RESUME WRITING FOR WPI ALUMNI

Your resume is the foundation of your job search. It functions as your personal marketing tool. It's main purpose is to secure interviews from interested employers. Your resume should convey who you are and highlight your qualifications and skills. Whether you are a seasoned alum with 25 years of experience in your field, an alum with two years of experience or a recent graduate, your job search begins with a solid resume. We suggest taking the time to have a Career Development Center (CDC) Staff Member critique your resume before you begin applying to jobs. You can email your resume to **cdc@wpi.edu** or you can schedule an appointment with a staff member using your Handshake account. If you do not have access, please call us at (508) 831-5260.

Preparation

Through preparation and organization, you can develop an effective resume. Start with a careful and accurate assessment of your career objective, educational background, work history, projects, skills, achievements, activities, interests, and other experiences. Analyze and describe these experiences in terms of "skills" and "results." What can you do? What experiences and skills do you want to highlight? Remember that employers view your resume as a direct reflection of you and your capabilities.

Before you begin writing or revising your resume, consider the following questions:

- Do you want to stay in the same line of work, but want to work for a different company?

- Do you like the company you work for, but want a new type of position/job? If this is the case, what kind of job are you seeking?

- Are you trying to re-enter the work force after being out for a while? If so, what kind of job are you seeking?

- Have you been laid off, or recently left a job? And if so, do you want to get back into the same type of work, or start a new career path?

It is very important to consider these questions, because the structure, content, language and organization of your resume are all dependent upon the type of job you are seeking. The experience that you have that is most closely related to the job you are seeking should be placed closer to the top of your resume. This information should also command more space.

Additionally, in current or past jobs, the tasks you have done that are most closely related to the job you are seeking should be listed first in your descriptions.

If you are not certain what field or type of position you want to pursue, schedule an appointment with a CDC staff member to discuss this and to learn ways to explore careers that match with your values, skills and interests. Through Handshake, you have access to Focus2 which is located under the Career Center tab and Resources page. Focus2 is an internet resource that offers career exploration and free career assessments to help you determine majors and career paths that are suitable to you and your values, skills and interests.

Include Key/Buzz Words in your Resume:

If you are confident in the type of position you are looking for, find job postings of interest to you. Then look for key skills, job titles and buzz words that you

see repeated across these job postings. Plug those key words into job searches to find more job postings of interest. The more specific key/buzz words you use, the more successful your job searches will be. Be sure you include these key/buzz words throughout your resume when drafting your job and/or project descriptions. You can include these words in your cover letter and interview answers as well.

Points to Remember

Readers will initially skim your resume in 15 seconds or less. If your resume gets pulled away at the 15th second, what key words should an employer remember, and how can you achieve this? A quality resume is accurate, descriptive, brief, easy-to-read, and aesthetically pleasing to the eye. Remember these essential points:

- Be specific and direct.

- Be as quantitative as possible, e.g., "Successfully saved employer $100,000 annually by implementing a Kaizen system."

- Use action verbs that clearly state your skills and experience, e.g., "Designed," "Analyzed." Avoid using the same action verb repeatedly. See the list of action verbs later in this handout on Page 13 for more examples.

- Showcase a professional image with a clean, eye-pleasing appearance, by using effective spacing, margins, and headings.

- Avoid the expressions "Responsible for," and "Responsibilities included," and replace with "Oversaw," "Managed," "Led," "Organized," "Supervised," etc.

- Be consistent and strategic in use of indentation, bullets, capitalization, bolding, and spacing.

- Avoid underlining and italics, which may be difficult to read in photocopies and can cause issues when uploading to an applicant tracking system.

- Format your dates by using the same location and style throughout the resume (full months, abbreviated, numeric, etc.).

- Use a format that best displays your unique and diverse background. You can tailor headings to highlight and expand on your strengths, e.g., "Software Development Experience" or "Project Management Experience." Sections that are more relevant to a position you are seeking would be placed higher on your resume.

- Modify your resume to correspond to specific types of jobs. You might consider having a few different versions of your resume to highlight experiences in relation to different jobs or positions. If you are a double major, you should have different versions of your resume for jobs in each field of study.

- There is absolutely no excuse for spelling and typographical errors on a resume. Mistakes indicate carelessness and will rule you out as a candidate. Proofread your resume several times and use a dictionary when in doubt about spelling. Note: Spellcheck does not recognize errors in words using all capital letters, such as headings and acronyms.

