

Resumes, job hunting, and all that stuff

Dr. Neil Rothman
Professor of the Practice, COEIT

Resumes

- What is the purpose of a resume?
- How about a cover letter?

What should be in a resume?

- Name, contact information
- Education (for now at top; later at bottom)
- Employment, including internships
- Projects, skills
- Extracurricular activities (especially professional societies and things that connect with your career interests)
- Keywords for the job you are applying to (as long as they are accurate!)

What not to include in your resume

- Objective (summary can be OK if it is focused)
- Picture
- SSN
- GPA (my opinion)

Resume format

- One page
- Serif font
- Reverse chronological listing
- Company, location, position/title, dates
 - What were your accomplishments and contributions?

Education

University of Maryland, Baltimore County
Bachelor of Science: Mechanical Engineering
Anticipated Graduation Date: December 2014
GPA: 4.0

Academic Honors

UMBC Center for Women in Technology (CWIT) Affiliate and Mentor
Active Member of Tau Beta Pi Engineering Honors Society

Engineering Projects and Research

Hand Assist Medical Device Spring 2014
- Prototyped and built a interchangeable tool hand assistive device for a quadriplegic client

Tribological Research Spring 2013
- Repaired and calibrated tribometers in the UMBC Biomaterials Laboratory

3D Modeling and Toy Development Project Spring 2012
- Designed and assembled a children's toy using three forms of motion conversion

Work Experience

Engineering Co-op: Range Technology Summer 2014
GE Appliances, 4000 Buechel Bank Rd, Louisville, KY 40225
- Performed lab evaluation and measurements on competitor units. Organized and presented findings to the team in order to drive new product initiation design decisions.
Supervisor Name, Contact: John Mark Chilton, (502) 744-9225

Engineering Co-op: Refrigeration Technology Fall 2013
GE Appliances, 4000 Buechel Bank Rd, Louisville, KY 40225
- Designed and tested components for new products in refrigeration. Used CAD modeling and rapid prototyping to aid in efficient decision making, and Six Sigma principles in evaluating product reliability.
Supervisor Name, Contact: Kyle Bradd, (502) 648-5601

Lead Intern for LET'S GO Boys and Girls Program, Fall 2011-Fall 2014
703 Giddings Ave., U2, Annapolis, MD 21401
- Organized and ran weekly meetings to prepare a group of middle school students for a robotics competition, responsible for intern recruitment, leading reflection sessions
Supervisor Name, Contact: Kourtney Klaiber, (410) 570-6199

Computer Skills

MATLAB, Autodesk, Creo, LabVIEW, VPython, Minitab

Quick Guide to Job Hunting

Successful ways to get a job

- Network
- Network
- Network
- Network
- Network
- Internship → job after graduation (actually networking!)
- Career fairs
- Not applying to job postings

Why you shouldn't apply to job postings

- Automatic resume scanning rejects any that don't meet specific criteria, such as keywords, experience, skills, etc.
- Job postings get thousands of responses so it is unlikely that a person will even see your resume
- UNLESS...
- You have connected with someone in the company who will circumvent the system!

So what do I really mean?



- Find companies that you are interested in
 - Ones that make products or provide services that excite
- Find someone who works there through LinkedIn
 - Reach out and request 10-15 minutes to speak with them about the company. Ask why they like it there, advice for a new graduate about working in their field, etc.
 - **YOU ARE NOT ASKING FOR A JOB!**
 - You are interested in finding other people to speak to about engineering careers that they may know.

More on LinkedIn



- Yes, you should have a complete profile and good picture
- Connect with me, Dean Bowman, other faculty and administrators that you actually know
- Keep it up to date
- Include internships, REUs, etc.
- Check regularly; “like” postings

Ways to find companies

- Google
- Dun & Bradstreet (Library)
- Standard & Poors (Library)
- Job postings (but only to find companies to investigate!)
- Industry publications
- Start ups?
 - SBIR grant awards
 - Venture capital deals

Beware the social media profile

- Companies will search for your online presence
- What do you have posted online?
- Pictures, language, etc.
- What would you not want your Grandmother to see?

Questions?
