Oregon TECH RESUMES 101:

CREATE A RESUME THAT HIGHLIGHTS YOUR STRENGTHS

FIRST IMPRESSIONS LAST

Make a good first impression

OVERALL GUIDELINES

Think about yourself and **your strengths**. Your resume is a **marketing document** in which you are trying to convey a specific message to a target audience. Is that message that you are a high achieving student capable of learning quickly? Someone with a lot of technical skills? A compassionate and skilled caregiver?

Think about the organizations and positions you seek – **what is important to them?** Read position descriptions carefully. What qualifications are required? What information seems less relevant?

Begin bullet points with strong **action verbs** and "show" the employer what you did, how you did it, and why it was important. Highlight your **achievements** rather than simply listing your duties in previous jobs. Be descriptive and quantify actions taken.

Construct a well-organized, neat, and **professional document** that is written in a clear and concise manner, typically but not always one page for undergraduates and up to two pages for graduate students. Never more than two pages!

STANDARD SECTIONS

Name and Contact Information:
Includes one phone number, one e-mail address. Make sure your email address and voicemail message are appropriately professional! If you are seeking jobs locally, include your address. If not, leave it off.

Education:
This section is typically at the top of your resume for current students and recent graduates. Our school is best indicated by writing Oregon Institute of Technology (Oregon Tech). On the next line write out the full name of your degree and expected graduation month and year, e.g. "Bachelor of Science in Computer Software Engineering Technology, June 2016." Other optional information: GPA if over 3.0, academic awards, and scholarships. Prior institutions, if your credits transferred, are optional.

Experience Sections:
These categories may include paid employment, volunteering, internships, military service, athletics, etc. Include the name of the organization, your position title, and dates of the experience. Customize your headings and organize your experiences as to highlight your strongest qualifications for the position. You may use headings such as "Professional Experience," "Relevant Experience," "Leadership Experience," etc.

Skills: Place at the top for highly technical degrees. Include computer skills, languages, lab techniques, or any other job-related skills you would like to highlight. Describe how you used them in your Experience sections.

NO: "References upon request". Use a separate reference page; provide when asked.

WHAT ELSE SHOULD YOU INCLUDE ON YOUR RESUME?

OPTIONAL SECTIONS

Summary or Profile: Optional but very helpful to employers to get a quick sense of what you have to offer. Summarize some of your key skills, courses, and/or experiences. It's what will get them to read the rest of your resume. This is also the best place to customize your resume for each position you apply to. Objectives are not recommended as they are perceived as outdated. Employers care what you can do for THEM!

Relevant Coursework: Can be its own section or included under Education. List the full course name rather than the course code.

Academic Projects: VERY IMPORTANT for Oregon Tech students. Employers highly value the hand-on aspects of your education. Describe your projects (especially your Senior Project) in detail, including the technology and processes you used.

Certifications/Endorsements/Licenses: Write the full title and include the date issued. If desirable in your career field, place this section closer to the top of the resume such as before or after your education information.

Leadership: Include organization name, dates, any leadership roles you may have had, and bullet points about how you demonstrated leadership.

Community Service: Include organization name, dates, any roles you may have had, and if you were more involved, bullet points about what you did. May be combined with Leadership.

Memberships: Write out the name of the organization in addition to the acronym.

"SOFT" SKILLS

How do you set yourself apart from the many other students who are getting the same degree? In addition to excellence in the classroom, your "soft skills" can really make a difference to employers and set you apart from other candidates.

WHAT ARE SOFT SKILLS?

In contrast to "hard" skills such as C#, project management and CPR, soft skills are talents and abilities you have developed over time through your involvement in a variety of activities such as jobs, internships, volunteering, athletics, coursework, student organizations, hobbies, etc. **Soft skills can be a big asset** during the job search. These are skills that all employers look for in a potential hire, and they can be applied to any work environment.

EXAMPLES THAT EMPLOYERS VALUE

Leading a team • Persuading • Negotiating • Customer service • Writing • Delegating • Managing multiple priorities • Organizing • Listening • Training • Managing conflict • Cooperating • Perceiving others' needs • Working in a group • Problem-solving • Meeting goals • Budgeting • Innovating • Taking initiative • Speaking • Persistence

Resume DOs:
* Use simple formatting
(bold/CAPS, plain Word doc, no templates!)
* Focus on your strengths
* Include achievements and quantify them when possible

EXAMPLES OF *ACTION VERBS* TO USE IN YOUR BULLET POINTS

MANAGEMENT/ LEADERSHIP SKILLS

administered
analyzed
approved
assigned
attained
authorized
chaired
consolidated
contracted
controlled
coordinated
decided
delegated
developed
directed
eliminated
enforced
enhanced
established
executed
generated
handled
headed
hired
hosted
improved
increased
initiated
instituted
led
managed
motivated
organized
originated
overhauled
oversaw
planned
presided
prioritized
produced
recommended
reorganized
replaced
restored
reviewed
scheduled
strengthened
supervised

