


INTRODUCTION TO RESUME WRITING

HOW TO EFFECTIVELY COMMUNICATE YOUR BEST QUALITIES TO PROSPECTIVE EMPLOYERS



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Developing a winning resume

Resume Formats

There is no “perfect” or right resume format. The format you choose will depend upon the job you hope to find and your past experiences. The following pages show resume formats. Look them over and determine what format or combination of formats will present you in the best possible light. Remember, the purpose of a resume is to get you a job interview. The interview gets you the job.

General Resume Guidelines

The following guidelines are just that—guidelines for what to include in a good resume. Remember, your résumé’s function is to obtain a job interview for you. Use your common sense and imagination to highlight your background and experience in a well-focused resume.

Length

- A one-page resume works well for the recent graduate. If you have an extensive work history, two pages are reasonable. Remember, individuals with extensive work history should limit information to what is pertinent to their current job objective. If you do go to two pages, make sure the most important information is stated on the first page.

Appearance

- An organized readable layout determines whether a resume is read. Direct the reader’s eye with the format. Make sure it is well- organized and concise. Avoid dense text appearance that is difficult to read.
- Consider using high-quality white or off-white paper.
- Always type or word-process your resume and have it professionally copied.
- Make sure there are no typographical, spelling, or grammatical errors.
- Information that has been crossed out or handwritten is unacceptable.
- Make sure your resume will copy well. Do a photocopy test.

Content (See the following resume categories)

- Design your resume with a particular objective in mind. Present information important to the objective first.
- List information in descending order of importance.
- Be selective about what you include in your resume, but never falsify or exaggerate information.
- Concentrate on the positive and use action verbs to describe your background.

Resume Inventory

The following categories are usually found in a resume. These are suggestions. You should adopt those that best fit your needs.

Necessary Categories

Personal Data. Make sure your name is the most obvious piece of information on your resume. Also include address and phone number, with ZIP and area codes. List a message phone number if you do not have an answering machine, and give an e-mail address if you have one. It is not appropriate to include personal information such as age, marital status, or health.

Objective. An objective gives your resume a focus. It also gives credibility and direction to your resume and suggests commitment on your part. It should be specific enough to tell the employer the kind of work you seek, yet general enough to include the full range of jobs you will consider. This will take some thought! If the statement is so specific that it would eliminate you from consideration for other jobs in which you have interest, you might consider having a resume for each **type** of job (not necessarily each job). Some disciplines require objectives; others discourage their use.

Education. List your educational background in reverse chronological order, starting with your highest degree and working your way backwards. Do not go back to your high school degree. Listing your grade point average (GPA) is optional. Dissertation and thesis topics are also included in this section as are honors bestowed at graduation.

Experience. This category includes volunteer or intern experience as well as employment listed in reverse chronological order. Include job titles, employers, responsibilities, and dates. Remember to list the city and state of your place of work. Concentrate on the positive and use action words. (See “Action Word List”). A statement of the percentage of college expenses earned can be included if you were self-supporting or nearly so. You may include paid work experience, academic assignments of significant proportion, and extracurricular assignments relative to your desired field of employment, etc. If your experience has not been relevant to your field of employment, you should still include a description of your responsibilities. Strive to show growth or contributions you made while in each assignment.

Additional Information. Skills, activities, honors, awards, membership on committees or in honorary societies, public service, or even language ability can be placed under this or a more specific category.



References. It is acceptable to use the phrase, "Available upon request." Be prepared with a typed list when requested. Generally, a reference sheet will consist of the name, title, business, mailing address, phone number, and e-mail address of three to five academic or business references. Do not use relatives, friends, or other students as references. Be sure to obtain permission from each person you plan to list.

Additional Categories

Qualifications or Technical Skills Statement.

Qualifications or skills can be established from any prior employment, educational achievement, internship, volunteer experience, or community service. For your qualifications statement, list your past experiences in terms of the skills you have acquired that are relevant to your résumé's objective. This section is particularly helpful to those who are making a career change or for students

whose major is not obviously related to the job objective.

Language Ability. You can list this section separately, as a part of the qualifications statement, or in the additional information section if there is a likelihood that this ability will be used by employers. Specify the language(s) you read, write, and/ or speak and your facility in each.

Military. In the functional resume your military experience can be included in the "Experience" category. A chronological resume would list military either under a separate heading or in chronological order under "Experience."

Publications. List articles you have published and those which have been accepted for publication.

Research. Give the employer insight into your professional abilities and training by listing the past and present research projects in your field in which you have participated.

Extracurricular Activities. Employers often look to extracurricular activities to indicate how you developed your interests and leadership abilities during college. The extracurricular activities you list should include organizations in which you have membership and offices you have held. You may also wish to include awards, honors, hobbies, and interests in this category. It is your choice to list controversial activities, such as those that are political or religious in nature.

