

# Resumes 101

Resumes, along with their partner the cover letter, are your primary tool to convince an employer that you're worth the time to interview. They come in many different forms, from the functional to the elaborate, depending on the field of employment and the individual requirements of the job being applied for. But there are three general elements you need to keep in mind for your resume no matter what form you choose. These three elements are layout, length, and language.

## Layout

- You may have as little as 6 seconds to catch an employer's attention so you want to start your resume off with something attractive and, above all, relevant. Professional summaries, headlines, and even the way you name your resume are tools you can use to help snag someone's interest in that first glance.
- There is no set order in which the sections of the resume need to be arranged. What you need to consider is how well each section matches up with the requirements of the job posting. If you have a relevant degree, but little work experience then you would lead with your education section. If you have lots of professional experience that the employer will want, then start with that. If you're changing careers and need to show how what you were doing has prepared you for this new position then a skills section would be a good place to begin.
- Be consistent in how you divide up and label your sections. Everything should be accurate and easy to distinguish. If an employer finds your degree listed under skills instead of education or can't tell where work history ends and skills begin they won't come away with a very good impression of your organizational skills.
- Use a mixture of short paragraphs and bullet points. Professional summaries, company information, and descriptions of job responsibilities fit well into paragraphs, while bullet points let you emphasize accomplishments and important skills.
- White space is your friend. Use at least 1 inch margins and be sure to leave blank lines between sections so that the sections are distinct. If you're putting much more than 390 words on a page your text is too dense.

## Length

- A standard resume should not be more than 1-2 pages long. Condense the information down into its most critical, relevant points. A little detail gives depth and context to your skills and accomplishments, but too much can drown them and make them harder to notice. Senior management or executive positions may be expected to venture into the 3 page range if the candidate has a long list of prior leadership accomplishments to include.
- There are a few careers, mainly in the academic and scientific fields, where resumes of 3 or more pages are expected. They are usually 1-2 pages of skills and work history extended by addendums that cover information like a candidate's publications, licenses, research, or teaching experience.

## Language

- Your resume should be easy to read. Avoid the use of jargon, acronyms, and abbreviations. Also try not to use vague or abstract terms. Something concrete like 'reduced wasted forms' is going to carry a lot more weight than something vague like 'strategically revised form usage' which doesn't actually tell you what was accomplished.
- Action words like improved, resolved and minimized are great to pep up a resume while giving a more accurate idea of your abilities and accomplishments. Try to avoid dull, overused phrases like 'duties include' or 'responsible for'.
- Use % and \$ when possible. \$8000 and 20% are more eye-catching than eight thousand dollars and twenty percent. They take up less space too.
- When you're tailoring your resume to a specific position, look over the words that are used to describe the position and state its requirements. Try to incorporate those terms into your resume. Many companies use software to search for specific terms and phrases like the ones used in the job description to weed out resumes that are not a good match.

Now that you have some ideas about the general shape of your resume, it's time to take a look at the more subjective and specific elements of the resume that are going to fill that shape up. These are your content, because the information you put into your resume is just as important as the shape you structure it into and the words you choose to express it.

## Content

1. Keep it relevant. If a skill, degree, or previous job does not actively support the idea that you are a great fit for the position, don't draw attention to it. Put in only the bare minimum information about it or leave it out altogether. You want the employer to see all the things that match their needs, not distract them with the ones that don't.
2. Your resume should be tailored for every single position you apply for. It's good to have one general, inclusive resume as a starting point, but you don't want to submit the exact same resume to a sales job as to a clerical one. Each position has its own specific skill and experience requirements and the resume you submit should reflect that. Adjust your basic resume to emphasize what fits the position and trim out what doesn't. Not putting in the effort to make your resume 'fit' a position can make you look lazy or like you're really not that interested. And never underestimate the power of research. The more you know about the company you are applying to and the industry standards of the position you are applying for the better off you will be.
3. Keep it honest. Nothing will send your resume into the garbage quicker than claiming skills or experience you don't have and can't back up.
4. Proofread! Proofread! Proofread! Don't just rely on Word's spelling and grammar checking abilities, have friends, family, and colleagues look it over for mistakes as well or get it reviewed by a professional.
5. A standard resume should have anywhere from 3 to 6 sections. Information can easily be divided up into types that correspond to the different sections of your resume. Make sure things are clearly labeled and in the expected place so employers can find them easily.

