

Getting Ready for the Fair

CPE200, Fall 2023

Hank Dietz

<http://aggregate.org/hankd/>

Sample Engineering Resume. Easy to read format with clear, relevant sections.
Highlights internship experience. Provided by UK's James W. Stuckert Career Center

CHRIS M. SAMPLE

123 Horse Drive
Lexington, KY 40506

(859) 323-7777
csample@engr.uky.edu

OBJECTIVE

To obtain a chemical engineering position in a process environment

EDUCATION

University of Kentucky

Bachelor of Science in Chemical Engineering

Lexington, Kentucky
Anticipated December 2006

- Cumulative GPA, 3.2
- College of Engineering Academic Scholarship (full-tuition award)

Coursework: Separation Processes, Fluid Mechanics, Polymeric Materials

COMPUTER SKILLS

Software - Microsoft Office Suite, SAP, AutoCAD

Languages - HTML, C++, .NET framework.

EXPERIENCE

General Electric Appliance Park

Louisville, KY

Supply Chain Co-op

January 2005- August 2005, January 2006 - present

- Analyzing service call rates. Communicating with technicians in the field to speed resolution of problems.
- Creating water falls and hazard plots to find root cause of problems.
- Implementing lean projects to increase efficiency in dock operations and storage; increased storage capacity by 36%.
- Working with operators on supply chain to reduce operator related damages; reduced bent pins on motors by about 30%.
- Making critical lean decision on parts to be run to maximize efficiency in production.

Owensboro Public Library

Owensboro, KY

Library Technician

Summer 2003 and 2004

- Developed a database in Access that tracked availability of books
- Shelled books, assisted patrons with questions, prepared meeting rooms for use.
- Trained two new workers.

PROFESSIONAL ACTIVITIES

American Institute of Chemical Engineers

August 2004 - present

Social Chair: Organized social activities such as field trips, picnics. Planned fun activities for regional and national conferences.

National Society of Black Engineers, University of Kentucky Chapter August 2002 - present

Vice President: Developed a publicity and incentive strategy to increase membership. Created a mentor program for incoming freshmen to encourage and guide them in the field of engineering.

Henry Gordon Dietz ("Hank" Dietz)

My Home Address
Garden City, NY 11530

(555) 867 5309
1981@no.email.then

OBJECTIVE

To obtain a computer engineering position involving development of compilers and related software tools and systems

EDUCATION

BS Computer Science, Polytechnic Institute of New York 1979-expected May 1982
Minor in Economics in addition to transfer credits from double-major

Double Major Electrical + Mechanical Engineering, Columbia University 1977-1979
No degree awarded; transferred to pursue Computer Science major

New York State Advanced Regents Diploma, Garden City High School 1977

SELECTED SKILLS

- High-level languages: C, PL/1, Pascal, ForTran, BASIC, Bourne shell, Snobol
- Assembly Languages: BAL, Macro-11, Z80, 8080, 8048, 6502, etc.
- Created multiple compilers, assemblers, and tracing dis-assemblers

SELECTED HONORS AND AWARDS

Grumman Award for excellence in Computer Science 1981
New York region ACM programming contest awards 1980, 1981
National Merit Scholarship 1977

EXPERIENCE

Consultant for Comstron (manufacturer of military electronic test systems) 1981-current
Created compilers, assemblers, and dis-assemblers for embedded processors

Consultant for Contrologic (manufacturer of CNC programming systems) 1977-current
Created 3D modeling software generating G code and G code editing support
for Bridgeport Series I CNC milling machines; running on a NorthStar Horizon
Z80 system, up to four user terminals are supported

Freelance commercial photographer 1977-current
Work published in the Saturday Evening Post, New York Times, etc.

