

# Resume Guidelines

## College of Engineering

✓ Create It

✓ Target It

✓ Land It

**UTSA** The University of Texas at San Antonio  
**CAREER CENTER**

# Resume Development

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A resume is the best marketing tool you have to showcase your skills and experiences to potential employers. It can also be used to obtain an internship, scholarship, graduate school admission or assist someone when they are preparing a reference letter you have requested.

**Remember:** Many employers may only glance at your resume for 30 seconds, so the content must catch their attention by being concise, direct, and organized. Only include what is relevant!

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## START PLANNING

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1. The most efficient way to compile information is to tailor your resume directly to the target job description. Highlight the key words and descriptions from the job listing and include these, or other similar words, in your resume when describing your experiences.
  2. Organize your experiences and accomplishments in descriptive categories such as: education, employment, internships, volunteer work, co-curricular activities, skills, awards and projects. Note the dates you were involved, the location, and your position title for each experience.
  3. Tailor your experiences to match the attributes and qualifications the employer is looking for, and begin developing concise statements to describe what you have accomplished. These will be used as bulleted statements in the body of your resume.
  4. Decide what format will work best for the position: Reverse Chronological, Functional, or Hybrid. See below for a description of each.
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## FORMATTING

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Depending on what you are trying to convey to the employer, there are a few ways to format a resume. **We recommend using a reverse chronological format;** however, we provide descriptions of the other two formats for you to review and learn about.

### REVERSE CHRONOLOGICAL

- Most popular style; listing all experience from most to least recent
- Complements a consistent work history
- Best option when employment, education, **skills** and activities align closely with particular job description
- All categories are formatted in the reverse chronological order

### FUNCTIONAL

- Headings are based on skills categories, not in any chronological order
- Showcases diverse yet complimentary skill sets acquired over different periods of time
- Best option when changing careers; focus remains on the skills themselves, not where you acquired them
- Work history is not forgotten, but compiled at the bottom of the resume

### HYBRID

- Combines a chronological and functional resume to create an original format
- Highlights a history of skill sets over a scattered time period
- Works best when you have multiple experiences under each skill category
- Gives employers a snapshot of skill areas and work history

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## FINE PRINT

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- **Font and Formatting:** Appropriate fonts include: Times New Roman, Calibri, Palatino or Arial. Use bold font to highlight your name and sections of your resume that are important. Bullets should be used for an organized appearance. Font size should be between 11 and 12. Margins should be no smaller than ½ inch.
- **Length:** Try to be as concise as possible and keep your resume to one page. Keep a master resume with all information in order to pick and choose what experiences best match the position in which you're applying.
- **Paper:** Most employers expect resumes to be emailed to them. If you need to have a hard copy, invest in good quality paper that is subtle in color (white, ivory, light gray). Never fold resume paper, and be consistent in using the same paper for cover letters and references too.
- **Emailing:** Make sure to save your resume (cover letter and references, too) as a PDF file so it maintains consistent formatting. Save it under a unique name instead of just a generic title, for example "Rowdy Roadrunner\_Resume."
- **Keep it Current:** Save each of your resumes under specific names or job titles so you can easily access them. Update your resume as you gain experience while it is fresh in your mind.
- **Proofread:** There is never anything worse than typos on your resume. Be sure to have several others proofread it to avoid this common mistake. We can help! You can always get a resume reviewed just make an appointment on Handshake with your Career Counselor.
- **Key Words & Content:** Use key words that someone might use to search you and your career interests. This helps you tailor your resume to prospective employers. Utilize wording and language from the job posting. Be concise, specific and give the reader examples of your skill set. Quantify where you can, for example "Developed curriculum assignments for 3 courses; approved and utilized by department chair."
- **Additional Sections for Students:** Courses, Honors / Awards, Languages, Student Organizations, Projects, Publications, Skills, Test Scores, Volunteer Experience / Community Involvement
- **Experience:** Expand on any experiences you have had and use bullets to organize these.
- **Education:** Include school name, major/minor, expected graduation date and GPA.

