



Carmen Garcia
Alumni Program Officer
Alumni Relations
Wayne State University
Alumni Association

Welcome to

Creating Connections Career Series

Wayne State University presenters
Relevant topics
Interactive

In Collaboration with the Office of
Graduate Career Services – BEST Program



Carmen Gamlin

Counselor / Director of Graduate School
Career Services

Greater Detroit Area | Higher Education

500+
connections

Current	Wayne State University
Previous	Wayne State University, University of Detroit Mercy, Michigan Rehabilitation Services
Education	Michigan State University
Recommendations	5 people have recommended Carmen

Website for WSU BEST Program:

<http://wayne.edu/gradschool/best/>

Blog: <http://blogs.wayne.edu/gradschool/>

Connect: www.linkedin.com/in/carmengamlin

Email: gamlin@wayne.edu

Graduate School LinkedIn Group:

https://www.linkedin.com/grp/home?gid=8313622&trk=my_groups-tile-flipgrp

Today's Presenter

Resume Construction



- Primary purpose of resume is to showcase your education, skills and experience that the employer is seeking to get an interview
- For traditional bachelor degree candidates, a one page resume is preferred
- For Masters, doctoral and postdocs a two page resume is preferred
- We will review the content and format of a resume in preparation for career fairs, Information Sessions and job applications

A Resume is not....



- In contrast, a resume is not a collection document for everything that you have ever been involved with in high school and college
- A resume is not an application. These are two separate documents
- A resume is not a curriculum vitae which is typical for those seeking educational positions (faculty) or employment in other countries. A curriculum vitae most closely resembles a detailed application

Resume Construction



There are three formats for resumes:

- 1. Functional** Typically used candidates with little or no experience or career changers. Not ideal for current graduate students
- 2. Chronological** Reverse chronological order with your most recent employment first
- 3. Combination** Lists your skills and experience first, then your employment history is listed. This is closest format to a graduate student or postdoctoral resume seeking industry positions

Let's Get Started



Resume Construction - Contact Information



- Name – Bold, Top and easy to read
- Permanent and / or campus addresses
- Email – wayne.edu is preferred
- Phone number(s) – Voicemail, alert family
- Stationary for all documents
- Links to online self-marketing, LinkedIn.com

Carmen A. Candidate

126 Meadow Lane, Apartment E

Detroit, MI 48202

candidca@college.edu (313) 577-8336

<http://www.linkedin.com/in/carmencandidate>

WAYNE WARRIOR

6 Hillside Circle, Detroit, MI 48202 | (313) 222-1111 | wwarrior@wayne.edu
www.linkedin.com/in/waynewarrior



WAYNE WARRIOR

6 Hillside Circle
(313) 222-1111
Detroit, MI 48202
wwarrior@wayne.edu
www.linkedin.com/in/waynewarrior

Anyone of these 4 ways

Wayne Warrior

6 Hillside Circle Detroit, MI 48202 (313) 222-1111
wwarrior@wayne.edu www.linkedin.com/in/waynewarrior

Wayne Warrior

6 Hillside Circle, Detroit, MI 48202
(313) 222-1111, wwarrior@gmail.com
www.linkedin.com/in/waynewarrior



Resume Construction Objective



Objective



- An objective is brief specific explanation of your job search goal. It is a sentence fragment
- Although you may have a general objective, a tailored objective is always on a stronger resume
- What position am I applying for
- What is my professional identity
- What I can do for the company – not what the company can do for me.
- Objective is needed for Career Fairs and Information Sessions

Resume Construction - Objective



Good Examples

- A Summer 2016 position as a psychometric intern for Veteran Affairs
- Seeking a civil engineering internship in the Construction Industry with a Special Interest in project management and surveying

Poor Examples

- A student position in the construction industry
- A challenging position in a growth oriented company with opportunities to advance
- Anything focusing on what the company can do for you.

Create an Objective



- An opportunity to work as an (major) in a (type of organization or field) utilizing my (strengths/skills) with emphasis in (area of interest).
- An opportunity to work as a Graduate Training Fellow for the Wayne State University Build Program utilizing my research and teaching skills.



Resume Construction Profile



Profile Section



- Most ideal for graduate students, postdocs or experienced alumni
- Profession
- Years of experience
- Industry knowledge
- Skills and competencies
- Strengths
- **An Objective for a specific positions can be in a Profile section**



Profile Section



- Objective written....
- Experienced in.....
- Skilled in.....
- Demonstrated track record...
- Proven ability....
- Excel in...
- Recognized for...
- Strong (blank) skills.....
- Team-oriented



Profile Example 1



PhD Candidate In Biochemistry and Molecular Biology

Innovative and results-oriented research scientist with expertise in:

- Scientific project management and organization.
- Solving scientific problems successfully with thorough understanding and strategic testing of hypotheses.
- Communicating scientific content effectively to diverse audiences.
- Multi-tasking, time management and teamwork to complete project goals.
- Seeking an opportunity to use my research and writing skills as a Patent Experience Externship with the United States Patent Trademark Office (due October 8th)

Resume Example 2



Your Name

12345 Warrior Drive, Apartment #1, Detroit, MI 48202 (313)577 -1234 yourwayneemail@wayne.edu

<http://www.linkedin.com/pub/yourURLforLinkedIn>

PROFESSIONAL SUMMARY

- To work as a Biomedical engineering intern beginning summer 2016 using my design and project management skills.
- Skilled Laboratory Researcher with 5 years of Project management, supervision and training
- Experienced product designer using both @D and #D platforms

Education Section



Resume Construction

Education



- The bulk of your experience will come from your education; It is what makes you eligible to apply for an internship position.
- In general, you will not include high school unless it shows recent, related projects or is critical marketing

EDUCATION

Bachelor of Science Mechanical Engineering May 2014
Wayne State University GPA: 3.08

Associate of Science in Engineering June 2011
Macomb Community College GPA: 3.23

Education



Doctorate in Engineering

2018

Wayne State University

Masters of Electrical Engineering

Dec 2015

Wayne State University

Bachelor of Science in Systems

Aug 2013

University of Trinidad & Tobago

Related Coursework:

Structures

Circuits I

AutoCAD

Engineering Ethics

Surveying Thermodynamics

C++

(optional for graduate students or for those already with co-ops/internships)

GPA Issues?



