it brief

- Experience not strongly related to the position:
 - Shows leadership, teamwork, initiative, work ethic



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This section should be short and simple.

Can add # of hours worked per week in order to convey the balance of work and school (prioritization) or to support a message that a heavy workload interfered with your ability to be a top performer in all of your classes.

Show as xx hrs/wk or as a range, such as 10-40 hrs/wk.

Example: Other Work Experience

Kohl's, Gilbert, AZ: Cashier and Stocker **8/2014 – Present**

- Recognized twice for full year perfect attendance, August 2015 and August 2016

What's the message here? Initiative (to get this job), work ethic (long duration, plus awards for perfect attendance).

Activities

- Convey scope and accomplishments
- Demonstrate:
 - Leadership, Teamwork, Commitment to task
 - Professional interest areas
- Don't include:
 - Activities that are not related, do not demonstrate job-related values, show you as “well-rounded”, or distract



You are marketing...stay on message

Be purposeful with the activities that you show.

Special attention should be given to the message you are conveying: is your fraternity role a significant leadership activity?

Do not show activities where you were a “member”, unless you have a specific message regarding this organization. Example: you are part of an organization so that you can attend and learn more about a new technique that is emerging.

Example: Activities

IEEE: Phoenix Professional and ASU Student Sections

- **2014-current, Region 6 Young Professionals:** Team leader for “Rising Stars” annual conference:
 - Created initial event and grew event to 300+ attendees, \$120k sponsorships
- **2012-2014, ASU Student section:** multiple leadership roles including vice-president and industry relations chair (100 members, \$5k annual budget)

Shows engagement in profession, commitment as a student and young professional, leadership, results

Overall Do and Don't

- DO: **Stay on message...** Market yourself as a professional
- DON'T include:
 - Self-assessment statements: "Motivated, hard-working..."
 - Photographs, Designs, Tables and similar formatting
 - References

You can add presentations and other samples of your work (such as portfolio items) to your LinkedIn profile.

FAQs



1. New Résumé for Each Job?
2. I am a PhD. What's different?
3. My professional experience is not related to my new career. Do I include it?

If your résumé makes it through the 1st screen and gets to the hiring leader and if your résumé makes it through the 2nd screen, the quick glance, it will then be read in greater detail. You want the reader to understand you are really interested in THIS JOB, not just any job. You want the reader to understand you know exactly what he/she is looking for and that you have those qualifications.

New graduates or students seeking internships, are competing with 200 – 300 or more applicants for the same positions. Given those odds, do you really want to use a generic résumé?

If you lack professional experience, use your academic projects+student activities+part-time jobs to show off transferable skills for the job you want. For example, participation in a serious, large-scale, competitive academic project (where you developed a class or activity project into a competition-level demonstration) + leadership in a student activity (professional or other, where you show initiative and ability to lead) + any job (demonstrating work ethic and commitment) can be used to demonstrate the same skills as a professional internship.

PhDs need to think about their research. The goal is to describe your work as if it was a X year job, where you performed multiple roles in order to advance the research in the organization. Here's an example (source: www.jobhero.com):

Graduate Research Engineer

Managed a diverse team of 5 engineers, including chemical, mechanical, and biomedical engineers, and successfully developed a vascular graft biomaterial under a USD \$1.8M research grant

Managed engineering project to construct a bioreactor with controllable oxygen gradients (using PLC software) leading to 300% increased cell migration distances into bioscaffolds in comparison to historical standards

Invented organic biomaterial that induces capillary formation in biomaterials at a cost of only 10% of conventional materials (US patent pending)

Validated vascular graft material processing efficiency

Assisted starting up a \$750K state-of-the-art analytical science and engineering research lab in four months

Created and implemented lab SOPs, purchased instruments, and ensured proper lab function and organization

Resources: <https://career.engineering.asu.edu/>

Career Center
Career services for Ira A. Fulton Schools of Engineering students

HANDSHAKE LOGIN | **FOR STUDENTS** | FOR EMPLOYERS | FOR FAMILIES | EVENTS & TIMELY TOPICS | FULTON FACT BOOK | CONTACT US

Fulton Schools Career Center extends a very special **thank you** to our Corporate Affiliate Partners!

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QUICK QUESTION?

watch now
CAREER ADVICE VIDEOS

- Students Ask—Profession...
- Students Ask—Global/Inte...
- LinkedIn
- Why Be LinkedIn

FEATURE
CORPORATE AFFILIATE PARTNERS

We are grateful for their commitment, mentorship and generous support of our students' career development.

