

# RESUME GUIDE

A resume is a targeted summation of your education, skills, and experience. A great resume is easy to scan, highlights accomplishments, and concisely details your abilities. Outlined below are recommended sections of a resume.

## Contact Information

- Use at least 14 point font for your name. Use your preferred name; given names are not necessary.
- Include a professional sounding email address. (i.e. huntingtona@wit.edu, huntingtona@gmail.com)
  - When applying to full time jobs, create a non-WIT email address to be used moving forward.
- Include your permanent and/or school address, providing at least a city and state.
- Consider including a link to your LinkedIn, Github, portfolio, and personal website.

## Education

- The education section remains at the top if you are currently a student or recently earned a degree.
- If you transferred in, you may or may not include your previous school depending on its relevance or if you earned a degree.
- Include the name of your degree as it appears on your transcript, including minors and concentrations.
- Include your GPA if it is at or above a 3.0 and any academic honors (i.e. Dean's List).

### *Related Courses – subsection of Education*

- List 5-10 courses that are related to the position for which you are applying. List in order of relevance and consider dropping pre-requisite courses. Related courses should supplement your resume and “fill gaps” where you lack experience. You may include any course that will be completed by the position’s start date.

## Skills

List and categorize your hard skills. What kinds of programs? Software? Devices? Languages? Test instruments? Lab equipment? Operating systems? Design? Field? Digital? Building technology? See *Technical Competencies & Professional Skills* handout for suggestions.

## Projects

- This is a particularly important section for students without relevant experience.
- List 2-4 class, independent, or professional society projects you have completed or are currently working on.
- Name and date the project, possibly including the name of the course.
- List your accomplishments and responsibilities on this project. Use strong action verbs to highlight your skills with the tools you used when possible. See *PAR Method* below.
- Some may choose to leave out this section. Large and relevant projects can go in “Relevant Experience” section.

## Relevant Experience

- List your experiences related to the position for which you are applying – most recent first.
- Include the name of the organization, city/state, dates – month(s) & year(s), and your position title.
- List your accomplishments and responsibilities. Bullet format is preferred as it makes your resume easy to skim.
- Start each new line/bullet with a strong action verb. Use present tense for experiences you are currently in and past tense for experiences that have ended.
- Use the *PAR method - Project/Problem + Action = Result*.
  - Include results you achieved, the action you took, and the problem/project at hand.
  - Quantify when possible to make your point.
  - Name specific skills (software, languages, programs, tools, devices) employed to get results.
  - Ex.: “Collaborated with four-person team to achieve three times original power output based on simulator results for a small manufacturer of electronics.”

## Additional Experience

- Other experiences can tell an employer about additional skills and abilities you may have, too.
- Use PAR method – Project/Problem + Action = Result.

## Activities / Volunteer / Leadership

- Highlight your extracurricular experience. Clubs, organizations, teams, national societies.
- Organize by the relevance to the work you hope to do.

## Content

- Limit to 1 page! (Unless 10+ years of experience).
- Tailor the resume to the specific job.
- Put the most relevant information in the top 1/3 of the resume.
- Include enough white space so it is "scannable".
- Spell out numbers that are single digits and write out dates when possible  
Ex: two tests | 42 accounts | June 2015

## Format

- Be consistent in format and content.
- Save as PDF before submitting/sending.
- Save as "Your Name Resume."
- Use a basic, readable font like Arial, Times, Cambria, Calibri, or Georgia. Size 10-12 font.
- ½ inch to 1 inch margins.
- 8 ½ x 11 in paper in white/off-white | black/gray print.

### Arioch Huntington

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#### EDUCATION

**Wentworth Institute of Technology** | Boston, MA  
Bachelor of Science in Computer Engineering  
Minor in Computer Science, GPA: 3.0/4.0

RELATED COURSES: Network Theory I & II, Analog Circuit Design, Advanced Digital Design, Engineering Digital Signal Processing, Software Engineering, Data Structures, Algorithm Design & Analysis

#### SKILLS

SOFTWARE: AutoCAD, PSpice, Agilent VEE, LabVIEW, Quartus II, Multisim, Microsoft Office, Wireshark, Eclipse  
TEST INSTRUMENTS: Oscilloscope, function generator, digital multimeter, power supply, Waveform Generator, breadboard  
LANGUAGES: C, C++, C#, Java, SQL, PHP, Assembly, JavaScript, HTML, CSS  
DEVICES: Nios II soft microprocessor, TI MSP430, FPGA Altera's Cyclone II, BJTs, OP-Amps (741), TTL, CMOS, Arduino  
OPERATING SYSTEMS: Windows XP, Windows 8, Linux/Unix

#### PROJECTS OR RESEARCH

**Name of Project** | **Name of Class** (if necessary)

**Date Range**

- Explain what you did, how you did it, and what the results were. Use strong action verbs!
- When possible, name specific tools you used and quantify the # of people/items/data you worked with.
- Project + Action = Result.

#### NXT Robot Design & Programming (IEEE)

- Developed C code for operator controlled robotic modes such as different sensors

#### ENGINEERING EXPERIENCE

**Name of Organization** | City, State

**Position** (Ex. Co-op, Intern, Assistant or title given by employer)

- Start each line with a strong action verb that describes what you did in this position.
- Be results oriented. What were your accomplishments? What/how did you achieve them?
- PAR method. Project + Action = Result.
- Use 3-5 statements for important and relevant experiences.

#### Seagate | Shrewsbury, MA

Co-op

- Planned and completed testing required for disk drive qualification on enterprise level systems
- Configured enterprise class servers for Linux distributions
- Designed and implemented a web application to track internal drives

#### ADDITIONAL EXPERIENCE

**Trader Joe's** | Cambridge, MA

Store Crew

- Provide quality service to customers while conducting sales transactions
- Train new employees and organize late night shipments

#### ACTIVITIES/LEADERSHIP

**Video Game Development Club, President**

- Manage a \$500 annual budget, organize competitions, and facilitate weekly meetings for 75 members
- Develop and maintain social media accounts increasing membership by 15%, including Three Colleges of the Fenway

#### MEMBERSHIPS

**Institute of Electrical and Electronics Engineers, Member**

## DO NOT

- Use Personal Pronouns
- Include a picture
- Include age, sex, religion
- Abbreviate (If using an acronym, DO specify the first time it is used
  - Ex. Central Intelligence Agency (CIA)
- List your references on your resume. See *References Handout*

- Indicate when you are "expected" to graduate.
- RELATED COURSES can be listed or bulleted in columns if there is space and you want to highlight them
- You may want to place SKILLS below EDUCATION if you do not have experience yet.
- Include 2-4 relevant academic or independent projects.
- Projects should include 2-3 action items.
- The most relevant experience should have 3-5 items.
- Use strong action verbs. See Action Verbs handout for suggestions.
- ADDITIONAL EXPERIENCE and ACTIVITIES sections should highlight other abilities and/or interests you may have. Describe activities if you have room, otherwise mention the organization and position.
- MEMBERSHIPS or CERTIFICATIONS are optional sections, unless relevant to the job.
- INTERESTS section is optional. It always appears last. You may want to mention hobbies or passions that make you unique.