Photo editor for newspaper and yearbook, Garden City High School 1976-1977
Took or assigned staff to take photos, supervised printing, created layouts

PROFESSIONAL SOCIETIES

Student member [IEEE](#), active in PINY Brooklyn chapter 1981-current
Student member [ACM](#), held various offices in PINY Long Island chapter 1979-current

RESUME RUBRIC

Name on Resume:

Reviewer:

Categories	Excellent 4	Above Average 3	Average 2	Needs Improvement 1
Overall Appearance, Format, & Style Goal: <i>The resume is neat and easy to read; conveys a good first impression</i>	-Fills one page without overcrowding -Font style and type size are consistent and readable -Spacing is appropriate and consistent -Margins are acceptable and information is aligned on the page -Consistent & strategic use of bold/italics, bullet points, font, type size, and/or spacing -Appears attractive and professional	-Page appears either too crowded or too bare, may contain uneven white space -Contains one error or inconsistency in font style, type size, or spacing	-Information runs onto second page or fails to fill one page -Contains more than one error or inconsistency in font style, type size, or spacing -Important information does not immediately stand out to the reader	-Lack of consistent use of bold/italics, bullet points, font, type size, and/or spacing -Margins are less than ½ inch or more than 1 inch -Multiple errors and inconsistencies in font style, type size, or spacing -Lacks structure, clarity, and/or visual appeal
Grammar, Spelling, Punctuation, & Vocabulary Goal: <i>The resume is polished, clear, and error-free</i>	-Error-free capitalization, spelling and punctuation -No typos -Appropriate use of grammar (e.g. past-tense verbs, pronouns) -Good use of vocabulary (i.e. word choice) -Clarity of expression -Concise and readable	-Error-free capitalization, spelling and punctuation -No typos -Appropriate use of grammar (e.g. past-tense verbs, pronouns) -Weak use of vocabulary (i.e. word choice) -May be too wordy	-Contains one minor error in capitalization, spelling, punctuation, or typo OR -Contains one error in grammar (e.g. past-tense verbs, pronouns) -Poor use of vocabulary -May lack clarity or conciseness	-Contains two minor errors in capitalization, spelling, punctuation, or typos -Contains at least one error in grammar (e.g. past-tense verbs, pronouns)
Category Selection, Content, Structure & Order Goal: <i>The resume is separated into relevant, readable sections</i>	-Excellent choice of subject headers -Structure and order of sections and information is easy to follow -Categories include enough information within each to substantiate the need for a heading -Does not provide irrelevant information and/or sections	-Good choice of subject headers -Categories include enough information within each to substantiate the need for a heading -Does not provide irrelevant information and/or sections -Most important information does not stand out to the reader	-Choice of subject headers may be more effective -Structure and order of information may be difficult to follow -Categories may not include enough information within each to substantiate the need for a heading -Most important information may not stand out to the reader	-Lacks appropriate subject headers -Category selection may be unclear -Structure and order of information is difficult to follow -Categories do not include enough information within each to substantiate the need for a heading -May provide irrelevant information
Education Section Goal: <i>The resume conveys relevant academic qualifications and training</i>	-Contains complete degree title and major with graduation month and year only, as well as full name and location of the school -Highest level of education listed first -GPA is listed if it is over a 3.0; alternatively, major GPA is used if it is over 3.0 -Important information stands out	-Contains abbreviated degree, major, or school information -Highest level of education is listed first -GPA is listed if it is over a 3.0; alternatively, major GPA is used if it is over 3.0 -Important information stands out to reader	-Contains abbreviated degree, major, or school information -Highest level of education is listed first -GPA is not listed, is lower than a 3.0, or is otherwise listed inappropriately -Important information stands out to reader	-Contains missing or inaccurate degree, major, graduation, or school information -Entries are not in reverse chronological order -GPA is not listed, is lower than a 3.0, or is otherwise listed inappropriately

