Pigman College of Engineering

Career and Co-op Center

CAREER FAIR PREP

Be Your Own Career CATalyst!

CAREER FAIR PREP WORKSHOPS

RESUME STUDIOS

CAREER CATALYST WORKSHOP - INTERVIEWS

STRESSED ABOUT THE CAREER FAIRS?

We've Got You Covered!

G.R.I.P. DAY 1
20 MIN. RESUME REVIEWS

G.R.I.P. DAY 2
45 MIN. INTERVIEW PRACTICE

CAREER PEER DROP-IN HOURS

CAREER FAIR countdown calendar

MONDAY
september 1

UK CLOSED
for Labor Day

TUESDAY
september 2

CAREER PEER
drop-ins

CAREER FAIR
prep workshop
ALL STUDENTS | 12:00 PM - 1:00 PM

CAREER FAIR
prep workshop
ALL STUDENTS | 4:00 PM - 5:00 PM

WEDNESDAY
september 3

CAREER PEER
drop-ins

RESUME
studio
ALL STUDENTS | 2:00 PM - 4:00 PM

THURSDAY
september 4

CAREER PEER
drop-ins

RESUME
studio
ALL STUDENTS | 12:00 PM - 2:00 PM

FRIDAY
september 5

CAREER PEER
drop-ins

CAREER FAIR
prep workshop
ALL STUDENTS | 12:00 PM - 1:00 PM

MONDAY
september 8

CAREER PEER
drop-ins

POP-UP SHOP
wildcat wardrobe
ALL STUDENTS | 10:00 AM - 3:00 PM

CAREER
catalyst workshop
ALL STUDENTS | 8:30 AM - 2:00 PM
mastering interviews: branding, & pitches

TUESDAY
september 9

CAREER PEER
ALL STUDENTS | 8:30 AM - 2:00 PM

RESUME
studio - last chance
ALL STUDENTS | 12:00 PM - 3:00 PM

WEDNESDAY
september 10

G.R.I.P. - Day 1
resume reviews
ALL STUDENTS | 9:00 AM - 4:00 PM
sign up in advance for a 20-minute time slot

THURSDAY
september 11

G.R.I.P. - Day 2
interview practice
ALL STUDENTS | 9:00 AM - 4:00 PM
sign up in advance for a 45-minute time slot

FRIDAY
september 12

CAREER PEER
drop-ins

MONDAY
september 15

CIVIL ENGINEERING CAREER EXPO
career fair
ALL STUDENTS | 6:00 PM - 8:00 PM
Gatton Student Center

EVENING WITH
industry
GRADUATING STUDENTS | 7:00 PM - 9:00 PM
hosted by SWE | GSC Harris Ballroom

TUESDAY
september 16

ENGINEERING & COMPUTER SCIENCE
career fair
ALL STUDENTS | 2:00 PM - 6:00 PM
Gatton Student Center Ballrooms

MONDAY
SEPT. 15
4 P.M. – 7 P.M.

Gatton Student Center
Grand Ballrooms

CIVIL ENGINEERING CAREER EXPO

TUESDAY

SEPT. 16

2 P.M. - 6 P.M.

Gatton Student Center
Grand Ballrooms

ENGINEERING & COMPUTER SCIENCE

CAREER FAIR

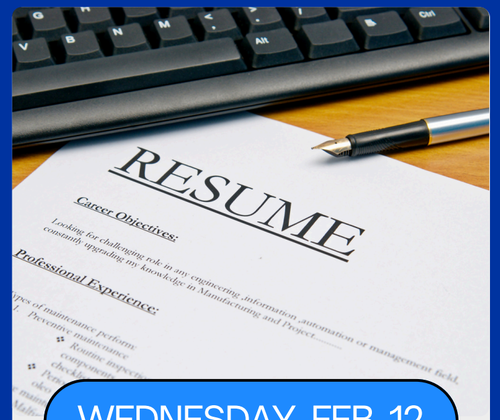
GET A G.R.I.P.

G.R.I.P. = Get Resume & Interview Practice

JAN. 20 - FEB. 12

Sign Up for Day One, Day Two, or Both!

Sign up for a time slot to get career fair ready.



WEDNESDAY, FEB. 12

Day One Resume Review

20 minutes time slot to have your resume reviewed with an employer.

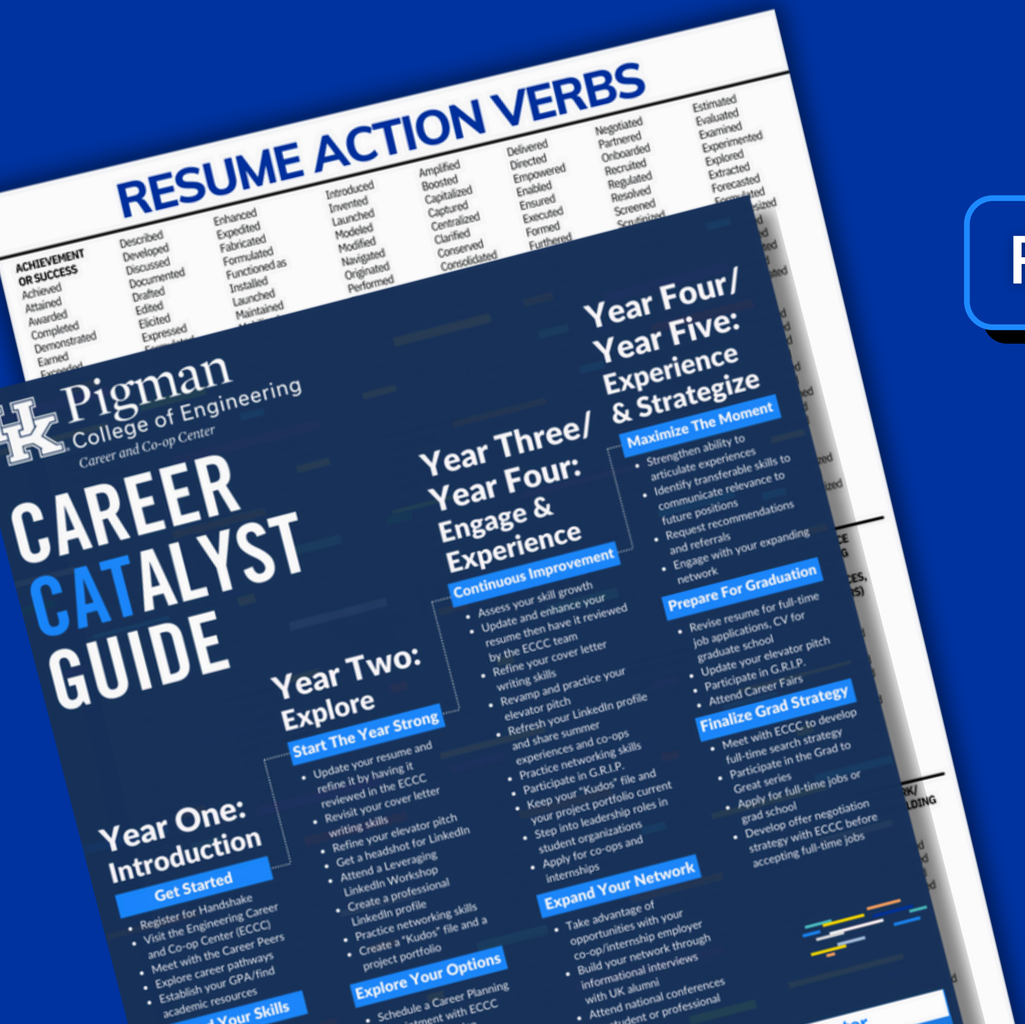
THURSDAY, FEB. 13

Day Two Interview Practice

45 minute time slot to get practice answering interview questions.

Pigman College of Engineering
Career and Co-op Center

FIND ALL OUR CAREER AND CO-OP CENTER RESOURCES HERE



PigmanCareers.uky.edu

HOW TO PREPARE FOR CAREER FAIRS

FOCUS ON THE "R"