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## TIPS FOR FIRST YEAR STUDENTS

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- Rule of thumb for including high school experience is to remove it after your first or second semester here at UTSA. Employers want to see the experience you've had in college. **There are exceptions to every rule!** Speak with your Career Counselor in the University Career Center if you have questions.
- **GPA:** Be sure to include your UTSA Cumulative GPA after your first semester here at UTSA.
- Feel like you don't have any experience to put on a resume? Come talk to your Career Counselor for help and ideas!

## Include on every Resume:

Header, Education, and Experience

## Optional Sections:

Skills, Co-Curricular Activities, Community Involvement, Projects, Exams, Awards

## Header

A consistent header is used for your resume, cover letter and reference page. You may include an address, but it is not necessary.

Create a professional email address if you don't already have one; don't use an inappropriate email addresses such as "princess123@..." or hiremeplease@...

## Education

Only include coursework if it is relevant to the position; coursework that is expected of your major does not need to be included.

There is no need to include your high school information, but do include any other form of education or training you may have received. Example: Certifications

You may include any honors you have received or study abroad experiences.

## Experience

Experience should always be relevant to the position you are targeting. You may have had summer or part time jobs that relate to your targeted career field – be sure to include these. If you do not have related experience, utilize the experience you do have! Include paid and unpaid experiences.

Bulleted statements should fall below each position beginning with action verbs describing what you have accomplished.

### Try this formula: Task, Action, Result

(Input 100+ data points into excel and access databases, analyzed and studied data with 100% accuracy, resulting in a confirmed research hypothesis)

Quantify your accomplishments and contributions to give a clear picture to the employer. **End with the results you achieved!!**

## What to avoid

- ✓ "References available upon request"
- ✓ Writing **paragraph** descriptions
- ✓ Periods – bullets are NOT sentences
- ✓ Discussing confidential information
- ✓ **Objectives**
- ✓ Generic wording and abbreviations

# YOUR NAME

yourname@utsa.edu

(210) 555-5555

## EDUCATION

Name of University, City, State	Graduation Date
Full Degree with Major	
• GPA >3.0	
• Honors	

## EXPERIENCE

Name of Company, City, State	Dates Employed
Title	
• Include at least two bulleted statements under each experience	
• Avoid using the same action verbs to begin each bullet	
• Organize the sequence of bullets beginning with the most important accomplishment	

## SKILLS

- Include languages, computer skills and/or technical skills
- Include to what degree you have mastered the skill. Ex: Language fluency [Basic, Intermediate, Advanced, Fluent] or Technical skills [Exposure to, Proficient, Expert]
- Do not list soft skills such as leadership, teamwork and interpersonal skills. Instead, these should be demonstrated using examples in your "Experience" section.

## CO-CURRICULAR ACTIVITIES

- Student organizations/leadership activities - positions held
- Professional memberships

## COMMUNITY INVOLVEMENT

- Volunteer and leadership experience
- List your involvement and accomplishments for these projects

## HONORS AND AWARDS

- Include only what is necessary, such as the honor/award name
- No need for details unless this is important to the targeted position



# YOUR NAME

Address, City, State ZIP, Phone Number, Email Address

LinkedIn Customized URL

## OBJECTIVE

Seeking an EIT position in the area of water resources.

## EDUCATION

**Bachelor of Science in Civil Engineering**

The University of Texas at San Antonio

GPA (cumulative): 3.50

Month/Year

**Fundamentals of Engineering, Certification of Completion**

Month/Year

## TECHNICAL SKILLS

ProE, AutoCAD, Primavera, Microsoft Office Suite, construction level and theodolite

## RELEVANT PROJECTS

### Senior Design:

- Collaborated with a group of 4 students to design and develop a culvert system for high flood areas
- Utilized MS Project and ProE to track and plan the design
- Presented project to peers and professors for review

### Plan Surveying:

- Utilized construction level and theodolite
- Produced graphical representation of data, including a plot plan drawing using AutoCAD