### ***Career Summary/Professional Profile***

- This section of a resume is generally placed at the top, directly after your name and contact information. It brings together a short list of key strengths, skills, and experience relevant to the position you are applying for. This helps to catch your potential employer's attention and make them want to read the rest of your resume.
- Sometimes this section will have a Headline above it to further catch employers' attention and provide important information at even a casual glance. The headline is generally short and made of two parts, a job title and a strength or skill important to the position being applied for. An example would be: *Personal Assistant – 7+ years of experience*

### ***Skills***

- This section can be a nice summary of what you've learned both through your training and through your work experience. It gives you an opportunity to pick out just the parts of your experience and abilities that best match the job and highlight them.
  - This section is very important for people changing career fields or who have worked in a lot of very different jobs because it provides a way to show how what you have been doing relates to the job you want to do.
- Shorter, more focused versions of this are sometimes included in with the career summary if a separate skills section is not desired.

### ***Work History/Professional Experience***

- Generally employers only want the last 10-15 years of your work experience. Anything older is considered outdated. If you feel that some older jobs are extremely relevant to the position you are applying for, you can include them in a brief summary paragraph at the end of the section.
- You should take care not to leave gaps in this section. If you had a period where you were not in a job, employers will want to know why. If you were job hunting, a full time parent, temporarily retired or traveling the world on that inheritance from your great aunt say so. You don't need to go into detail; a simple one line note and the dates will do.
- Consider including a brief description of the company you worked for between the company name and your job title. This can help employers get a better idea of the kind of work environments you have experience with. The size of a company and the industry it's in can produce very different job experiences. Being the IT Manager for a small newspaper and being the IT Manager for a major hospital are very different jobs, even though the job titles are the same.

### ***Education/Training***

- Listing degrees and the schools they came from is a must. The date of graduation is a little trickier. Some employers will state that they want the date included, but if it isn't mentioned and you feel like it might make the degree seem too far in the past you can leave it off.
- Any on-the-job training or professional development seminars that support your candidacy for the position you are applying for should also be placed in this section.
- Any special licenses or certifications that are related to the position you are applying for can go in this section as well.
  - If you have 4 or more certifications and licenses to list you may choose to give them their own section to keep things neat and easy to find.

### ***Interests and Accomplishments***

- Sometimes there are benefits you can bring to a job that didn't come directly through work experience or education. A second language, volunteer experience in a related field, or even a relevant hobby. For example, someone interviewing for a job as a fitness instructor might put their hobby of running marathons or competitive weightlifting on their resume.
  - Publications or speaking engagements can give employers a bit of extra insight into your communication skills. Blogs or websites relating to the field can also be great ways to show off. Just remember to pick examples that keep you looking professional and like a good fit for the company.
  - Professional affiliations and memberships can reflect your dedication and investment to a field or discipline.
  - Relevant honors or awards you may have received, either individually or on a team can also give you an edge.
- If you have more than 4-5 of these consider breaking them down into subcategories by type.

Whether you're going for simple elegance or trying to show off your creative flair the overall appearance for your resume and the impression it conveys is important. When all you may get is a glance to determine if your resume is worth reading or not, first impressions are critical.

### **Design Tips**

1. Don't be afraid to keep it simple. Resume designs go through the same sort of fashion fads as most other aspects of life and not all of them are practical. Above all else, your resume needs to be easy to read.