Research Employers in Attendance

Research Attire

Polish Your Resumé

Rehearse your Pitch

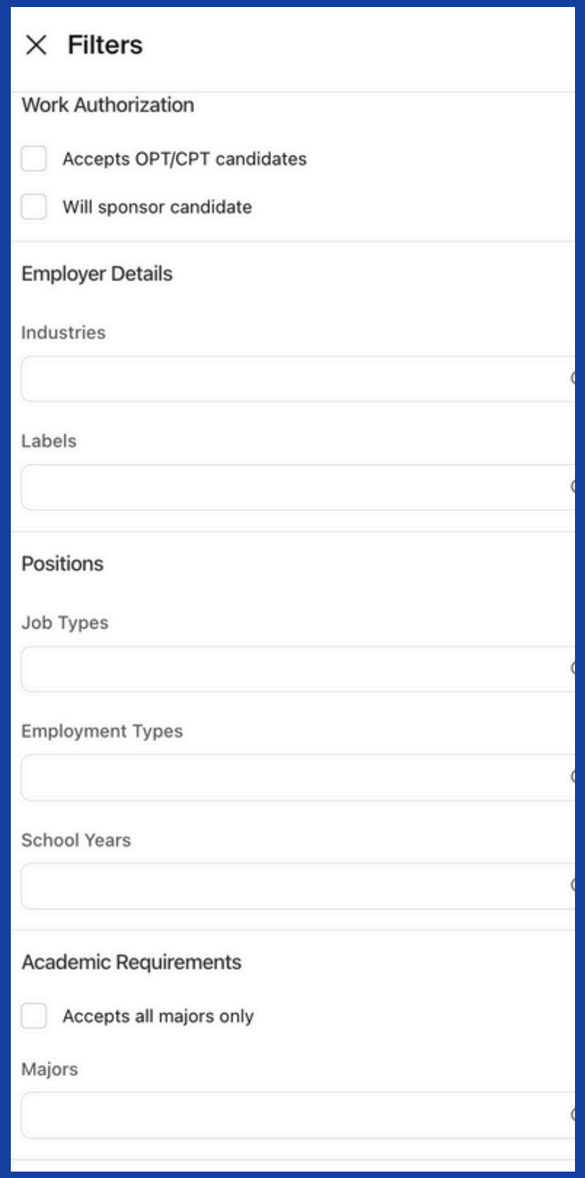
Refine your Approach

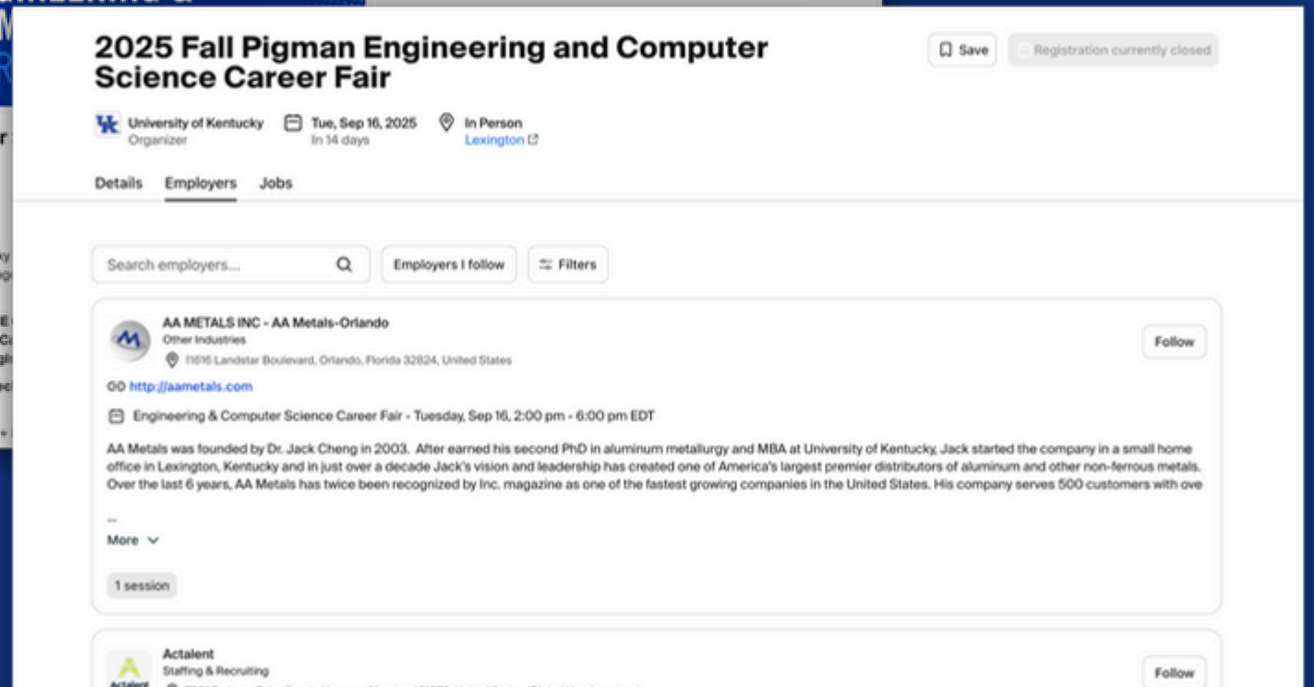
Make Appropriate Requests

Relax and Be Yourself

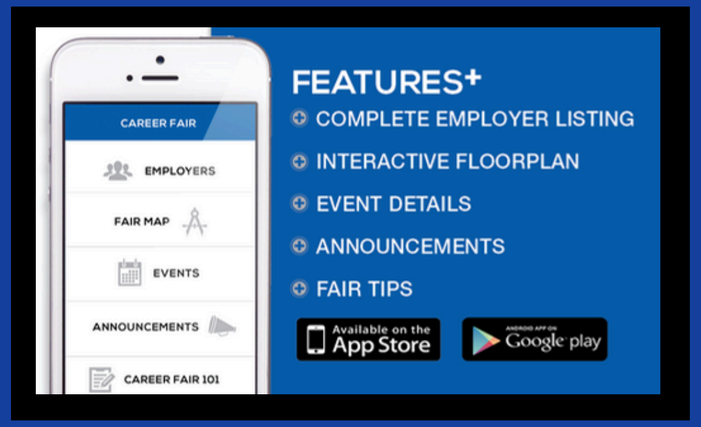
1) RESEARCH EMPLOYERS IN ATTENDANCE

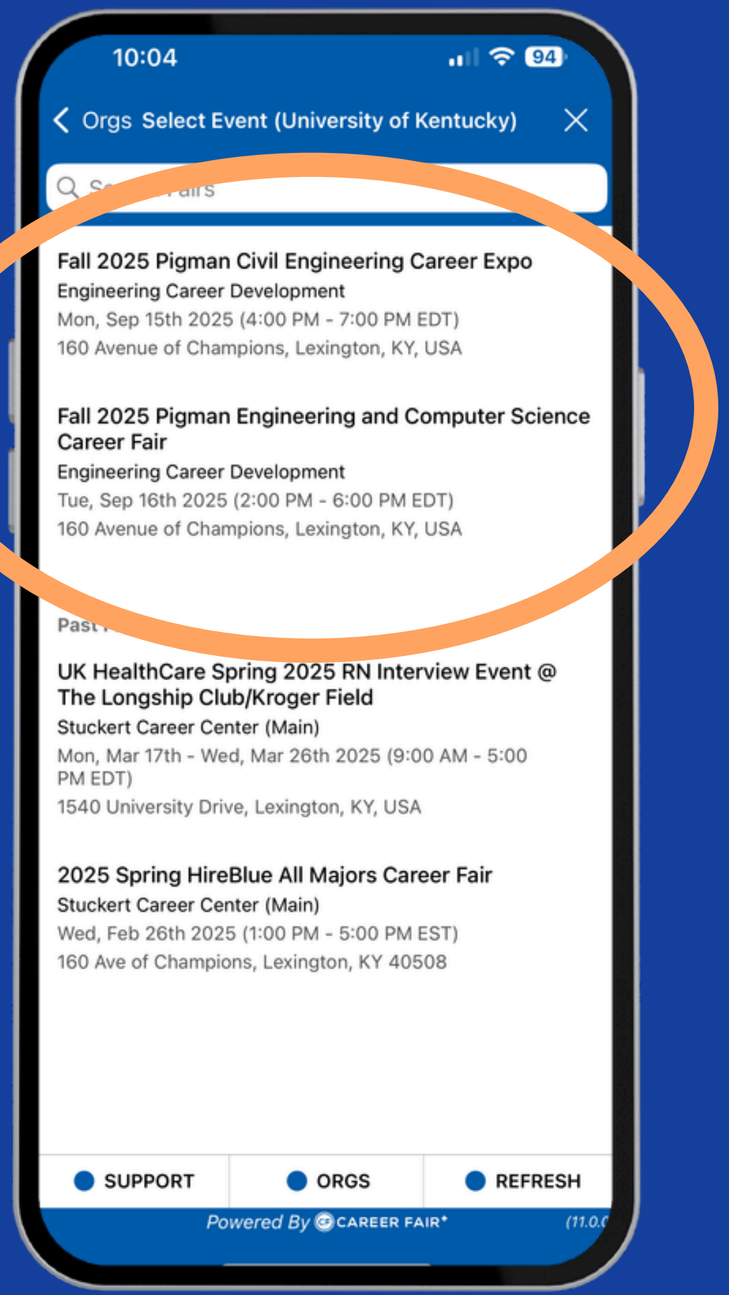
Research Employers using the Handshake App
and/or Career Fair+ app

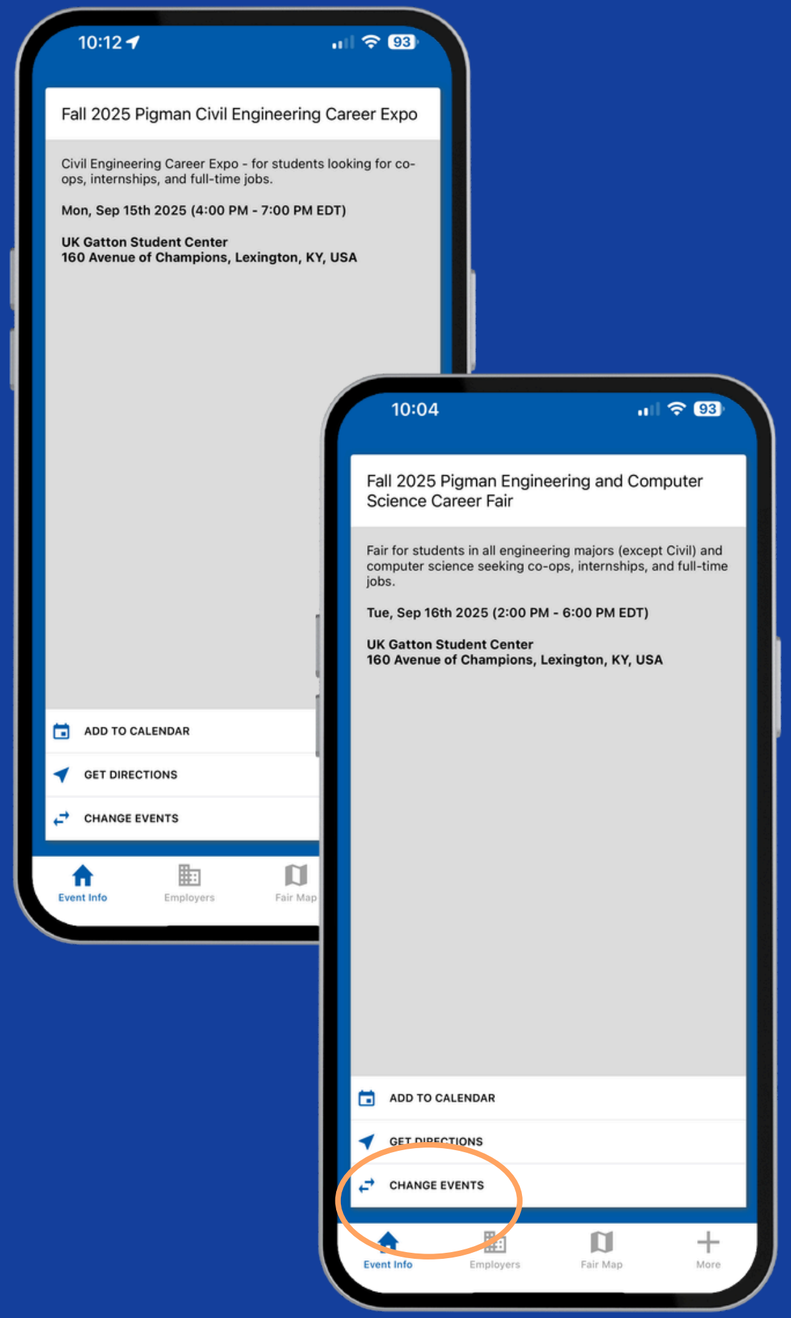


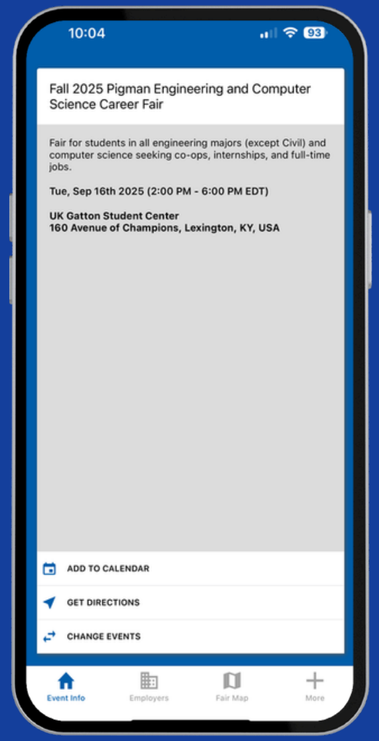


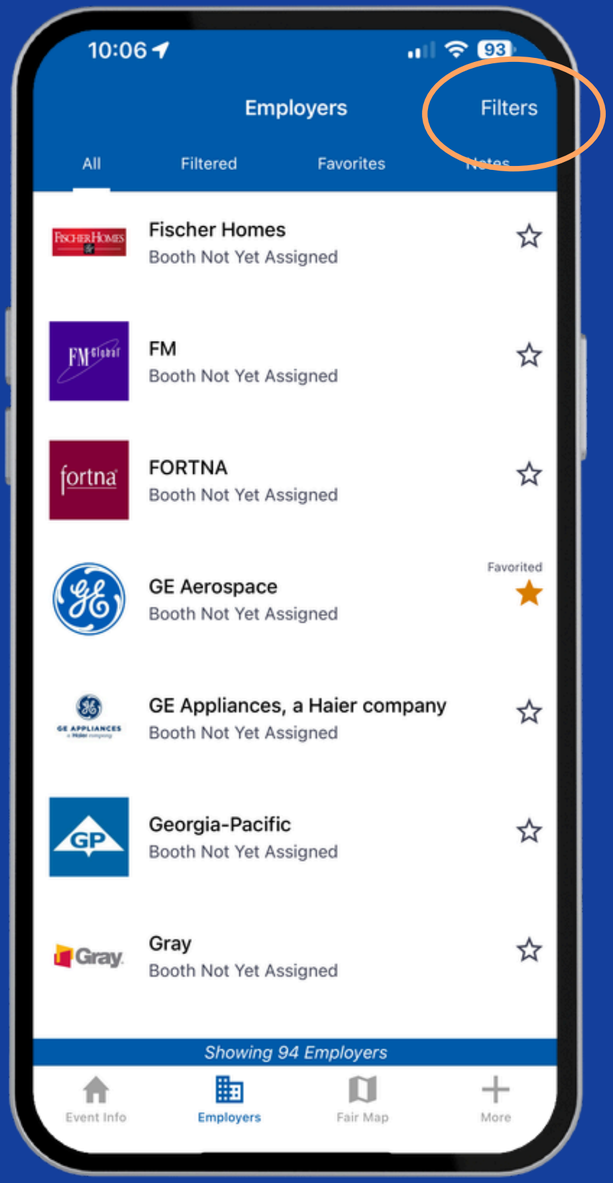
Download the Career Fair Plus App for an interactive map and employer info.