## RELATED EXPERIENCE

**Surveyor Assistant-** San Antonio, TX

Month/Year

Hanbo Construction Company

- Assisted Office Engineer with drafting plots and surveys
- Helped prepare construction cost estimates for neighborhood development
- Trained a total of 11 new employees on Microsoft Excel and Civil 3D
- Inspected concrete and steel beams and girders for bridges

## WORK HISTORY

**Summer Intern-** Billings, MT

Month/Year

Student Conservation Association

- Assisted in surveying aquatic ecology of lower lakes systems.
- Worked with mentor to collect field samples, compile and analyze statistics, and present findings at Technical Forum.

**Retail Customer Service**

Month/Year

Various retail companies (Mervyn's, EXXON, and Diamond Shamrock)

- Handled cash, greeted customers, responsible for opening and closing.
- Performed in role of Assistant Manager, 2009 – 2011

## HONORS/ACTIVITIES

College of Engineering Ambassador

Month/Year

# Your Name

Address, City, State ZIP, Phone Number, Email Address, LinkedIn Customized URL

**OBJECTIVE:** Biomedical Engineer with industry and research experience seeking to utilize research and technical skills

## EDUCATION

**Bachelor of Science in Biomedical Engineering, Chemistry Minor**  
The University of Texas at San Antonio  
*Focus on Biomechanics*

Month/Year  
GPA 3.6

### SENIOR DESIGN PROJECT

Team Lead in a cross disciplinary group of students designing and building a portable incubator for antimicrobial susceptibility testing (AST), following industry standards.

## TECHINAL SKILLS

TruBio DV Bioprocess Control Software, Auto CAD, Solidworks, ANSYS Simulation Software, QuickSlice, ProE/Wildfire 4, micro-computed tomography (micro CT), MATLAB, DNA extraction, Real-Time Polymerase Chain Reaction, Gel Electrophoresis, technical writing, Google Docs, Visio.

## UNIVERSITY OF TEXAS AT SAN ANTONIO RESEARCH EXPERIENCE

**Orthopedic Research Laboratory, Research Assistant**

Month/Year

- Applied cell culture techniques regarding feeding, passaging, counting, freezing, and cell extractions to maintain cell lines and conduct tissue engineering research.
- Designed and analyzed tissue engineering scaffolds using SolidWorks, QuickSlice, ANSYS & micro CT
- Used immunohistochemistry, light microscopy, fluorescence microscopy, and scanning electron microscopy to analyze cell behavior on scaffolds after culturing.

**Infectious Disease Research Core, Bio5 Institute, Research Assistant**

Month/Year

- Investigated rapid-diagnostic techniques to advance patient diagnosis and treatment.
- Designed research projects following strict regulatory and quality control standards

## INDUSTRY EXPERIENCE

**Medtronic, Cardiac Rhythm Disease Management Intern, Minneapolis, MN**

Month/Year

- Worked with a team of biomedical engineers developing an accelerated life test system to determine the reliability of a new implantable cardiac rhythm device.
- Observed physician feedback session from animal trials with implanted device.

**Translational Genomics Research Institute (TGEN), Research Intern, Phoenix, AZ**

Month/Year

- Conducted genetic analysis of CHEK1 and CHEK2 genes within melanoma cell lines.

## PROFESSIONAL MEMBERSHIPS

Biomedical Engineering Society, National Society of Black Engineers, Society of Women Engineers

# YOUR NAME

Address, City, State ZIP, Phone Number, Email Address, Customized LinkedIn URL

## OBJECTIVE

Seeking a full-time position in Materials Research and Design/Testing with National Oilwell Varco.