RESEARCH SKILLS

clarified
collected
compared
conducted
critiqued
detected
determined
examined
experimented
explored
formulated
gathered
identified
inspected
interpreted
invented
investigated
located
measured
organized
researched
searched
solved
summarized
surveyed
tested

TEACHING SKILLS

adapted
advised
clarified
coached
communicated
conducted
coordinated
critiqued
demonstrated
developed
enabled
encouraged
evaluated
explained
facilitated
focused
guided
individualized
informed
instilled
instructed
motivated
persuaded
set goals
simulated
taught
tested
trained
tutored

TECHNICAL SKILLS

adapted
assembled
built
calculated
computed
constructed
converted
designed
determined
developed
engineered
fabricated
installed
maintained
operated
overhauled
programmed
rectified
regulated
remodeled
repaired
replaced
restored
solved
specialized
standardized
studied
utilized

CREATIVE SKILLS

acted
combined
conceptualized
created
customized
designed
developed
directed
displayed
established
fashioned
formulated
founded
illustrated
integrated
introduced
modeled
modified
originated
performed
planned
revised
revitalized
shaped

HELPING SKILLS

advocated
aided
answered
arranged
assessed
assisted
cared for
clarified
coached
collaborated
contributed
cooperated
counseled
diagnosed
encouraged
ensured
expedited
facilitated
furthered
guided
helped
intervened
motivated
provided
referred
presented
resolved
supplied
supported
volunteered

FINANCIAL/ DATA SKILLS

administered
adjusted
allocated
assessed
appraised
audited
balanced
calculated
computed
corrected
determined
estimated
forecasted
managed
marketed
measured
planned
programmed
projected
reconciled
reduced
researched
retrieved

ORGANIZATION/ DETAIL SKILLS

arranged
categorized
classified
coded
collected
compiled
corresponded
distributed
executed
filed
generated
implemented
incorporated
logged
maintained
monitored
obtained
ordered
organized
prepared
processed
provided
purchased
recorded
responded
reviewed
scheduled
screened
submitted
supplied
standardized
systematized
updated
validated
verified

MORE ACTION VERBS

achieved
completed
expanded
exceeded
improved
pioneered
spearheaded
succeeded
surpassed
transformed

COMMUNICATION/ PEOPLE SKILLS

addressed
advertised
arranged
articulated
clarified
collaborated
communicated
composed
consulted
contacted
conveyed
corresponded
described
developed
discussed
elicited
enlisted
explained
expressed
incorporated
influenced
interacted
interpreted
interviewed
involved
joined
listened
marketed
mediated
observed
participated
persuaded
presented
promoted
proposed
publicized
reconciled
recruited
reinforced
reported
resolved
responded
solicited
spoke
suggested
translated
wrote

PULLING IT ALL TOGETHER

Action Verbs are Great, but Not Sufficient…

Statement (weak)	Action Verb (stronger)	Action Verb with Support (convincing)
Am an organized and efficient worker	Organized meetings and ran them efficiently	• Organized weekly meetings for 20-40 health care volunteers; developed and distributed agenda materials.
Duties included equipment design	Built and designed different equipment as needed.	• Built and designed a series of tools to improve the efficiency of oil changes, leading to a significant streamlining.
Responsible for troubleshooting user PC issues	Provided tech support to employees	• Provided tech support to a group of 450 employees, with a strong customer service focus. Took advantage of optional professional development to maintain highest level of technical knowledge.

Example Experience Descriptions

RELATED EXPERIENCE

Team Member, Solar Hope – Tanzania   July – August, 2015
• Installed PV systems in schools and medical dispensaries in rural Tanzania as part of a team of six students in collaboration with the Solar Hope non-profit to promote education and economic development in the developing world.

LEADERSHIP EXPERIENCE

IEEE, VP Programs   2015-2016
• Persuaded 6 local businesses currently employing alumni in related fields to speak with students at career event; received very positive feedback from all participants.
• Created mentorship program for local elementary school that hired 10 students to work with 85 disadvantaged children in Portland who were interested in STEM degrees.

Formatting Guidelines:
10-12 point font
At least 0.5" margins
Dates last or on the right
Category headings in **BOLD CAPS**
Sans serif font (no Times Roman)
Periods after all bullets, or none.

