

HOW TO WRITE OR IMPROVE YOUR RESUME

JSG Career Center Workshop

Your Resume

- **What it is:** A summary of your professional goals and experience
- **What it is not:** A summary of personal interests or info
- One page for undergraduates
- **One to two pages for graduates**
- **Resume Styles**
 - Chronological (reverse)
 - **Functional**
 - **Combination: Functional & Chronological***

Resume Basics

- ❑ The resume gets you the *interview*
- ❑ The interview gets you the *job*.
- ❑ A *dynamic* document
- ❑ A Quick Read
- ❑ Proofread until it is PERFECT!
- ❑ What is a CV?
- ❑ How does it differ from the RESUME?

Sections of Your Resume

- ❑ **Contact Information**
- ❑ **Objective**
- ❑ **Skills Summary (functional)**
- ❑ **Education**
- ❑ **Relevant Courses and/or Training**
- ❑ **Experience; Employment History**
- ❑ **Professional Memberships**
- ❑ **Award and Honors**
- ❑ **Publications; Presentations (optional)**

Your Resume

Contact Information

Chris Q. Surname

Campus Address

1234 Walden Avenue
West Lafayette, IN 47906
(317) 133-4567
chrissy@email.address.com

Permanent Address

1234 Oriole Trail
Long Beach, IN 46350
(317) 133-4567
suprweek.address@chrissy

Objective

Objective

Analyze and marketing literature allowing me to utilize my leadership and communication skills and apply my knowledge of the health care industry.

Education

Purdue University, West Lafayette, IN
Krassner School of Management
B.S. in Management
• Marketing Minor
• Human Resources Minor

May 1999
Major GPA: 3.84/4.0
GPA 2.94/4.0

Familiar Computer Applications

Microsoft Office
Microsoft Access

Microsoft Communications
Internet Explorer

Special Course Project

- Acted as class liaison for Memorial Hospital as part of Business Working class project
- Conducted research and prepared report on more efficient communication systems

Volunteer Service

- Volunteer, Memorial Hospital Pharmacy, Michigan City, IN December 1993 to May 1994
- Prepared prescriptions to meet diverse needs of patients and customers
 - Ordered various pharmaceutical products from different suppliers, handled billing
 - Offered over 100 hours of volunteer service in health care facility

Work Experience

- Cashier, A-1's Supermarkets, Michigan City, IN May 1995-August 1997
- Trained new employees in customer service and efficient money handling
 - Balanced cash register drawers and maintained high level of accuracy
 - Assisted manager with inventory and ordering procedures

Sales Associate, News's Cottage, Michigan City, IN

July 1993-November 1994

- Balanced registers and operated cash stand in a responsible manner

Leadership Activities

- Old Manors
- Control Committee Co-Chair
 - Treasurer
 - Publicity
- Delta Gamma Sorority

- Delta Sigma Pi Professional Fraternity
- Krassner Employee Forum Member
 - Management Ambassador
 - Purdue Wash State Club
 - March of Dimes Walk-A-Smile

Experience

Honors & Activities

An example of how your resume should look when finished.

Format & Appearance

- **Layout:** Left w/ Justified paragraphs
- **Margins:** **0.8" - 1.0" all sides**
- **Font:** **Arial, Times New Roman or Palatino Linotype**
 - **Font Size = 10-12 point font**
- **Paper:** **8 1/2" x 11" 20 lb**
 - **High Quality-Smooth or Linen**
 - **White, light cream, or grey**

Appearance

- **Wisely use formatting such as**
 - **Bold Section Titles**
 - *Italics for titles or emphasis*
 - **Bullets for lists**
 - **List Skills, Job Duties, Relevant Courses**
- **Print on laser jet in black ink only**
- **Take several copies to the Fall 2009 JSG Career Fair and to interviews**

CONTACT INFORMATION

- **Name-centered, bold, 1-font size larger**
- **Local Address (Permanent for Internationals)**
- **Current phone number and email address**
- **Best layout:**
 - ▣ **Name in middle, bold, font size 1-2 pts > other information**
 - ▣ **Two columns for contact information on each margin**

OBJECTIVE

- **A *simple* phrase that describes the job you want:**
 - **Full-time or Summer Internship**
 - **Type : Geologist? Geophysicist? Hydrogeologist? Environmental Scientist? Energy Analyst?**
 - **Company or industry description - oil & gas, environmental, hydrogeology, federal or state agency**
 - **Do not name the company or agency unless this resume is specifically for that entity**
 - **Make it general for Fall 2009 Recruiting**

SKILLS SUMMARY

- **List the skills you have acquired and will use in your career**
 - **Geoscience Skills**
 - **Specialty software**
 - **Strengths in your chosen field of study**
- **Computer skills**
 - **Computer Software, Specialty Software, Languages**
 - **Word processing, spreadsheets, ppt, photos, etc.**
- **Languages (speak, write, read) and Level**
- **Other-Leadership, Communication, etc.**