- Ask others to read your resume and tell you what they learned about you from it. Make sure that what they remember is consistent with the image you want to portray.

- The length of your resume is dependent upon your work history. If you are a recent graduate, you should keep your resume to one page in length, unless you have had significant internships, projects or experience related to your career goals. Alumni who graduated more than a few years ago

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can have a two page resume, more experienced alumni can use a longer resume. If you go onto a second page, make sure you use at least half of the additional page. Also, make sure your name and page number are on the second and subsequent pages.

- Curriculum Vitaes (see below) for those seeking jobs in academia may be four or five pages long.

The Chronological Resume

The chronological resume is the most common resume format and the one that we recommend WPI alumni use. It presents a clean and organized layout that highlights the most important and relevant information about you. Within each section, items are listed in reverse chronological order, starting with the most recent and working backwards. Advantages of the chronological resume include:

- Professional interviewers are more familiar with with this format and answers their essential question, "What are your most recent and relevant experiences?"

- It is the quickest format to prepare since it is structured by titles, companies, and dates.

- It shows your employment timeline.

- It provides the interviewer with a guide for discussing work experience.

Curriculum Vitae (CV)

The curriculum vitae is highly specialized and used mainly by people pursuing academic or research focused positions. It generally follows the chronological resume format. The CDC has a separate **Curriculum Vitae** tip sheet for guidance on creating this type of resume. Besides their purpose, the main differences between a CV and resume include

Publications, Conferences and Presentations, which are included on a CV, but generally are not included on a resume.

Functional/Combination Resume Format

Another type of resume is the Functional Resume. This resume, although not as common, is a way to illustrate that experience you have is related to the job you are seeking, even though it may not appear to be relevant, or recent. Instead of organizing your resume chronologically into sections, you organize it by categories of skills. For example, if you are a Construction Foreman managing projects and now want to transition to a Product Manager role, you might consider drafting a Functional Resume. Instead of including a Relevant Experience section, your sections would become categories or themes of experience. Your sections might be labeled Budget Experience, Project Management, Supervision, etc. Then, take the descriptions from all your jobs, volunteer experience, etc. and align the action or activity to the category, but not the job. Your category sections of skills would be placed after your Professional Summary. Following that, you would have a work history section and list your job, company, location and dates using only one position per line. Appropriate situations to use a Functional Resume include changing career paths, have gaps in your work history, have frequently changed jobs, or are re-entering the work force after a period of time away. The Combination Resume is a hybrid of the Functional and the Chronological Resumes.

Resume Content

Resumes should be strategically organized to highlight your most significant qualifications and experiences. The following pages explain typical categories you may use to organize your resume. The goal in the construction of a resume is to place the experience and skills you possess, that are most related to the job you are applying for, closer to the top of the resume and commanding more space. Strategic bolding, concise

writing, and meticulously formatted information will make the most pertinent information easier to access and read for an employer. When an employer only looks at your resume for 15-30 seconds at first glance, the hope is that he or she is reading exactly what you most hope he or she will read in conjunction with the strongest points of your candidacy. Keeping in mind that a reader glances at a document and reads from top to bottom and from left to right, place items such as pertinent job titles, skills and recent education closer to the top of the resume and to the left of the resume. If your resume makes it past this first glance, your future interviewer(s) will read it thoroughly, but the resume has to survive that critical first glance!

Identification/Contact Information

- **Name:** this may be larger in font than the rest of your resume and should be bolded and centered.

- **Address:** You may list your permanent address as long as the job you are pursuing is in fairly close proximity to your home. You don't want to rule yourself out of jobs because employers assume you will not relocate. If you intend to relocate, add "willing" or "interested in relocating" in your Objective as well as early in your Cover Letter.

- **Telephone number including area code:** List one preferred phone number for potential employers to reach you. Do not use telephone numbers in other countries. Do not list your work phone number. Be sure to have a professional voicemail message.

- **Email address:** Remove the hyperlink on your email address from your print resume. Replace unprofessional email addresses with professional ones. You may obtain a WPI alumni email address by contacting the Alumni Relations office, or you may use a gmail or other personal email address. Using a Gmail address is prefereable to using an AOL or Yahoo address, which may date you and your experience.

- **Optional:** LinkedIn web address or electronic portfolio (note: this is especially important for IMGD and Robotics graduates).

Do not include personal identifying information such as marital status, number of children, height, weight, age, sex, race, religion, and national origin, or a photograph. It is not recommended to provide this data in the United States due to potential discrimination.

