

Resume Writing

Engineering Outreach Office

Engineering Student resources

Go.rowan.edu/engrjobs

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Engineering Resumes

“The closest you will ever get to perfection is your resume”

- First impression with employer
- Self-Marketing and personal branding
- Engineers are detail-oriented, express that
 - NO ERRORS - spelling/typos nor incorrect grammar
- DO NOT PLAGERIZE
- Supplement your resume with a portfolio
- Be concise
- Eliminate filler - employers want to see details associated with your engineering skills and knowledge but they don't need your life story

Summary of Qualifications

- The summary of qualifications is your sales pitch.
- Place it first, under your contact information and above Education
- This replaces the “Objective”
 - No more “Objectives” on resumes
- This allows you to boast about your talents
- Focus on Action words
- Use keywords and industry specific verbiage here and throughout resume
- Unique skills or accomplishments that...
 - Makes you stand out as compared to other resumes
 - Draws the reader (recruiter) in so they read your resume further.

Summary of Qualifications (cont.)

- It should include specific achievements, certifications, licenses, computer skills, or other job-related skills.
- List only the skills and achievements that will help you with the position you want.
- Quantify or validate your statement. Don't be general
 - (everyone is a good communicator with excellent organizational skills)
- Do NOT list High School accomplishments unless they were on a National level

Example: Summary of Qualifications

- Excellent presentation skills
 - **Validate this -**
 - ...at a conference presentation to a panel of Administrators
- Computer literate; experience includes word processing, spreadsheets, & database mgmt.
 - **Validate this through examples**
 - ...by developing Excel spreadsheets at work to _____
- Fluent in French and Spanish
- Successful in mastering new skills.
 - **How?**
 - ..through hands-on experience in Engineering Clinic working on.....

Education

- Clearly formatted and Reader friendly
- Know your Degree and Program
 - Bachelors of Science (BS) + Program name
- Include GPA if greater than 3.0
- Exclude High School information

Home address	Amy Engineer e-mail,cell #	School address
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Summary of Qualifications

- Jhdklf;dafh;sdjkh;ksdjfkjadfkljsdl
- Etc.

EDUCATION

Rowan University, The Henry M. Rowan College of Engineering
Bachelors of Science (BS) Mechanical Engineering
(Honors, Significant scholarships)

Expected: May 2022
GPA: 3.75



Delivery

● E-mail

- Attach a .pdf
- DO NOT name your .pdf file, resume.pdf. Example basantis.pdf
- In the body of the email- write a brief (1 paragraph) cover letter

● Online Submission through website

- explicitly follow instructions provided by company or website compiler

● Printed - heavy white bond paper - do not fold

● Always take a copy of your resume with you to your interview

CAREER FAIR TIPS

- ▶ Proper Career Fair Attire - Professional
- ▶ *Do your homework prior to the Fair*
 - ▶ *Find out which companies you will visit and research these companies prior to the Fair. Be informed of what they do and their products/services.*
- ▶ Turn your cell phone off.
- ▶ Be independent - you look more serious walking alone rather than with a group of friends.
- ▶ Make a good first impression - greet the employer and introduce yourself. Identify interest in working for them.

**Office of Career Advancement
University Career Services
Savitz Hall - floor above Registrar**

Monday - Friday 8:30am - 4:30pm

www.rowan.edu/cmc

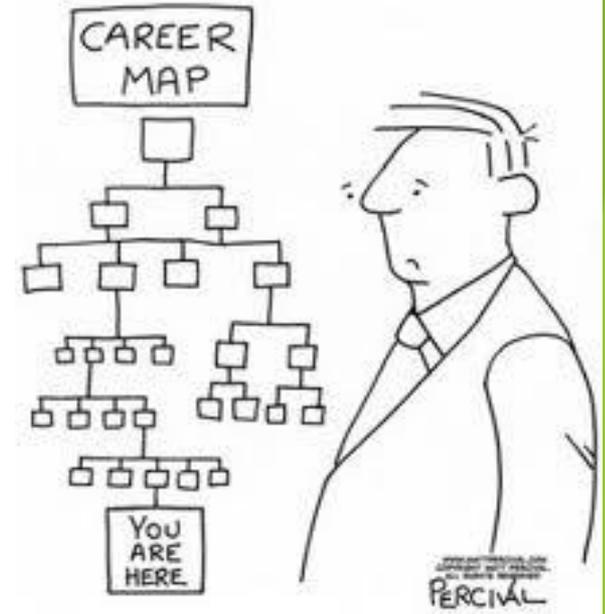
Resume Walk in hours...(Fall 2017)

- ▶ Savitz Hall - floor above Registrar
- ▶ Monday 10:00 AM - 12:00pm
- ▶ Tuesday 1:00 PM - 3:00 PM
- ▶ Wednesday 10:00 AM - 12:00 PM
- ▶ Thursday 10:00 AM - 12:00 PM
- ▶ Friday 12:00 PM - 2:00 PM



OCA Services and Resources

- PROFS Jobs
www.rowan.edu/profsjobs
- Career Events
 - Career Fair, Oct 4, 10 AM-2 PM
Rec Center
- Career Counseling
- Discovery Lab and Library
- Resume Critique
- Mock Interviews
- On-Line Services/Website
- On-Campus Recruitment
- Job & Internship Online Listings



Cover Letters

- Address to specific name and title
- Tailor your letter to fit the position
- Content should be direct, persuasive, powerful and error-free
- No longer than 1 page



HELLO
I am applying
for the
Graphic Design
position

Paragraph #1

- State exactly why are you writing
- State clearly the position and how you found out about it.

Example of Paragraph #1

SAMPLE

Dear Mr. Spice,

Anticipating graduation in December 2009, I would like to take this opportunity to express interest in a junior accounting position with your firm, upon completion of my academic career.

Paragraph #2

- State what makes you different, unique
- State why you are the best candidate

Example of Paragraph #2

SAMPLE

As an honor student, and recipient of the Medallion Scholar Award for the School of Business, I have chosen to intern for the local public accounting firm of Money and Associates, CPA. At Money and Associates, I assisted in the preparation of clients for corporate tax audits, as well as performed intake consultations for tax preparation purposes. My supervising accountant, Mr. Charles Money, was impressed with my performance and invited me to continue my internship for another semester. On my internship evaluation he wrote, "John Afterinternship is a bright and articulate young man, his knowledge and ability to grasp accounting procedures and principles is quite impressive. I have high hopes for John, I believe he will develop into a top-notch accountant. His willingness to learn and his computer skills set him apart and above the other accounting interns we hired."