

# RESUME WORKSHOP

USF GEOLOGY DEPT

Do You Really Want the Job?

April 2012

Bruce Nocita, Ph.D.

S&ME, Inc.

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

# CONTACT INFORMATION

- Name
- City, State (don't give 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.



## Jargon Generator

3 columns of 9 words each. The first 2 columns consist of multi-syllabic adjectives and the 3<sup>rd</sup> 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.

# POSITIONING STATEMENT

Examples (from real resumes!) of an objective:

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

# POSITIONING STATEMENT

Examples (from real resumes!) of an objective:

“Obtaining a challenging position that utilizes my education and project management experience in order to build my character and expertise while pursuing Professional Geologist licensure, and to contribute to the worldwide progress of natural sciences”

# POSITIONING STATEMENT

Example (from real resumes) 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



**Darline Lott**  
3417 East Jean Street  
Tampa, Florida 33610  
Home Phone: (813) 236-2761; Cell: (813) 758-9688  
E-mail: [dalott\\_2003@yahoo.com](mailto:dalott_2003@yahoo.com)

**Objective:** Obtain Geologist position that would allow me to utilize my work knowledge and field experience to make an impact in your organization

**Profile Summary**

- Experience managing regulatory and compliance department
- Ability to work independently and also as part of a group
- Strong data manipulation, analysis, trending and reporting skills
- Strong team building skills
- Highly motivated and willing to master new skills with minimal supervision
- Presented at GSA and NSF National and Regional meetings
- Familiar with ArcGis 10 and Modflow

**Education**

**Ph.D., Hydrogeology**, University of South Florida - Tampa, FL      In progress  
Dissertation: "Utility of Conductivity Mass-Balance Method"  
Advisor: Dr. Mark Stewart

**M.S., Urban Environmental Geology**, University of Missouri-Kansas City      1996  
Thesis: "Reconnaissance of Nickel-Molybdenum Ores in China"  
Advisor: Dr. Raymond Coveney

**B.S., Geology**, University of Missouri-Kansas City      1993

**Employment History**

**Internship**  
United States Geological Survey, Tampa, FL      Summer 2011

- Created map of upper Floridan Aquifer using ArcGis 9.3
- Delineated depth of upper Floridan from well completion reports

**Research**  
University of South Florida, Tampa, FL      2007 - present  
Hydrogeology: Hydrograph Separation

- Applied PhD research concept and method to project for major Florida Water Management District

**Comment [BWN1]:** Prefer the term "Positioning Statement"

**Comment [BWN2]:** Every employer expects you to make an impact - self evident statement that really doesn't mean much.

**Comment [BWN3]:** What kind of department - this is more meaningful if you add a descriptor here

**Comment [BWN4]:** Kind of a given - it is expected.

**Comment [BWN5]:** Don't know what this word means.

**Comment [BWN6]:** This is sort of a jargon phrase - doesn't really mean anything

**Comment [BWN7]:** Expected graduation date?

**Comment [BWN8]:** Floridan what?

**Comment [BWN9]:** Which one? Are there minor Florida Water Management Districts?

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**Field Scientist**

Cardno Entrix, Riverview, FL 2010 - 2011

- On Natural Response Damage Assessment (NRDA) team
- Responded to the Deepwater Horizon accident and oil spill in the Gulf of Mexico on behalf of British Petroleum Exploration and Production Inc. (BP)
- Participated in the implementation of the following cooperative NRDA studies: Environmental Sampling and Monitoring during the response, Louisiana Fisheries Monitoring Program and Establish Baseline for Fish and Invertebrate Kills in Northern Gulf of Mexico

**Teaching Assistant**

University of South Florida, Tampa, FL  
Course: Global Climate Change Spring 2011

- Graded exams, quizzes, and exercises for 60 students
- Successfully assisted students having challenges with class assignments

**Course Builder/ Teaching Assistant**

University of South Florida, Tampa, FL Fall 2007  
On-line course: Earth and Environment

- Created, designed, and taught water resource section to 280 students

**Teaching Assistant**

University of South Florida, Tampa, FL  
Course: Oceanography

- Graded exams, quizzes, and proctor exams for 280 students Fall 2010
- Graded exams, quizzes, and writing assignments for 320 students 2006 - 2007

**Adjunct Professor**

Hillsborough Community College, Tampa, FL  
Course: Earth Science and Earth Science Labs 2006 - 2008

- Lectured 28 to 30 students
- Taught 18 to 25 lab students

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**Geologist**

Elijah Enterprise, Tampa, FL 2004 - 2005

- Designed and managed GIS database;
- Efficiently conducted online data research for clients
- Produced presentation maps using Arcview 8.3