If you have reason to believe that some personal data will give you an advantage (e.g., U.S. citizenship, permanent residence), place under your name or indicate it in your cover letter.

Do not reduce the font size of your identification information below 10-point font. If your resume isn't readable, you will not be contacted for the interview.

Order of Your Sections

After writing your Objective (first section) and Professional Summary the order of your sections will depend on many factors, including how recently you graduated and how much related experience you have. Information from your background that is most related to the job you are seeking should be placed first. Items within each section should be placed in reverse chronological order by end date. Here are some tips :

- If you are greater than two years past your graduation, your Education section should go lower on your resume. Your Related Experience sections should be placed after your Professional Summary.

- If your desired job requires strong technical skills, your Skills section should be placed higher on your resume.

- Computer Science professionals should place their Skills Section higher up on the resume.

- If you are seeking a job in academia, you should place a Teaching Experience section and a Research Experience section higher on your resume. Be sure to also have sections for Publications and Presentations.

- If you are seeking a job unrelated to your major, you can place your Education section closer to the bottom of your resume.

- When changing career paths, a Relevant Experience section should be included to show experience related to the the job you are seeking. This should have ample, detailed description about your experience and be placed higher on the resume. Unrelated jobs should have lesser to no descriptions and be placed lower in your resume in an Additional Experience section.

- If Certifications and/or Patents are related to your desired field, you should place these near your Skills section.

- If you are an Actuary, scheduled and completed exams and those in which you are sitting should be included in an Exams section and placed just beneath your Professional Summary.

- If you have your PE or FE certification, please put these in a Certification section and place it close to the top of your resume.

Objective

The Objective statement, displayed at the top of your resume, tells the reader what you would like to do or for what position you are applying. It should be brief and include the position position name and the the company name. You may also indicate a focus so long as it is consistent with what is emphasized in the job description.

When writing your Objective, avoid cliché phrases and words such as, "to obtain a position…," "challenging," or "utilizing my education and experience." Such attributes are sought by everyone and do not provide the reader with a sense of the type of role you are seeking in their organization.

You may hear and read conflicting advice on including an Objective on your resume. At WPI's Career Development Center, we always recommend including one for three reasons: if multiple jobs are posted, the employer immediately knows which one you are applying for, and the Objective can be helpful to you as you draft your resume, as a reminder to be as supportive of it as possible. Finally, a job posting is not flexible; you need to determine that a job is right for you before applying, rather than telling the employer what you want and hoping the job lines up with it. Remember that you are applying to this job and not the job you hope it may become. It is important to make sure and demonstrate that your background matches up well with the qualifications that are called for in the posting. (Exception: If you are inquiring about a potential opportunity or one that is not posted at a company or if you are going to a career fair, you may add more detail to your Objective.)

Be concise with your Objective (it should be no longer than one line):

Examples:

"Senior Mechanical Engineer at Raytheon"
"Position in Game Development with a focus on programming"
"Electrical Engineering I position with a focus on signals."

If you find yourself unable to clearly state your Objective, take advantage of the resources and staff at the CDC. Even if you have identified a career path, the CDC can help you locate appropriate job titles.

Professional Summary

If you graduated from WPI at least 7 years ago or more, or have 7 years or more of experience related to the job you are seeking, you should include a Professional Summary just beneath your Objective on your resume. In this section, you should quantify the skills and experience you have that directly correlates with what is called for in the job posting. Writing this section in this way makes your qualifications much more concrete. For example, if a Mechanical Engineering posting indicates that the candidate needs design skills and Solidworks expertise, you might start the Summary like this:

"Seven years of professional experience as a Mechanical Engineer, with five years of expertise in mechanical design and using Solidworks."

Your Professional Summary only needs to be a few sentences or bullets long and should directly address those qualifications called for in the job posting.

We do not recommend a Professional Summary for alumni who have been in the work force under 5 years. Its purpose is to quantify skills so it is important to be in the work force a while to be able to quantify skills gained in that position.

If you graduated more than two years ago, move your Education section to the bottom of your resume and place any community involvement or activities beneath it.

Education

The placement of your Education section depends largely on when you graduated. Any experience related to the position you are seeking since you graduated would be placed before your Education section.

