

# RESUMES

How to Get the Interview

April 2009

- 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.

## 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

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## Diligent University Student

**Objective:** To gain valuable knowledge and experience as I complete my Bachelors of Science degree.

**Education:**

**University of South Florida** (Tampa, FL)  
Working on: **Bachelor's Degree**

Currently enrolled at the University of South Florida as a Junior with a cumulative GPA of 3.93

**Saint Johns River Community College** (St. Augustine, FL)  
**Associate Degree**

- Graduated "Summa Cum Laude" (highest honor) with an Associate of Arts degree in Physical Science

**Gainesville High School** (Gainesville, FL)  
**High School Diploma**

- Graduated from Gainesville High School in the top ten percent  
- Received the Florida Academic Scholars Award (pays 100% of my college tuition) for my scholastic achievement  
- Named to the National Honor Roll

**Science and Math Courses Taken:**

- Physics 1 and 2 with Calculus
- Chemistry 1 and 2 with labs
- Calculus 1-3
- Sedimentary Record I
- Mineralogy/Petrology/Geochemistry
- Earth and Space Science
- Intro to Physical Geology with lab

**Currently taking:**

- Sedimentary Record II
- Microanalysis of the Blue Ridge 2
- Hydrogeology: Basic Principles

**Work Experience:**

6/2007 – present: Pebble Creek Animal and Bird Hospital  
Title: Pet Resort Starting pay: \$8.50 Ending pay: \$11.00

2/2007 – 6/2007: Temple Terrace Animal and Bird Hospital  
Title: Pet Resort Starting pay: \$8.50 Ending pay: \$8.50

7/2006 - 7/2006: Interlachen Volleyball Camp (Interlachen, FL)  
Title: Camp Coach Weekly pay: \$300

12/2005 - 1/2006: University of Florida (Gainesville, FL)  
Title: Research Lab Assistant Starting/ending pay: \$10.00  
The duties and learned skills include, but are not limited to the following:  
- Handle laboratory samples with care and learned research procedures  
- Created dilution series from samples  
- Learned to operate some laboratory equipment  
- Prepared samples for observation and research  
- Organized the operations for preparing samples for research

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- Separated serum from blood samples (using centrifuge)
  - Organized and sorted various samples
  - Dealt professionally with the research scientists
  - Reference contact: Dr. Fiona Maunsell
  - Reference contact information: (352) 392-4700 ext. 3977

6/2001 - 5/2005: All Cats HealthCare Clinic (Gainesville, FL)  
Title: Kennel Technician Starting pay: \$6.75 Ending pay: \$7.25  
Worked on and off (as needed) for four years for a veterinary clinic.

#### **Additional Geology Experience:**

- Rode out in the field with a geologist to set up a monitoring well to monitor the property for presence of lead from old paint that had been used on the buildings decades before and spent the day shadowing him and learned about environmental consulting and the role that some geologist play within that industry.
- Currently working on a research project in geochemistry, testing to see if there is any correlation between two bodies in the Blue Ridge Mountains. This endeavor requires cutting and make microscope slides, analyzing those slides using a petrographic microscope, and also analyzing them using a microprobe.
- Have experience taking manual pound cores and analyzing sediment grain size distribution using sieves.

#### **Computer and Tech Experience:**

Received a high A in Microcomputer Applications in college- Experienced in using a Windows-based operating system including experience using Word, Excel, Power Point, and basic knowledge of Access. I am also experienced in creating and designing DVD movies using computer software (Ulead DVD Movie Factory). I also have completed a Technical and Professional Writing course in which I gained experience writing many different forms of professional documents, including but not limited to project proposals, memos, professional letters, and letters of inquiry.

#### **Affiliations:**

2/2007 – present: USF Student Government Association, *Senator and Ad-Hoc Committee Vice-Chair*  
1/2007 – present: Phi Sigma Theta, National Honor Society, *2007 President*  
5/2007 – present: Golden Key International Honor Society, *Member*  
8/2007 – present: USF Geology Club, *Member*  
1/2006 - 12/2006: SJRCC Student Government Association, *Representative*  
8/2005 – 12/2006: SJRCC Campus Crusade for Christ, *Leader*

#### **References:**

Judy Harden  
USF Undergraduate Geology Advisor  
(813) 974-2818  
jharden@cas.usf.edu

Katherine Powell  
Graduate Teaching Assistant  
(813) 974-0408  
kmpowel2@mail.usf.edu

# 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,

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.

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,

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.