## EDUCATION

### Master of Science in Mechanical Engineering

The University of Texas at San Antonio

Month/Year

GPA: 3.78

*Master's Thesis: "Implied effects on nondestructive evaluation of thermal fatigue cracks on metal surface"*

*Supervising Professor: Dr. Thomas Engineer*

### Bachelor of Science in Mechanical Engineering

The University of Texas at San Antonio

Month/Year

GPA 3.44

## PROFESSIONAL EXPERIENCE

### Research Assistant

Dr. Adel Alaeddini, Mechanical Engineering Department, UTSA

Month/Year

- Engage in quality and reliability engineering and functional data analysis through...
- Assist with Bayesian Modeling and Analysis
- Create graphical models to display multiple results utilizing SAP and Microsoft Access
- Adapt modules to create multi-environment simulations related to

### Advanced Technology,

### Chief Controls Engineer

Month/Year

- Managed a group of 10+ engineers including hiring, performance review, daily supervision, salary administration, mentoring and training
- Evaluated work assignments and developed master schedule for multiple projects to facilitate proper usage of limited labor resources

## RELEVANT PROJECTS

*Machine Element Design:* Worked with a group of 3 students to design various machined components in 3-D on Pro Engineer. Designs involved modeling and dimensional drawings of all parts created.

*Materials Lab:* Participated in various lab experiments performing tension and compression testing. Utilized sanders, edgers, ovens, milling, and cutting equipment. Maintained detailed laboratory reports, including compilation and analysis of data.

## SKILLS

ProEngineer, MatLab, C, HTML, MS Office Suite

Bilingual: English/Spanish

## HONORS/ACTIVITIES

American Society of Mechanical Engineers (ASME), Member

SBC Scholarship Award

Habitat for Humanity, SAMM Shelter

Month/Year

Month/Year

Month/Year

# YOUR NAME

Address, City, State ZIP, Phone Number, Email Address  
LinkedIn Customized URL

## OBJECTIVE

Seeking employment with an innovative company in the field of Civil Engineering, with opportunities to apply recently acquired academic knowledge, skills and abilities through personal initiative and collaborative effort.

## EDUCATION

### Bachelor of Science in Civil Engineering

The University of Texas at San Antonio

UTSA Honor College

Summer Common Reading Essay Contest Winner

Month/Year

**GPA: 3.5**

Month/Year

Month/Year

## SKILLS

Software : AutoCAD, MATLAB, Civil 3D, Microsoft Project and Adobe Photoshop

Hardware: 3-D Printer, Graphing calculator

Tools/Equipment: construction level, theodolite, concrete vibrator, rebar cutter & rebar bender

## RELEVANT WORK EXPERIENCE

### Engineering Intern

XYZ Company, San Antonio, Texas

Month/Year

- Interpreted blueprints, technical drawings, schematics, and computer-generated reports
- Conferred with engineers to resolve system malfunctions and saved company 5k
- Developed innovative procedures that increased company profit by 15%
- Coordinated the student intern program to increase the company's pipeline of engineers
- Cross-trained new student interns on Microsoft Excel and Primavera

### Summer Intern

Month/Year

Engineering Association, Billings, MT

- Assisted in surveying aquatic ecology of lower lakes systems.
- Worked with mentor to collect field samples, compile and analyze statistics, and present findings at Technical Forum.

## ACTIVITIES/HONORS

- **President**, College of Engineering Student Council
- **Volunteer**, Habitat for Humanity

Month/Year

Month/Year



Name  
Address  
Email  
Phone

Date

Name  
Title  
Company  
Address  
San Antonio, TX

Dear Mr. /Dr. /Mrs. /Ms., Be Specific to a person- if you don't know who, call and ask

I am excited for the opportunity to apply for the (Title here) for (Company). I could not be happier for the prospect of working for such a well-established, professional, (additional word) organization/business/company because..... As a current undergraduate student at The University of Texas at San Antonio, I have not only been inspired to pursue (career) as my professional career, but to work on obtaining the experience and skills necessary for success in this industry/field/business/position.

My creative and hard working attitude has allowed me varied (type) experience with a range of people/businesses/individuals in city/business/organization/field of study. I have gained knowledge about available (career type) resources and made valuable professional relationships. Most notable is my internship/part-time work/volunteer/student organization leadership experience with (type of work) at (place). By providing (description of work done), I was successful at learning and implementing (specific skills learned/used/done at this work).

