

Resumes & Cover Letters

Depending on whom you ask, a resume may be viewed as the single most important vehicle in your job search. The goal of a resume is to get an interview – not a job. Most recruiters will spend approximately 10 seconds scanning your resume so it's critical that your resume is professionally and concisely formatted using main headers and bullets. As an undergrad, your resume should be kept to one page in length. When you save your resume, call the file "Your Name Resume.doc" so recruiters can easily identify it.

Appearance & Organization

- ☐ one page in length (consider decreasing font from 12 to 11 or 10 and decreasing margins to get content to fit)
- ☐ looks professional (even margins, appropriate and consistent font size/type)
- ☐ separates sections with enough blank space for easy scanning
- ☐ uses bullets, bolding and lines to guide readers' eyes
- ☐ lists items in reverse chronological order (most recent to least recent)

Language

- ☐ free from grammatical, spelling and punctuation errors
- ☐ uses verbs of the correct tense (present or past) to begin bullets
- ☐ uses short action-oriented phrases rather than complete sentences
- ☐ spell-out acronyms

Contact Info

- ☐ includes email, address, and telephone
- ☐ email address listed is *professional*

Objective

- ☐ specifies type of job you are seeking and what semester you are available

Education

- ☐ starts with most recent school, city, state, degree and dates
- ☐ lists other relevant info including GPA, minor/certificate programs, or study abroad

Experience

- ☐ includes as many paid, volunteer, or research experiences as length permits. If you don't have any real-world experience, consider using a heading such as Projects, which includes group or class projects.
- ☐ includes company, job title, city, state and dates
- ☐ starts job descriptions with verbs (for a list of action verbs, visit www.quintcareers.com/action_verbs.html) and stresses responsibilities, accomplishments, and quantifiable successes/results

Skills

- ☐ Some (but not all) skills categories include mechanical, technical, mathematical, electronic, programming, applications, operating systems, web design, hardware, software, foreign language, communication, management, laboratory, design, circuitry, instrumentation, digital signal processing, microelectronic devices, design, controls or sales.

Activities or Leadership

- ☐ includes clubs, volunteer work, sports, leadership roles, etc including organization, role/office held and date
- ☐ includes sub-bullets with specific examples of responsibilities and accomplishments

NAME

Street Address, City, State Zip Code • Primary Phone Number • School Email Address

OBJECTIVE

Describe your job objective by summarizing the type of position, without listing a specific job title, and availability.

EDUCATION

GEORGIA INSTITUTE OF TECHNOLOGY, City, State

Month Year – Exp Graduation

- Candidate for Bachelor of Science in (Major)
- Concentration, Certificate or Minor: ()
- GPA: (Optional)
- Honors: (Optional) e.g. Honors Program, Academic program only accepting 100 freshmen

PREVIOUS COLLEGE (If Transfer Student) or STUDY ABROAD, City, State

Month Year- Month Year

- Type of Diploma or Coursework
- GPA: (Optional)

EXPERIENCE

MOST RECENT EMPLOYER (COMPANY 1), City, State

Month Year - Present

Position / Department (if applicable)

If the company is not well known, include an overview (not to exceed 2 lines) of the company including type of service or products.

- Responsibility/accomplishment/result starting with verb.
- Responsibility/accomplishment/result starting with verb.
(and so forth...)

SECOND MOST RECENT EMPLOYER (COMPANY 2), City, State

Month Year - Month Year

Position / Department (if applicable)

- Responsibility/accomplishment/result starting with verb.
- Responsibility/accomplishment/result starting with verb.

SKILLS

Software: MATLAB, SolidWorks, AutoCAD, MySQL, Simulink, Cadence

Programming: C/C++, Java, VHDL, Python, Assembly

Microsoft Office: Word, Excel, Publisher, PowerPoint, Access

Web Pages: HTML, Dreamweaver

Operating Systems: Windows, Linux (Ubuntu, Red Hat)

Foreign Languages: Native Spanish, Basic French

Communication: Experience speaking in front of groups of over 50 people
Written technical reports, project proposals, grant writing

Lab: Distillations, oscilloscope, multimeter, function generator, power supply, soldering iron

Hardware: Experience building and troubleshooting computes, engines, circuitry

Some (but not all) skills categories include mechanical, technical, mathematical, electronic, programming, applications, operating systems, web design, hardware, software, foreign language, communication, management, laboratory, design, circuitry, instrumentation, digital signal processing, microelectronic devices, design, controls or sales.

ACTIVITIES or LEADERSHIP

Organization, Role or Title (Most Recent)

Month Year - Month Year

- Accomplishment/result starting with verb (this bullet optional based on your level of involvement)

Organization, Role or Title (Second Most Recent)

Month Year - Month Year

- Accomplishment/result starting with verb (this bullet optional based on your level of involvement)

This section should contain professional clubs, school activities, athletics, church involvement, volunteer work, musical instruments, significant awards, etc.)