**Geologist**

Osborn Energy, L.L.C., Bucyrus, KS 1998 - 2003

- Oversaw all aspects of Compliance and Regulatory Department
- Served as liaison to Kansas Corporation Commission, permitting and compliance
- Recommended producing presentation maps using ArcView 8.3
- Created and managed GIS database
- Saved company money by keeping research of property owners in house
- Enforced actions imposed by regulatory agency
- Reviewed and prepared regulatory correspondence and wrote responses to enforcement action as issued by regulatory agency
- 100% acceptance of disposal well applications by Kansas Corporation Commission

**Cartographer**

Nova Blue, Kansas City, MO 1995 - 1998

- Updated and edited nautical maps producing detailed maps with extremely low error rate
- Produced less than three hours of correction time per map
- Passed detailed background check

**Training/Certification**

- Kansas Professional Geologist—number 361

**Reference**

- Available upon request

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#### EDUCATION

<b>Ph.D., Hydrogeology</b> , University of South Florida - Tampa, FL Dissertation: "Conductivity Mass-Balance Method" Advisor: Dr. Mark Stewart	In progress	<b>Comment [BWN1]:</b> Expected due date?
<b>M.S., Urban Environmental Geology</b> , University of Missouri-Kansas City Thesis: "Reconnaissance of Nickel-Molybdenum Ores in China" Advisor: Dr. Raymond Coveney	1996	
<b>B.S., Geology</b> , University of Missouri-Kansas City	1993	

#### EXPERIENCE

INTERNSHIP, United States Geological Survey (USGS), Tampa, FL • Created map of upper Floridan Aquifer using ArcGis 9.3 • Delineated depth of upper Floridan from well completion reports	Summer 2011	<b>Comment [BWN2]:</b> No need to abbreviate unless you are going to use the term elsewhere <b>Comment [BWN3]:</b> Floridan what?
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RESEARCH, University of South Florida, Tampa, FL Hydrogeology: Hydrograph Separation Applied PhD research concept and method to project for major Florida Water District	2007 to present	<b>Comment [BWN4]:</b> Be consistent -- Above you use Ph.D. -- here there are no periods. The correct spelling is Ph.D.
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FIELD SCIENTIST, Cardno Entrix, Riverview, FL ▪ On Natural Response Damage Assessment (NRDA) team ▪ Responded to the Deepwater Horizon accident and oil spill in the Gulf of Mexico on behalf of British Petroleum Exploration and Production Inc. (BP) ▪ Participated in the implementation of the following cooperative NRDA studies: Environmental Sampling and Monitoring during the response, Louisiana Fisheries Monitoring Program and Establish Baseline for Fish and Invertebrate Kills in Northern Gulf of Mexico	2010 to present	
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TEACHING ASSISTANT, University of South Florida, Tampa, FL Course: Global Climate Change ▪ Graded exams, quizzes, and exercises for 60 students ▪ Successfully assisted students having challenges with class assignments	Spring 2011	
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E-mail: [dlott@mail.usf.edu](mailto:dlott@mail.usf.edu)

### PUBLICATIONS

- "Sedimentary Exhalative Nickel-Molybdenum Ores in South China", November 1999, Economic Geology, vol. 94, no. 7
- "Power-function Method of Estimating Base-Flow", In Progress
- "Comparisons of Base Flow Separation", In Progress

Comment [BWN8]: Are you the sole author?

### FELLOWSHIP/SCHOLARSHIPS

- Diverse Student Success Fellowship (USF, 2009 to 2011) \$12,000
- Alfred P. Sloan Scholarship (USF, 2009) \$30,000
- NSF FL-GA Louis Stokes Alliance for Minority Participation (USF, 2008 to 2009) \$30,000
- NSF Heartland Alliance for Minority Participation Scholarship (UMKC)

### AWARDS/HONORS

- Fred L. and Helen M. Tharp Scholarship Award (USF, Spring 2011) \$500
- Women's Council Graduate Assistance Fund, UMKC
- Minority Masters Special Merit Award, UMKC

### PROFESSIONAL MEMBERSHIPS

- Geological Society of America
- American Water Resource Association
- American Women Geologist
- American Geophysical Union

### CONFERENCES/WORKSHOPS

- Geo-Cyberinfrastructure Workshop, San Diego, California, 2007
- Geological Society Association Conference, Houston, Texas, 2008
- Geological Society Association Regional Conference, St. Petersburg, FL, 2009
- American Water Resource Association Conference, Orlando, FL, 2010

Comment [BWN9]: NEVER have a misspelled word

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Comment [BWN10]: I am not familiar with this Association. Do you mean the Geological Society of America (GSA)? - if so, this would be a deadly error on a CV

Comment [BWN11]: Everyone knows this software

### COMPUTER SKILLS

- Familiar with Ground Water Vista, ArcGis 10, Microsoft Office

### PERSONAL INTERESTS

- Photography
- Swimming
- Skating

## Lauren Paladino

402 Merlin Ct • Brandon, FL 33510  
Phone: 802-522-5492 • E-Mail: laurenmpaladino@yahoo.com

### Education

University of South Florida – Tampa, FL	Expected Graduation Date
Candidate for B.S. in Physics	May 2014
Candidate for B.S. in Geology	

Comment [BWN1]: Generally, but not always, there is a "Positioning Statement" here – what are your intentions/goals? What do you have to offer?