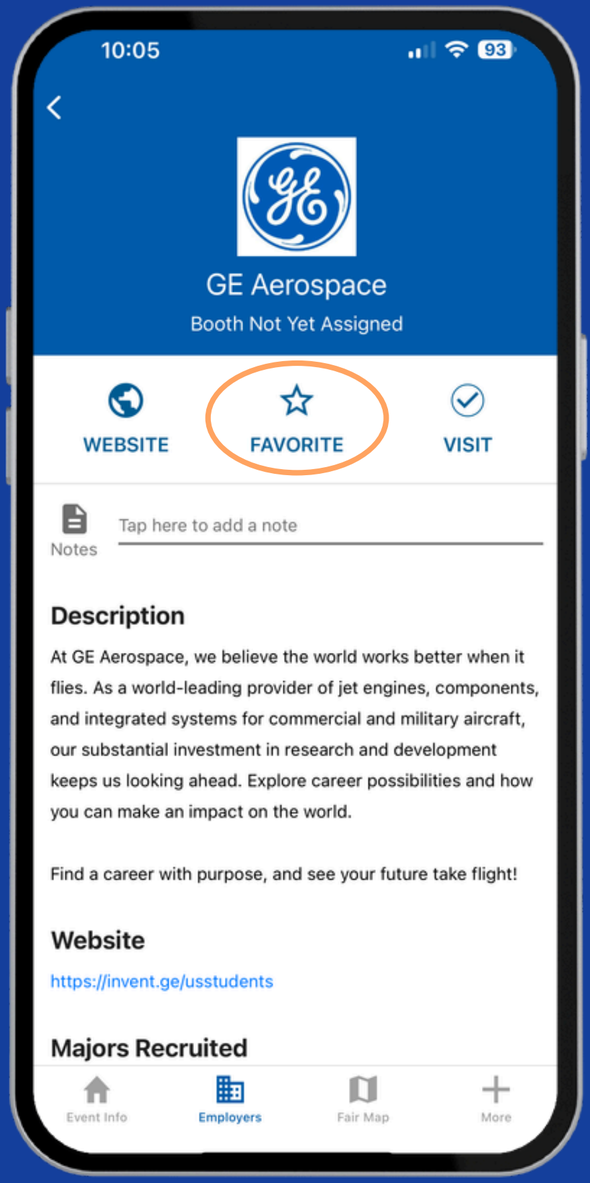








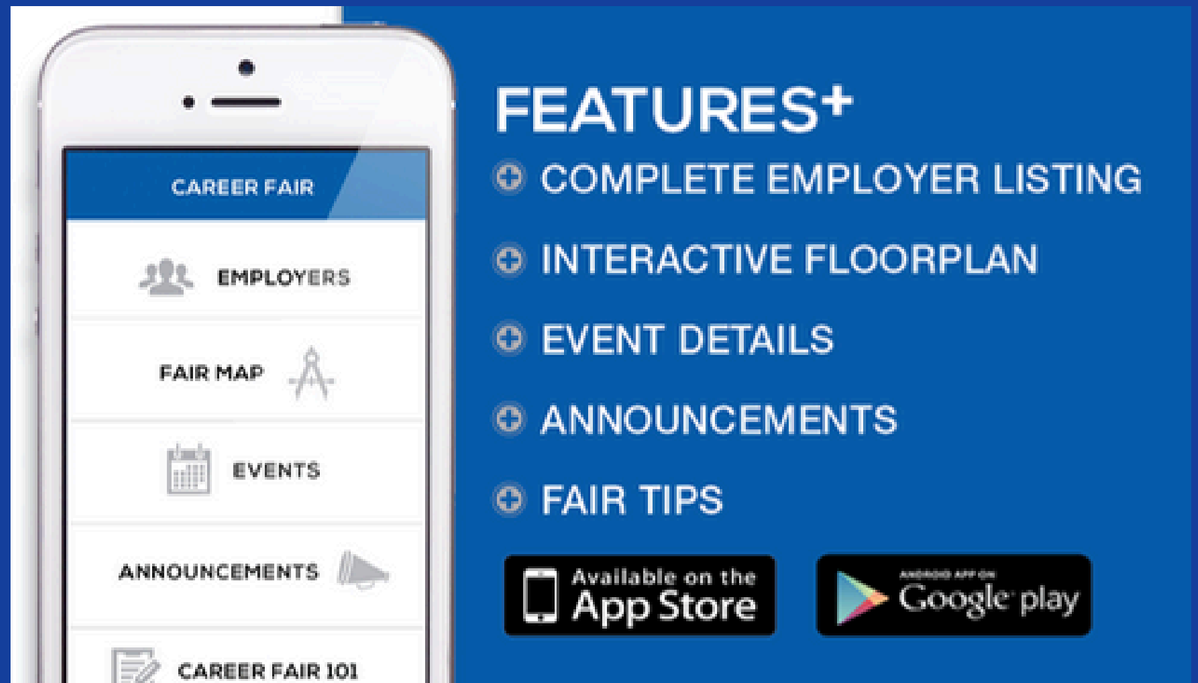
There is a complete employer list!



Click on an employer name to learn more or favorite them.

There will be a map of where each employer's table is on the Fair/Expo Day.

DOWNLOAD
the Career Fair Plus App!

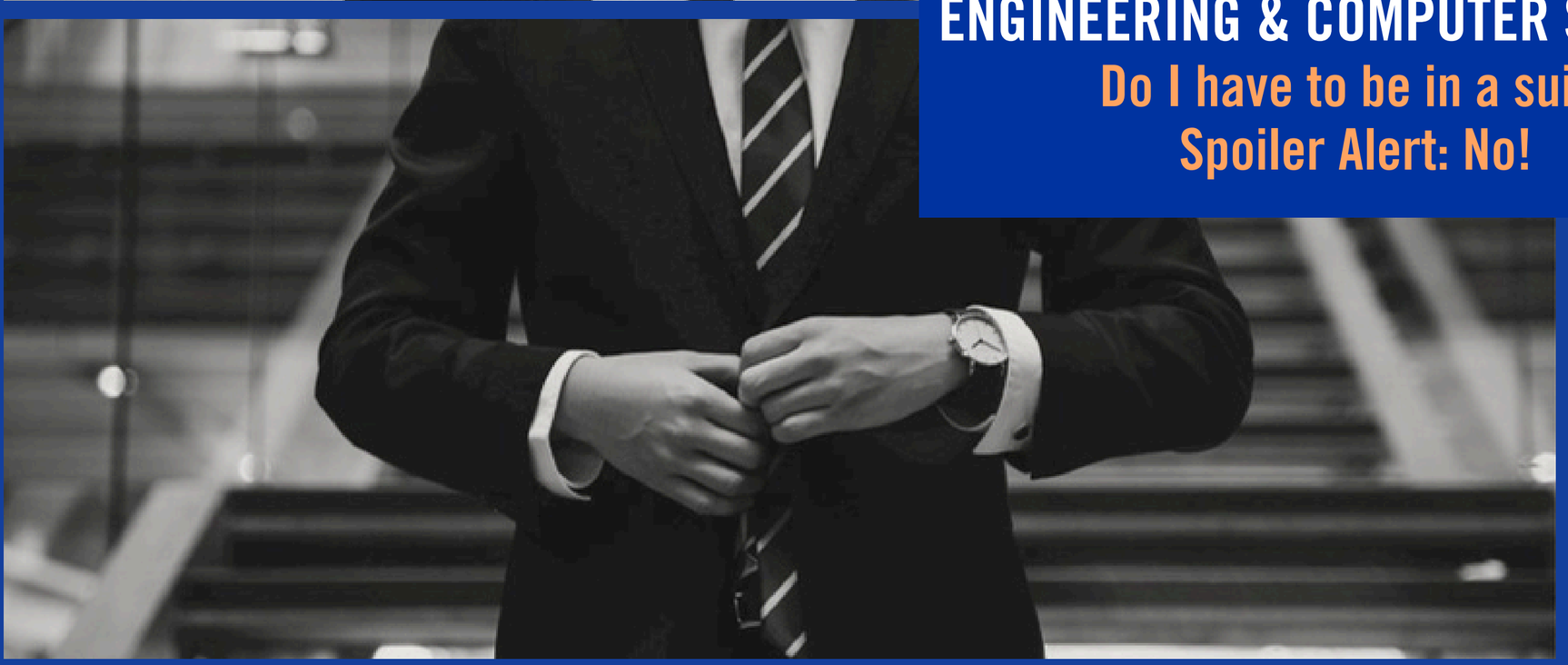


2) RESEARCH ATTIRE

WHAT ARE THE NORMS FOR ENGINEERING & COMPUTER SCIENCE?

Do I have to be in a suit?

Spoiler Alert: No!



What To Wear

Clean and Professional

Comfortable

WILDCAT WARDROBE

Wildcat Wardrobe is a career closet for students with clothing for job interviews, internships, and full-time job opportunities after graduation.

Students can receive three items from the wardrobe for free by showing their student ID.

Instagram = @ukwildcatwardrobe
Email = sga.wardrobe@uky.edu

POT (Patterson Office Tower) Mezzanine

WILDCAT WARDROBE

3) RESUME

But we'll come back to that in a few minutes...

4) REHEARSE YOUR ELEVATOR PITCH

FIRST IMPRESSIONS

- Professional Dress
- Smile (Yes, really.)
- Positive Body Language
- Handshake

INTRODUCTION

- Your Name
- Major
- Expected Grad Date/Availability
- Background
- Enthusiasm

PAY ATTENTION

- Listen To Recruiters' Names And Use Them In Conversation
- Say Thank You
- Be Aware Of Lines
  (Be Kind To Those Behind You And Move On If Line Is Too Lone.)

REMEMBER

- DON'T Visit Employers/Booths With Your Friends
- Be Respectful
- Don't Grab Goodies - Wait Until Employers Offer Them

5) REFINE YOUR APPROACH

• **Explore options:** You don't know what you don't know: explore companies that you don't know of, or that you did not expect to visit with

• It's about the work, the culture and the skills you bring to the table, not just about your major

• **Don't put all your eggs in one basket:** continue the job search even after a great meeting or interview (until you accept a position, at which point you should not continue your search)

• **Bag Drop and Coat Check:** Student registration and bag drop/coat check both take place in the Student Senate Chambers. The bag drop is free

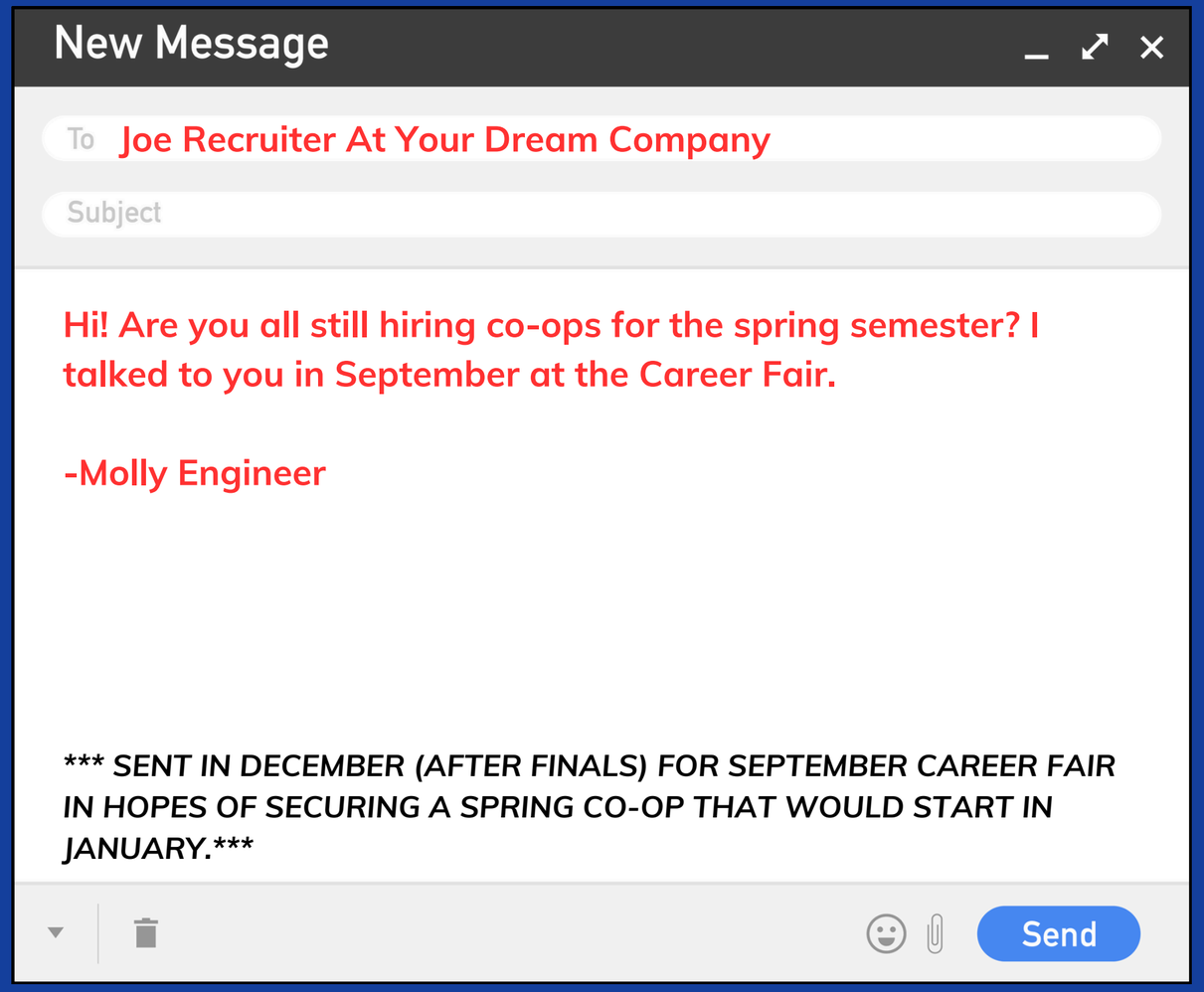
• If you already have accepted a position, consider volunteering and earning $$$ for your student organization - be on the lookout for an email to the student clubs