2. Don't use more than two fonts. Having too many styles of text leaves the resume looking patchy and inconsistent. Sans-serif fonts like Times New Roman are best for the body of your resume as they are easier to read.
3. Use bolding and italics sparingly. These should be used to make important pieces of information like job titles or section names easy to locate when scanning the document. If you use them too often it decreases their impact and will make it harder for employers to find what they are looking for in your resume.
4. When you save your resume save it as *Your Name Resume*. This will make it easier for employers to locate and looks nicely professional. If it won't make the name too long you may also include the exact position title you are applying for in the file name.
5. Know what file type the employer wants. PDF is usually a safe choice as it is easy to open and will preserve the appearance of your resume, but always check to see if the employer has listed a specific file type for submissions.
6. Adding a little color to your resume can make it stand out. Bullet points, section dividers, section names, your personal info up at the top or some simple geometric decorations are all places a bit of color can help catch the eye.
  - Just keep the nature of the company you're applying to in mind when choosing what route to go with your colors. An ad agency or other more creative profession might respond well to strong, vibrant colors, while a bank or law firm might appreciate something more subtle.
7. Resumes that have graphics can sometimes cause issues with Applicant Tracking System software, the programs companies use to automatically scan your resume when it is submitted, so make sure any image, chart, or graph you add is going to be worth the fuss.

## **Resources**

**RezScore** -- <http://rezscore.com/>

Receive an actual letter grade on your resume along with some suggestions on how to improve it.

**Naukri FastForward** -- <http://resume.naukri.com/resume-quality-score>

Receive a number score on your resume and see how it stacks up against other resumes on Naukri along with some suggestions about areas where you can improve.

**Resume-Check.com** -- <http://www.resume-check.com/rck.aspx>

Have your resume checked for how it measures up on 20 important criteria.

**The Resume Professionals** -- <http://www.theresumeprofessionals.com/free-resume-review/>

Receive a free review of your resume from certified resume writers.

**Online Resume Critique** -- <https://www.onlineresumecritique.com/>

Receive a free review of your resume from certified resume writers.

## Systems Electrical Analysis & Design Engineer

**Job Level:** Individual Contributor

**Job Type:** Full-time

**Travel:** Yes, 10 % of the Time

**Business Unit:** Boeing Defense/Space/Security

**Contingent Upon Program Award:** No

**Union:** No

### **Job Description**

Boeing's Space Exploration organization is seeking Electrical Design Engineers to join our team in Huntsville, AL. The qualified applicant will become part of Boeing's Exploration Launch Systems (ELS) office, located in Huntsville, Alabama, which supports NASA on strategy and policy on Space Exploration programs procured by the NASA Marshall Space Flight Center (MSFC).

The primary program under ELS is NASA's Space Launch System (SLS) which will provide a critical heavy-lift capability powering people and cargo beyond our moon and into deep space. SLS launches larger payloads farther in our solar system, faster than ever before possible. It will be the most powerful rocket ever built, enabling diverse exploration, science, and security missions. Boeing Space Launch System is responsible for the design, development, test and production for the core stage and avionics of the SLS.

The successful applicant will work within the Subsystems Engineering and Verification group under the Avionics and Software Integrated Product Team of the SLS Program. The applicant will be responsible for Power & Electrical Circuit Analysis and Modeling.

### **Qualifications**

Degree and typical experience in engineering classification: Bachelor's and 5 or more years' experience, Master's degree with 3 or more years' experience or PhD degree with experience. Bachelor, Master or Doctorate of Science degree from an accredited course of study, in engineering, computer science, mathematics, physics or chemistry. ABET is the preferred, although not required, accreditation standard. Electrical Engineering and Computer Engineering are the preferred degree programs. Applicants should clearly state their academic institution, degree, and graduation date on their resume. 1 or more years of experience with design and analysis of electrical systems along with experience modeling electrical power systems using Matlab/ Simulink or a similar tool is required.

Electrical power domain expertise and Experience with PSpice and Matlab are required skills for the position. System Vision and Simulink experience is desired. The applicant must be proficient in the use of Excel for modeling (equation development & use), charting, and analysis, as well as be proficient in Word and Power Point. Other responsibilities include, but are not limited to, power consumption analysis, voltage drop analysis, wire sizing and fusing analysis, power quality analysis. Duties also include development of electrical power testing procedures, development of models for use in formal analysis, and verification of requirements across the range of formal verification methodologies. Knowledge of space based IEEE, ANSI, NASA and SLS requirements a plus. The successful applicant must have strong communication skills, and be capable of working in a multi-tasking environment while supporting multiple activates concurrently. The applicant must be capable of working with minimal supervision.