Action Word List

Examples of Action Words That Describe Your Functional Skills

Abstracted	Calculated	Dealt	Exceeded	Improvised	Memorized	Promoted	Shaped
Achieved	Cared	Debated	Excelled	Inaugurated	Mentored	Proposed	Skilled
Acquired	Charged	Decided	Expanded	Increased	Met	Protected	Solicited
Acted	Chartered	Defined	Expedited	Indexed	Minimized	Proved	Solved
Adapted	Checked	Delegated	Experimented	Indicated	Modeled	Provided	Specialized
Addressed	Clarified	Delivered	Explained	Influenced	Modified	Publicized	Spoke
Administered	Classified	Designed	Explored	Initiated	Monitored	Published	Stimulated
Advertised	Coached	Detected	Expressed	Inspected	Narrated	Purchased	Strategized
Advised	Collaborated	Determined	Extracted	Instituted	Negotiated	Queried	Streamlined
Advocated	Collected	Developed	Facilitated	Integrated	Observed	Questioned	Strengthened
Aided	Comforted	Devised	Fashioned	Interpreted	Obtained	Raised	Stressed
Allocated	Communicated	Diagnosed	Financed	Interviewed	Offered	Ran	Studied
Analyzed	Compared	Directed	Fixed	Introduced	Operated	Ranked	Substantiated
Answered	Completed	Discovered	Followed	Invented	Ordered	Rationalized	Succeeded
Anticipated	Complied	Discriminated	Formulated	Inventoried	Organized	Read	Summarized
Applied	Composed	Dispatched	Fostered	Investigated	Originated	Reasoned	Synthesized
Appraised	Computed	Displayed	Founded	Judged	Overcame	Recorded	Supervised
Approved	Conceived	Dissected	Gained	Kept	Oversaw	Received	Supported
Arranged	Conducted	Documented	Gathered	Launched	Participated	Reduced	Surveyed
Ascertained	Conserved	Drafted	Gave	Learned	Perceived	Referred	Sustained
Assembled	Consigned	Drove	Generated	Lectured	Perfected	Related	Symbolized
Assessed	Contracted	Edited	Governed	Led	Performed	Relied	Tabulated
Assisted	Contributed	Eliminated	Guided	Lifted	Persuaded	Reported	Talked
Attained	Converted	Empathized	Handled	Listened	Planned	Researched	Taught
Audited	Cooperation	Enabled	Headed	Located	Practiced	Responded	Theorized
Augmented	Coordinated	Enforced	Helped	Logged	Predicted	Restored	Trained
Authored	Copied	Enlightened	Identified	Made	Prepared	Revamped	Translated
Bolstered	Correlated	Enlisted	Illustrated	Maintained	Presented	Reviewed	Upgraded
Briefed	Counseled	Ensured	Imagined	Managed	Prioritized	Scanned	Utilized
Brought	Created	Established	Implemented	Manipulated	Produced	Scheduled	Validated
Budgeted	Critiqued	Estimated	Improved	Mapped	Programmed	Schemed	Verified
Built	Cultivated	Evaluated		Mastered	Projected	Screened	Visualized
		Examined		Maximized		Set goals	Won
				Mediated			Wrote

Examples of Adaptive Skills Words That Describe Your Personal Traits

Active	Committed	Disciplined	Fair	Keen	Personable	Resourceful	Tactful
Adaptable	Competent	Discreet	Familiar	Logical	Pleasant	Self-confident	Tenacious
Adaptive	Conscientious	Effective	Firm	Loyal	Poised	Self-motivated	Well-Organized
Adept	Cooperative	Efficient	Forceful	Mature	Positive	Self-reliant	
Aggressive	Creative	Energetic	Honest	Methodical	Practical	Sensitive	
Analytical	Dedicated	Enterprising	Independent	Objective	Productive	Sharp	
Assertive	Dependable	Enthusiastic	Innovative	Open- Minded	Receptive	Sincere	
Broad-minded	Determined	Exceptional	Instrumental	Outgoing	Reliable	Strong	
	Diligent	Experienced			Resilient	Successful	
	Diplomatic						

Example of a General Sample Resume

Anna J. Smith

83 River Road
Newark, NJ 07105

Phone: 973.596.9876
E-Mail: ajs6789@njit.edu

- OBJECTIVE:** To secure a challenging position in the field of Computer Engineering with an interest in networking and applications.
- EDUCATION:** New Jersey Institute of Technology, Newark, NJ
BS, Computer Engineering, Expected Graduation: May 2009 GPA: 3.4
- HONORS/AWARDS:** Dean's List, Garden State Award
- KEY COURSES:** Digital Electronics, Computer Architecture, Digital Data Communication
- COMPUTER SKILLS:** Proficient: UNIX, Windows 2000/NT, Sun Solaris, TCP/IP, C++
Working Knowledge: C, SQL, Oracle, Java, JavaScript, FrontPage
Familiar: Visual Basic, DreamWeaver PhotoShop
- PROJECTS:**
*Designed and constructed a comprehensive security system
*Designed and wrote programs for a single board computer using Motorola 68000 microprocessor chip
- WORK EXPERIENCE:**
2008 – Present **Global Network Solutions, New York, NY**
Intern
- Reduced the number of computer issues through the design and implementation of an employee MIS training program
 - Created new company web site that improved client satisfaction by implanting new customer service features such as account access, order status, and new product recommendations, based on previous orders
 - Assist in networking Windows NT on a LAN to increase employee communication and file-sharing capabilities
- 2007-2008 **New Jersey Institute of Technology, Newark, NJ**
PC Lab Assistant
- Helped lab assistants communicate with each other about computer issues by implementing a new database tracking system
 - Provided PC maintenance including system upgrades, troubleshooting, and repair to over 50 computers
 - Assisted students in creating accounts and helped them log into the system
 - Configured printers, scanners, and other peripherals
- 2006-2007 **United Parcel Service, Parsippany, NJ**
Loader & Sorter
- Prepared service merchandise for import and export
 - Sorted inventory
- PROFESSIONAL AFFILIATIONS:** Vice President of Engineering Honor Society, Member of Institute of Electrical and Electronics Engineers (IEEE)
- HOBBIES/INTERESTS:** Transforming PCs into multimedia systems, Electronics, Car Repair
- ACTIVITIES:** Sports enthusiast, actively participating in three Pro-Am Basketball Leagues