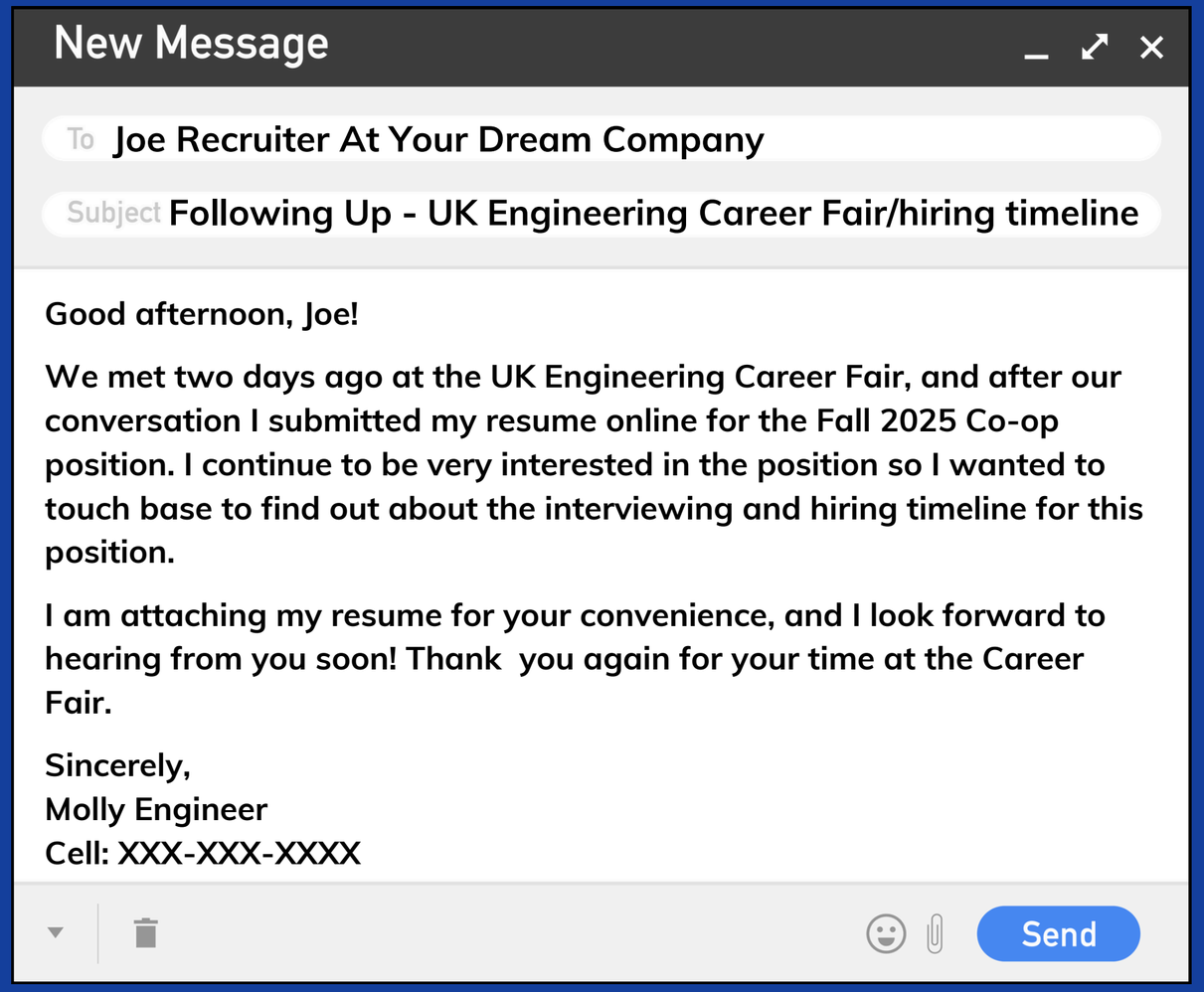
6) MAKE APPROPRIATE REQUESTS

- **Ask smart questions** that demonstrate your knowledge about the company
- **Do your research** on Handshake, company websites, and company social media for information on the company
- **Don't mention** negative headlines
- **Show your interest** by inquiring about the next step in the process after the fair
- **Make notes** about the conversation after you step away from the company's table
- **Send a personalized e-mail thanking the recruiter within a day** (or message through LinkedIn)

SEND THE EMAIL!

Send it the next day - don't wait!

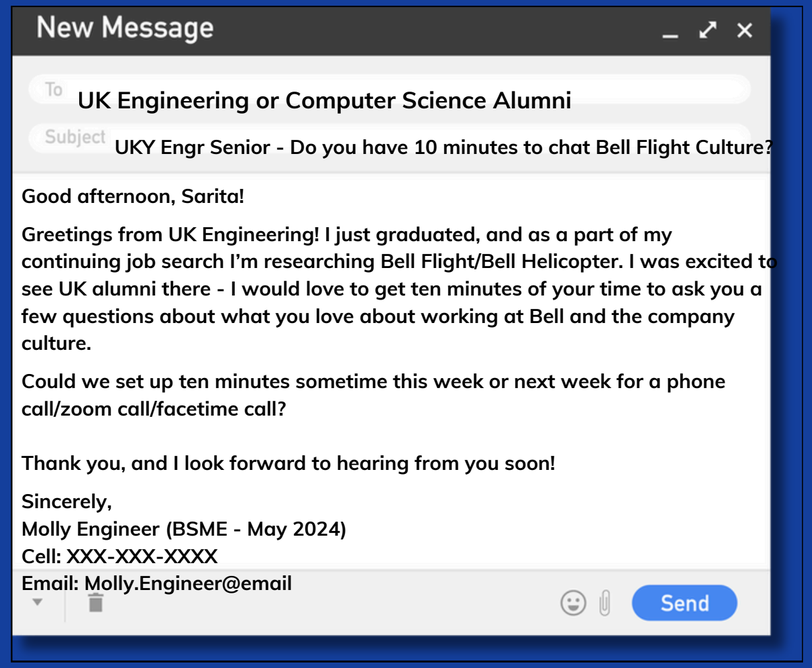




BE BRIEF!

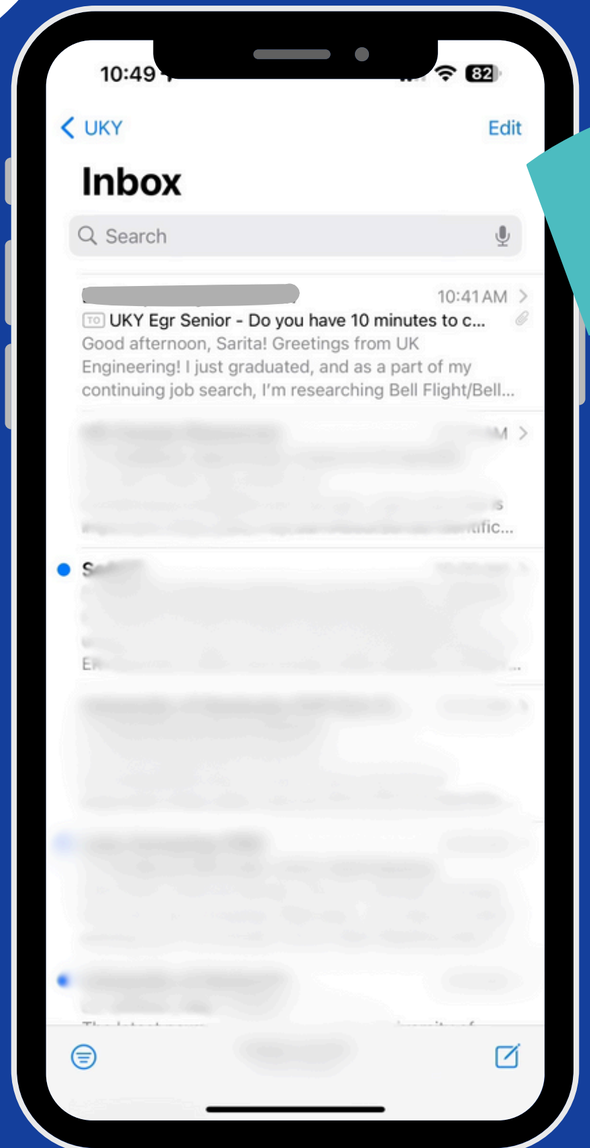
SEND A SHORT BUT SWEET EMAIL

This applies to thank you emails, networking emails, or could outreach emails!



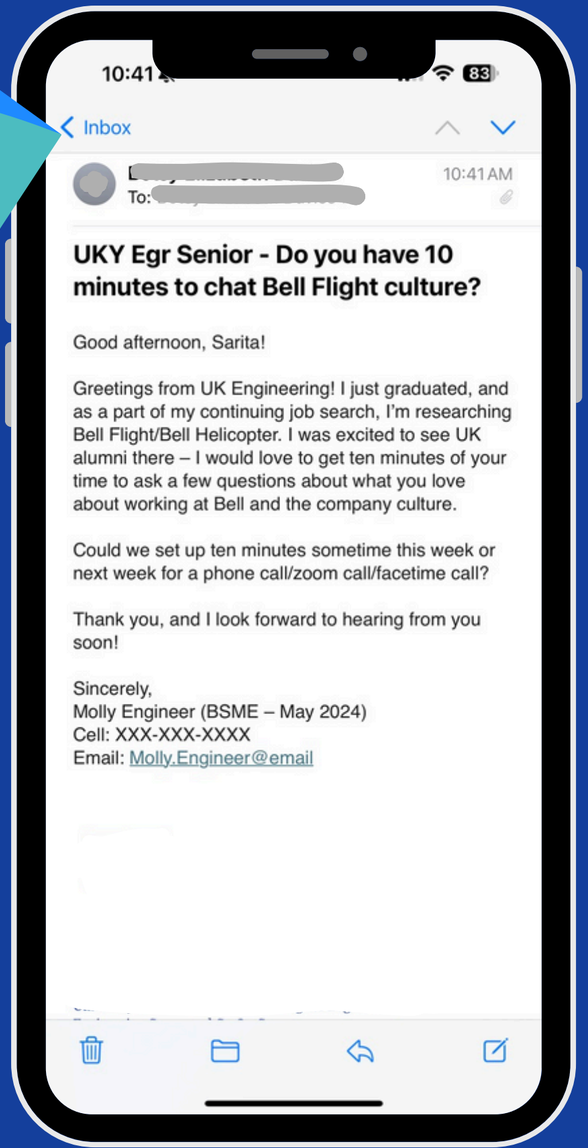
PRO TIP

Be brief enough that the subject line and start of email can be read from a phone screen inbox.



PRO TIP

Be brief enough that your entire outreach message can be read from the screen of the phone once opened.