WHAT WE DO

CAREER CENTER NEWS ON INNER CIRCLE
Resume Tips – Joyce's Career Tip of the Week

Additional Information

- **Handshake** <https://asu.joinhandshake.com/login>
 - Learn about career fairs, company information sessions and other career events
 - Apply to internships and jobs
 - Schedule an appointment with the career center
- **Fulton Schools Career Center website** <https://career.engineering.asu.edu/>
 - 24/7 access to presentations and tools
- **Optimal Résumé** <https://career.engineering.asu.edu/optimal-resume/>
 - Submit your résumé for review without an appointment
- **CareerSpot videos** <https://career.engineering.asu.edu/careerspots/>
 - Short videos from recruiters and career services for quick career topics
- **GoinGlobal** <https://career.engineering.asu.edu/goinglobal/>
 - Worldwide opportunities, visa petition history from US employers
- **InnerCircle** <https://innercircle.engineering.asu.edu/category/career/>
 - Weekly newsletter about all things Fulton, including timely career topics and events
- **Fulton Career Center on Facebook** <https://www.facebook.com/fultoncareercenter/>
 - Featured events and opportunities

Here are some notes

Backup: Details

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Does the Format Really Matter?

Yes – You are being judged on how well you can present information

- **Standard format**
- Font: Arial, Century, MS Sans Serif, Calibri
- Dates:
 - Work: Month – Year (May 2016 – August 2016)
 - School: Semester Year (Fall 2016)
- Do not use “I” or “We”



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Yes, the format of your résumé really does matter.

Use a standard, easy to read font. If you Google this topic you will find that there are a few standard fonts that are recommended. They are recommended for a reason. They are easy on the eyes. They are easy to read. A computer program can scan them.

Always put Month Year for your graduation dates and employment dates. The hiring leader will actually count the number of months / years you were in a job. If you only use years, they can't tell if you were there 2 months or 23 months. You don't need to include the start date of college, just the graduation date. If your graduation date is in the future, put the word “expected” in front of it. This tells the reader at a glance it is in the future.

Use borders, not lines. Top or bottom border works well to dissect sections.

We suggest limiting use of these items because sometimes when your résumé is downloaded into a database, the format codes associated with these items are downloaded too and can sometimes jumble up the information in the fields. Especially an entire page border. It looks great when you had your résumé at a career fair, but can cause problems when your résumé is downloaded. Verify your résumé format by uploading in to a PDF file. Does it look right / perfect?

You might be a strong candidate for the position. You might have every skill or qualification they are looking for. If in the final selection comes down to you and 1 other person, but that person can create a document (résumé) that is much easier to read, more succinct, includes all the relevant information that helps a leader make a decision, they may make their selection on how well you can write and represent information.

Who sees the résumé? Company Process

- There are typically two scans of your résumé

- 1st scan by the computer
 - Key word matches from the job description
- 2nd scan by the hiring manager
 - 10 seconds: <http://www.impacthiringsolutions.com/careerblog/2010/01/18/how-recruiters-read-résumés-in-10-seconds-or-less/>
 - 7 seconds: <http://theundercoverrecruiter.com/confessions-reading-résumé/>
 - 6 seconds <http://www.businessinsider.com/hiring-recruiters-read-résumés-2014-5>



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What's this telling you? You need to be CLEAR – so that a reader can find relevant information quickly and make a decision about you.

Do not use a complicated format. Company representatives want to see your qualifications – using a simple format allows that information to stand out quickly to the reader.

Most companies will use applicant tracking systems which will scan résumé information and download it into a database. It looks for keywords or phrases that are identified by the company / leader. Items such as years of experience, degree, tools, skills, etc. It then grades, ranks and screens the résumés so the HR rep or recruiter can review the résumés in order of most relevant first.

SCANNING HINTS:

If you use PDF images, columns and obscure fonts – the scanner may not be able to read it
Paragraphs are generally harder to read than bullet points

Abbreviations: Only use abbreviations that are widely used in the industry: for example, those found in the job description itself. If it is spelled out in the job description, spell it out in your résumé. You could spell it and then abbreviate it, like Computational Fluid Dynamics (CFD).

HIRING LEADER Review:

The first look at your résumé by the hiring leader is about 10 – 12 seconds. If the top of your résumé looks good, if your skills match what they are looking for, they may read the

rest of your résumé.

What Are They Looking For?

- Relevant Experience
- Skills: how acquired, how applied
- Teamwork and Leadership
- Initiative and Work Ethic



*Look at the actual job description AND descriptions of **similar positions** from **other jobs and employers***

Very typical question from applicants. So, this is one answer and gives a framework for the sequence and content.