PROOFREAD! spelling & grammar

Resume DON'Ts:
• **Don't use *I, me* or *my***
• **Don't use complete sentences/paragraphs**
• **Don't misrepresent or lie**

Freshman/Sophomore Resume Example: See our website for more

Linda Akemoto

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EDUCATION

Oregon Institute of Technology (Oregon Tech), Klamath Falls, OR
Bachelor of Science, Applied Psychology anticipated graduation: June 2019

Roseburg High School, Roseburg, OR
Diploma with Honors   June 2015
GPA 3.4/4.0

SKILLS

Language: Advanced proficiency in German, conversational Spanish
Computer: Proficient with Word, Excel, and PowerPoint
Social Media: Facebook page management, 2+ years' experience with Twitter and Instagram

EXPERIENCE

Cutco, Inc. Klamath Falls, OR
Student Sales Manager   Summer 2015
- Recruited, trained, and managed nine students for direct sales program.
- Assisted with weekly training of sales force in the field.
- Attended more than 50 hours of advanced sales and management training.
- Personal retail sales of $23,800 in 10 weeks.

Charming Charlie, Roseburg, OR
Assistant Manager   November 2015 – June 2015
Retail Associate   June 2014 – November 2015
- Learned about consumer psychology and helped to arrange the store in a way that encouraged customers to enter and browse.
- Promoted based on positive attitude and ongoing customer service focus.

LEADERSHIP

Ecology Club, Roseburg High School
President   September 2014 - June 2015
Secretary   September 2013 - June 2014
- Created and managed a Facebook page to collaborate more effectively.
- Worked with a team of students to create and implement a fundraiser that raised $800 which we contributed to a local non-profit working to clean up the river.

ATHLETIC EXPERIENCE

Track Team, Roseburg High School   September 2012-June 2015
- Practiced up to 15 hours per week, won several local and regional competitions.
- Helped team members who were struggling with motivation to become re-invigorated and train harder.

Cover Letters: Focus on the Organization's Needs

Heading
(Same as resume with your name, email, etc.)

Date

Employer's Name
Title of Employer
Company/Organization
Street Address
City, State, Zip Code

Dear Hiring Manager: (or better yet, a name if you can get it)

Opening Paragraph:
The purpose of this paragraph is to introduce yourself and grab the employer's attention. Begin by stating your reason for writing the letter and how you learned about the organization/position (specifically name the person who referred you, if any). Include specific items that demonstrate your level of interest and knowledge about the organization. Conclude this paragraph with a persuasive statement about what makes you the ideal candidate for the position (state your strongest qualifications/most relevant skills).

Middle Paragraph(s):
The body of your cover letter may consist of 1-2 paragraphs that serve as your sales pitch to the employer. Use these paragraphs to elaborate on the qualifications/skills you mentioned in the opening paragraph.
· You may use bullet points and **bold text** for emphasis.
· Provide a few **concrete examples** that demonstrate your mastery of those skills (but try not to go overboard with examples).
· Show the employer why you are an excellent candidate by emphasizing what you could contribute by addressing **specific qualifications** listed in the job description).

Closing Paragraph:
Reiterate your interest in the position, thank the employer for his/her consideration, and request an opportunity to discuss your qualifications further in the future. Additionally, indicate how the employer can most easily reach you for follow-up (phone number and/or email).

Sincerely,

(sign if sending a hard copy)

Your First and Last name
Enclosure: Resume

COVER LETTER GUIDELINES
- Make it interesting and show your commitment! Employers read a lot of boring cover letters.
- Include 3-4 paragraphs (Opening, Middle, and Closing).
- Do not exceed one page in length.
- Use the same type of font size/style, contact information heading, etc. as for your resume.
- Address the letter to a specific person (if the hiring manager is not listed, call the human resources department to inquire). Your may write "Dear Hiring Manager" or "Human Resources Director" if unavailable.
- Be brief, but be sure to make your point clear. Use succinct and direct language.

COVER LETTER SUCCESS TIPS
- If the letter is in response to a specific job posting, make sure to address all the points from the posting, showing how you match the qualifications.
- Research the organization and its mission, and mirror back their message through the language you use, incorporating key words and phrases.
- If you are thinking of relocating and have a strong interest in a particular city, consider including some reasons for that interest or why you would be willing to relocate for that organization.
- Include the name of the company a couple of times to demonstrate your specific interest.
- Do not simply repeat your resume - try to elaborate on specific achievements and experiences, and the skills you have acquired from those experiences.
- If adapting a prior letter for a new position, don't forget to change the date and the addressee!

E-MAIL: If you are asked to e-mail your application, **your cover letter is the body of your e-mail**, and you attach only your resume. You do not need your contact information at the top, nor the addressee's contact information; simply begin your e-mail with "Dear [   ]" Be sure to reference the position number or name in the subject line of your e-mail.