If you are a recent graduate, your education will be one of your strongest selling points. This section includes the degree earned or degree being pursued, name of

the university or college, and date of graduation or expected graduation (you should not mention the word "expected"). Always bold your degree and major, and you may also choose to bold the name of the university. In addition, you should list any minors as well as concentrations within your field of study. You should include your GPA if it is a 3.0 or higher, regardless of how long ago you graduated. High GPA's demonstrate high achievement.

Examples:

If you have earned multiple degrees, they should be listed in reverse chronological order. You should list every degree you have received or are receiving, even if they seem unrelated. You should always emphasize your degrees in bold font. You should not list your high school.

An example:

> **Doctor of Philosophy, Mechanical Engineering**, May 2015
> **Master of Science, Mechanical Engineering**, May 2010
> **Bachelor of Science, Mechanical Engineering**, May 2009
> Worcester Polytechnic Institute (WPI), Worcester MA

If you are a recent graduate, or if you are transitioning to your field of study for the first time since graduation, you may also include advanced or special "Relevant Courses." These do not need to be listed in reverse chronologically but should be listed according to how supportive they are of your Objective. You may include course names in a list format separated by commas. If you graduated more than a few years ago, you do not need to list these courses. Use official course names rather than numeric course numbers. If there are courses you have taken that may be outside the realm of your major but are relevant to the job, you may include them. Additionally, you should only have one combined list of relevant courses, placed at the bottom of your Education section, combining the most advanced and relevant courses from different degrees.

Also, if you have paid for a significant portion of your college expenses, including loans that you are repaying or have repaid, you may add a line under the university and degree that says "Self-funded" or "Independently Funded."

Projects

This is an essential section for recent WPI graduates as it enables you to highlight your MQP, IQP, GPS, and any course, design, or lab projects that support your technical preparation. Use the full name of the project or course, e.g., "Great Problems Seminar (GPS)," "Interactive Qualifying Project (IQP)," and "Major Qualifying Project (MQP)." For GPS, be sure to add a colon followed by the specific course name (i.e., "Heal the World").

If you have been in the work force in your field for two years or more, it is not necessary to include a Projects section in your resume, because your experience will be more important to a new employer. However, if you have been working for a few years away from your field of study and are now pursuing a job in your field of study at WPI, you should include a Projects section to highlight your MQP and one to two other related course projects.

Example:

> **Major Qualifying Project (MQP): Wind Turbines**, WPI, Aug 2014-Present
> Designed and built wind turbine on team of four.

How to Write about Your Projects

As you write your project descriptions, use the following questions as guidelines. Use action verbs to begin every sentence:

- Did you work on a team? Did you work on an interdisciplinary team?

- What did YOU do on that project?

- How did you do it? What process did you employ?

- What did you use? Think about technical skills or programs and be sure to name them.

- What was the outcome? Did you write a report, give a presentation, acquire a patent, provide clean drinking water to a village in a Third World country?

What If My Project Wasn't "Relevant?"

Often, recent alumni believe that their projects are not "relevant" enough to include on their resumes. However, many employers look for this section in particular when they spot a WPI resume. Many employers are experienced at hiring WPI alumni, or are WPI alumni themselves, and expect to see it. Other employers have never heard of these projects but are interested in knowing more about them.

No matter what your project topic, this section gives you the opportunity to impress employers with the unique educational qualities of the WPI Project Plan. The fact that you gained collaborative skills and possess the ability to work on projects with people in other disciplines is a strong selling feature.

If you have projects that are more relevant than your most recent project, you can divide your projects into sections and position the most relevant project first. For example, if you are a mechanical engineering alumni and you have done a project in one of your classes that is more relevant than your IQP, create a section called "Mechanical Engineering Projects" and put the relevant project and any other suitable projects in that section. If you have graduated within the past year, create a subsequent "Projects" section that includes your IQP and other projects.

For alumni whose first job was not relevant to their major and within a few years of graduation are seeking a job related to their major, the Project section is critical.

Employers view this section favorably and with an understanding that project experience includes real world application of theory.

In this section you may also include significant community projects that are relevant, and for recent graduates, you may include Eagle Scout/Gold projects, FIRST Robotics, and independent projects that you completed on your own.

"Projects" Completed on a Job Belong in Your Experience Section

You may have completed a variety of projects in your job, but these should be included in your Experience section, in the description for the respective job. The WPI Career Development Center and many employers recommend that Project work strictly related to coursework and/or for academic credit (MQP/IQP/GPS/Theses) should go in your Project section. Working on campus (in a lab, for example) for pay or as a volunteer would not constitute Project work and would go in your Experience Section.

