



Resume Tips

Professionalism 101 Event Series by Chemeng Club and Materials Science & Engineering Society

Resumes - The Purpose:

What can your resume convey to the employers?

Prioritized hierarchical structure of the most important information about you

- What you bring to the table and summarizes you
- Contains high impact topics at the top
- Don't need an objective statement (getting the job is the objective)
 - Elaborate on this in the cover letter

The type of person you are:

- What skills do they have related to their field of study?
- What soft-skills were developed due to their other activities?
- Are you detail-oriented? Such as:
 - How organized the resume is.
 - Consistency of the format.
- Do they know how to proof-read and write professionally?
 - Are there errors in grammar?

Resumes - Etiquette:

How to make clean, professional, and easy to read resume:

General tips:

- Don't put your GPA unless you're really proud of it
 - Doesn't convey what kind of worker you are
 - You could be really skilled and do things that are a better use of your time than grades
 - You can show your last year GPA only showing how you're improving
 - Everyone has an adjustment period
 - Anticipated Graduation



Hopin' to Professionalism 101 Guide



- Terminology “Expected Graduation”
 - Applying to job in another city
- Consider an alternative to your normal address for out-of-city applications
 - Some applications get automatically filtered out if you are not local
 - Consider writing “relocating to _____ in March 2020,” etc, for the specific city the job is located in
 - Having the city in your resume can reduce chances of getting filtered out
 - Some people use an alternative family member’s address
 - Be careful as they may invite you to an in-person interview in later stages
- Awards
 - You can add a separate awards section to the resume
 - If they are not well-known awards, add another bullet point explaining it
- Page breaks (overall resume)
 - Do it in between jobs, not within a job
- Images of yourself
 - Do not include; opens up realm for discrimination
- Colour
 - Up to you, but keep it clean
- Spacing
 - Make sure it is even
 - Make sure bullets are all in the same alignment (not just dashes)
 - Dates are right-justified
 - Can use tables for spacing to keep things consistent
- Latex
 - Very useful if you can make the time for it
- Name
 - Put it on both pages
 - Doesn’t have to include the info block
- Time to crafting your resume
 - Decide if the application is worth starting from scratch or updating an old resume
 - If its a resume from high school, try to make a new one
 - Decent expectation with review - 5 hours
- Fonts
 - Serif fonts are easier to read if printed
 - Sans-serif font is easier to read on a screen
 - Never know if they will print out the top applications
- Name of resume
 - Include the company in your file name
- Number of pages
 - One or two (based on experience)
 - If you have 1.5 pages worth of experience, condense it down to 1 page
 - If your experience is largely outdated >3-5 years old, consider removing



Resumes - How to Stand Out

- Strong verbs to advocate what you did for every bullet point
 - Pioneered innovative methodology..., lead group project..., etc.
- Make sure that the design is clean and consistent
 - Standard and professional
 - No sudden inconsistencies in the style / formatting
- Look for the hard / soft skills that came out of the thing you did
 - Add your position within a team (group-lead, project manager)

Resumes - Common Missed Opportunities

- Use the entire width of the page for you bullet
- Add professional societies you are a part of
 - AIST, Professional Engineers Ontario, etc
- Include more than just your academics
 - Show your personal interests
 - Paint the picture of who you are / working on becoming
- Tailor your resume to the type of job you're applying for
 - List specific projects / extracurriculars related to that job
 - Download the job application
 - Use their terminology to better filter your resume
- References
 - Don't write references available upon request
 - Send references your resume before they potentially get called
 - Have a masterlist of references as you go along in your career
 - Don't use all your references for every job
 - Use anywhere from 3-5
- Don't put anyone with the same last name as you if possible
 - Keep them to be professional references rather than personal
- If they give you instructions for 1 page or 2, follow the instructions
 - Disrespecting it will not make your application more important