And lastly:

RELAX AND BE YOURSELF

WE WILL BE FLOATING AROUND THE FAIR AND THE EXPO - SO ASK US QUESTIONS AS THEY COME UP DURING THE FAIR

ENJOY THE OPPORTUNITY TO MEET NEW PEOPLE AND BUILD YOUR NETWORK

But before then, let's turn back to resumes!

New Semester. New Classes. New Goals.

“ADD TO CALENDAR” IS A GAME CHANGER.

PigmanCareers.uky.edu

Our website has all of our current events and now you can incorporate them directly into you schedule.

College of Engineering

Career and Co-Op Center

RESUME STUDIO

• Resume Tips • Resume Questions •

• Editing & Updating Help • Proofreading •

RESUMES

You have unique selling points, transferrable skills, and developing technical skills. Once you learn how to get that down on paper in a way that showcases your “brand” and markets what you have to offer in a compelling way, future updates become easier!

RESUME FORMAT

Resumes aren't cookie cutter documents, but they do have common formats that insure that they are easy to read.

FONT CHOICE

Stick with common fonts. Do NOT use *a fancy font!*

FONT SIZE

12 - 10 is fine. But do not go smaller than font size 10.

MARGINS

Margins should never be less than 0.5.

THINGS TO AVOID WITH RESUMES

- **HEADSHOTS - NO. Some companies will not consider resumes with photos.**
- TEMPLATES from Word, Google, etc. - they look nice but usually do not handle formatting changes well.
- TEXT BOXES - these don't alway play well with Applicant Tracking Software portals
- COLUMNS - These usually take entirely too much valuable white space
- COLOR - Stick with black/white. If you must add color, only use one color as an accent.

Molly M. Engineer

New York, NY | 123-456-7890 | first.last@getTHEjob.com | linkedin.com/in/MollyEngineer

EDUCATION

UNIVERSITY OF KENTUCKY — Lexington, KY
Bachelor of Science in Electrical Engineering — Expected May 2022
Minor in Computer Science
Cumulative GPA: 3.93/4.0; Dean's List All
Relevant Coursework: Electrical Engineering, Digital Electronics, Logic Design, Power System Analysis

DUBLIN CITY UNIVERSITY — Dublin, Ireland
Study Abroad Program in Electrical Engineering — Jul 2018 - Jul 2019

WORK EXPERIENCE

ACME & CO. (8-employee venture-backed recruitment startup) — New York, NY
Electrical Engineer Intern — Jun 2021 – Sep 2021
- Performed analysis on product performance, provided recommendations that improved product performance by 10%.
- Assisted two engineers in developing engineering solutions, which reduced company costs by 15%.
- Ran weekly tests and validity checks on data, equipment, and software, reducing error rates by 12%.

GROWTHSI — New York, NY
Electrical Project Engineer Intern — Jun 2020 – Sep 2020
- Worked with 3 senior electrical engineers to design PV systems that converted sunlight into electricity, reduced costs by 45%.
- Designed and sized solar PV systems for over 30 customers using AutoCAD to generate detailed computer drawings.
- Conducted efficiency/price comparisons, provided recommendations that increased efficiency by 15% and cut costs by 25%.

VOLUNTEERING & UNIVERSITY PROJECTS

COMMUNITY PROJECT — Feb 2020
- Installed 20+ solar panels on 20+ local homes and businesses, reducing electrical costs by 30%.
- Ran diagnostics on 5+ businesses and provided recommendations that improved electrical efficiency by 15%.

ELECTRICAL ENGINEERING PROJECT — Jan 2020
- Researched and designed a solar-based swimming pool heating system. Presented to 6 college board members that approved the plan and cut amenity electrical costs by 20%.

ACTIVITIES

INTERNATIONAL ELECTRICAL ENGINEER SOCIETY — Boston, MA
Head of Events — Sep 2020 – Present
- Founded the first-ever Electrical Engineering Series to organize hands-on training for 200+ students
- Organized and advertised 5+ quarterly networking events with 200+ participants, securing jobs for 60% of attendees.

ELECTRICAL ENGINEER CLUB — Boston, MA
Committee Member — Jan 2020 – Present
- Designed RFID-based prepaid energy meter with a team of 10 that the university uses today.

ADDITIONAL

Technical Skills: Energy Efficiency, C++, Microsoft Access, Electrical Design, Power Systems
Languages: Fluent in French, English; Conversational Proficiency in Italian, German
Certifications & Training: Online Course in Project Management (Coursera), Passed Resume Worded examinations

SAMPLE RESUME

RESUME SECTIONS TO INCLUDE

TOP OF RESUME = vital contact info

EDUCATION SECTION

EXPERIENCES SECTION(S)

SKILLS/ACTIVITIES/ADDITIONAL SECTIONS

TOP SECTION

- **NAME: First Name, Middle Initial, Last Name - make it BIG (YOU are the headline!)**
- **CONTACT INFO:**
  - **cell phone: make sure to set up voicemail greeting (delete messages)**
  - **email address**
  - **city and state**
  - **OPTIONAL: linkedin url**
    - **(customized with your name)**

Molly M. Engineer

New York, NY | P: +44 123456789 | first.last@getTHEjob.com | linkedin.com/in/MollyEngineer

EDUCATION

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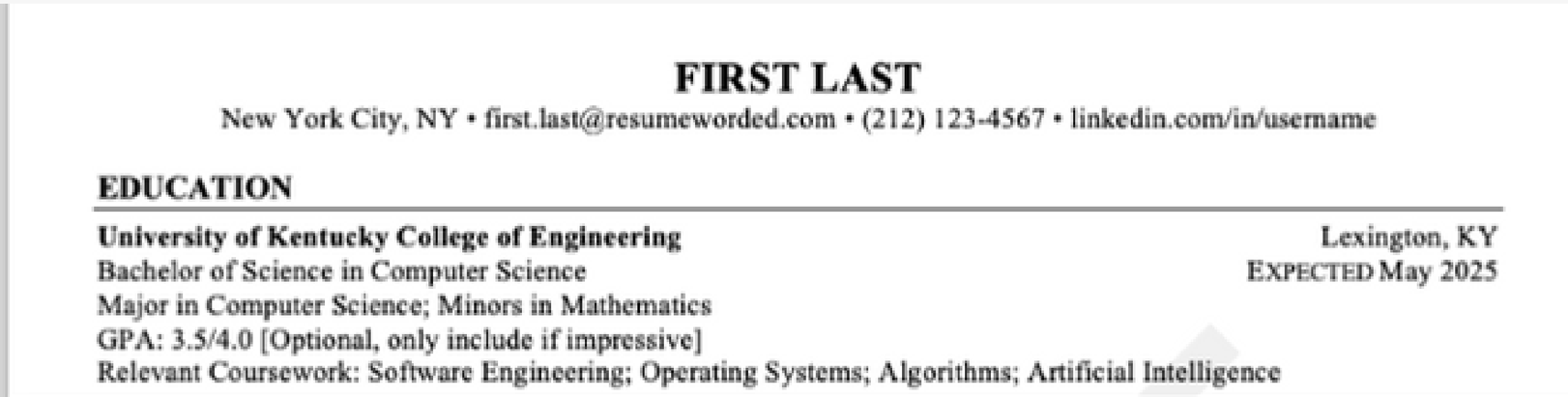
Minor in Computer Science — Expected May 2022
Cumulative GPA: 3.93/4.0; Dean's List All
Relevant Coursework: Electrical Engineering, Digital Electronics, Logic Design, Power System Analysis

DUBLIN CITY UNIVERSITY — Dublin, Ireland

EDUCATION SECTION

EDUCATION

- List your education in reverse chronological order
- Degree (can be listed several ways)
- Expected Graduation Date
- GPA if 3.0 or higher
- Minors
- Relevant coursework



FIRST LAST

New York City, NY • first.last@resumeworded.com • (212) 123-4567 • linkedin.com/in/username

EDUCATION

University of Kentucky College of Engineering — Lexington, KY
Bachelor of Science in Computer Science — EXPECTED May 2025
Major in Computer Science; Minors in Mathematics
GPA: 3.5/4.0 [Optional, only include if impressive]
Relevant Coursework: Software Engineering; Operating Systems; Algorithms; Artificial Intelligence

EXPERIENCE SECTIONS

Headings and categories will change each semester to showcase growth, experience, etc. Your resume will look different than your friend's resume!

HEADINGS MAY BE ANY COMBINATION OF THE FOLLOWING:

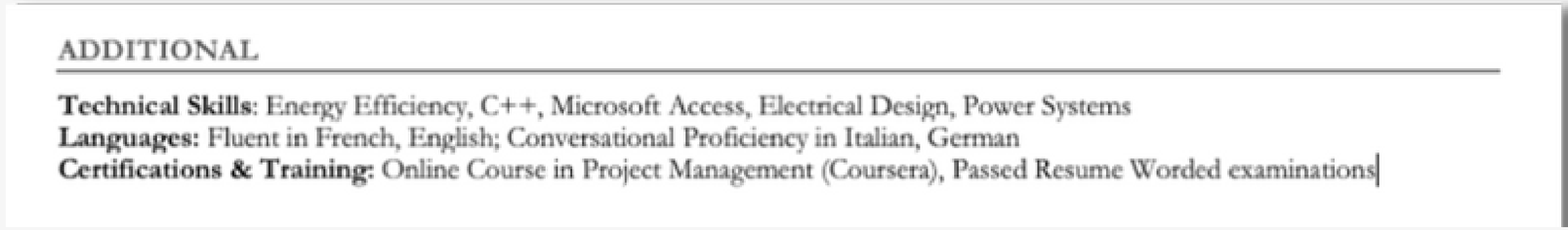
- WORK EXPERIENCE
- ENGINEERING EXPERIENCE
- RESEARCH EXPERIENCE
- LEADERSHIP EXPERIENCE
- UNIVERSITY PROJECTS

ADDITIONAL SECTIONS

SKILLS AND OTHER RELEVANT SECTIONS

With each year in school, you will have more information to add - it can be challenging to get everything on one page. Consider consolidating valuable information into space-saving horizontal lists.

- **Technical Skills**
- **Programming Languages**
- **Certifications**
- **Honors and Awards**
- **Activities**
- **Languages - fluent in German, conversational in Turkish**

