

Assignment 4: Resume

For this assignment, you will create a resume that highlights your qualifications for an engineering internship or position (if you have recently changed your major from engineering, you may create a resume geared toward an internship in that field). Your resume will focus on course work, projects, and collaborative experiences that make you desirable to future employers.

Sans-Serif Bold. Arial 12.
Sans-Serif Bold. Gill Sans 12.
Sans-Serif Bold. Trebuchet 12.

Serif non-bold. Times New Roman 12.
Serif non-bold. Garamond 12.
Serif non-bold. Palatino 12.

Unlike past resumes you may have written, where you merely list job experiences, **in this resume the challenge will be taking the work you have done in your courses, especially the Engineering Clinic Courses, and presenting it in the form of skills** that are marketable for whatever internship you may be applying. As a result, when constructing your resume, it will be important for you to not only think about the work you have completed, but what skills you have learned.

There are two primary categories of skills: **tangible and intangible**. Tangible skills tend to the more hands-on, nitty-gritty skills of your field, such as experience with: computer applications, programming languages, field-specific engineering tools (lasers, drills, etc.), and writing technical reports. Intangible skills tend to be those that inform your approach to completing projects that often use your tangible skills. For example, your intangible skill set might include the ability to complete projects that require: collaboration, parametric design, divergent and convergent thinking, creativity, attention to detail, organization, forward thinking, and multitasking (see accompanying handout for full list). The best resumes successfully present both tangible and intangible skills in such a way that makes a future employer want to learn more about how those skills can help their company grow.

Resume Format

Formatting should be both aesthetic and practical—it is meant to make the resume appealing and easily read. Basic guidelines:

- Formatting should not be too unusual or busy. Do not use too many different kinds of fonts or other effects (sans-serif fonts are good for heading, serif for the body text). There should not be too dramatic a variation in size between your largest and smallest characters.
- The alignment of indented text should be clean. Too much variation in indenting causes the eye to jump back and forth.
- Try to balance white space and text. Avoid gaping white spaces or overly dense text. To see if you are using as much of the page as possible, try folding the resume into four quadrants. If a certain quadrant has more white space than another, then you may have to work on balancing the text.
- Experiment with different layouts and combinations of fonts (see above). Study the look achieved by different effects. Have other people help you compare different arrangements and styles. **DO NOT USE A TEMPLATE.**



Due Dates

Rough Draft: Thursday, December 4

Final Draft: Tuesday, December 9

Online Resources

Rowan Engineering Outreach Careers and Internships

http://www.rowan.edu/colleges/engineering/outreach/careers_internships/

Purdue Online Writing Center

<http://owl.english.purdue.edu/workshops/hypertext/ResumeW/yourresume.html>

RPI Guide to Resume Writing

<http://www.rpi.edu/web/writingcenter/resume.html>

Other Resume Information

Use the below information when you begin the internship-seeking process.

Submitting an Electronic Resume

More often than not you will be submitting your resume electronically, either via email or uploading it via a job site.

Naming your Files

Give your files an identifiable name **with no spaces**. Incorporate at least your last name and the word “resume.” Preferably, include your first name and a date as well. When possible use PDF files rather than Word docs. In short, an employer should know exactly what is in the file by looking at the file name. Examples:

- wolff-resume.doc
- william-wolff-resume.pdf

The Email Message

When you submit materials electronically, include a brief email message explaining what you are submitting.

- Compose a subject line that tells the recipient **exactly what they are getting**;
- Treat the message like a letter. Include a salutation with a name if you know who you are submitting to. If not, start without one. Use formal language and make sure there are no errors.
- Explain what you are responding to and where you learned of the opportunity. Briefly identify yourself and point out a few highlights from your resume. Explain what you are sending: for example, “I have attached my resume in the form of a PDF document.” Keep the message brief.
- Conclude with your full name and contact information, including a phone number. You might want to request a reply message confirming that your file was received. If a mailing address is available, send a backup hard copy.
- Make sure that your email address is professional! **Do not use email names like imastud@yahoo.com or hotbabe@hotmail.com or sexykitten@gmail.com or igotgame69@verizon.com.** Use your Rowan account, or if using a free service, make it meaningful, like: william.i.wolff@gmail.com.