As well, I have done class projects/internship/part-time work/volunteer/student organization leadership experience with (type of work) at (place). (Description of work done), gave me the (type of skills in accordance to what the job descriptions entails). Additionally, I bring (specific skills) to this position.

The experience, education, dedication to (field of study), and passion for (career type) I will bring to this position will be a great asset to your organization/business/company and the clients/individuals/customers you serve. Please contact me with any additional questions by phone at (#) and/or via email at (email address). I look forward to further discussing my professional interests with you. Thank you for your time and consideration.

Sincerely,

Signature goes here- scan it in and attach it if you are emailing the cover letter and resume

Your name here-typed

## ACTION VERBS

When developing your resume, you will want to use powerful words to catch the reader's attention. Here are some action verbs that can begin your bulleted statements and demonstrate your contributions to past experiences.

### LEADERSHIP

Accelerated	Assumed	Established	Led	Operated	Replaced	Succeeded
Accomplished	Attained	Evaluated	Increased	Organized	Resolved	Supervised
Achieved	Authorized	Exceeded	Initiated	Pioneered	Restored	Surpassed
Administered	Chaired	Executed	Instituted	Planned	Reviewed	Taught
Advised	Channeled	Expanded	Mentored	Presided	Scheduled	Trained
Allocated	Completed	Guided	Merged	Prioritized	Secured	Unified
Appointed	Consolidated	Headed	Mobilized	Produced	Selected	Utilized
Approved	Contracted	Hired	Motivated	Recommended	Spearheaded	
Assessed	Controlled	Hosted	Obtained	Recruited	Streamlined	
Assigned	Enhanced	Improved	Orchestrated	Reorganized	Strengthened	

### COMMUNICATION

Addressed	Composed	Debated	Expressed	Lectured	Presented	Solicited
Advertised	Conferred	Described	Formulated	Marketed	Promoted	Spoke
Advised	Consulted	Developed	Incorporated	Mediated	Proposed	Suggested
Arbitrated	Contacted	Directed	Influenced	Moderated	Publicized	Summarized
Arranged	Conveyed	Discussed	Interacted	Motivated	Reconciled	Synthesized
Articulated	Converted	Drafted	Interpreted	Negotiated	Referred	Translated
Authored	Convinced	Edited	Interviewed	Observed	Reinforced	Traveled
Clarified	Corresponded	Elicited	Involved	Outlined	Reported	Wrote
Collaborated	Counseled	Enlisted	Joined	Participated	Resolved	
Communicated	Defined		Judged	Persuaded	Responded	

### TECHNICAL

Applied	Calculated	Debugged	Installed	Refined	Restored
Appraised	Compiled	Designed	Maintained	Regulated	Upgraded
Assembled	Computed	Engineered	Operated	Remodeled	Created
Built	Converted	Fabricated	Programmed	Repaired	

### TEACHING

Adapted	Compared	Estimated	Formulated	Investigated	Saved	Systematized
Advised	Conducted	Evaluated	Gathered	Located	Searched	Taught Tested
Analyzed	Critiqued	Examined	Hypothesized	Measured	Solved	Tutored
Catalogued	Detected	Experimented	Identified	Published	Stimulated	Validated
Clarified	Determine	Explored	Instilled	Received	Studied	
Coached	Diagnosed	Extracted	Interviewed	Researched	Summarized	
Collected	Discovered	Focused	Invented	Reviewed	Surveyed	

### RESEARCH / SCIENCE

Investigated	Collected	Examined	Organized	Cataloged
Researched	Critiqued	Extracted	Reviewed	Correlated
Compiled	Analyzed	Identified	Summarized	Discovered
Verified	Diagnosed	Inspected	Surveyed	
Clarified	Evaluated	Interpreted	Systematized	

### FINANCIAL

Administered	Audited	Calculated	Estimated	Planned
Allocated	Balanced	Computed	Grossed	Projected
Analyzed	Billed	Developed	Managed	Reconciled
Appraised	Budgeted	Earned	Marketed	Streamlined