Comment [BWN2]: Is this date for both degrees?

### Experience

Assistant Researcher Doosan Hydro Technology, Inc. – Tampa, FL Perform analysis on MBR and SWRO lab-scale and pilot system samples	September 2009 - Present
Assistant Researcher USF Nanophysics and Surface Science Laboratory (Dr. Matthias Batzill) – Tampa, FL Collected data regarding the photo-reactivity of different crystals and gained experience with various techniques and the related equipment (i.e. AFM, STM, XRD, etc.)	Volunteer Fall 2010 – Spring 2011 Employee Summer 2011
Administrative Assistant Doosan Hydro Technology, Inc. – Tampa, FL Provided administrative support to the Engineering, Quality Assurance, and other departments	July 2007 – August 2009
Administrative Assistant Horses First, Inc. – Brandon, FL Data Entry: input work tasks into project CPM schedules (Primavera P3) and provide administrative support	Part-time/Seasonal June 2007 - Present

Comment [BWN3]: Not everyone (including me) will know what these abbreviations mean.  
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Comment [BWN4]: Watch bullets and indents

Comment [BWN5]: Watch bullets and indents

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### Professional Development/Skills

- ISO 9001:2008 Internal Auditor for Doosan Hydro Technology, Inc.
- Proficient in Microsoft Word, Excel, Powerpoint, Outlook

Comment [BWN6]: Pretty standard expectation – probably not worth mentioning

### Student Organization Memberships

- Society of Physics Students at USF
- Geology Club at USF

# JON OUVERSON

## EXPERIENCE

1999-2001 Telephone Services Tarpon Springs, FL  
*Customer Service Representative*

- Provided customer care.

2002-2003 Gators Parasailing and Watersports Treasure Island, FL  
*Wave Runner Rentals*

- Prepared and maintained equipment.
- Informed clients of waverunner operation and safety.
- Guided clients to safe operating areas.

2004-2010 Freestyle Pools and Spas Oldsmar, FL  
*Planning and Design Assistant*

- Prepare permit paperwork for various municipalities.
- Read and incorporate architectural and engineering plans into designs.
- Read and incorporate civil engineering surveys.
- Design 2-D applications using Microsoft Visio.
- Design 3-D applications using Structure Studios.

## EDUCATION

2004-2007 St. Petersburg College

- A.A. Associate in Arts

2007-Present University of South Florida

- Geology Major

## ATTRIBUTES

- Familiar with GNU/Linux and Microsoft Operating Systems

- Capable in many software environments (Visio, Excel, Adobe, etc.)

- Currently learning Python programming language

- Efficient typist (40+ wpm)

- SSI Diver Certification (2004)

- Geological Society of America (Student Member)

- Skilled and experienced vessel operator

- Eagle Scout (2001)

**Comment [BWN1]:** Usually, but not always, have a "Positioning Statement" at the beginning to state what your intentions/goals are and what you have to offer.

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**Comment [BWN2]:** Usually put in an expected graduation date so prospective employers know when you are available. Also, don't know what degree you are pursuing.

**Comment [BWN3]:** This is an unusual term for a resume - generally means a feature or characteristic.

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E-MAIL: JOUVERSO@MAIL.USF.EDU

411 CROSSWINDS DR. • PALM HARBOR, FL 34683 • CELL PHONE (727) 638-4841

## COVER LETTERS

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

Avoid clichés 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.

Good Morning,

GOOD

I would like to express my interest in the current Geologist requirement with   in the Tampa Bay area.

My qualifications include a Bachelors Degree in Geology from the University of South Florida, over 5 years of experience in subsidence investigations, project management, and karst processes in Florida, strong work ethic, excellent verbal and written communication skills, extensive computer skills, and a positive mental attitude. Additionally, I am currently awaiting correspondence from the Florida Department of Business and Professional Regulation regarding my open application for the March 2009 examination for P.G. licensure purposes.

The success of my career has relied upon the organization and accuracy I acquired while participating in a variety of field and office projects. During the past several years I have enjoyed working as a team member and a supervisor. I also enjoy taking on the responsibility of independent assignments. I am certain that my ability and performance will prove to be a valuable asset to your company.

I feel confident in my skills to be able to contribute, learn, and grow, if given the opportunity.

I have enclosed my current resume for your review, and can be reached at   I am available to speak with you at your convenience.

Thank you for your time and consideration.



**BAD**

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 preformed on project sites, as-well as administrative and technical obligations preformed 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,

**WORST**

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.