Different Types of Resumes

You can create many different types of resumes. The type of resume you choose will depend on your work background and your career goals. The three types of resume that will be described here are the Chronological Resume, the Functional Resume, and the Combination Resume.

THE CHRONOLOGICAL RESUME

The **Chronological Resume** is intended to emphasize work history rather than skills.

This resume is best suited for individuals who have held a series of positions within a particular field or industry and who are continuing to search for work within that same field. This format works well for individuals with solid experience and a logical job history. This type of resume can be detrimental to individuals who do not have a solid work history or have not been given increased responsibility throughout all of their positions. Recent graduates may find this type of resume difficult to write since they may not have a solid work history in a particular field. However, this type of resume can emphasize time for education, internships, jobs, etc. Headings that should be included in a chronological resume are as follows:

1. **Objective**-A statement describing career goals and type of position desired.
2. **Education**-List all educational institutions attended, degrees earned, majors, GPA, awards earned, and activities in which you participated. Dates **MUST** be included for all educational institutions.
3. **Experience**-List the names of the companies, the titles that you held, the dates that you held the positions, and the location of the companies. All positions **MUST** show dates listed in chronological order, beginning with the most recent.
4. **Skills**-Include all computer skills. This section in a Chronological Resume contains **ONLY** technical skills.
5. **Professional Affiliations/Community Affiliations**-List all affiliations of which you are a member.

Example of a Chronological Resume

Andre Diaz

3967 N. Woods Avenue

Paramus, NJ 07612

Phone: 973.555.5555

E-mail: DiazA@netlink.net

Objective To obtain a position as a network administrator where I can use my education and experience to the benefit of a growth-oriented company.

Education **New Jersey Institute of Technology, Newark, NJ**
MS, Computer Science, May 2009
GPA 3.66

Rutgers University, New Brunswick, NJ
BS, Information Systems, May 2006
GPA 3.5

Experience

May 2008-Present

Intranet Inc., Elizabeth, NJ

Technical Analyst

- Create databases to store client information which increased accuracy by 80%
- Update company web page using Java and JavaScript
- Provide help desk support to an office of 150 employees

2006-2007

Radio Shack, Paramus, NJ

Sales Associate

- Demonstrated strong customer services skills in selling
- Sold over \$3500 in electronic products monthly
- Awarded Sales Associate of the Month three times
- Created database to track and maintain inventory records

2004-2006

Rutgers University, New Brunswick, NJ

Library Clerk

- Assisted with circulation desk activities such as check-in, check-out, stocking shelves, inventory control, and creating new library accounts
- Trained new employees on all procedures

Skills

Operating Systems: UNIX (Sun Solaris), Linux, Windows 95,98, 2000, XP, Vista

Languages: C, C++, Java, JavaScript, Visual Basic, Perl, Cobol

Applications: MS Word, MS Excel, MS Access, MS FrontPage, MS Project, SAS, Adobe Photoshop

Professional/ Community Affiliations

Chapter President, The American Association of Computing Machinery

Secretary, Omicron Delta Kappa-National Leadership Honor Society

Captain, Intramural Soccer

Volunteer, St. James School, Newark, NJ

Volunteer, Women's Resource Center, Cranford, NJ

THE FUNCTIONAL RESUME

The **Functional Resume** highlights skills and competencies as opposed to a chronological work history. An individual who has a varied work history with no clear connection between the different positions held would benefit from using the Functional Resume. It is also well suited for the individual whose job titles do not reflect the level of skills used or for the individual who is making a career change.

The Functional Resume can be thought of as a way to make sense of an individual's work history by matching skills and accomplishments. It demonstrates the skills and abilities that you have by using past accomplishments in different positions.

Headings that should be included in a Functional Resume are as follows:

1. **Professional Profile**-Describes professional history in a summarized statement. If new to the job market, an objective statement describing career goals can be used.
2. **Functions/Career Highlights**-Emphasizes specific skills and descriptions of the functions performed that demonstrate those skills. For example, if an individual has Management Skills, this can be conveyed to the employer by stating "Supervised and advised salaried sales representatives, increasing profits by 30%-40%." A typical Functional Resume lists at least three functions/career highlights.
3. **Experience**-Lists the names of the companies, the titles that the individual held, the dates that the individual held the positions, and the locations of the companies. A Functional Resume does not contain the job descriptions. All positions held should be listed in chronological order, beginning with the most recent.
4. **Education**-Lists all educational institutions attended, degrees earned, majors, GPA, awards earned, and activities in which an individual participated.

