

DESIGNING THE RESUME

The following page includes a general outline of a standard resume with major headings. Since the purpose of the resume is to get you an interview, the document needs to announce to the reader that your candidacy should be seriously considered. Study resume formats which are geared to your career field. Seek advice from different resources. In the end, however, you will have to decide which style best fits your needs. Make it easy to read and understand, free of errors, and targeted for the type of positions you are seeking. Be prepared to do several drafts and revisions before you are satisfied. The time spent is well worth the effort in the long run.

Here are a few tips:

- “OnE slzE dOeS nOt FiT aLI”. Tailor your resume to the position, the company, and the industry.
- Research the type of job or company you are aiming for. Try to find out what resume or format style they prefer, if possible.
- Know your audience. Selectively include or exclude information depending on who your audience is.
- Use a simple readable font and font size at least 12 point
- Bolding is acceptable if used moderately. Italicizing is not, especially if your resume will be scanned or faxed.
- Avoid condensing spacing between letters of a word.
- Leave spaces between lines for better readability.
- Avoid underlining and use bullets sparingly.
- Avoid graphics, ornaments, fancy paper, outlining, boxing or shadowing text.
- Be careful about abbreviations which may have more than one meaning or unclear meanings.
- Use keywords, “buzzwords”, acronyms which are related to your field and will help if your resume is scanned by a computerized resume bank doing a keyword search.
- Work the resume so that it includes the exact words and phrases from the job advertisement or job description.
- KISS! Keep it short and simple. Can it pass the “30 second” test?

SAMPLE- BASIC RESUME OUTLINE

NAME

Mailing Address

City, State, Zip

Phone number with area code

E-mail address or website address

JOB/ CAREER/ OBJECTIVE:

Use exact job titles or statement indicating **EMPLOYMENT** the type of position desired and name of organization selected, if possible.

HIGHLIGHTS OF QUALIFICATIONS:

Summarize abilities, responsibilities, skills, qualifications, and achievements

RELATED SKILLS:

Use action verbs when listing skills and accomplishments. Relate and transfer current skills to the preferred position. Draw from all volunteer and paid experience. Group skills under subheadings (e.g., technical, computer, language)

EMPLOYMENT HISTORY:

Begin with most recent paid or unpaid work or activity. List history and dates in **reverse chronological order**. Briefly list primary/significant duties not usually associated with the position (e.g., cashier— most readers know what the basic duties of a cashier are. However, if the cashier is responsible for closing out her cash bank daily and for preparing bank deposits, those duties could be included).

EDUCATION:

List most recent first, including name of school, degree or certificate earned or pursuing, major area of study, or relevant coursework. List relevant workshops or seminars or continuing education in your field. List any licenses or teaching credentials.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS OR SERVICE TO COMMUNITY OR COLLEGE:

List any memberships in business, educational, professional, or technical associations, and offices/ jobs/ you held, such as president, membership chair, conference chairperson, speaker.

REFERENCES OR CAREER PORTFOLIO:

Available upon request (you may exclude this if there is insufficient space or it is not applicable to you.)

[Writer may select other category titles depending on their experience, type of profession, focus of the position sought, and / or the minimum and desirable qualifications requested by the employer. Writer may also vary the order of the categories.]

COVER LETTER OR LETTER OF APPLICATION

KISS: Keep it short and simple! One page is sufficient.

- Remember who your audience is – who will be reviewing the letter and resume?
- Write to a specific person rather than “To whom it may concern”.
- Most cover letters and resumes are given all of 2 minutes to make an impression.
- Tailor your letter to the company receiving it.
- Show that you know something about the company.
- Be positive in your approach.
- Correct grammar, punctuation, and spelling are absolutely essential- strive for perfection!

3 BASIC SECTIONS:

First Paragraph: INTRODUCTION – TO STATE YOUR PURPOSE

- Have a businesslike but attention-getting beginning.
- State how you heard about the job.
- State the specific job for which you are applying.
- Let the employer know that you are qualified for the position.

Middle Paragraphs: TEXT- GIVING YOUR SUPPORTING DATA

- Discuss in a personalized manner the qualifications that you listed on your resume. Describe your education and training related to the job for which you are applying.
- Describe experiences related to the job.
- Make one reference to your enclosed resume.
- Limit it to one or two paragraphs only.