Claire A. Chan

89 Skapura Way, Long Branch, NJ 28366 • cchan6@gatech.edu • 404-111-2222

OBJECTIVE

To obtain an electrical engineering internship for Summer 2010

EDUCATION

Georgia Institute of Technology, Atlanta, GA

Aug 2008 – May 2012

- Candidate for Bachelor of Science in Electrical Engineering
- Certificate in Information Technology Management
- Overall GPA: 2.91/4.0, Major GPA: 3.13/4.0

Oxford Study Abroad, Oxford, England

Summer 2009

- Completed 9 credits of Humanities Electives and traveled to 7 countries

EXPERIENCE

Georgia Institute of Technology, Atlanta, GA

Jan 2009 - Present

Teaching Assistant, School of Mathematics

- Tutored freshmen and sophomores in Calculus I and II, graded homework assignments and quizzes

MIT Web Technologies, Holmdel, NJ

Summer 2008

Programmer

- Met with clients to provide customer support for existing websites and develop specs for new websites
- Created custom websites for small business owners using PHP, HTML and Java

Target Store, Red Bank, NJ

Summer 2007

Team Member

- Manned customer service desk, answered phones, processed returns and exchanges, processed money orders, and activated gift cards
- Named employee of the month for July 2007

SKILLS

Software: MATLAB, VMware, MySQL, Dreamweaver, Microsoft Office Suite

Programming: C, SWL, Python, Java, HTML

Platforms: Microsoft Windows XP/Vista/7, Mac OS X, Linux Ubuntu

Communication: Presentations to management, peers, clients and students; technical lab reports

Electronics: Creating and maintaining databases
Building and troubleshooting computers
Wiring physical and logical data links
Built working analog to digital convertor

Networks: Programming TCP/IP sockets
Implementing security concepts

Instrumentation: Oscilloscope, multimeter, function generator, logic analyzer

LEADERSHIP

Institute of Electrical and Electronics Engineers (IEEE), Georgia Tech Chapter, Treasurer

Jan 2009 – Present

- Manage all financial transactions for \$10,000 budget

Engineering Students Without Borders, Georgia Tech Chapter, Member

Aug 2009 – Present

- Worked on a team to design and implement a new water pump system in Honduras

GT1000 Freshmen Seminar, Team Leader

Fall 2009

- Led a small group, assisted instructor with curriculum, and gave presentations on various topics

Student Alliance for a Green Earth, Member

Aug 2008 – Jan 2009

- Doubled the number of available recycling bins on campus
- Planned and organized activities for Earth Day which garnered over 200 students

Cover Letters

A well-written cover letter establishes a connection between you and the employer by detailing the qualifications you have for their *particular* job and company. It helps the employer to navigate your resume and describes your skills and experiences in greater detail than your resume. A cover letter typically follows a business format of one page with three or four paragraphs. Check out the sample format below.

(Insert your contact info in same format as on your resume.)

Date of Letter

Individual's Name

Title

Employer/Company Name

Street Address

City, State Zip

Dear Mr./Ms./Dr. _____:

Try to address to a specific person. If you cannot identify a name, use a functional title such as "Dear Hiring Manager."

Opening Paragraph: Why You Are Writing

- ☐ Identifies the position you are applying for
- ☐ Describes how you heard about the opening
 - If you are not responding to a specific job posting, indicate what type of position you would be interested in.
- ☐ Identifies who you are
- ☐ Describe 3 qualities you will bring to the internship or 3 job duties you have experience with

Middle Paragraph (Can be multiple paragraphs if necessary): What You Have To Offer

- ☐ Expands on the 3 qualities/job duties you cited in opening paragraph as well as other qualifications that you meet
- ☐ Relates how your qualifications and experiences apply to the *specific* job at hand.
- ☐ Expresses your potential to contribute to the company

Closing Paragraph: How You Will Follow Up

- ☐ Refers reader to your resume or any other enclosed documents.
- ☐ Thanks reader for taking time to read this letter and reiterates interest in position
- ☐ Describes how you will follow up with the employer in a stated time period or simply says that you look forward to hearing from them.

Sincerely,

(signature)

Typed Name

(Insert your contact info in same format as on your resume)

February 23, 2010

Hiring Manager or Human Resources Contact (if known)

Contact's Title

Lockheed Martin Commercial Space Systems

109 Hampshire Ave.

Newtown, PA 18921

Dear Lockheed Martin Human Resources:

I am writing to apply for your posting on LockheedMartinjobs.com for an Electronics Engineer Intern. I am a senior Electrical Engineering major at the Georgia Institute of Technology with a 3.3 GPA. With my hardware analysis skills, proven communication abilities, and experience with RF communications design, I believe I can excel as your Electronics Engineering Intern and serve Lockheed Martin well.

I have worked in hardware design and testing in my classes and applied this to real-world development in my undergraduate research. I simulated circuits with Spice and NI Multisim and then tested the circuits with bench equipment. I have worked with passive, analog and digital circuits, but my interest in wireless communications led me to electromagnetic and RF design. Projects include the analysis of different types of RADAR, design and simulation of a high frequency voltage-controlled oscillator using ADS, calculation of signal statistics and characteristics, and using MATLAB to perform DSP functions and analysis. As a senior design project, I built a RADAR receiver to detect space-based objects. This involved circuit analysis and modification of commercial, off-the-shelf products to meet the needs of the receiver. I also tested the functionality of the receiver using a high frequency signal generator and spectrum analyzer.

I developed my communication skills working as a teacher for an after-school robotics class for students in grades 2-5. There, I strengthened my ability to communicate effectively with others by teaching engineering skills. I worked independently to develop a curriculum to showcase different skills and give students the opportunity for hands-on experience in building of robots with LEGO Mindstorms robotics kits. I also served as coach for the school's robotics team, managing the development of a new competition robot each year and coordinating with parents, teachers and students. In competitions, our team went through several rounds and reached state level competition last year. My experiences have nurtured a balance of strong communications experience and advanced technical skills with an interest in wireless technologies.

My resume is attached for your review. I believe that my skills and experience will enable me to be a strong asset to the Lockheed Martin team. I look forward to hearing from you.

Sincerely,

(Your Signature)

Joanna Morkin