Example of a Functional Resume

Mary Jones

17 West River Drive

Somerville, NJ 08876

Phone: 908.555.5555

Email: Jonesmary@netlink.net

Professional Profile

Three years of experience as a licensed Civil Engineer. Drafted plans and served as Project Manager for multimillion dollar renovation projects including bridges, highways, residential facilities, and industrial parks. Proficient in AutoCad and Pro-Engineer. Ability to supervise and interact well with all levels of management.

Career Highlights

Project Management:

- Supervised drafters and field engineers for bridge, highway, and building renovation projects
- Oversaw budgets of up to \$4 million.
- Conducted team meetings and maintained cooperative liaison between management, field engineers, and drafters

Drafting:

- Proficient in using AutoCad and Pro-Engineer to draft a variety of projects for construction of bridges, highways, and industrial parks
- Served as Senior Drafter for construction of an assisted living facility
- Created presentation plans to senior management for approval

Field Engineering:

- Surveyed land to determine building protocol
- Served as team leader during the construction of a new highway bridge

Experience

2007-Present

Ross Engineering, New York, NY

Project Manager

2005-2007

KB Associates, Bridgewater, NJ

Drafter

Education

New Jersey Institute of Technology, Newark, NJ

MS, Civil Engineering, May 2008

GPA 3.75

New Jersey Institute of Technology, Newark, NJ

BS, Civil Engineering, May 2005

GPA 3.5

THE COMBINATION RESUME

The Functional Resume and the Chronological Resume both have their strengths. However, sometimes neither one of those resumes completely meets a job seeker's needs. The **Combination Resume** can help to overcome the limitations that the Functional or Chronological Resumes may place on a job seeker. Many career counselors and recruiters agree that an individual who uses the Combination Resume will have a strong description of both their work history and their skills. The Combination Resume is useful because it allows you to demonstrate your skills (i.e., the functional resume) and your work history (i.e., the chronological resume) all in one concise document. A Combination Resume tends to focus on skills in the beginning of the resume and concludes with a summary of an individual's work history and job descriptions. Headings that can be used for the Combination Resume are as follows:

1. **Objective**-A statement describing career goals and position desired.
2. **Summary of Skills, Experiences and Achievements**-Lists experiences, professional skills, interpersonal skills, and professional achievements. An example of a statement used in this section is "Nearly ten years experience as an industrial engineer with a steady history of improving productivity of organizations." Another type of statement under this heading could be "Excellent communication skills with all levels of management."
1. **Experience**-Lists the names of the companies, the titles that the individual held, the dates that the individual held the positions, and the locations of the companies. Also, job descriptions and duties should be included. All positions **MUST** show dates listed in chronological order, beginning with the most recent.
3. **Education**-Lists all educational institutions, degrees earned, majors, GPA, awards earned, and activities in which an individual participated. Dates should be included for all educational institutions.
4. **Professional Affiliations/Community Affiliations**-Lists all affiliations of which an individual is a member.

It is important to remember that a Combination Resume is flexible in the types of information that can be included. This type of resume can be altered for specific positions and career opportunities. The above headings are recommended, but other headings such as Computer Skills, Activities, Research and/or Relevant Coursework can also be included.

The most important thing to remember when creating a resume is that the resume should be a reflection of who you are and what you want the employers to know about you!!

Example of a Combination Resume

Stephanie McClain

1019 Lincoln Avenue

Jackson, NJ 08732

Phone: 609.555.5555

E-mail: McClain4376987@netlink.net

Objective	To obtain a position that will use my background in statistics and research.
Relevant Skills	Ability to analyze complex statistical data Strong knowledge of SAS and SPSS+ Strong mathematical and analytical skills Ability to develop and implement strategic plans for statistical studies Excellent written and verbal communication skills
Computer Skills	Strong knowledge of SAS and SPSS+ Proficient with Microsoft Windows 95, 98, 2000, XP, Vista, MS Word, MS Excel, MS Access, and MS PowerPoint
Achievements	Two years experience working with business studies Developed over 15 public opinion surveys Assisted research team for a major Fortune 500 Company Created personality test for new company hires
Education	New Jersey Institute of Technology, Newark, NJ MS, Applied Statistics, Expected: May 2009 GPA 3.85 Honors: <ul style="list-style-type: none">• Magna Cum Laude Graduate• New Jersey State Statistics Award, 2007 The College of New Jersey, Trenton, NJ BS, Statistics, 2006 GPA 3.79
Experience	
2008-Present	Verizon, Parsippany, NJ Statistical Analyst <ul style="list-style-type: none">• Create and analyze surveys of client satisfaction that are used to improve services and productivity• Serve as captain of 20 member analytical team• Open up lines of communication between independent research groups
2006-2008	The Gallop Poll, Princeton, NJ Junior Statistics <ul style="list-style-type: none">• Assisted with implementation of public opinion surveys• Analyzed data using SAS• Assisted with sample selection

The Scanner-Friendly Resume

When submitting your resume for employment, whether with a big corporation or a personal search firm, the chances are growing that scanning technology will be used to read it. The technology responsible for computer readable resumes operates on the principle of labeling. At the center of the technology are keywords. Call them buzzwords. Call them descriptors. Call them skill words or job words. Call them whatever you like.