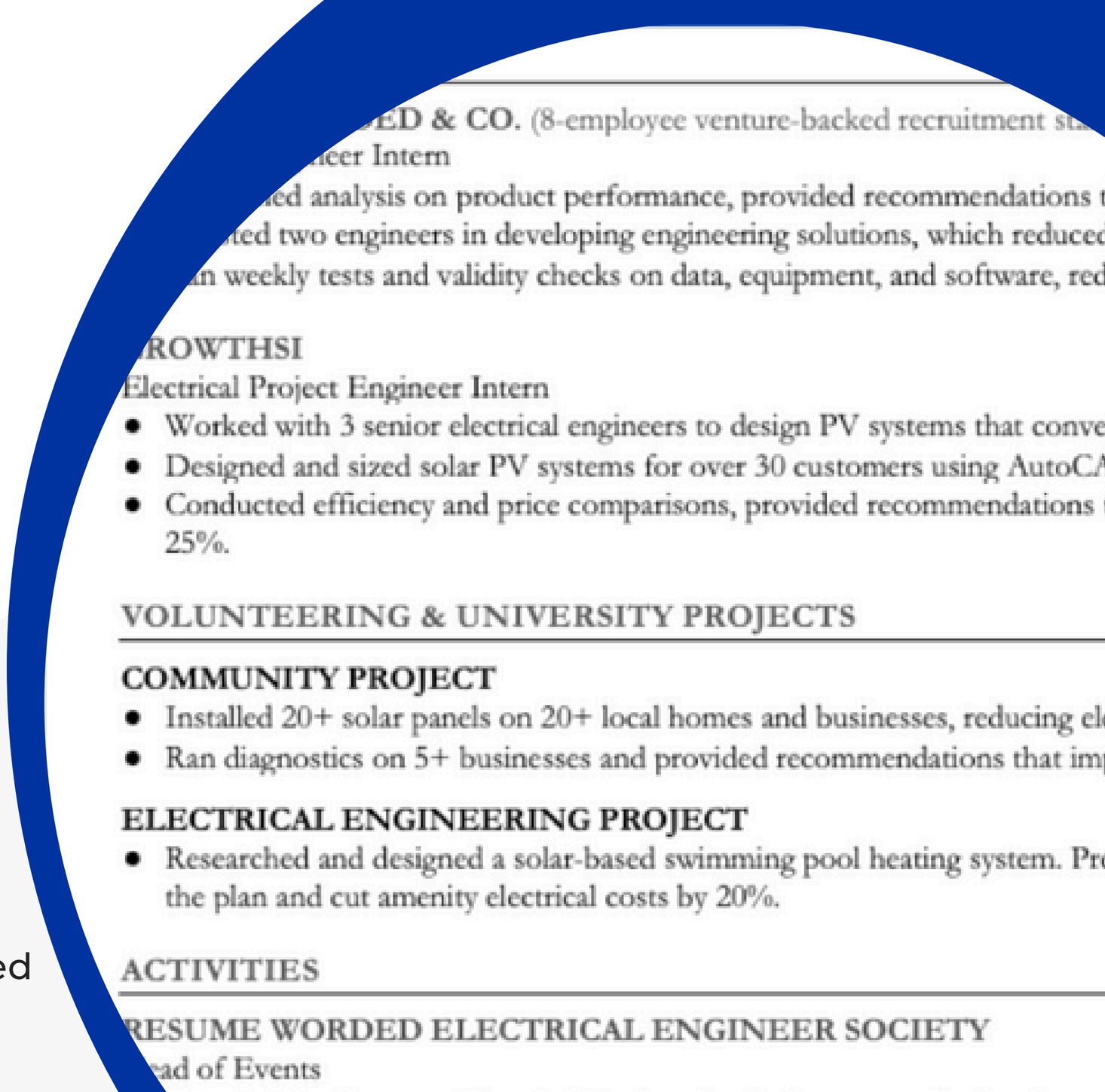


ADDITIONAL

Technical Skills: Energy Efficiency, C++, Microsoft Access, Electrical Design, Power Systems
Languages: Fluent in French, English; Conversational Proficiency in Italian, German
Certifications & Training: Online Course in Project Management (Coursera), Passed Resume Worded examinations

WRITING YOUR RESUME

- **Bullet points are an effective way to showcase your experience.**
- Details are important and paint a vivid picture
- Avoid "I" or first person
- Start with STRONG Action Verbs
  - Designed, Led, Analyzed, Researched
  - Never use "responsible for"



ED & CO. (8-employee venture-backed recruitment st
neer Intern
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ROWTHSI
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ELECTRICAL ENGINEERING PROJECT
- Researched and designed a solar-based swimming pool heating system. Pr
  the plan and cut amenity electrical costs by 20%.

ACTIVITIES

RESUME WORDED ELECTRICAL ENGINEER SOCIETY
ead of Events

CRAFTING BULLET POINTS

ACTION VERB

Use a STRONG ACTION VERB

+

CONTEXT

What you did and how you and how you did it

+

RESULT

What happened as a result

PROFESSIONAL EXPERIENCE

Company A — Location

Job Title — Duration (Month -Month Year)

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Company B — Location

Job Title — Duration (Month -Month Year)

- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result
- Verb + Context (what you did and how you did it) + Result

Weak

Worked on
Responsible for
Used
Helped

ACTION VERBS!

STRONG

• Developed • Researched • Designed • Prepared • Analyzed •Trained • Maintained • Measured • Presented

Action Verb Examples

ACHIEVEMENT OR SUCCESS

Achieved
Attained
Awarded
Completed
Demonstrated
Earned
Exceeded
Outperformed
Reached
Showcased
Succeeded
Targeted

BUSINESS, DATA, AND FINANCE

Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Qualified
Reconciled
Reduced
Researched
Retrieved

COMMUNICATION, PRESENTATION

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Briefed
Campaigned
Clarified
Co-authored
Collaborated
Communicated
Composed
Conferred
Contacted
Conveyed
Convinced
Corresponded
Counseled
Critiqued
Debated
Defined
Described
Developed
Discussed
Documented
Drafted
Edited
Elicited
Expressed
Formulated
Illustrated
Instructed
Interpreted
Interviewed
Introduced
Lectured
Lobbied
Marketed
Mediated
Moderated
Negotiated
Performed
Persuaded
Presented
Promoted
Proposed
Publicized
Reported
Responded
Reviewed
Solicited
Spoke
Summarized
Translated
Wrote
Drafted

COMPUTER SCIENCE, ENGINEERING, AND TECHNICAL

Activated
Adapted
Adopted
Advanced
Affected
Altered
Analyzed
Anticipated
Applied
Appraised
Approximated
Assembled
Automated
Built
Calculated
Coded
Completed
Compiled
Conserved
Constructed
Converted
Created
Debugged
Deployed
Constructed
Converted
Created
Debugged
Deployed
Detected
Designed
Determined
Developed
Devised
Diagnosed
Discovered
Engineered
Enhanced
Expedited
Fabricated
Formulated
Functioned as
Installed
Launched
Maintained
Mobilized
Modified
Networked
Planned
Operated
Overhauled
Printed
Programmed
Refined
Regulated
Remodeled
Repaired
Replaced
Researched
Restored
Rewrote
Solved
Specialized
Standardized
Studied
Trained
Transported
Updated
Upgraded
Utilized
Wrote

Action Verb Examples

CREATIVE AND ENTREPRENEURIAL

Acted
Adapted
Applied
Brainstormed
Composed
Conceptualized
Condensed
Created
Curated
Customized
Designed
Developed
Devised
Directed
Displayed
Entertained
Established
Formalized
Formed
Formulated
Founded
Illustrated
Improvised
Incorporated
Influenced
Initiated
Instituted
Introduced
Invented
Launched
Modeled
Modified
Navigated
Originated
Performed
Pioneered
Planned
Presented
Revitalized
Revolutionized
Shaped
Storyboarded
Solved
Transformed
Visualized

CUSTOMER SERVICE, HELPING, PART TIME JOB

Actualized
Accomplished
Administered
Aided
Assisted
Implemented
Completed
Developed
Enforced
Executed
Fulfilled
Achieved
Advanced
Amplified
Boosted
Capitalized
Captured
Centralized
Clarified
Conserved
Consolidated
Converted
Customized
Decreased
Deducted
Delivered
Diagnosed
Enhanced
Expedited
Furthered
Gained
Generated
Implemented
Improved
Influenced
Integrated
Lifted
Lessened
Maximized
Merged
Modified
Outpaced
Overhauled
Negotiated
Reconciled
Redesigned
Reduced
Refined
Refocused
Rehabilitated
Remodeled
Reorganized
Replaced
Restructured
Revamped
Revitalized
Simplified
Standardized
Stimulated
Streamlined
Strengthened
Sustained
Updated
Transformed
Yielded

LEADERSHIP

Advised
Aligned
Arranged
Built
Chaired
Championed
Constructed
Coordinated
Created
Cultivated
Delivered
Directed
Empowered
Enabled
Ensured
Executed
Formed
Furthered
Hired
Implemented
Initiated
Instituted
Integrated
Led
Leveraged
Mentored
Motivated
Operated
Optimized
Orchestrated
Organized
Oversaw
Planned
Produced
Programmed
Refocused
Reorganized
Restructured
Revitalized
Supervised
Trained

MANAGEMENT, SUPERVISION, AND SUPPORT

Advised
Aligned
Authorized
Blocked
Coached
Consulted
Cultivated
Delegated
Directed
Dispatched
Educated
Enabled
Enforced
Ensured
Facilitated
Fielded
Forged
Fostered
Guided
Hired

Action Verb Examples

Informed
Inspected
Inspired
Itemized
Mentored
Mobilized
Monitored
Motivated
Navigated
Negotiated
Partnered
Onboarded
Recruited
Regulated
Resolved
Screened
Scrutinized
Shaped
Supervised
Taught
Trained
Unified
United
Verified

PROJECT DEVELOPMENT

Administered
Built
Charted
Created
Designed
Developed
Devised
Engineered
Formalized
Formed
Formulated
Founded
Implemented
Incorporated
Initiated
Instituted
Introduced
Launched
Pioneered
Spearheaded

RESEARCH

Analyzed
Assembled
Assessed
Audited
Calculated
Clarified
Collected
Compared
Conducted
Critiqued
Co-researched
Detected
Determined
Diagnosed
Discovered
Evaluated
Examined
Experimented
Explored
Extracted
Forecasted
Formulated
Hypothesized
Identified
Inspected
Interpreted
Invented
Investigated
Located
Mapped
Measured
Organized
Published
Qualified
Quantified
Received
Researched
Reviewed
Searched
Solved
Studied
Summarized
Surveyed
Systematized
Tested
Tracked

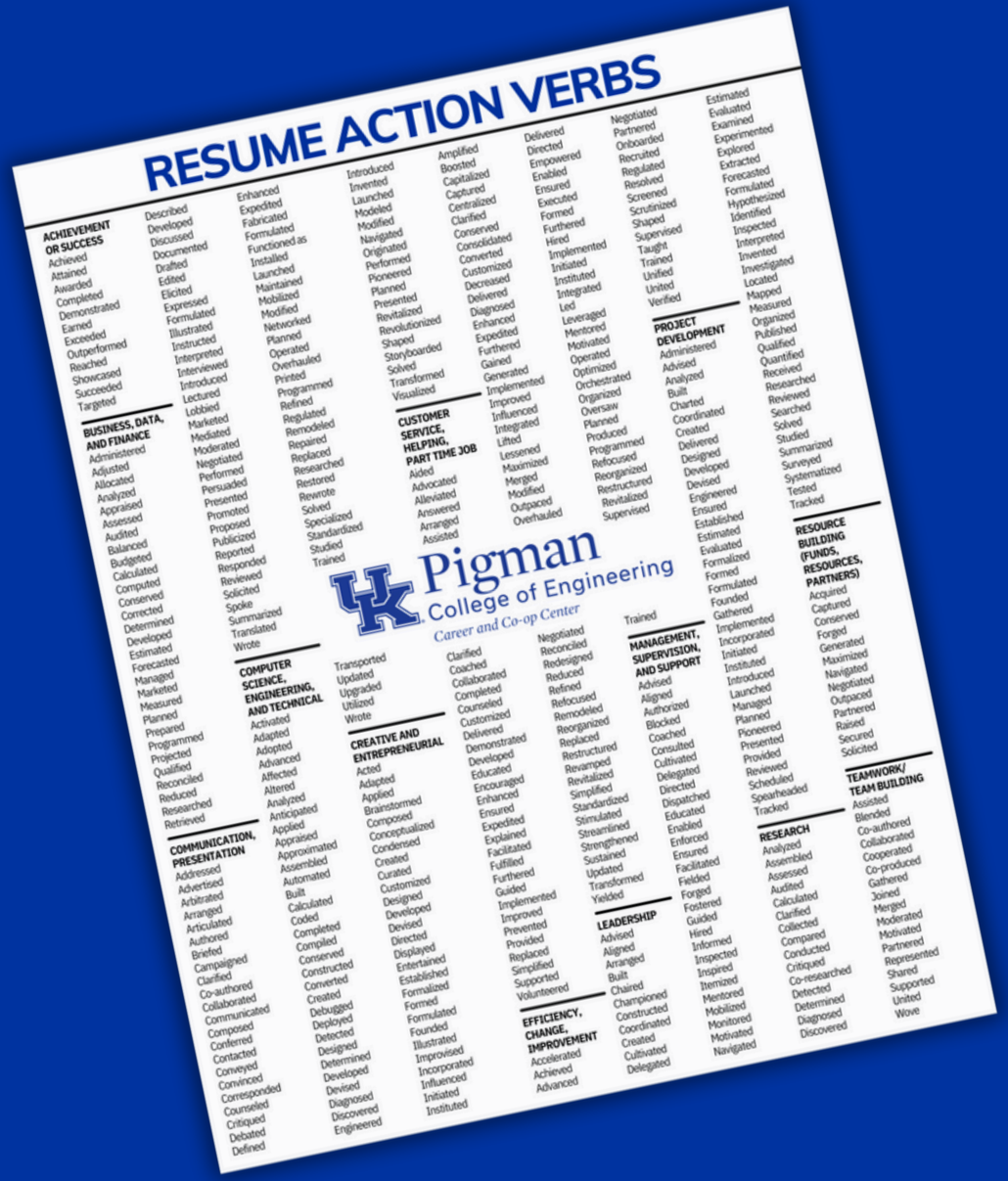
RESOURCE BUILDING (FUNDS, RESOURCES, PARTNERS)