Good place to start – check job descriptions. Some organizations do not put a full set of qualifications in the job description, but you can get a good start by looking at similar jobs... Looking at several job descriptions for positions as a manufacturing engineer at different companies in the same industry will give you a good idea on the general requirements, even if all those companies do not describe all of those requirements.

Backup: Special Considerations for PhDs

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For PhDs seeking industry roles: format

Format: More flexible for PhD positions: Length can exceed 1 page; can include separate sections for “Research” and “Professional Experience”.

Sample:

Page 1: Summary, Education, Skills, Research, Professional Experience

Page 2: Publications, Course work, Teaching Experience, Activities

Research: Align your research description and accomplishments with the job you are seeking

Publications: Use standard citation format

Coursework: Use this list to reinforce your skills

Show your experience as if you were working in industry, emphasizing timely completion of work and participation in results-oriented teams.

The goal is to describe your work as if it was a X year job, where you performed multiple roles in order to advance the research in the organization. Here’s an example (source: www.jobhero.com):

Graduate Research Engineer

Managed a diverse team of 5 engineers, including chemical, mechanical, and biomedical engineers, and successfully developed a vascular graft biomaterial under a USD \$1.8M research grant:

- Managed engineering project to construct a bioreactor with controllable oxygen gradients (using PLC software) leading to 300% increased cell migration distances into bioscaffolds in comparison to historical standards

Invented organic biomaterial that induces capillary formation in biomaterials at a cost of only 10% of conventional materials (US patent pending)

- Validated vascular graft material processing efficiency

- Assisted starting up a \$750K state-of-the-art analytical science and engineering research lab in four months

- Created and implemented lab SOPs, purchased instruments, and ensured proper lab function and organization

For PhDs seeking industry roles: content

Research:

- Describe scope and role(s): demonstrate leadership, ownership, responsibility, and level of accountability
- Align results with the domain: describe skills and accomplishments that align within that industry
- Show evidence of “execution capability”: demonstrate how you have worked in teams and delivered results on schedule

Publications and presentations

- Both the topic of the paper and the quality of the publication matter
- Presentation experience demonstrates communication skills: you may be asked to give a short presentation as part of an interview

Teaching experience

- Use this section to show experience with students of various levels and majors

Show that you can lead, can get complex work done to deadlines, and that you can work with others.

Backup: Special Considerations for Freshmen

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Problem: fewer technical qualifications

Typically, freshmen don't have technical content to show on a resume, or professional experience

What can you show on your resume?

- Your strengths

What content?

- Show transferrable skills from your experiences

Problem: fewer technical qualifications

Create your resume on your strengths:

- **Interest in your profession:**
 - Projects
 - Participation in clubs and organizations
- **Leadership:**
 - Roles that you have had
- **Work ethic and commitment:**
 - Work experiences
 - Volunteer roles

What are your “transferrable” skills?

- Initiative
- Work Ethic
- Communication
- Conflict management
- Problem solving
- Leadership
- Detail orientation
- Teamwork

Examples of experiences

- **Extracurricular activities**
- **Community service**
- **Volunteer experience**
- **Class or club projects**
- **Research**
- **Work experiences**
- **Internships**
- **Job shadowing**

Tasks Vs. Accomplishments

Task:

Tutored algebra, calculus and physics to middle school students

Accomplishment:

Tutored 1-4 6th-8th grade students per semester in algebra, calculus and physics:

- Organized session calendars
- Created original materials for tutoring
- Publicized services by marketing through social media and local newsletters

Examples

Marching Band Member:

- Organized schedule and created task lists for packing instruments and materials for 30 off-site performances

Cashier:

- Developed improved cashier transition process, with faster handovers (4 minutes to 2 minutes). Trained six new cashiers. Received store-wide employee recognition.

**Backup:
Sample Job Descriptions, LinkedIn
profile tips**

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Sample job description

Qualifications:

- Bachelor's Degree in Mechanical or Architectural Engineering
- 3.0 GPA or higher
- Coursework in HVAC design or heat transfer and thermodynamics
- Internship experience in engineering-related firm
- Proven interest in the built-environment
- Good time management habits, ability to multi-task, ability to sustain focus on long tasks
- Ability to communicate thoughts and technical ideas in an accessible way
- Attitude of taking initiative, enthusiasm, eagerness to learn, teamwork, creativity.

This job description covers this page and the next page (Qualifications and Preferred). It clearly calls out what the employer wants to see. Consider these bullets to be “questions” – what answer does your resume provide to each “question”?

