

The Résumé

A résumé is a self-marketing tool designed to get a job interview. Like any marketing tool, it should target the needs of the market or employer and highlight how you can meet those needs.

Florida Institute
of Technology
Career
Management
Services



150 W. University Blvd
Melbourne, FL 32901

Phone: 321-674-8102

Fax: 321-674-8065

E-mail: career@fit.edu

www.fit.edu/career



The Purpose of a résumé is:

- **Application Tool**—Use a résumé to apply for a professional position, research projects and graduate school
- **Marketing Tool**—To demonstrate experience and skills to clients if providing a service or have your own business
- **Work in Progress**—Your résumé should continually evolve and be updated through your college and professional career

In order to target the résumé effectively to employers, you need to spend time re-search them to determine their needs. It must speak to the employer's needs— not your needs.

Types of Résumés

There are four typical types of résumés:

- **Traditional Chronological Résumé** - In reverse chronological order with most recent experience first
- **Functional Résumé** - Main content is listed by skill not work experience
- **Federal Résumé** - Used to apply to US Government positions
- **Curriculum Vitae** - Used for Scientific, Academic, and Medical Field

Depending on your situation you may utilize a different type of résumé. Most students will use a Traditional Chronological Résumé.

Résumé Basics

- New college grads with little experience only need a one page résumé.
- Some graduate students and alumni may need a two-page résumé.
- Determine what skills and achievements are necessary for your résumé—keep only those that will help you get the job you are seeking.
- Have your resume printed on good quality 8 1/2 X 11 résumé paper. White, buff, ivory, light tan or light gray are recommended colors. Type cover letters on matching paper and use matching business envelopes or manila envelopes.

Basic Section Titles

- Name
- Contact Information
- Objective
- Summary of Qualifications
- Education
- Research
- Related Experience/Employment Experience
- Volunteer Experience
- Activities & Honors/Professionals
- Skills

Objective Statement

Tailor your objective for the field/position you are applying for; consider revising it for every position you apply.

Include specific skills necessary for the position that you have to offer.

Example:

A position as a Support Specialist allowing me to use my skills in the fields of computer science and management information systems

Experience in payroll, program implementation, and human resource organizational structure. Accomplishments include:

Understanding of Benefit Administration and Labor Laws

Administering counseling, support, career guidance and development

To obtain experience through an internship in the lab or field to utilize my knowledge of the biological sciences and to better my understanding of ecology.

Education

- List most current education first
- Omit high school
- Bold major - Bachelor of Science
- Anticipated graduation date
- GPA if over 3.0 for undergrads, 3.5 for graduate program
- Related coursework - bulleted list of 4-6 related courses

Example

Bachelor of Science Biological Sciences, May 2016, GPA 3.57

Florida Institute of Technology, Melbourne, FL

Qualifications

- Summary of qualifications is typically used by professionals with experience in the field.
- Summary of qualifications and objective statement can be combined.
- List several experiences and skills necessary for the position that are not obvious in your résumé.
- Section should include keywords and requirements that have been stated in a job description.

Example:

“Results-producing Marketing Professional with a proven record in planning comprehensive marketing strategies within a bilingual market. Expertise in creating and executing successful marketing tools and programs within a team environments by driving growth in targeted markets.”

Work/Related Experience

General Tips

- For this section, list tangible results and skills where possible
- Avoid using pronouns such as “I” or “my” in describing your responsibilities and throughout your résumé.
- List only the past 10 years of work experience, or last five positions.
- If you have a lot of previous work experience dating more than five years back and is not related to the position you are trying to obtain, consider condensing into one statement listing the positions or companies (whichever is more relevant) and the situation for the various positions.

Format

- List Position, Organization, Location and Employment Dates
- List in Reverse Chronological Order
- Use past tense for previous positions
- Start each description with an action verb (utilize, determine, conduct). Make sure that all of your descriptions are full-statements.

Example:

Software Engineer

ABC Company

September 2012– August 2013

Melbourne, FL

- Created a flash program updating tool that communicated directly with the second generation PRISM chipset hardware.
- Supported the integration team with software tools to test, debug, and control new hardware implementations.

Research & Volunteer Experience

- Include research projects related to your major
- Articles published (use proper citing in your major)
- Senior design project - describe goal of project and accomplishments
- Volunteer experiences include organizations. This shows responsibility, dedication and involvement.
- Use same format used for work experiences but identify under separate heading.

Activities & Memberships

- Campus organizations
Clubs, sports, student governments, etc
- Honor Societies related to your major
Psi Chi, Alpha Eta Rho, etc.
- Professional Organizations
IEEE, SWE, NSBE, etc.
- Special Scholarships (exclude amount)
- Awards
- Certifications
Aircraft, Teaching, etc.
- Leave off high school accomplishments

Skills

- Lab skills
What equipment do you know how to use?
- Programming Languages
C/C++, Perl, Java, C#, Ada, Fortran, etc.
- IEEE standards & Engineering Concepts
- Specialty Software
- Aircraft Flown
PA-2-161, Mooney M20J, etc
- Flight Time (PIC, Dual Given, Instrument Complex)
- Fluency or knowledge of a foreign language

Résumé Dos

Do include all relevant experience

Do use a legible font face and size

Do include enough white space to allow for skimming

Do use bulleted lists

Do try to stick to one page or less unless you are a skilled professional

Résumé Don'ts

Don't include you SSN, Photo, Marital Status, etc.

Don't use more than two fonts

Don't put references on the résumé - provide this on a separate sheet

Don't use excessive bold fold/italics or an ink color other than black