Acquired
Captured
Conserved
Forged
Generated
Maximized
Navigated
Negotiated
Outpaced
Partnered
Raised
Secured
Solicited

TEAMWORK

Blended
Co-authoreed
Collaborated
Cooperated
Co-produced
Gathered
Joined
Merged
Partnered
United
Wove

Resume Action Verb List



RESUME ACTION VERBS

ACHIEVEMENT OR SUCCESS
Achieved
Attained
Awarded
Completed
Demonstrated
Earned
Exceeded
Outperformed
Reached
Showcased
Succeeded
Targeted

BUSINESS, DATA, AND FINANCE
Administered
Adjusted
Allocated
Analyzed
Appraised
Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Qualified
Reconciled
Reduced
Researched
Retrieved

COMMUNICATION, PRESENTATION
Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Briefed
Campaigned
Clarified
Co-authored
Collaborated
Communicated
Composed
Conferred
Contacted
Conveyed
Convinced
Corresponded
Counseled
Critiqued
Debated
Defined
Described
Developed
Discussed
Documented
Drafted
Edited
Elicited
Expressed
Formulated
Illustrated
Instructed
Interpreted
Interviewed
Introduced
Lectured
Lobbied
Marketed
Mediated
Moderated
Negotiated
Performed
Persuaded
Presented
Promoted
Proposed
Publicized
Reported
Responded
Reviewed
Solicited
Spoke
Summarized
Translated
Wrote

COMPUTER SCIENCE, ENGINEERING, AND TECHNICAL
Activated
Adapted
Adopted
Advanced
Affected
Altered
Analyzed
Anticipated
Applied
Appraised
Approximated
Assembled
Automated
Built
Calculated
Coded
Completed
Compiled
Conserved
Constructed
Converted
Created
Debugged
Deployed
Detected
Designed
Determined
Developed
Devised
Diagnosed
Discovered
Engineered
Enhanced
Expedited
Fabricated
Formulated
Functioned as
Installed
Launched
Maintained
Mobilized
Modified
Networked
Planned
Operated
Overhauled
Printed
Programmed
Refined
Regulated
Remodeled
Repaired
Replaced
Researched
Restored
Rewrote
Solved
Specialized
Standardized
Studied
Trained
Transported
Updated
Upgraded
Utilized
Wrote

CREATIVE AND ENTREPRENEURIAL
Acted
Adapted
Applied
Brainstormed
Composed
Conceptualized
Condensed
Created
Curated
Customized
Designed
Developed
Devised
Directed
Displayed
Entertained
Established
Formalized
Formed
Formulated
Founded
Illustrated
Improvised
Incorporated
Influenced
Initiated
Instituted
Introduced
Invented
Launched
Modeled
Modified
Navigated
Originated
Performed
Pioneered
Planned
Presented
Revitalized
Revolutionized
Shaped
Storyboarded
Solved
Transformed
Visualized

CUSTOMER SERVICE, HELPING, PART TIME JOB
Aided
Advocated
Alleviated
Answered
Arranged
Assisted
Clarified
Coached
Collaborated
Completed
Counseled
Customized
Delivered
Demonstrated
Developed
Educated
Encouraged
Enhanced
Ensured
Expedited
Explained
Facilitated
Fulfilled
Furthered
Guided
Implemented
Improved
Prevented
Provided
Replaced
Simplified
Supported
Volunteered
Amplified
Boosted
Capitalized
Captured
Centralized
Clarified
Conserved
Consolidated
Converted
Customized
Decreased
Delivered
Diagnosed
Enhanced
Expedited
Furthered
Gained
Generated
Implemented
Improved
Influenced
Integrated
Lifted
Lessened
Maximized
Merged
Modified
Outpaced
Overhauled
Negotiated
Reconciled
Redesigned
Reduced
Refined
Refocused
Remodeled
Reorganized
Replaced
Restructured
Revamped
Revitalized
Simplified
Standardized
Stimulated
Streamlined
Strengthened
Sustained
Updated
Transformed
Yielded

EFFICIENCY, CHANGE, IMPROVEMENT
Accelerated
Achieved
Advanced
Delivered
Directed
Empowered
Enabled
Ensured
Executed
Formed
Furthered
Hired
Implemented
Initiated
Instituted
Integrated
Led
Leveraged
Mentored
Motivated
Operated
Optimized
Orchestrated
Organized
Oversaw
Planned
Produced
Programmed
Refocused
Reorganized
Restructured
Revitalized
Supervised
Trained

MANAGEMENT, SUPERVISION, AND SUPPORT
Advised
Aligned
Authorized
Blocked
Coached
Consulted
Cultivated
Delegated
Directed
Dispatched
Educated
Enabled
Enforced
Ensured
Facilitated
Fielded
Forged
Fostered
Guided
Hired
Informed
Inspected
Inspired
Itemized
Mentored
Mobilized
Monitored
Motivated
Navigated
Negotiated
Partnered
Onboarded
Recruited
Regulated
Resolved
Screened
Scrutinized
Shaped
Supervised
Taught
Trained
Unified
United
Verified

LEADERSHIP
Advised
Aligned
Arranged
Built
Chaired
Championed
Constructed
Coordinated
Created
Cultivated
Delegated

PROJECT DEVELOPMENT
Administered
Advised
Analyzed
Built
Charted
Coordinated
Created
Delivered
Designed
Developed
Devised
Engineered
Ensured
Established
Estimated
Evaluated
Formalized
Formed
Formulated
Founded
Gathered
Implemented
Incorporated
Initiated
Instituted
Introduced
Launched
Managed
Planned
Pioneered
Presented
Provided
Reviewed
Scheduled
Spearheaded
Tracked
Estimated
Evaluated
Examined
Experimented
Explored
Extracted
Forecasted
Formulated
Hypothesized
Identified
Inspected
Interpreted
Invented
Investigated
Located
Mapped
Measured
Organized
Published
Qualified
Quantified
Received
Researched
Reviewed
Searched
Solved
Studied
Summarized
Surveyed
Systematized
Tested
Tracked

RESEARCH
Analyzed
Assembled
Assessed
Audited
Calculated
Clarified
Collected
Compared
Conducted
Critiqued
Co-researched
Detected
Determined
Diagnosed
Discovered

RESOURCE BUILDING (FUNDS, RESOURCES, PARTNERS)
Acquired
Captured
Conserved
Forged
Generated
Maximized
Navigated
Negotiated
Outpaced
Partnered
Raised
Secured
Solicited

TEAMWORK/ TEAM BUILDING
Assisted
Blended
Co-authored
Collaborated
Cooperated
Co-produced
Gathered
Joined
Merged
Moderated
Motivated
Partnered
Represented
Shared
Supported
United
Wove

Pigman College of Engineering
Career and Co-op Center

You Can Find A Copy Of The Action Verb List On Our Website

Resume Format Examples

(Students Without Much Engineering or Computer Science Experience Yet)

Lex I. Ngton

Perrysburg, OH • (419) 123-4567 • first.last@uky.com • linkedin.com/in/username

EDUCATION

UNIVERSITY OF KENTUCKY COLLEGE OF ENGINEERING — Lexington, KY
Bachelor of Science in Computer Science — May 2026
Minors in Consumer Psychology and Mathematics
GPA: 3.5/4.0
Relevant Coursework: Software Engineering, Operating Systems, Algorithms I & II, Artificial Intelligence, Mathematics, Discrete Mathematics, Statistics

PERRYSBURG HIGH SCHOOL — Perrysburg, OH
High School Diploma
GPA: 4.3 Weighted — May 2022
Awards/Activities: Class Valedictorian, Cricket Varsity Captain, California Spelling Bee Finalist (1000+ participants)

LEADERSHIP AND WORK EXPERIENCE

UNIVERSITY OF TOLEDO COLLEGE OF ENGINEERING — Toledo, OH
Undergraduate Research Summer Intern – Computing Lab — May 2024 – Aug 2024
- Overhauled obsolete legacy source code of two production applications, resulting in increased usability and reduced run time performance by 50%
- Led the transition to a paperless practice by implementing an electronic booking system and a faster, safer and more accurate business system; reduced cost of labor by 30% and office overhead by 10%

UNIVERSITY OF KENTUCKY STUDENT INVESTMENT CLUB — Lexington, KY
Treasurer — Aug 2023 - Present
- Founded the first ever 'Business Series' to organize finance training for 500 students
- Organized and advertised 10+ quarterly networking events with 300+ participants in 3 cities in Kentucky

GOOGLE 3-DAY HACKATHON — San Francisco, CA
Team Leader — Jan 2023 – April 2023
- Led team of 4 to design and implement Android application in using Java, PHP, and Angular in 3-day hackathon
- Presented demo and pitch to Google's SVP; awarded First Prize based product quality out of 50+ teams

RW ITALIAN RESTAURANT — Toledo, OH
Assistant Manager — May 2022 - Aug 2022
- Led the transition to a paperless practice by implementing an electronic booking system and a faster, safer and more accurate business system; reduced cost of labor by 30% and office overhead by 10%

SUNSHINE DAY CAMP — Perrysburg, OH
Senior Camp Counselor — May 2021 – Aug 2021
- Led event planning and programmatic implementation for 10 junior counselors to ensure a safe, healthy, and fun atmosphere for special needs/special ability adult campers.
- Provided regular communication to family members in order to allow them peace of mind during their loved one's respite care
- Trained new counselors on safety procedures for special needs/special ability adult campers.

SKILLS AND ACTIVITIES

Technical Skills: Advanced in Java, PHP, JavaScript, HTML/CSS; Proficient in MATLAB; [Add skills from the job description – use Targeted Resume from Resume Worded to help identify the right skills to include]
Languages: Fluent in French, English; Conversational proficiency in Italian, German
Activities: Volunteered 20 hours/month at Alzheimer's Foundation, Varsity Soccer (Supporting Coach)

KEN N. TUCKY

Lexington, KY • first.last@uky.edu • (212) 123-4567 • linkedin.com/in/username

EDUCATION

University of Kentucky College of Engineering — Lexington, KY
Bachelor of Science in Computer Science — EXPECTED May 2026
Major in Computer Science; Minors in Mathematics
GPA: 3.5 [Optional, only include if impressive]
Relevant Coursework: Software Engineering; Operating Systems; Algorithms; Artificial Intelligence

Acme High School — San Francisco, CA
High School Diploma
GPA: 4.5 Weighted — May 2022

PROFESSIONAL EXPERIENCE

Acme International Co. *(8 employee venture-backed consumer software startup)* — San Francisco, CA
Software Engineering Intern — May 2024 – Aug 2024
- Led transition to a paperless practice by implementing an electronic booking system and a faster, safer, more accurate business system; reduced labor cost by 30% and office overhead by 10%
- Overhauled obsolete legacy source code of two production applications, resulting in increased usability and reduced run time performance by 50%
- Analyzed data from 25000 monthly active users and used outputs to guide marketing and product strategies; increased average app engagement time by 2x, 30% decrease in drop off rate, and 3x shares on social media

ACTIVITIES AND LEADERSHIP

University of Kentucky Investment Club — Lexington, KY
Head of Events — Sep 2023 – Present
- Founded the first ever Business Series to organize finance training for 500 students
- Organized and advertised 10+ quarterly networking events with 300+ participants in 3 California cities

UK Computing In Retail Society — Lexington, KY
Committee Member — Jan 2023 – Present
- Led the transition to a paperless practice by implementing an electronic booking system and a faster, safer and more accurate business system; reduced cost of labor by 30% and office overhead by 10%
- Organized and advertised 10+ quarterly networking events with 300+ participants in 3 cities in California

UNIVERSITY PROJECTS

Classroom App — Feb 2024
- Designed and implemented Android application in 4-person team using Java in 3-day hackathon
- Enabled students to highlight lecture notes and ask questions to professors anonymously

Model Operating System — Jan 2023
- Designed and implemented Unix-based operating system in 4-person team using C++
- Awarded First Prize in Computing's Senior Design Projects (out of 100 teams)