Professional Experience

In regard to your previous employment, prospective employers want to know:

• Where and when did you work? Recent graduates should include months with all dates, but more experienced alumni only need to include the year. Your job title (the most important piece of information to an employer about a job) should always be in bold.

Example:

> **Job Title**, Company, Inc., Worcester, MA, March 2011-June 2014

• What did you do? How did you do it?

• What did you achieve?

• What were the results of your efforts? Did you receive any accolades?

• Who did you work with? Did you work on a team?

• How does this experience support your career objective?

• What tasks have you done in this job that are most closely aligned with the job you are seeking? You should describe these tasks in most detail and list them first.

Develop action verb phrases that highlight job skills that support your stated career objective. Note any supervisory position you have held and emphasize increased levels of responsibility if you moved up within the organization. Do not start sentences with "I" or use any pronouns in your resume. It is assumed that each sentence is starting with "I," so you need only write the action verb to begin each line, e.g., "Collaborated with...", "Designed...", "Developed...", "Created...", "Supervised..."

Employers want to know that you have work experience, even if it does not relate to your career Objective. You may also include part-time or non-career-related summer work (for recent graduates) with less or no detail in an Additional Experience or Work History section.

Example:

> **Landscaper**, Whittier Farm, Sutton, MA, May-Aug 2014

If you have held several jobs, you may divide your Work Experience into "Related Experience" and "Additional Experience." Put jobs that are relevant to your Objective in "Related Experience" and provide a description of the work. Put other jobs into "Additional Experience" with a job title, company, location, and dates

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Listing Multiple Jobs at One Company

Multiple Similar Jobs in Same Department:

Line 1: **Company Name**, City, State, All inclusive dates you have worked at company

Line 2: **Most Recent Job Title**, Month Year you began current role – Present

Line 3: **Prior Job Title**, Month, Year – Month year in position

Begin the description of your role, with the first phrase being something like, "Promoted from x position to y position, to include_____ based on strong performance from _____." You also can include phrases such as: "Developed……as manager/job title."

Different Jobs/Departments within the Same Company:

Line 1: **Company Name**, City, State, All inclusive dates you have worked at company

Line 2: **Most Recent Job Title**, Department, Month Year you began current role – Present

Follow Line 2 with bullets/description of what you do in current role.

Next Line: **Prior Job Title**, Department, Month Year – Month Year

Bullets/description of what you did in prior role.

Remember:

• Format consistency is extremely important.

• Listing multiple positions shows your proven track record of success at your company.

• If you take on additional responsibilities, receive a raise, but not a new title, you can reference this in your description as a "promotion in place."

Extracurricular and Community Activitties

Extracurricular and community activities may indicate leadership, teamwork, and involvement, and are important to include on your resume. Campus activities should be included only if you have graduated recently. Employers are interested in what you do outside of your job. Often times, your activities may trigger questions during an interview. Hiring managers can learn a lot about your personality and character from the activities you list. At times, they can even be a deciding factor among close candidates. Being part of a Greek organization is something to always include on your resume.

Recent graduates may list activities that support their Objective, demonstrate campus or community involvement, and exemplify your leadership abilities. You can also include organized groups/teams, Greek organizations, athletic teams, and professional associations to which you belong. If you have had several leadership roles, you might consider including a "Leadership" section on your resume. You should put your leadership role in bold first when listing that activity.

If you are not a recent graduate, list activities that include community service, charity work, coaching sports teams, leading groups in any capacity, professional associations, musical groups, town government, board membership, church work, condo association membership, etc.

Example:

Treasurer, Oak Hill Condo Association, Fitchburg, MA, July 2012-July 2014

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Example:

> **Chapter Advisor**, Alpha Tau Omega Fraternity, WPI, August 2011-Present

If you have had more than one position in an organization, you may need to pick and choose which roles you keep and which you remove. It is a good idea to choose your most senior role in the organization, or the one that involved the most leadership skills. If you held the position five to seven years ago, you might remove the position and just keep the organization and the most current position only.

Technical Skills

This section summarizes your concrete technical knowledge, some of which you should mention in job and project descriptions, as well. It is a simplified listing of specific software, technical tools, equipment, lab techniques, Microsoft packages (list out applications), and any other relevant technical skills. Divide your skill areas into appropriate categories and list the items horizontally from most to least relevant. You do not need to indicate proficiency level on technical skills. If you only have one category, you don't need to break the section into subcategories. Popular subcategories are:

- Computer / Software / Applications (choose one)

- Programming Languages

- Operating Systems

- Lab Techniques

- Machines / Equipment

- Foreign Language

Do not list "English" under Foreign Language unless you are applying for a job in another country, but do list

your proficiency in the language of that country (ex. "Native in Spanish." Recommended: "Native," "Conversational," "Bilingual.")

