

Make Your Resume Pop!

By:

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Our Goals Today

- Offer suggestions on how to prepare your resume to get you noticed.
 - Understanding your target audience
 - Presentation of your resume/cover letter
 - Review several customary components of a professional resume

My Background

- Principal engineer: medium sized practice
 - Hiring is only a small portion of my responsibilities- not a dedicated HR person
 - All resumes that come to the firm cross my desk
- Single discipline firm: structural engineering for commercial building structures
 - Review resumes only for people in my discipline...

Understand Your Audience

- Tailor your resume to the target firm
 - This means you may have several variations
- Consider differences due to
 - Firm size (Is there an HR Department?)
 - Technical- what does the firm do? Only Building Structures? Bridges? Inspections?
- Try to get a sense of the firm's culture from their website, web searches, or discussion with others

- **Question:**

Why is Structural Design Firm XYZ considering hiring you?

- **Question:**

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- **Answer:**

To leverage your talents to make money for them.

General Presentation

- Make a good first impression before I start reading
 - Nicely arranged, quality graphics that don't go overboard
 - Demonstrate you are computer capable
- 2 pages max
 - Avoid info clutter by removing items I won't care about (tailor to your audience)
- Trend is to include picture of yourself

Cover Letters

- Do you need a cover letter in an email world?
 - Generally, no??
 - If there is a point to be made that is not evident in your resume
- If you choose to provide a cover letter
 - Don't waste space telling me how great my firm is
 - Don't regurgitate my website back to me
 - Never use the phrase "To whom it may concern"

Address & Contact Info

- List both university and home information
- Make sure I know when and where to get hold of you
 - I may be contacting you months after you submit your resume

Object Statement

- Must have one
- This is my first impression of YOU
- First item on your resume that you have control of that directly represents YOU
 - Give this some thought
 - Should be a WE statement, not a ME statement

Object Statement Bad Examples

- Lack of effort/thought
 - *An entry level position*
 - *To gain work experience in the engineering field*

Object Statement Bad Examples

- ME statements
 - *Seeking a challenging position as a senior structural engineer with opportunity for advancement to management*
 - *To obtain a full time position designing building structures with the opportunity for continued learning and advancement in a stimulating, collaborative environment.*

Object Statement Good Example

Seeking a position to further develop my technical skills, gain experience, and contribute to the growth of the company.

Education

- GPA- put your best foot forward
 - Total GPA vs. “in-major” vs. “last two years”, etc.
- List applicable coursework or attach an unofficial transcript
- Specifically list computer skills
 - Design and modeling software, especially BIM applications
 - Be accurate and honest with descriptors such as *expert*, *proficient*, *familiar with*, etc.

Professional/Work Experience

- Having EIT credential is a MUST coming out of college/university
- Start with related technical experience
 - Describe the technical tasks performed
 - List design and modeling software used
- Follow with non-technical experience that shows drive, leadership ability, organizational skills

Activities/Interests

- Your goal here is to:
 - Inform me that you are well-rounded
 - Have interests outside the office environment
 - Will fit into our office dynamic
 - Will be productive



Questions??