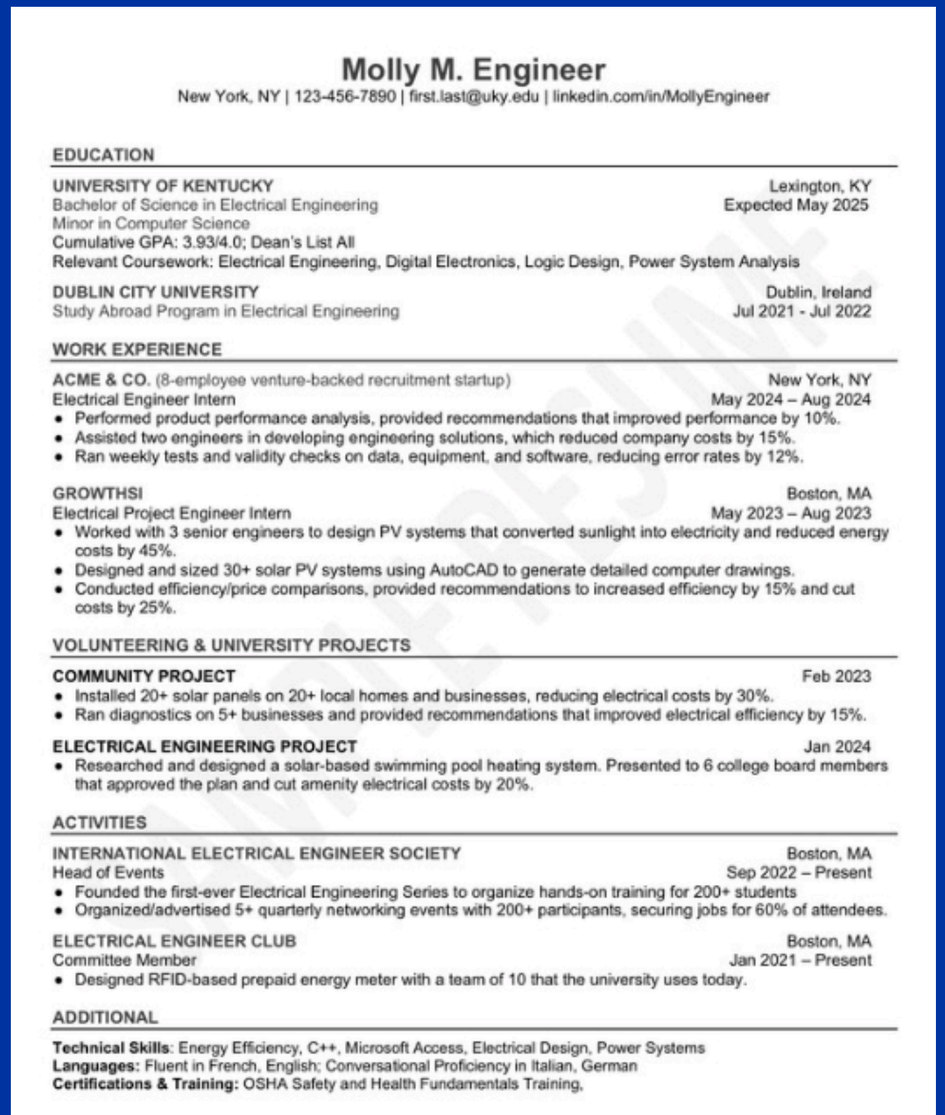
OTHER

Technical: Advanced in Java, PHP, JavaScript, HTML/CSS; Proficient in MATLAB, [add skills from the job description – use Targeted Resume to help you identify the right skills and keywords]
Languages: Fluent in French, English; Conversational Proficiency in Italian, German
Volunteering: Volunteered 20 hours/month at Alzheimer's Foundation (2012-2014)

SAMPLE

Resume Format Examples

(Students With Co-op/Internship and Leadership Experience)



Molly M. Engineer

New York, NY | 123-456-7890 | first.last@uky.edu | linkedin.com/in/MollyEngineer

EDUCATION

UNIVERSITY OF KENTUCKY — Lexington, KY
Bachelor of Science in Electrical Engineering — Expected May 2025
Minor in Computer Science
Cumulative GPA: 3.93/4.0; Dean's List All
Relevant Coursework: Electrical Engineering, Digital Electronics, Logic Design, Power System Analysis

DUBLIN CITY UNIVERSITY — Dublin, Ireland
Study Abroad Program in Electrical Engineering — Jul 2021 - Jul 2022

WORK EXPERIENCE

ACME & CO. (8-employee venture-backed recruitment startup) — New York, NY
Electrical Engineer Intern — May 2024 – Aug 2024
- Performed product performance analysis, provided recommendations that improved performance by 10%.
- Assisted two engineers in developing engineering solutions, which reduced company costs by 15%.
- Ran weekly tests and validity checks on data, equipment, and software, reducing error rates by 12%.

GROWTHSI — Boston, MA
Electrical Project Engineer Intern — May 2023 – Aug 2023
- Worked with 3 senior engineers to design PV systems that converted sunlight into electricity and reduced energy costs by 45%.
- Designed and sized 30+ solar PV systems using AutoCAD to generate detailed computer drawings.
- Conducted efficiency/price comparisons, provided recommendations to increased efficiency by 15% and cut costs by 25%.

VOLUNTEERING & UNIVERSITY PROJECTS

COMMUNITY PROJECT — Feb 2023
- Installed 20+ solar panels on 20+ local homes and businesses, reducing electrical costs by 30%.
- Ran diagnostics on 5+ businesses and provided recommendations that improved electrical efficiency by 15%.

ELECTRICAL ENGINEERING PROJECT — Jan 2024
- Researched and designed a solar-based swimming pool heating system. Presented to 6 college board members that approved the plan and cut amenity electrical costs by 20%.

ACTIVITIES

INTERNATIONAL ELECTRICAL ENGINEER SOCIETY — Boston, MA
Head of Events — Sep 2022 – Present
- Founded the first-ever Electrical Engineering Series to organize hands-on training for 200+ students
- Organized/advertised 5+ quarterly networking events with 200+ participants, securing jobs for 60% of attendees.

ELECTRICAL ENGINEER CLUB — Boston, MA
Committee Member — Jan 2021 – Present
- Designed RFID-based prepaid energy meter with a team of 10 that the university uses today.

ADDITIONAL

Technical Skills: Energy Efficiency, C++, Microsoft Access, Electrical Design, Power Systems
Languages: Fluent in French, English; Conversational Proficiency in Italian, German
Certifications & Training: OSHA Safety and Health Fundamentals Training,

You Can Find These Examples On Our Website

BAD TIKTOK ADVICE &
WHAT TO KNOW ABOUT AI IN RESUMES & INTERVIEWS

Be Curious

Not Judgmental

BAD TIKTOK ADVICE

• White font in footers or headers or extra small font to get past the ATS. It's dishonest, and a really bad plan.
• Citing an NDA (nondisclosure agreement) when asked about a gap on your resume or LinkedIn history. Unless your work would have required that regularly, recruiters will know it's a lie.
• Generally speaking, a "quick and easy hack" could be problematic - do your research before deploying the hack.

IS THERE GOOD TIKTOK ADVICE?

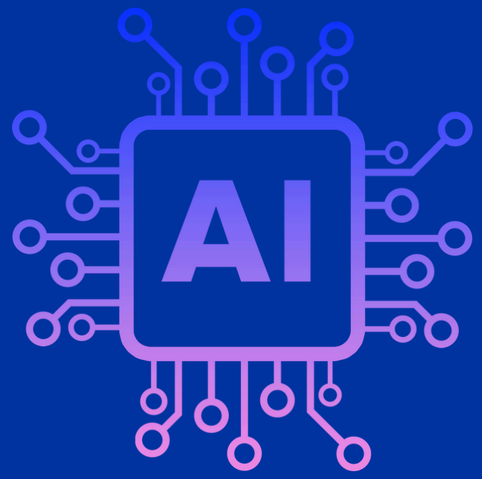
Absolutely! Just like there are some great resources on Instagram as well. But read the comments - utilize google to see if it is, indeed, too good to be true. Following bad advice could harm you professionally. But following good advice may get you an edge in the job search process.

AI: LARGE LANGUAGE MODELS CHAT GPT, ETC.

• At its core, AI is a tool that can be deployed quickly and efficiently. (You are already seeing it every day: Expedia Chat Bot, Instacart, Duolingo, Slack, Salesforce, and more.)
• It can aid in searching for jobs with the right prompts and it can help with resume bullet creation and cover letter drafting, but it is NOT perfect, and there can be some ethical concerns about using it and/or what happens to the data you upload.
• Use it wisely - the data you input will be used to help with machine learning, large language modelling, etc.

AI RESOURCES

WORDS OF WISDOM



Proofread AI Responses

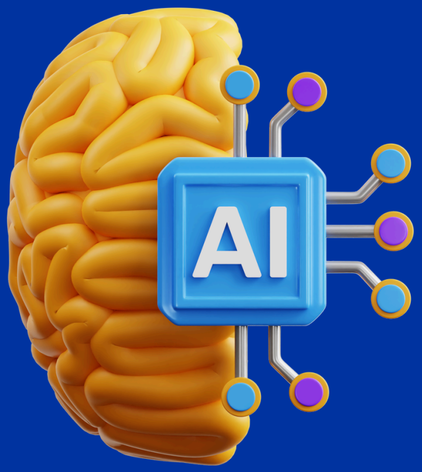
Customize/Edit Responses
(don't blindly copy and paste into a resume)

Verify AI Answers

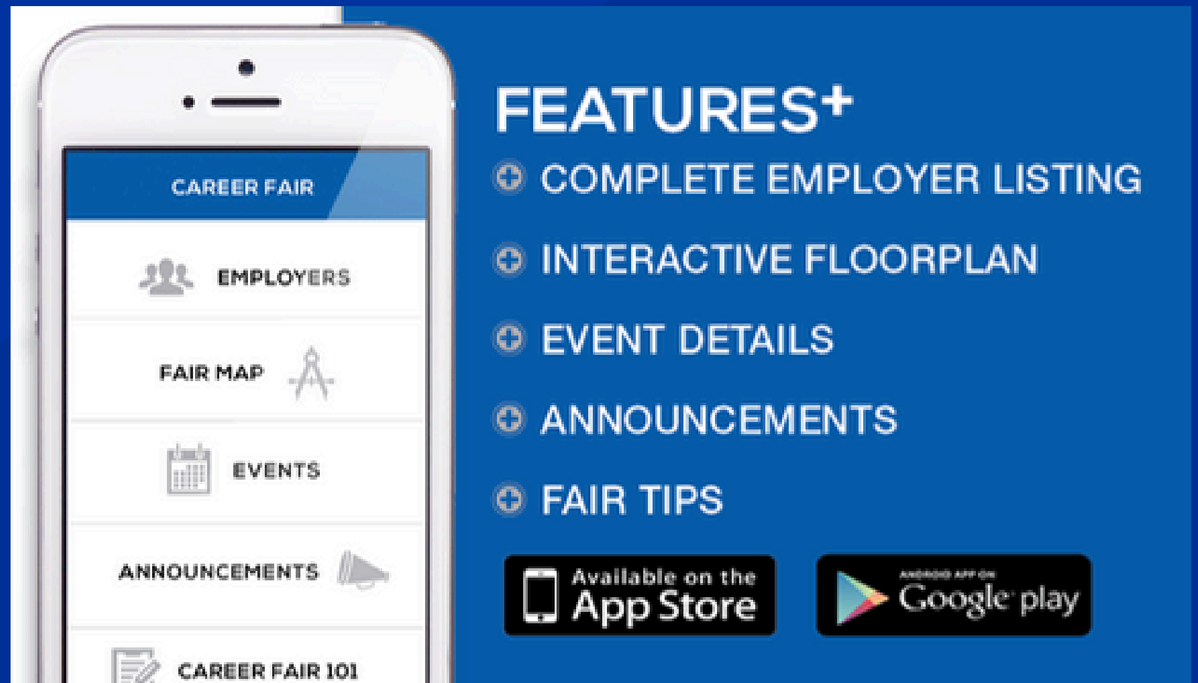
Protect YOUR Data

Understand Why It's Free

Only Use True Responses



REMEMBER

- *Proofread, proofread, proofread! Typos can cost you opportunities.*
- *Your resume at this point in time is no more than one page.*
  - *The exception: graduate school applications where you use a CV instead of a resume*
- *Your resume is a living, breathing document - you update it with new experiences, new opportunities, and transferrable skills*

DOWNLOAD
the Career Fair Plus App!