A sample job order might require:

- Five years' experience sales person
- College graduate
- A direct marketer to ethnic communities
- Heavy traveler
- Self-starter
- Team Leader

Supplied with these specifications, a computer checks a database for resumes that include these keywords. The secret is to fill your resume with as many labels as possible.

The ultimate keywords come from each employer for each position. You can only make reasonable assumptions about what a specific employer will ask for. You will need to maintain a log of keywords that apply to your occupation and industry. Jot down the words as you come across them in trade magazines, class notes, newspaper ads, etc.

Sampling of Keywords

Advertising/Communications

Booth Development
Image Campaign
Promotional Materials
Sales Promotion
Cable Television

Civil Engineer

ASCE
Concrete Design
Preliminary Stress Analysis
Hydrology Trans Analysis

Computer Specialist

Analog Computer
Compaq
Mainframes
Unix

Banker

RTC
ATM
Bank Reconciliation
Customer Conversion

Compensation Specialist

Equity Review
Incentive Plan
Job Classification
Salary Structure

Economist

Economist Forecast
Industrial Policy
Minority Economic Impact

Real Estate Agent

Asset Management
Commercial Leasing
Real Estate Appraisal

Statistician

Biostatistics
Standard Deviation
Stat Regression

Polishing Your Keywords Skills

Looking up information in the Yellow Pages or a library file uses the same skill necessary to write good keywords. Choose nouns that indicate your accomplishments rather than verbs that focus on duties.

Even a resume with very strong content, one which includes all of keywords that describe your occupational credentials, can be overlooked. Consequently, the keywords in an electronic resume should be organized into two sections. The first is a Keyword Preface; the second is the main body of the resume.

The Keyword Preface or Summary appears directly beneath your name and contact information at the top of your resume. It is an inventory of your most important assets. It runs about 20 to 30 items and each item is capitalized and ends with a period. Cover three points in selecting your items:

- Your skills, abilities, and competencies;
- Your experience using those skills, abilities, and competencies,
- Your accomplishments in using those skills, abilities, and competencies on-the-job.

A keyword summary for a programmer/ analyst might include the following: Oracle, Visual Basic, C++.

Marilyn Moats Kennedy, an author of career planning books and managing partner at Career Strategies, says: "It is important to alter your resume to fit a particular job. One of the biggest mistakes people make is that they do not pick up on keywords in job postings and advertisements and include them in their resumes." Also, electronically transmitted cover letters should also include keywords.

*Written by Roseanne R. Bensley, Placement and Career Services,
New Mexico State University*

*Portions of this article are adapted from The Electronic Resume
Revolution by Joyce Lain Kennedy and Thomas J. Morrow, ©1994,
John Wiley & Sons, Inc. Publishers.*

Checklist for Scannable Resumes

1. Choose the most likely keywords and arrange them in order of importance.
2. Choose the correct typefaces. To play it safe, stick to sanserif fonts like Helvetica.
3. Use font sizes between 10 and 14 points.
4. Avoid italics, script, and underlined passages.
5. Avoid graphics and gray screens (shading).
6. Use horizontal and vertical lines sparingly and allow 3/4" of white space around them. Omit parentheses and brackets.
7. Use a 24-pin letter quality or laser printer.
8. Use 8 1/2" x 11" white paper printed on one side only.
9. Avoid a four -page resume on a folded 11"x 17" sheet.
10. Put name at the top of the page and address and phone number below, each on its own line; put name on top of page two.
11. Avoid stapling or folding resume. Send it flat in a large envelope.
12. Avoid two-column format or resumes that look like newspapers or newsletters.
13. Don't condense spacing between letters.
14. The best paper weight for an electronic resume is copy grade (20 lb.) or slightly heavier, such as offset printing grade (60 lb.)
15. Boldface is accepted by most systems, unless instructed by an employer to avoid it. Capital letters can be submitted.

Example of a Scanner-Friendly Resume

Martha Poppy
16 Washington Street
Newark, NJ 07012
973.555.9087

OBJECTIVE:

To obtain a position that allows me to use my skills as a web designer and JAVA programmer.

PROFESSIONAL PROFILE:

JAVA programmer who has three years experience working in the computer-programming field. Designed over 15 web sites for clients nationwide. Efficient worker with the ability to work independently as well as in a group. Dedicated professional who has demonstrated excellent written, communication, and analytical skills.