Last Paragraph: CONCLUSION- REQUESTING ACTION

- Pave the way for an interview appointment.
- Request an interview at the prospective employer’s convenience.
- Suggest times you are available.
- Make it easy for the employer to get in touch with you. Including your phone number is best.
- Thank the person for his/her consideration of your application and resume.

NOTES:

Job Description / Reading Between the Lines
Objective
Technical Summary
Career Summary
Qualifications Summary
Focus on Technological Results
Keywords/Buzzwords

RESOURCES:

monster.com
careerbuilder.com Good advice section. Before and After samples
hotjobs.com
Company websites

SAMPLE I:

Electronics Technician

Description:

This position involves performing basic electronics functions where procedures are repetitive or established by past practice. May be required to perform other duties as assigned. High School degree plus three years experience. One year experience preferred with an Associate's degree. Good knowledge of electronics. Substantial acquaintance with, and understanding of, general aspects of the job with a limited understanding of the technical phases of electronics.

SAMPLE II:

Technical Services/Operations Technician

Description:

2nd shift. Tests, fabricates, assembles and evaluates electronic subassemblies and troubleshoots to determine cause and remedy for malfunctions. Conducts routine engineering tests and detailed experimental testing as well as performing calibration checks on electronic instruments. Work involves use of practical electronic theory and basic tools, as well as the ability to work from schematics, diagrams, rough sketches and verbal instructions. The candidate will be responsible for the test, evaluation, troubleshooting and alignment of electro-mechanical and opto-mechanical assemblies of considerable complexity. Must be able to analyze and diagnose computer related problems and be proficient in all Office applications. Position calls for meticulous attention to detail and the ability to work from drawings, diagrams, rough sketches, verbal instructions as well as from formal test procedures and process control documents. Must be a motivated individual able to work well in a team environment. Optics experience a plus. Minimum requirements: Associate's degree in electronics or 4 years relevant experience. U.S. Citizenship required.

SAMPLE III:

Electronics Technician Maintenance

Description:

Performs systems operations and maintenance. Applies technical knowledge to perform simple or routine tasks following detailed instructions. Performs such tasks as: replacing components and wiring circuits; repairing simple electronic equipment; and taking test readings using common instruments such as digital multimeters, signal generators, semiconductor testers, curve tracers, and oscilloscopes. Operates system under supervision. Receives technical guidance, as required, from supervisor or higher-level technician. Work is checked for accuracy.

Performs organizational and intermediate-level repair when supervised. Performs corrosion control on equipment/towers. Education- High school diploma or equivalent.- Formal classroom education equivalent to Navy C School or vocational school. Minimum Experience- Two years experience involved in the following electronic maintenance:- Digital/analog signal processing;- Synchro-servo circuits;- Radar and radar theory;- Electromechanical devices;- Video signal processing and recording, large projectors;- Communications (multiplexer equipment);- Digital/analog computer systems;- High voltage power supplies;- Test equipment;- Optical equipment;- RF signal processing;- Antenna systems;- Low-voltage AC equipment;- Auto-transfer (UPS) equipment.- Two years of formal technical training may be substituted for two years of experience. Must be able to obtain an Interim SECRET level clearance in a timely manner. Must maintain SECRET level clearance for duration of employment. Security Clearance Required.

SAMPLE IV:

Technician

Description:

2ND SHIFT. Fabricate, assemble, test, troubleshoot and repair electronic systems and sub-assemblies, to include RF, electro/optical and IR assemblies. Ability to work independently and as a member of a team using sophisticated test equipment working from schematics, wiring diagrams and verbal instructions. Perform and conduct routine engineering tests. Assure quality retrofits and repairs of government owned assets as required by ECO's, ECP's and drawings. Minimum requirements: Associate's degree in electronics, or High School and four years related experience via military training or equivalent experience. Security Clearance Required.

SAMPLE V:

Technician

Description:

Performs testing and repair of simple electronic and electromechanical equipment using common hand tools and test equipment (e.g., multimeters, power supplies, signal generators, frequency counters, and oscilloscopes). Work typically involves such tasks as testing, troubleshooting, and replacement of components and wiring circuits. High school graduate or equivalent. Formal technical training and/or experience. Completion of two years formal training or military training required. Completion of two basic electronics courses at the Vo-Tech level. Security Clearance Required.