EDUCATION-Undergraduate

- **What degree are you *currently* seeking?**
 - ▣ **B.S. in Geological Sciences *plus* your Major**
 - **General Geology**
 - **Geophysics**
 - **Hydrogeology**
 - **Environmental Science & Sustainability**
 - **Geosystems Engineering & Hydrogeology**
 - **Teaching**
 - ▣ **B.A. - Geological Sciences – No Major**

EDUCATION-Graduate

- **Master of Science in Geological Sciences**
- **Ph.D. in Geological Sciences**
 - **Concentration: Geophysics**
- **Master of Arts, Energy & Earth Resources**
- **Include your thesis or dissertation title**
- **Always include your advisor's name**
 - **Dr. Charles Kerans**

EDUCATION

□ Graduate Programs

- Geophysics
- Petrology and Geochemistry
- Hydrogeology and Environmental Geology
- Sedimentology and Stratigraphy
- Paleontology
- Structural Geology and Tectonics
- Climate System Science
- Marine Geology and Geophysics

EDUCATION

- The *correct* way to indicate *this* institution of higher education:

Jackson School of Geosciences

The University of Texas at Austin

Expected Graduation Date (*mm yyyy*)

GPA 3.5/4.0

and/or

Major GPA 4.0/4.0

EDUCATION

- *Thesis or Dissertation Title (in italics)*
 - ▣ Supervisor or Advisor
- **Undergrads: Senior or Honors Thesis Title (if applicable, in italics)**
 - ▣ Supervisor or Advisor
- **Overall GPA and/or**
- **Major GPA**
 - ▣ **x.0/4.0**

EDUCATION EXAMPLES

B.S. General Geology

December 2009

Jackson School of Geosciences

The University of Texas at Austin

Overall GPA: 3.5/4.0

M.S. Geophysics

December 2009

Jackson School of Geosciences

The University of Texas at Austin

**Thesis: *3D Seismic Imaging of a
Cretaceous Accretionary Wedge***

Advisor: Dr. Clark Wilson

Overall GPA: 3.5/4.0

RELEVANT COURSES

- **Undergraduates:** List your geoscience courses by name
- **Graduates:** List courses most closely related to your objective or concentration
- **Outside or special training**
 - ▣ Software Training
 - ▣ Professional Courses
 - ▣ Courses offered by employers

EXPERIENCE

- Or Employment History
- REVERSE chronological order *always*
 - Most recent position first (Law of Superposition!)
 - Include date: month & year in a range:
 - January 2008 to Present
 - August 2007 – June 2008
- Include a brief description of duties & accomplishments; 3-5 bullets
 - Use **“power” action verbs in ACTIVE VOICE**

EXPERIENCE-2

- **Keep verb tenses consistent:**
 - ▣ **Current job-use present tense**
 - ▣ **All past jobs-use past tense**
- **A Few Key Action Verbs**
 - ▣ **Utilized, Completed, Analyzed, Evaluated, Calculated, Revised, Developed, Communicated, Advised, Activated, Provided, Contributed, Updated, Interpreted, Correlated, Mapped, Gathered, Reported, Modeled, Generated, Designed, Appraised, Presented, Maintained, Operated, Monitored, Recorded, Examined, Determined, Recorded, Created, Conducted, Produced, Demonstrated, Described**

AWARDS and HONORS

- **List any scholarships you have received**
 - Jackson School of Geosciences awards
 - School Year of Award (i.e., 2008-2009)
- **List any and all academic awards and academic honors with dates**
 - **Dean's Honor List**
 - **Scholarship or Grant name, year awarded**
 - **Certificates or Licenses**

PROFESSIONAL MEMBERSHIPS

- **Student memberships in geoscience professional organizations (highly recommended!)**
 - AAPG
 - SEG
 - GSA
 - AGU
 - NGWA
 - Local: JSG UGS, GSEC

PRESENTATIONS, PUBLICATIONS

- **Poster sessions, technical publications or presentations**
 - ▣ **Include the title and place of presentation**
 - ▣ **Format for publications**
 - *Shahin, A., Stoffa, P.L., Tatham, R.H., Sava, D., Multi-component seismic AVO/TVO analysis: sensitivity to saturation & pressure, SEG 2008 Development and production Forum, The University of Texas at Austin (July 27-31, 2008).*

REFERENCES

- ❑ **The phrase “*References Available Upon Request*” is outdated**
- ❑ **Don’t mention references-if the employer wants them, they will ask for them**
- ❑ **ALWAYS ask permission from your “reference” first!**
- ❑ **Tell them who you are applying with**
- ❑ **Give reference a copy of your resume**

FALL 2009 CAREER FAIR

SEPTEMBER 16, 2009

TEXAS UNION BALLROOM

10:00 AM – 3:00 PM

Dress: Business Casual