





**Promote your work on teams!** Be it Software development, Engineering, Consulting, Research, Analysis, or Sales, you can BET you'll be working in a team environment! Remember, as hokey as it sounds, teamwork does make a dream work so HIGHLIGHT your group experiences because if you can't work in a team, you probably lack some communication skills and communication is the basis of this career field!

**ACTIVITIES/LEADERSHIP**

- Volunteer: Worked with Alpha Tau Omega Fraternity to do outreach for Saint Jude's Children's Hospital
- President: Partnered with department of Mechanical Engineering in implementing over 10 targeted programs in past academic year
- Athlete: Participated in soccer and basketball throughout high school and college

**#4**



**Capitalize on your technical and linguistic skills!** After the employer has read through your objective, education, work experience, activities...they get to the icing on top of the cake, your skills section! Remember, you are trying to convince the employer to interview you so give them more reason to do it!

**SKILLS**

- OSX, Microsoft Office Suite (Excel, Powerpoint, Word, Publisher, Outlook), Photoshop, HTML
- Fluent in French, Basic conversational Spanish
- Excellent writing ability demonstrated through 10 published articles in The Chronicle

**#5**



**Learn how to talk the talk before you walk the walk!** Know some industry terms because employers will usually skim your resume when they get it. If you can put words in there that they are familiar with, they are more prone to give your resume a second glance because those terms will catch their eye.

**WORK EXPERIENCE**

- Biosolutions Consulting, Summer Intern July 2006-March 2007  
 -Evaluated *market trends*, researched and created annual business plans for *biotechnology clients*  
 -Worked cohesively with a team of 4 assistants to brain storm and create *projected earnings report*  
 -Organized 4 phase modification plan to correct inconsistencies in client data transfer system

**#6**



**Avoid downplaying!** Ever think to leave something off your resume because it didn't seem "important"? Yeah, it's natural, but if you think you learned something, anything from that job that is a transferable skill, reconsider!

Jon worked full time at a bookstore as a cashier while taking C.C. classes over the summer of his 2<sup>nd</sup> year. He thought "that was just a summer gig, it's not going to help me in getting a job in advertising"...think again! Even though he was "only a cashier", it says something about his character—try this:  
*"Served as information source for customers/Worked with manager to design display cases/Served full-time while taking 3 classes/Promoted to cashier supervisor in two months"*

**#7**



**Prioritize your bullet points relative to your objective.**

Huh? This is important! Remember that employers are not going to spend an hour looking at your resume initially so in order to grasp their attention, another tactic to use is to put the most RELEVANT descriptions for a job first, as it relates to your resume's objective—makes it easier for the employers to see and highlights the most important things!

Alice's objective is to "Obtain a full-time position with TIBCO as a software developer". Out of these three descriptions for her current job, in what order should they be placed?

Clark Communications- intern September 2006-Present

\_\_\_ Worked extensively with managers to introduce new Java based communications platform

\_\_\_ Booked all travel and hotel itineraries for clientele and partners

\_\_\_ Conducted trouble shooting for financial accounting software and resolved over 700 tickets

**#8**



**Quality and quantify your experiences.**

In a profit driven career field, employers like to see numbers. Can you demonstrate your work is effective through numbers? This can be the number of people you worked with, the budget allotment, client pool, production output, etc.

**WORK EXPERIENCE**

- Boeing Company – Quality Assurance Intern Summer 2006
  - Generated over 2000 reports on import parts for 787 Jet from Europe, Asia and South America
  - Continuously met bi-weekly deadlines and recognized as #1 Summer Intern among 300 interns
  - Trained a team of 4 operations assistants in work development and ethics

**#9**



**Change through flexibility and innovation!**

Did you do something in a previous job that had a positive effect on the Profit margin? Efficiency? Quality? Did you work flexibly with others that improved work morale and resulted in something good? In the business of building reputations through marketing, advertising and PR, employers like to know that if they hire you, you will help bring positive changes to clients or the company itself. In other words, you can give promises—but on top of that, YOU CAN DELIVER RESULTS.

Utilize the following formula to communicate this idea:

Engaged/Created/Directed/Delivered/Implemented \_\_\_\_\_,  
resulting in \_\_\_\_\_.

**#10**