EDUCATION:

BS in Computer Science, New Jersey Institute of Technology, Newark, NJ
Expected Graduation Date: May 2009, GPA: 3.29

COMPUTER SKILLS:

Programming Languages: C++, JAVA, HTML, PERL, and VISUAL BASIC
Systems: Windows 98, 2000, XP, Vista, UNIX (Sun Solaris), and MacOS
Software: Microsoft Word, Microsoft ACCESS, Excel, Adobe Acrobat, QuarkXPress, Aldus Pagemaker, and Adobe Photoshop

EXPERIENCE:

5/07-Present, Junior Programmer at Chandler Advertising, Fort Lee, NJ
Created programs using JAVA, Visual Basic, and Perl.
Used HTML code for all web pages designed at Chandler Advertising.

9/06-5/07, Teaching Assistant at New Jersey Institute of Technology, Newark, NJ
Facilitated lab for JAVA, Web Page Design, and C++ classes.
Maintained database of all student grades and projects.
Designed promotional flyers for lectures and special events.

9/05-9/06, Assistant Computer Operator at The McDaniel Group, Point Pleasant, NJ
Entered client data into billing database.
Managed client files.

ACTIVITIES:

5/07-5/08, President of The Association of Computing Machinery
Demonstrated leadership abilities by coordinating a monthly lecture series.
Increased membership of organization by 25 percent through creative advertising and outreach to student body.

REFERENCES AVAILABLE UPON REQUEST

What is a co-op resume?

The co-op resume is used by the New Jersey Institute of Technology's Division of Career Development Services as part of the referral process for the Cooperative Education Program. Each student who applies to the program is required to submit a resume.

What is included in a co-op resume?

The type of information that appears on the co-op resume is similar to that of other types of resumes. The headings that should be included on the co-op resume are **Objective, Availability, Education, Honors/Awards, Key Courses, Computer Skills, Work Experience, Community Service, Professional Affiliations, and Skills/Interests/Activities**. The main difference between the co-op resume and other types of resumes is the **Availability** section. This section lets employers and the career development staff know when you are available to work in a co-op placement.

Co-op students often worry that they do not have specific work experience to include in their resume. In this situation, students should focus on the many skills that they have acquired while at NJIT, through volunteering, and during any part-time or full-time employment. Most jobs, even part-time, require skills that can be transferred to an internship or cooperative education position. When creating the **Work Experience** section of a co-op resume, students should focus on selling their transferable skills and any accomplishments that they had while at their job or jobs. Keep in mind that the goal of cooperative education is to help you build your major-related work experience.

Computer Skills, Key Courses, Honors/Awards, Community Service, and Skills/Interests/Activities are also valuable sections to include in a co-op resume. These sections demonstrate that a student has the necessary skills to succeed on the job, is learning new skills through coursework and other experiences, and that the student demonstrates leadership. Even if the student has limited work experience, he/she will show that he/she is a well-rounded individual who would be an asset to the employer.

When employers are looking to hire interns or new employees, they want people who have skills and can demonstrate their learning potential. The co-op resume format can assist an entry-level job seeker to sell their skills, strengths, and learning potential to an employer. A sample co-op resume is located on the following page.

Example of a Co-op Resume

Niral Shah

87 Washington Street

Newark, NJ 07102

973-555-6488

Nshah2541@njit.edu

Objective: To obtain a co-op position within the field of electrical engineering

Availability: Spring 2009

Education: New Jersey Institute of Technology, Newark NJ
BS, Electrical Engineering, Expected Graduation: May 2010
GPA: 3.25

Honors Dean's List every semester
Member of Albert Dorman Honors College

Key Courses: Circuits & Systems, Digital Design, Microprocessors, Electronic Circuits,
Computer Architecture and Organization, Signals and Systems, Random Signals and Noise

Computer

Skills:
Operating Systems: Windows 98, 2000, XP, Vista
Applications: MS Word, MS Excel, MS PowerPoint, MathCAD, Matlab, Pro-Engineer
Languages: C++, JavaScript, HTML

Projects: **Motorola 68000 Microprocessor**

- Designed and created a multistage monitoring system and a computer controlled wave form generator using single board computer with Motorola 68000 processor.

Closed Loop Control

- Designed and built a closed loop control for a small vehicle which will follow a given trajectory.

Work

Experience: **New Jersey Institute of Technology**, Newark, NJ January 2008-Present

Teaching Assistant

- Teach students concepts concerning electronic circuits and devices, particularly junction diodes, bipolar transistors and field-effect transistors
- Review solid-state device physics in sufficient detail to help students understand the basic models of semiconductor devices for dc and ac analysis

Best Buy, Bridgewater, NJ May 2007- December 2007

- Assisted customers in product selection.
- Worked in multiple departments and increased sales by 40%.
- Received Employee of the Quarter Award for excellent performance.

Activities: **ECE Club**, 2006-Present

Honors College Retreat Counselor Fall 2007

- Mentored incoming freshmen, introduced college principles and rules, and helped ease their transition into college.

