

# RESUME WRITING FOR WPI ALUMNI

[cdc@wpi.edu](mailto:cdc@wpi.edu)

## 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? 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.

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.

## 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

## 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.



**WPI**

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## Resume Essentials

- Be specific and direct.
- effective spacing, margins, and headings.
- Be consistent and strategic in use of indentation, bullets, capitalization, bolding, and spacing
- Ask others to read your resume and tell you what they learned about you from it. Make sure 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

## Listing your experience using action verbs

- 1) Use **ACTION** statements. Start each of your activity descriptions with an ACTION VERB that efficiently conveys your key task, activity, or responsibility.  
Example:
  - **Provided** customer service to store patrons
- 2) Strengthen your descriptions with **QUALIFIERS / ADJECTIVES** that show **HOW** you performed your tasks well.  
Example:
  - Provided **friendly, professional** customer service to store patrons
- 3) Qualify **the PURPOSE, IMPACT, or VALUE** of your activity by connecting the activity to its beneficial goal for the organization or customers.  
Examples:
  - Provided friendly, professional customer service to store patrons **ensuring a positive experience**
- 4) Where relevant, **QUANTIFY the SCOPE, ACHIEVEMENTS, or OUTCOMES** of your activities with concrete numbers.  
Example:
  - Provided friendly, professional customer service to store patrons ensuring a positive experience, **and exceeding monthly sales goals by over 10% each month for six months.**

In summary, the best resume descriptors will have a combination of **ACTION VERBS**, supporting **ADJECTIVES**, as well as **NUMBERS** quantifying the **SCOPE, PURPOSE, or OUTCOMES** of your activities.



## 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	



## Types of Resumes to use

### 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 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

### 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.

### How to Get Your Resume Critiqued by the Career Development Center:

- Send an email to [cdc@wpi.edu](mailto:cdc@wpi.edu)
- Make an appointment through your account an appointment with a staff member (if you do not have access to your account, please call our office at (508) 831-5260 .

## Example of a Functional Based Resume

### 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

## Example of a Functional Based Resume (continued)

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



## Standard Resume Example

### 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**

# CURRICULUM VITAE (CV)

## Curriculum Vitae (CV) Example

<b>Angela Apple</b>		
777 Lucky Way Worcester, MA 01609		508-777-7777 aapple@wpi.edu
<b>OBJECTIVE</b>		
Postdoctoral fellowship focused in fluid mechanics		
<b>EDUCATION</b>		
<b>Doctor of Philosophy Candidate, Mechanical Engineering</b> , GPA 3.7/4.0 Worcester Polytechnic Institute (WPI), Worcester, MA Dissertation: "Project Planning and Control in a Shipbuilding Yard"		Expected May 2016
<b>Master of Science, Mechanical Engineering</b> , GPA 3.9/4.0 <b>Bachelor of Mechanical Engineering</b> , GPA 3.7/4.0 Columbia University, New York, NY Master's Thesis: "Plasma Synthesis of Crystalline Silicon Nanoparticles"		May 2012 May 2009
<b>RESEARCH EXPERIENCE</b>		
<b>Research Assistant</b> , Mechanical Engineering Department, WPI		Aug 2012-Present
<ul style="list-style-type: none"><li>Analyze filtration on fractal aggregates to best understand process</li><li>Applied for and secured National Science Foundation (NSF) Research Grant to apply towards nanoparticle research</li><li>Collaborate with ABC Company, DEF Corporation, and team of seven students to study fiber filters to advanced manufacturability</li><li>Develop and maintain a web-based software to log, and analyze, product performance</li></ul>		
<b>Research Assistant</b> , Engineering Department, Columbia University		Aug 2011-May 2012
<ul style="list-style-type: none"><li>Optimized plasma reactor to synthesize nanoparticles for electronic device applications</li><li>Examined and categorized nanoparticles on electron and atomic force microscopes</li><li>Maintained equipment such as vacuum, spectrometer, and laser light for experiments</li><li>Performed experiments under varying plasma conditions independently</li><li>Wrote weekly memos and monthly status reports highlighting progress and limitations</li></ul>		
<b>TEACHING EXPERIENCE</b>		
<b>Teaching Assistant</b> , Particle Engineering Course, Columbia University		Jan 2011-May 2011
<ul style="list-style-type: none"><li>Led office hours to help students understand and solve homework problems</li><li>Created and evaluated student homework assignments</li><li>Generated, graded and tracked weekly assessments, using Microsoft Word and Excel</li></ul>		
<b>PATENTS</b>		
<b>Incorporated input roller having a rotary mass actuator</b> (pending)		Filed: Feb 2012
<b>Handheld device having multiple localized force feedback</b> (pending)		Filed: April 2012
<b>Tag for enabling contact with a wireless communication device</b> (# 12345)		April 2012
<b>AWARDS &amp; FUNDING</b>		
<b>Massachusetts Society of Engineers Graduate Student Scholarship</b>		Aug 2008-Present
<b>National Science Foundation Graduate Research Fellowship, NSF</b>		April 2012



## Curriculum Vitae (CV) Example (Continued)

**Angela Apple**  
(Page 2 of 2)

**Mechanical Engineering Advanced Study Grant, Columbia University** Aug 2010-May 2011

**PUBLICATIONS**

**Journal Publications**

**Angela Apple**, Peter Pear, Olivia Orange. Journal article title. International Journal of Mechanical Engineering, 2013; Under review.

**Angela Apple**, Barbara Banana, Ginny Grape. Journal article title. International Journal of Mechanical Engineering, 2012; 126 (56-70): 1020-1056.

**Angela Apple**, Walter Watermelon, Marge Mango. Journal article title. International Journal of Mechanical Engineering, 2010; 122 (43-52): 894-906.

**Conference Publications**

Peter Pear, **Angela Apple**, Olivia Orange. Title. Conference, Conference City, State, May 2011

Ginny Grape, **Angela Apple**. Title. Conference, Conference City, State, Sept 2010

**PRESENTATIONS**

**Numerical Study of Natural Convection in Solar Thermal Storage Vessels**

Massachusetts Society of Engineers Conference 2011, Concord, MA Sept 18-21, 2012

**Numerical Study of Natural Convection in Solar Thermal Storage Vessels**

American Society of Mechanical Engineers Conference 2011, Boston, MA June 4-7, 2012

**Real-Time Automotive Slip Angle Estimation with Nonlinear Observer**

American Control Conference 2011, Auburn, AL, Jan 12-15, 2013

**Low Pressure Plasma Synthesis of Crystalline Silicon Nanoparticles**

University of Minnesota Master Thesis Event 2007, Minnesota, MN, May 2, 2012

**POSTERS**

**Low Pressure Plasma Synthesis of Crystalline Silicon Nanoparticles**

Massachusetts Society of Engineers Conference 2012, Boston, MA, Sept 20-24, 2012

**PROFESSIONAL MEMBERSHIPS**

**International Association of Mechanical Engineers**

Aug 2011-Present

**American Society of Mechanical Engineers**

Aug 2010-Present

**Massachusetts Society of Professional Engineers**

Aug 2009-Present

**SERVICE**

**Professional Reviewer**, University Council of Graduate Student Grants

Aug 2010-Dec 2010

**Volunteer**, Annual Blood Drive-American Red Cross, New York, NY

May 2008, 2009, 2010

**AmeriCorps Volunteer**, MN Math Corps, New York, NY

June 2009-July 2008