If you only have one category of skills for your Skills section, it is not necessary to include a subcategory. This may occur in fields that are not technical.

Example:

> **Software:** Solidworks, MAT Lab, Microsoft Word, Excel and PowerPoint.
> **Programming Languages:** Python, C+
> **Foreign Languages:** Fluent in Spanish, Native Mandarin

Additional Information

The following items can be included as sections in the resume if they are pertinent:

- Military experience (may be included in Experience or in its own section)

- Awards/achievements (may be included in an Honors/Awards section)

- Publications, Certifications, Patents held or pending:

Publications:

Billiar, K.L., "Tissue mechanics lab: pros and cons of an inquiry approach for juniors." ASME Summer Bioengineering Conference, Keystone, CO, June 2007

Groccia, J.E., and J.E. Miller. 1996. "Collegiality in the Classroom: The Use of Peer Learning Assistants in Cooperative Learning in Introductory Biology." Innovative Higher Education 21(2), pp. 87-100.

Patents Granted:

Hunt, Lewis. 1992. Three zone bed cover with an inflatable human form. U.S. Patent 5,146,634, filed September 11, 1991, and issued September 15, 1992.

Patents (Pending):

Doe, J. 2009. Method to enhance the performance of multimedia-rich applications on computer systems with single-core CPUs. U.S. Patent Application 20000000000, filed January 2009. Patent Pending.

Certifications:

Professional Engineer Certification, Boston, MA, May 2014

CPR Certification, Worcester, MA, July 2012

OSHA Certification, Worcester, MA, July 2011

References

Resumes no longer need to end with the statement "References Available Upon Request." Potential employers assume that you will provide references when asked to do so and do not usually ask for them until after you have had an interview.

Your Personal Website

Providing access to your personal website on your resume may seriously compromise your internet security and is discouraged. During your job search you will likely distribute your resume to many people, who may themselves pass it along to others, meaning that almost anyone could access your site. It is best not to include your website on your resume unless it relates directly to your job search; i.e., if you are a web designer with a website showcasing your portfolio. If you choose to include your website on your resume, list it in the contact information at the top. Make sure your site does not have any personal information.

Creating Your Resume

Follow these fundamental rules for resume lay-out and production:

- Use 8 ½" by 11" paper.

- Use white or off-white paper. Avoid paper that is "textured." You can purchase resume paper at the WPI bookstore.

- Use only black ink. There should be no color on your resume. You may hear conflicting opinions on this subject, but the employers with whom the Career Development Center works generally like a resume that is straightforward and not flashy.

- Don't use a template to create your resume. You will find it frustrating and limiting, and templates may compromise formatting integrity during electronic transmission.

- Use .75 – 1 inch margins around the page and make sure that margins are equal on all four sides.

- Use consistent font style, size, and formatting throughout the resume. For example, if your first section heading is bolded then all section headings need to be bolded. Your name will be the only part in a larger font.

- Since we read left to right, and top to bottom, put the most critical information first towards the top, and place less critical items, like dates, on the right side of the page.

- Laser print your resume so that it is crisp and professional. Do not photocopy.

Electronic and Scannable Resumes

Companies are increasingly requesting that resumes submitted online meet certain rules for successful submission. These formats enable employers to store resumes in databases and later retrieve information from them. If you are asked to prepare one, you must follow the guidelines below to ensure your resume will be successfully viewed.

Electronic Resumes

Electronic resumes are formatted to transmit electronically and are read as text-only files. If you do not format an electronic resume correctly it may not filter properly and could be rejected from the employer's resume database. Follow these formatting rules:

- All text should be left aligned with no bullets or indentations.

- Type font must be no smaller than 10 point font and no larger than 14 point. If even one letter is less than 10 point font, your entire resume will be rejected.

- Absolutely no italics. They are too light.

- Do not use underlining and bolding, which will be distorted when converted into a text format during transmission. Employers do not have the time or resources to clean up a distorted resume before sending it on to hiring managers.

- Use ALL CAPS, lower case and capitalization along with spacing for visual breaks and headings.