Categories	Excellent 4	Above Average 3	Average 2	Needs Improvement 1
Experience Section Goal: <i>The resume conveys relevant skills and past work/volunteer experience</i>	-Relevant experience listed with organization name, title, dates, and location -Uses chronological order -Uses bullet points and sentence fragments (not paragraphs) listed in order of importance -Uses concise, direct, accomplishment/result /impact oriented language -Uses industry specific language -Contains quantifiable results	-Relevant experience listed with organization name, title, dates, and location -Uses chronological order -Uses bullet points and sentence fragments (not paragraphs) listed in order of importance Uses concise, direct, accomplishment/result /impact oriented language -Language may be vague, wordy, or weak -May lack quantifiable results or industry specific language	-Too much or too little experience included -May not be in bullet point format -Language may be vague, wordy, or weak -May lack quantifiable results or industry specific language -Uses bullet points and sentence fragments (not paragraphs) listed in order of importance -Uses concise, direct, accomplishment/result /impact oriented language	-Lacks detail, offers little or no illustration of what was done -Important information does not stand out to reader -Contains irrelevant experiences -Language is vague, wordy, or weak -May lack quantifiable results or industry specific language -May not be in bullet point format
Additional Sections (e.g. Activities, Achievements, Honors, Interests) Goal: <i>The resume conveys relevant and/or interesting information that does not appear elsewhere on the resume</i>	-Section is relevant, well-organized, and easy to understand -Contains organization name, title, dates, and location as appropriate -Important information stands out to reader -Language is concise, direct, and skill-oriented	-Contains organization name, title, dates, and location as appropriate -Language is concise, direct, and skill-oriented -Important information may not stand out to reader	-Section is relevant, but missing key information -Language is vague, indirect, or weak	-Section includes information that is weak, incomplete, and/or irrelevant

Comments:

Career Fairs

- There are **TWO** next week:
 - **Fall Engineering & CS Career Fair**
Tuesday, Sept. 19, 2-6PM
 - **HireBlue Career Fair (All Majors)**
Wednesday, Sept. 20, 2-6PM
- Where to find them:
<https://www.engr.uky.edu/career-co-ops/events>

Fair Hints

- Check out opportunities
- Learn more about jobs in companies
- Possible intern, co-op, or job

Before Fair

- Register ahead of time:
<https://uky.joinhandshake.com/login>
- Research the organizations attending
- Prepare your resume
- Practice your “elevator pitch”

At The Fair

- 30-minute group sessions
An info session with up to dozens of students
- 10-minute individual sessions
Directly about you
- No overlap in scheduled sessions allowed
- Have a target list of no more than a dozen
 - Practice with lower choices first
 - Have your clean resume on handshake

Your Pitch At The Fair

- How will you introduce yourself?
- Why do you care about this organization?
- What type of position would you want?
- How is your experience relevant?

A good elevator pitch is...

Short



30-45 seconds
or 75-100 words

Personalized



Catered to what is most
important to the audience

Interesting



Storytelling, emotion, or
compelling data

Confident



But not arrogant!



Four-Step Elevator Pitch



1 Start by introducing yourself

"Hi, my name is Sara.
It's so nice to meet you!"

2 Provide a summary of what you do

"I'm a PR manager, specializing in
overseeing successful initiative
launches from beginning to end."

3 Explain what you want

"I find the work your PR team does to
be innovating and refreshing — I'd love
the opportunity to put my expertise to
work for your company."

4 Finish with a call to action

"Would you mind if I set up a quick
call next week for us to talk about any
upcoming opportunities on your team?"

Your Pitch Should Include

- Your name, major, and graduation date
- Any relevant experience
- Career goals
- Why you are interested in **THIS** organization and any specific opportunities they offer

At The Fair

- Look professional: suit or at least office attire
 - Avoid slang, etc. in your speech
 - Avoid negative body language
- In a group, don't be timid
- Ask for next steps you should take after the fair, will they be contacting you?

After The Fair

- Review the info you gathered and make notes about who you spoke with
- Which position(s) would you like to apply for?
- Send a thank you within a day after
- Watch for other opportunities
 - Other fairs, etc.
 - Companies that aren't an obvious match