- This position requires an active (or ability to obtain) U.S. Security Clearance, for which the US Government requires US Citizenship.
- This position must meet Export Control compliance requirements, therefore a "US Person" as defined by 22 C.F.R. § 120.15 is required.
- Employer will not sponsor applicants for employment visa status.
- This position requires that you work out of Huntsville, Alabama. You must currently reside in the Huntsville, Alabama area (where relocating would not be required) or be willing to relocate at your own expense.
- This position requires access to NASA facilities.

### **General Competencies:**

- Adaptability
- Decision Making
- Project Management
- System Thinking

### **Technical Competencies:**

- Design / Produce Process
- Electronics/Electrical Domain
- Analytical Skills
- Engineering Analysis

# John Doe

1354 Linden Walk, Huntsville, Alabama 35804  
Phone: (256) 436-7659 Email: JDelectricity@gmail.com

## Electrical Engineer

### Designing and Refining High Quality Circuitry through Efficient Modeling and Testing

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Broadly skilled Electrical Systems Engineer with over 7 years professional experience, including 4 years in the aerospace industry, providing design and testing solutions for a wide range of systems. Bachelor of Sciences graduate from an outstanding ABET-accredited university. Always on top of new developments in the field with an eye toward increasing effectiveness and reducing costs.

## Skills

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- Project Management
- Systems Theory & Analysis
- Critical Analysis & Risk Assessment
- Engineering Analysis
- Circuitry & Schematic Design
- Troubleshooting & Quality Control
- Research & Development
- Prototyping & Testing
- Requirements & Specifications
- Process & Performance Improvement
- Power Electronics & Power Systems
- 3D CAD & Eagle PCB
- C++ and MATLAB
- PSpice 9.1
- Microsoft Office 2010 & 2013

## Professional Experience

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### **Startech Incorporated, Huntsville, AL**

**February 2011 – March 2015**

*Inc. 5000 company known for its innovative engineering projects and dedication to quality, with a core focus in aerospace systems design.*

#### ***Junior Systems Engineer***

Assisted in the research and development studies of the NASA Explorer VI rocket. Design parameters research was completed 2 months ahead of schedule and more than \$8000 under budget.

- Played a key role in the design of the temperature monitoring and video surveillance systems.
- Proposed and modeled an updated design that increased lift control circuit power efficiency by 3%.
- Demonstrated competencies in testing procedures, circuitry design and modeling, requirements, and system analysis.
- Gained thorough knowledge of project management, risk assessment, quality control, and prototyping.

**Belltran Airfield, Smithfield, AL****January 2008 – February 2011**

*A small airfield serving local interests in three surrounding counties, featuring light planes for agricultural and recreational use.*

***Electrical Systems Repairer***

Functioned as part of a three person team who oversaw the quality and condition of electrical systems in over a dozen aircraft.

- Implemented a flexible, rotating schedule that reduced average wait time between maintained and repair checks of electrical systems, wiring and components for aircraft by two days.
- Demonstrated competencies in the upkeep, diagnosis and repair of electrical circuits and wiring.
- Gained thorough knowledge of power and distribution systems, circuit calculations, hydraulic and pneumatic systems, and process control and instrumentation.

**Communications Integration Co-op, Montgomery, AL****January 2007 – December 2007**

*A 40 year old Co-op associated with Acme and Delarose universities, serving over 60 businesses in the greater Montgomery area.*

Full time engineering co-op responsible for requirements analysis, hardware testing, and electrical circuit design in support of local businesses working in partnership with the university.

- Used database and query software to preform cost analysis for complex programs and was able to suggest alterations leading to 2-5% reduction in cost of original proposal 3 times in 5.
- Team submitted winning design in the Electrical Engineering category of the annual university 'Making the Future' contest for 2007.

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**Education and Certifications****Acme University, Montgomery, AL*****Bachelor of Science in Electrical Engineering 2007***

- Emphasis in Electrical Systems
- Member of the Institute of Electrical and Electronics Engineers (IEEE) — Student Branch, 2005 to 2007

**Export Control Certification**

- ISO 9001 and 19011 Auditor - #A23465