- Test your resume out by sending it to someone you know before you forward to employers. Ask for feedback on how formatting appears.

Scannable Resumes

Scannable resumes are paper or electronic resumes that are specifically formatted. They are captured as an image and fed through computer programs that recognize and store text in a database. Employers can then search the database to retrieve resumes with certain keywords. To ensure that your resume is retrieved, be sure to integrate important keywords in your resume. Your Technical Skills section is a good place for listing keywords that you want employers to find. Also, be sure to include technical skills and keywords in your descriptions of projects and work experience.

How to Get Your Resume Critiqued by the Career Development Center.

- Send an email to **cdcalumni@wpi.edu**

- Make an appointment through your Handshake account for an appointment with a staff member (if you do not have access to your account, please call our office at (508) 831-5260. Appointments can be conducted in-person, over the phone, or Skype.

Action Verbs

Below is a list of sample action verbs to use when creating your resume. This is by no means an all-inclusive list but will provide you with some good sample action verbs to start with.

accommodated	Determined	guided	planned
acquainted	developed	handled	prepared
adapted	devised	headed	prescribed
advertised	diagnosed	illustrated	produced
advised	directed	improved	programmed
advocated	discovered	influenced	recommend
aided	displayed	informed	regulated
analyzed	drafted	innovated	removed
applied	edited	installed	resolved
appraised	educated	instructed	revised
arranged	eliminated	interpreted	scheduled
assigned	endorsed	investigated	serviced
assisted	enhanced	maintained	solved
chaired	established	managed	studied
conferred	estimated	mapped	suggested
consulted	evaluated	measured	supervised
controlled	examined	negotiated	taught
coordinated	exhibited	notified	tested
counseled	familiarized	operated	trained
created	founded	organized	transferred
designated	governed	originated	vetoed
designed	guaranteed	perfected	

Alumni Sample Resume 1

Anna Prentice

123 Rodeo Drive ▪ Boston, MA 01234 ▪ (555) 987-6543 ▪ ap@alum.wpi.edu

OBJECTIVE

Construction project management role utilizing innovation and strategy

EDUCATION

Master of Business Administration, GPA 3.98/4.00, May 2015

University of Massachusetts – Amherst, Amherst MA

Bachelor of Science, Civil Engineering, High Distinction, May 2008

Worcester Polytechnic Institute (WPI), Worcester, MA

CERTIFICATIONS

LEED AP BD+C (Leadership in Energy and Environmental Design Accredited Professional Building Design and Construction), March 2014

OSHA (Occupational Safety and Health Administration) 10 Hour and 30 Hour, April 2010/April 2013

Engineer-in-Training, MA, April 2008

SKILLS

Microsoft Office (Excel, Word, PowerPoint, Publisher), Timberline Project Management, ProCore Construction Management Software, Trainings in MEP (HVAC, plumbing, fire protection, and electrical) systems operation and construction

PROFESSIONAL EXPERIENCE

Project Engineer, Construction Company, Boston, MA, July 2013-Present

Project Management

- Manage financials for $3.89M (7.6% of $51M project) contract change on 50+ Excel sheet for owner's Project Director of largest temples in world, a responsibility above typical scope of Project Engineer's duties
- Procure subcontractors from engagement for estimate, define scope, negotiate costs, and contract
- Acquire, verify, and submit technical data for approval to ensure compliance with design
- Validate approved materials would be correct, on site, and on time to maintain schedule
- Communicate progress and inquiries between team, architect, subcontractor, and owner
- Mentored and trained interns and new employees on process, procedure, and culture
- Compiled and analyzed documentation for LEED (environmental leadership) award recognition

Finance Experience

- Write contract changes up to $235,000 for subcontractor work that differed from original scope
- Develop and issue subcontractor contract, defining requirements and budgets for scope of work
- Define and create budgets and budget revisions for internal cost tracking and control
- Assemble invoices to owner through Excel, tracking charges to original and change contracts
- Evaluate and approve subcontractor invoices for agreement with work completed

Innovation Experience

- Serve as member on Innovation Committee, an atypical role for a Project Engineer
- Contribute and discuss ideas to improve process, technology, safety, and people of organization

Alumni Sample Resume 1

Anna Prentice (page 2 of 2)