Example of an IT Resume

Samantha Crowe

97 Crest Road
Princeton, NJ 08541
609-555-8741
scrowe@njit.edu

Objective: A position as a web developer where I can use my skills and education to benefit the company

Education: **New Jersey Institute of Technology**, Newark, NJ
BS, Information Technology; Concentration: Multimedia
Expected Graduation: May 2009 GPA: 3.76

Key Courses: Internet Applications, Wireless Networks, Computer Systems Security, Application Development for the World Wide Web, Information Design Techniques, Internet Applications, Multimedia Information Systems

Honors: Dean's List, Spring 2006 – Present
Phi Eta Sigma National Honor Society

Computer

Skills: C++, HTML, ASP.NET, Visual Basic, JAVA, JavaScript, MS FrontPage, Macromedia Flash, Adobe Photoshop, Adobe Illustrator, MS Word, MS Excel, MS PowerPoint, MS Access

Projects: **Shopping Cart**
Created a shopping cart application for an on-line bookstore using ASP.NET with functionality such as Login, Logout, Search, Insert items, and Delete items.
Graphic Design
Created a logo for a fictitious clothing store using Adobe Photoshop and Illustrator

Work Experience:

Jan. 2008 - Present **Colgate-Palmolive**, Piscataway, NJ
Assistant Web Developer

- Design web layout for the company website using Macromedia Flash, Adobe Photoshop and Illustrator.
- Wrote content and tested site functionality

Dec. 2006 - Dec. 2007 **Rutgers University Computing Services**, Newark, NJ
Lab Consultant

- Assisted computer lab users with various hardware and software related problems and general network maintenance.
- Performed software upgrades, virus protection upgrades, and hardware maintenance for over fifty computers.

Professional

Associations: Society of Women Engineers, 2007- Present

Activities: NJIT Student Senate, IT Representative 2007-2008
Alpha Sigma Tau Sorority, Treasurer, 2006-2007

References: Available Upon Request

Example of an Engineering Resume

John Pratt
56 9th St., Apt. #5A
Elizabeth, NJ 07200
973-555-8925
johnp@njit.edu

OBJECTIVE

To obtain a position as a Mechanical Engineer with an interest in design of biomedical instruments

EDUCATION

New Jersey Institute of Technology, Newark, NJ
BS, Mechanical Engineering, Expected graduation: May 2009
GPA: 3.28

KEY COURSES

Strength of Materials, Statics, Thermodynamics, Engineering Materials and Processes, Fluid Mechanics, Machine Design, Introduction to Computer Aided Design, Kinematics of Machinery, Physiology and Medicine, Population Biology, Introduction to Biomechanical Engineering

HONORS

Pi Tau Sigma, Mechanical Engineering Honor Society, 2007 – Present
Dean's List, Spring 2006 – Spring 2008

COMPUTER SKILLS

Pro-Engineer, AUTOCAD, ANSYS, MATLAB, C++, Visual Basic, Windows 9x-XP, MS Word, MS Excel, MS PowerPoint

WORK EXPERIENCE

-
- | | |
|------------------------|---|
| April 2008 – Present | Rite Aid Pharmacy, Elizabeth, NJ
Pharmacy Technician <ul style="list-style-type: none">• Retrieved, packaged, and organized prescriptions for the pharmacist• Indexed prescriptions for pharmacy records• Finalized sales transactions |
| Sept. 2006 – Dec. 2006 | Stryker Orthopaedics, Mahwah, NJ
Co-op Engineer <ul style="list-style-type: none">• Assisted project engineers on the hip engineering team in the design and development of orthopedic products.• Participated in research, design, development, maintenance, testing, and project planning.• Used CAD and Pro/E Wildfire while designing hip components |
| Jan. 2005 – Aug. 2006 | Bed and Bath Inc., Paramus, NJ
Sales Associate <ul style="list-style-type: none">• Handled opening and closing of cash drawer• Assisted customers with purchases• Created floor displays• Trained and supervised new staff |

REFERENCES

Available Upon Request

Example of a Management Resume

Robert Jones

78 Hope Street
Newark, NJ 07102
973-555-9333

Robertjones39@njit.edu

Objective: To obtain an entry-level finance position where my education and experience can add value

Education: **New Jersey Institute of Technology, Newark, NJ**
BS, Business Management, Concentration: Finance
Expected Date of Graduation: May 2009 GPA: 3.25

Key Courses: Business Statistics, Principles of E-Commerce, Principles of Management, Managing and Establishing Emerging Technologies, Principles of Financial Management, Securities in Financial Markets, Financial Management Using ERP Systems

Honors: Dean's List, all semesters
Member of Omicron Delta Kappa, National Leadership Honors Society
Member of Beta Gamma Sigma, School of Management Honors Society

Experience:
6/2008 – Present **Commerce Bank, Mercerville, NJ**
Credit Analyst Intern

- Perform traditional business cash flow analysis utilizing spreadsheets, financial statements, and personal tax returns
- Perform lease track analyses, collateral analyses, and A/R and A/P aging analyses.
- Determine the profitability of customer and prospective relationships utilizing profitability modeling software (CPS). Perform credit investigation duties, including running D&B Reports, CBA's, and completing profiles of loan and deposit information of a commercial borrower.
- Review the financial statements of companies of different sizes and complexities, operating in different industries.

