

RESUMES

The Good, The Bad, & The Ugly

- Contact Information
- Positioning Statement
(Instead of an Objective)
- Education
- Relevant Experience
- Honors/Activities/Affiliations
- Publications

CONTACT INFORMATION

- Name
- Mailing Address
- Telephone
- Email

POSITIONING STATEMENT

An objective focuses on the needs of the job seeker rather than the needs of the potential employer. A positioning statement that clearly and concisely explains what you have to offer is more informative and demonstrates your value to the company.

POSITIONING STATEMENT

Example (from a real resume!) of an objective:

“To secure a position with a fairly reputable company, where my experience, skills, and education will be fully utilized”

POSITIONING STATEMENT

Example (from real resume) of a positioning statement:

“Florida licensed P.G. with 21 years of comprehensive environmental consulting experience at management and staff levels”

EDUCATION

- College
- Professional/Technical Schools
- Workshops
- Specialized Training
- GPA

RELEVANT EXPERIENCE

- Company
- Position/Title
- Dates of Employment
- Description of Duties & Responsibilities
 - Don't be too Brief
 - Don't Sell Yourself Short
 - Watch Your Tense

HONORS/ACTIVITIES/AFFILIATIONS

- Academic Awards/Scholarships
- Memberships in Organizations
- Leadership Positions
- Community/University Service

PUBLICATIONS

- Peer Reviewed
- Invited
- Books/
- Abstracts/Presentations
- Moderator/Session Chair/Field Trip Leader
- Technical Publications

Jargon Generator

3 columns of 9 words each. The first 2 columns consist of multi-syllabic adjectives and the 3rd contains ambiguous nouns that defy strict definitions.

1. Integrated	1. management	1. output
2. Total	2. organizational	2. flexibility
3. Systematized	3. monitored	3. analysis
4. Parallel	4. reciprocal	4. mobility
5. Functional	5. logistical	5. factors
6. Responsive	6. transitional	6. concept
7. Synchronized	7. modular	7. capability
8. Compatible	8. creative	8. guidelines
9. Balanced	9. operational	9. contingencies

To use the Jargon Generator, merely take any 3-digit number and apply each digit to the corresponding sequential column.

COVER LETTERS

Your cover letter is often the first contact with an employer, make sure it creates a good impression.

Avoid cliches and meaningless or wordy expressions.

COVER LETTERS

Absolutely no spelling errors or grammar mistakes.

Address to the appropriate person – get the individuals name if possible

COVER LETTERS

First paragraph: Why you are writing:
Describe the position, express enthusiasm. Do your research and include specific information about the company – this is very important.

Also, find out exactly what the job description and duties are, & incorporate that information.

COVER LETTERS

Second paragraph: What you have to offer. Emphasize your achievements. Employers want people with ideas, knowledge, energy and enthusiasm. Your cover letter should reflect your personality.

COVER LETTERS

Closing: Thank them for their consideration and indicate how you will follow up.

Subject: Wetlands Scientist Position

Dear Sir or Madam:

I'm contacting you in reference to the exciting opportunity listed on your website to join your company as a Wetlands Scientist. I have a B.S. in Biology, a strong background in Botany and Ecology, four years of environmental consulting experience (wetland delineation, mitigation, habitat assessment, T&E species) and I am a Certified Arborist.

I am planning to move to the Tampa area from South Carolina for family reasons and am searching for a good position in the environmental consulting field. I have lots of experience working with Coastal Plain ecosystems, sandhills, flatwoods, pocosins, etc. and enjoy field work as well as report writing. I will be in the Tampa area periodically in the upcoming weeks and would welcome an opportunity to meet you and find out more about your services.

My resume is enclosed. Please feel free to contact my references or former employers. However, I have not given notice with my current employer and would like to keep my job search confidential for now. Please contact me at _____ r by email at _____. Thank you.

Sincerely,

Dear

Enclosed, Please find my resume for your review. I am interested in applying for a Civil Engineering Position with your firm, focusing on geo-technical research and analysis.

Upon graduating with a Bachelors of Science, I held a position as a Civil Engineer E.I., for a firm exclusively in the Aviation Industry. My position specialized in Geo-Technical. However, I had substantial involvement in Design, Drainage and the Technical requirements of a project. Responsibilities as a Soil Engineer allowed me to be knowledgeable with field/lab testing procedures, as-well as analyzing the data results to be used for design and construction projects.

Because of my involvement with several different aspects of a project, it has allowed me to be proficient in the technical writing required to Clients, Contractors, Permitting Agencies and Federal and Local Government entities. My abilities continue to grow in the use of computer software, utilizing spreadsheets for test data results and the use of AutoCAD and Microsoft Project. From my work experience, I have become observant to tasks and requirements performed on project sites, as-well as administrative and technical obligations performed on job projects. Detailed in my resume is an overview of skills and capabilities as-well as typical project experiences I have been involved with.

I'm organized and detail-oriented, work well under pressure and enjoy working with a variety of people. I'm looking for a creative and challenging position to increase my knowledge and skill and contribute to the company. I look forward to hearing from you in the near future to schedule an interview at your convenience.

Thank you.

Sincerely,

Dear Hiring Manager:

Please allow me to introduce myself. I am a dedicated individual, with initiative, a strong work ethic, and practical experience who can make a valuable contribution to the growth of your company.

My background has provided me with solid experience in multiple aspects of the construction industry. Coupled with strong communication and interpersonal skills, with proven leadership abilities, the knowledge I have acquired can be easily transferred to your business.

Enclosed is a resume highlighting my work experience and certifications for your review and consideration. I would like the opportunity to discuss my background with you, and how I could make the transition into your organization.

Please contact me at a suitable time to schedule an appointment.

Sincerely,

SUMMARY

The appearance and content of your resume is a reflection of your professionalism, attention to detail, and desire. Your resume may be reviewed for 1 or 2 minutes. It must be free of spelling errors and grammatically correct. Your resume is what gets you an interview, and the interview gets you the job.