Civil Engineer – Aviation Group, Civils R. Awesome Corporation, Boston, MA, January 2010-July 2013
Project Management and Consulting
- Represented company as the Owner's Project Manager for municipal client to advise project owner through construction process for $25M Airport Terminal and $8M Air Traffic Control Tower, including oversight of architect and construction manager
- Managed program budget in Excel, making daily adjustments to potential impacts and forecasting expenses
- Reviewed and adjusted contractor invoices before recommending payment to the owner

Innovation and Leadership
- Led the New England Region team across three offices in a division-wide, creative safety initiative competition New England team – among youngest in 65,000-person company to do so

Technical Acumen
- Designed in AutoCAD and MicroStation (design and drafting programs) and created estimates for runway, taxiway, and apron reconstruction projects including pavement, markings, and drainage

Staff Engineer, Bridges R. Us, Westborough, MA, June 2008-November 2009
- Assessed existing buildings to report on condition and estimate capital improvement and other renovation costs to create multi-year expenditure forecasts
- Inspected envelope restoration construction progress
- Mapped and assessed water/waste water systems for the National Parks Service

COMMUNITY ENGAGEMENT
Alpha Gamma Delta Women's Fraternity (Alumnae Club President), WPI, November 2006-Present
Skull Senior Honor Society, WPI, October 2007-Present
Scheduling Manager, Political Campaign, Worcester, MA, November 2007-Present
Fundraiser/Marathon Walker, Jimmy Fund, June 2009, June 2014-Present
Young Alumni Giving Committee, WPI, September 2014-Present
Beta Gamma Sigma (Business Honor Society), May 2015-Present

Alumni Sample Resume 2

Max Power
mp@wpi.edu; 555-234-567; www.linkedin.com/MaxPower
5 Main Street; Boston, MA 02108

OBJECTIVE:
Design Engineer in manufacturing

EDUCATION:
Worcester Polytechnic Institute (WPI), Worcester, MA
Bachelor of Science, Aerospace Engineering with Distinction, GPA: 3.46/4.00, May 2014

RELEVANT COURSEWORK:
Compressible Fluid Dynamics, Advanced Gas Dynamics, Thermodynamics, Aerodynamics, Intermediate
Fluid Mechanics, Rocket Propulsion, Intermediate Mechanics, Structural Dynamics

SKILLS:
Lab Techniques: Sensor calibration, data analysis and post-processing.
Lab Equipment: strain gauge, accelerometer, oscilloscopes, function generators, multi-meters, NI-DAQ,
subsonic wind tunnels, water tunnels, and manometers, laser vibrometer.
Computer: ANSI M, C, Matlab, ANSYS, COMSOL, LabVIEW, Microsoft (Excel, Word, PowerPoint)

EXPERIENCE:
Technical Services Analyst, ABC Corporation, Boston, MA, October 2014-Present
Debugged and configured medical software to solve technical customer issues. Developed robust
programming in C, code analysis, and problem solving skills. Identified creative solutions to a wide variety of
often unfamiliar problems under time constraint imposed by medical field. Collaborated frequently with
analysts from different software modules and different science and engineering backgrounds to identify
solutions to integrated problem. Participated in additional internal work including software development
projects and membership in an experts group.

PROJECTS:
Major Qualifying Project, WPI, August 2013-March 2014
Designed micro-pulsed plasma thruster in collaboration with a team of three as lead design and thermal
analyst. Selected materials based on key properties including resistance, expansion coefficient and Young's
modulus. Set design requirements based on expected life of thruster, propellant allowances, atmospheric
resistance, and orbital requirements. Performed thermal analysis using COMSOL to create an accurate
thermal model, including calculation of expected loads and creation of cyclic load function. Used as main
model to analyze the thermal performance of thruster, including validation of model and behavior. Applied
data from thermal analysis to draw conclusions on material choices and thruster design. Wrote full report
detailing methodology and conclusions.

Space Craft Mission and Design, WPI, January-March 2014
Designed space craft for simulated scientific mission to Mars and Phobos in group of three. Served as leader
to conduct subsystem design including analysis of propulsion, power, and attitude control subsystems.
Facilitated trade-study analysis of different subsystem configurations to optimize overall design. Analyzed
iterative process on analytical equations was conducted to ensure space craft met orbital, electrical power, and
pointing requirements in Excel. Submitted written report and presentation on final design.

ACHIEVEMENTS:
Second Place, Team Division, AIAA Region I Student Paper Conference, Cornell University, April 2014

PROFESSIONAL ASSOCIATIONS:
American Institute of Aeronautics and Astronautics, WPI, January 2013-Present