Sample job description

Preferred:

- Master's Degree in Mechanical or Architectural Engineering
- EIT/ FE certification
- Membership in ASHRAE or ASME
- Course in sustainability, Energy/thermal modeling skills, AutoCAD drafting skills
- Internship with HVAC emphasis
- Evidence of past internship or extracurricular activity in the field
- Proven ability to perform in a paid work environment with intermittent supervision
- Past history of technical presentations and technical writing
- Evidence of personal investment in academic or extracurricular field

Second part of the job description from the previous page.

Sample job description

- Holds a bachelor's or master's degree in Electrical Engineering or related discipline.
 - Strong verbal and written communication skills.
 - Exceptional organization skills and the ability to develop hardware design specification based on input from multiple stakeholders and specifications.
 - Experience with logic analyzers, protocol analyzers, oscilloscopes and other embedded development tools.
 - Must be self-motivated and able to work in collaborative group environment.
 - Electronics industry experience, preferably in the semiconductor industry.
 - Understanding of one or more of the following protocols: USB (USB3.0, USB2.0), USB Power Delivery, Ethernet (10/100/1000), Flash Media Standards
 - Experience in direct support of customers and Field Applications Engineers
 - Ability to design evaluation hardware and software to enable customer adoption of Microchip products.
 - Work with design engineers to bring up new chip designs and debug board/system/silicon issues.
 - Author technical documentation.
- Desired Experience: 0-2 years

Another example of a very detailed job description. Your resume should contain the specific words used by the employer in the job description.

Sample job description

*AERODP/Intern-Engineering

JOIN A TEAM RECOGNIZED FOR LEADERSHIP, INNOVATION AND DIVERSITY

The Honeywell Aerospace Development Program offers a summer intern program for positions in Engineering career paths. The summer internship program is designed to provide the candidate with a three month project assignment that is related to their major so they may gain a broad understanding of Aerospace's end-to-end business and the importance of customer responsiveness, meeting program milestones, and improving product quality.

Locations in the United States. Housing and travel assistance available for qualified Candidates.

MUST HAVE:

- Currently pursuing a Bachelor's degree, from an accredited college or university, with a major in Engineering
- Due to export control restrictions, must be a U.S. Citizen or Permanent Resident

WE VALUE:

- Able to participate, in an internship, prior to completing current degree program
 - Demonstrated academic excellence
 - Willingness to relocate
 - Ability to demonstrate the Honeywell Behaviors: getting results, champion change, foster teamwork, effective communicator and integrative thinker
- Due to US export control laws, must be a US citizen, permanent resident or have protected status. Nonexempt

This is a very vague job description that provides very few details. To construct your resume, your best approach is to look at job descriptions in similar companies (same industry as this one), and note what is requested.

There are a few keys here.

- “Demonstrated academic excellence”: how do you show that on your resume?
- “...getting results, champion change, foster teamwork, effective communicator...”: does your resume show experience doing any/some/all of these?

Linkedin profile: sample

Photo: look like a friendly professional

Who are you? What are you looking for?

More detail on what you are looking for, good at, experienced with...

What are you good at? Add key skills here

Sparky Sundevidl
Masters Student in Computer Science (Big Data Systems) ||
Actively seeking full-time opportunities from December 2018
Phoenix, Arizona Area

Ira A. Fulton Schools of Engineering at Arizona Stat...
Arizona State University
See contact info
500+ connections

Connect InMail More...

I'm a Computer Science graduate student at Arizona State University, specializing in Big Data systems. I have 3.5 years of professional experience in software development and am interested in a career as a Full-Stack Developer. Currently, am looking for full-time opportunities for December 2018 and onwards.

TECHNICAL SKILLS:
Languages: Java, Python, C++, JavaScript, SQL, HTML
Frameworks & Libraries: AngularJS, Pandas
Databases: MySQL, PostgreSQL, Oracle
Big Data: Apache Spark, Hadoop
Tools: Git, JIRA, Jenkins, MySQL Workbench, Anaconda, CA Rally

GITHUB: <https://github.com/>

COURSEWORK:
Algorithms, Distributed Database Systems, Database Management Systems Implementation, Data Mining, Multimedia and Web Databases, Distributed and Multiprocessing Operating Systems.

This example is from an actual student profile – this student was hired into the desired industry and role. It’s not a perfect example, but is validated by the fact that the student achieved the desired position.

Note, you are not required to post your resume. If you choose to do so, keep any personal information off of the resume, and recognize that any information on the resume can be copied by others. Do not put your personal address on this resume. Consider carefully if you want to have your phone number on this resume.