2006-2007 **United Way, Newark, NJ**
Administrative Assistant

- Answered phone calls and provided information to the community about United Way services
- Maintained an Access Database which had all volunteer information
- Assisted with office bookkeeping

Computer Skills: Microsoft Windows 98/2000/XP/Vista, Microsoft Office (Word, Excel, PowerPoint), Microsoft Access, C++, Macromedia Flash, Adobe Photoshop

Activities: Society for the Advancement of Management, Vice President – Present
Student Senate, School of Management Representative - 2007
The Vector (NJIT Student Newspaper), Staff Writer – 2007-Present

References: Available Upon Request

Example of a Communications Resume

Carolyn Bertucci

17 Plainfield Road

Summit, NJ 07901

(973) 555-5555

CarolynBertucci@yahoo.com

- Objective:** To obtain a position as a reporter or news writer for a television news organization
- Education:** **New Jersey Institute of Technology, Newark, NJ**
BA, Communications, Concentration: Journalism
Minor: Global Studies
Expected Graduation Date: May 2009
GPA: 3.75
- Key Courses:** Practical Journalism, Online Journalism, Advanced Reporting, Investigative Reporting, Television News Writing, Advanced Electronic Publishing, Advanced Reporting, Journalism, Ethics and the Law, Urban Journalism
- Experience:** **WPIX-TV New York, New York, NY**
News Intern (Jan. 2008 – Aug. 2008)
- **Newsgathering:** Gathered and processed research materials and assisted the Assignment Editor with assigning crews and coordinating reporters and stories
 - **News Production:** Assisted producers and writers by pulling file tape, reviewing graphics, and printing/distributing rundowns and scripts. Made research calls, called crews in the field, and worked on the assignment and planning boards
 - **Features Production:** Called PR/entertainment representatives, assisted with coordinating live shots, pulled file tape and general duties of the line producer. Attended pitch meetings, and under the supervision of a segment producer, worked on individual segments.
 - **Tape Library:** Placed footage by date order and category and recycled all tapes that contained duplicate information. Assisted producers and reporters in locating important video, trained in news library research, ENPS and PATHFIRE
 - **Sports News:** Assisted in editing voice-overs and packages, researched and wrote voice-overs, lead-ins and tags, screened and edited sound bites, established and maintained relationships with media coordinators and public relations representatives
- Red Lobster, Livingston, NJ**
Wait Staff (Sept. 2006 – Dec. 2007)
- Took orders, encouraged customers to participate in meal promotions, and provided quality customer service
- Computer Skills:** Windows XP, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft FrontPage, Adobe Illustrator, Adobe Photoshop, DreamWeaver, C/C++
- Activities:**
- | | | |
|-----------------------------|------------------------|-----------------------|
| <i>The Vector</i> , NJIT | Editor-In-Chief | (2007-2008) |
| | Managing Editor | (2006-2007) |
| | Staff Writer | (2005-2006) |
| Habitat for Humanity | Member | (2006-Present) |
- References:** Available Upon Request

Example of a Masters Student's Resume

Julia Sanchez
123 Main Street
Somerset, NJ 08873
(732) 555-5555

Julia_Sanchez3@gmail.com

OBJECTIVE: To secure a position in the field of Mechanical Engineering with an interest in design and operations.

EDUCATION: **New Jersey Institute of Technology, Newark, NJ**
M.S. Mechanical Engineering, Expected: Dec. 2008 GPA: 3.45
Master's Project: "*Kinematics Data of a Joint*"
• MATLAB (MATLAB 6.2) animation project which determines the torque forces acting at the joint.
B.S. Mechanical Engineering, May 2005 Major GPA: 3.65

HONORS/AWARDS: Dean's List multiple semesters, NJIT Provost's Scholarship (2007-2008)

KEY COURSES: Thermodynamics, Stress Analysis, Dynamic Analysis of Machines, Fluid Mechanics, Machine Design, Automatic Controls, Heat Transfer, Robotics & Controls

COMPUTER SKILLS: Pro/Engineer, AutoCAD, Matlab, MathCAD, MS Excel, MS Project, MS Word, Windows OS

WORK EXPERIENCE:

2007-Present

Project Engineer (Co-op) – Biomerix Corporation, New York, NY

- Worked as a member of the R&D team for the development of three different medical devices - rotator cuff patches, spinal annular closure device and polyurethane coated coils for treating cerebral aneurysms.
- Created engineering designs and drawings using Pro/Engineer for various medical devices and delivery systems.
- Developed testing protocols to support biomechanical, materials characterization, and other material performance testing.
- Performed mechanical testing on biomaterials used in various medical devices and also for FDA approved vascular occlusion device

2006 – 2007

Prism Construction, Somerset, NJ

Field Engineer

- Assisted Project Manager with daily construction reports, calculations, and construction work estimates
- Modified and updated project schedules using MS Project to ensure timely completion of all projects
- Tracked construction progress with respect to construction documents

2004-2005

Novartis Pharmaceutical, Bridgewater, NJ

Field Engineer Co-op

- Performed equipment/machinery inventory at various sites across New Jersey
- Assisted in designing machine parts using Pro-Engineer

VOLUNTEER EXPERIENCE:

Habitat for Humanity

PROFESSIONAL AFFILIATIONS:

**American Society of Mechanical Engineers (ASME)
HOST/SHPE**