

Resume Workshop

September 14th

With Target



Agenda

- NSBE Mission and Vision
- Resume Workshop discussion
- Food
- Resume Feedback
- Upcoming events from NSBE
- Q&A



NSBE Mission

“To increase the number of culturally responsible Black Engineers who excel academically, succeed professionally and positively impact the community”



NSBE Vision

We envision a world in which engineering is a mainstream word in homes and communities of color and all Black Students can envision themselves as engineers. In this world, Blacks exceed parity in entering engineering fields, earning degrees and succeeding professionally.



Why do we need a solid resume?

- Stand out to recruiters and companies
- Interest the employer in your abilities.
- Give a positive first impression of you in a few seconds



Questions to ask yourself

- What are your main qualifications, strengths, skills, and areas of expertise?
- What positions(s) or types of positions are you seeking?
- What are some of your professional goals?



What a resume isn't...

- It's not an autobiography so keep it short and only tell what is marketable and relevant to the position.
- It is NOT going to guarantee you a job.



Resume Formatting Tips

- Make sure its in chronological order with most recent first
- Contact info should be on the header, it is the first thing employers see.
- Use columns to format your text.
- Quantify your results and work.

Useful when

- You have consistent work history with growth and achievements
- No gaps in employment and staying in the same field



Common Resume Formats

- one-page “reverse chronological” resume format
- walks an employer step-by-step through your education, work, and other experiences starting with the most recent.
- emphasizes your education and work accomplishments and is typically the easiest format for the reader to follow.

Visual Appeal

A visually appealing resume increases interest and creates maximum readability. Use the entire page, and balance the amount of text and blank space.

Consider the following:

- Format
- Font
- Margins
- Print

Describing your experience

- Strong Skills Statement = Action Verb + Details + Result
- Show a key skill or accomplishment
- Show results you have achieved, and quantify results whenever possible (use metrics)
- Use high-impact phrases
- Begin with strong action verbs
- Are specific and detailed

Identifying Skills and Accomplishments for Your Resume

- Analytical and Problem Solving Skills
- Ability to Produce Results
- Teamwork
- Leadership
- Industry and Job Expertise

Results-Oriented Statements: Before and After

BEFORE Responsible for sales in store

AFTER Successfully increased sales by 10% by analyzing and meeting customers' personal needs

BEFORE Managed club's social media accounts

AFTER Increased club awareness through targeted social media campaigns, adding 200+followers in 1 month

Examples Contd

BEFORE Provided quotes for clients

AFTER Reduced turn-around time of quoting process by 25% through streamlining cost estimating procedures

BEFORE Worked with other departments to improve project management

AFTER Partnered across departments to introduce Microsoft Solutions Framework methodology, resulting in a more consistent process for managing software projects

Resume Keywords

Describe your experience by communicating skills and results. Read through each of your experiences and assess if there is a qualitative or quantitative result you can include.

Key phrases you can use to connect your descriptions with your accomplishments, impact, or results are:

- | | |
|------------------------------------|---|
| ... instrumental in ... | ... communicated ... |
| ... resulted in ... | ... realized savings of ... |
| ... increased or
decreased ... | ... secured ... |
| ... to meet
requirements of ... | ... recognized ... |
| ... instituted ... | ... consistently reduced
or eliminated ... |
| ... reduced ... | ... generated ... |
| ... captured cost
savings ... | ... streamlined ... by ... |
| | ... enhanced ... |
| | ... with the goal of ... |

10 things not to include in your resume

- Resume Objective Statement
- Unprofessional email
- Full mailing address
- Multiple Phone numbers
- Headshot
- Pronouns
- Embedded Images and charts
- Spelling and Grammatical Errors
- Outdated or irrelevant social media profiles
- References



Tips for Freshmen and Sophomores

- Many students, especially in their first and second year, worry that they don't have experience that's relevant or professional.
- Emphasize transferable or general skills: experience and skills that are sought after no matter what career you pursue!
- These are skills such as:
 - Team work
 - Problem solving
 - Strong communication
 - Time management
 - Leadership

* Employers value seeing these highlighted on your resume and in your interviews.

Examples of how you may have built these skills:

- Academic work: You may have built collaborative, leadership, or communication skills while working in group projects
- Part-time work in customer service/retail: You may have built skills around communication and managing stressful situations when assisting unhappy customers
- Volunteering with children or vulnerable populations: You may have built leadership and advocacy skills while being trusted to care for people.

CV vs Resume

CVs

- Long!
- Product-oriented – what you have done
- What's Included:
 - Name & Contact Information
 - Research Interests
 - Education
 - Technical/Specialized Skills
 - Grants, Honors, & Awards
 - Publications & Presentations
 - Classes Taught/TF'd
 - Postdoc Training/Fellowships
 - Research Experience
 - Non-Academic Employment
 - Service to the University
 - Scholarly/Professional Memberships
 - References

Resumes

- 1–3 pages
- Process-oriented – what you can do
- What's Included:
 - Name & Contact Information
 - Summary
 - Education, Awards, Relevant Coursework
 - Related Work Experience
 - Leadership/Volunteer Experience
 - Technical/Specialized Skills
 - Languages, Computer Skills, Interests



Resume Feedback



Resume Samples & Career Fair

- <https://careerhelp.umn.edu/resumes>
- https://www.topresume.com/resume-review?pt=eFumjkGNSacTj&utm_medium=referral&utm_source=guest-post&utm_campaign=y-membership&utm_content=tr-crit
- <https://www.themuse.com/advice/185-powerful-verbs-that-will-make-your-resume-awesome>
- <https://careerhelp.umn.edu/fairsevents>



Upcoming Events



5:30 – 6:30 PM

Tate Hall room 120

September 18



**Info Session
September 21**