- You may need to separate your major GPA with your cumulative if...
 - You attended multiple colleges or university's before coming to WSU as an undergraduate
 - Your cumulative GPA is less than your major GPA
 - You changed your major to engineering and your previous unrelated courses are low
 - To Calculate your GPA you will
credit X numerical grade = honor points
honor points divided by GPA courses (not P/F)

It is optional for Doctoral students to list their GPA for industry positions but mandatory for teaching positions

Example - Education



Your Name

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EDUCATION

PhD Biomedical Engineering

Wayne State University, Detroit MI

May 2017

GPA: 4

Master of Biomedical Engineering

Wayne State University, Detroit, MI

December 2013

GPA: 4

Bachelor of Science Electrical Engineering

University of Somewhere Else, Somewhere, El

June 2010

GPA: 3.4

Skills and Coursework



Resume Construction

Skills Section



- This section allows you to emphasize skills you feel will contribute to attaining your career goal. For example, you may have a number of technology, communication, language or management skills you want to list.
- You may have your major/program related skills as a professional summary if you have some work experience or multiple degrees
- You may have these skills embedded in your experience section

Skills Section Example



LABORATORY SKILLS

Cell Biology: Mammalian Cell Culture, Flow Cytometry, Microscopy, Cytotoxicity assays

Metabolomics: NMR, Multivariate Data Analysis (SIMCA P+) and Metabolite Identification Software Chenomx

Molecular Biology: DNA and RNA Isolation, RT-PCR, ELISA,

Protein Biology: Protein Purification, SDS-PAGE, Western Blotting, EMSA

Microbiology Preparation of culture media, Isolation, Identification and Staining of microorganisms,

Food Science: Qualitative & Quantitative analysis of Carbohydrates, Protein, Lipids, PH,

Statistical Software: Basic statistics Tests, SPSS, SAS

Resume Construction

Non-technical “Soft” Skills



SKILLS

- Sales: Retail, household appliance, and Internet sales experience
- Customer Service: Provided effective customer service to a range of ages and needs
- Leadership: Coaching, motivating, and training
- Communication: Public speaking, interpersonal, excellent writing skills
- Management: Supervised, evaluated and trained personnel

Skills Summary/ Significant Coursework

- Circuit Analysis with hands on circuit lab work
 - Electric Field and Potential
 - Electromagnetics and Current
 - Waste Water and Water Treatment Design
 - Technical Writing - Instructions, presentations, and informative memos at a professional level
 - AutoCAD – 5 years of experience using drafting and 3D modeling
- or**
- *Advanced Computer Skills* - AutoCAD, Autodesk Inventor and 3D Part Extrusions, Autodesk Revit, Adobe Photoshop CS5 and Adobe Illustrator CS5
 - *Basic Computer Skills* - Microsoft Word, Excel, PowerPoint, and Publisher
 - **Notice there are no sentences on a resume**

Your Name

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Wayne State University, Detroit MI

May 2017

GPA: 4

Master of Biomedical Engineering

Wayne State University, Detroit, MI

December 2013

GPA: 4

Bachelor of Science Electrical Engineering

University of Somewhere Else, Somewhere, EI

June 2010

GPA: 3.4

SKILLS AND RELATED COURSEWORK

Software Programming: C/C++,

MATLAB, VHDL, LABVIEW, Pascal

Hardware Design: Protel 99,

Altium Designer 6.X,

Database: SQL, MS Access,

Oracle8

Networking: Ethernet card

Installation, TCP/IP, Telnet, FTP,

Fetch

Software Programming: C/C++,

MATLAB, LABVIEW

Applications: Adobe Photo Shop,

Microsoft Word, Excel, and

PowerPoint, Publisher, Prezi

Operating Systems: Windows,

Mac OS, UNIX

Communication: Bilingual

French/English

Social Media: LinkedIn,

Facebook, Twitter, Blogs

Coursework: Hardware

Description Language/Lab,

Sensors and Actuators,

Materials Science,

Probability and Statistics,

Statics,

Organic and Inorganic

Chemistry

Engineering Physiology Lab

Experience



Resume Construction

Experience



- This can be divided into specific categories:
Clinical Experience/Other Experience
Professional Experience/Work History
- Your experience can highlight your skills or be a separate section
- This can be paid experience, academic or volunteer
- Now is the time to speak “Career”

Not a job Description – What skills or accomplishments in position

- Why did you do it/what was the goal?
- What was the result?
- What makes you stand out?
- Did you go beyond the scope of your job?
- Did you help your employer achieve something?
- What problems did you solve?
- Accomplishments

Job Descriptions are for Applications

Resume Construction

Speak “Careers”

UNDERSTATED

- Answered phones

- Wiped tables

PROFESSIONAL

- Acted as liaison between clients and legal staff **or** provided excellent customer service to clients and legal staff

- Created healthy environment for customers and maintained positive public image **or** maintained sanitary conditions in a fast paced environment

RESUME CONSTRUCTION CONSIDER THE READER

COLUMN A

- Recording OSHA regulated documents
- Material purchasing and expediting
- Prepared weekly field payroll
- Responsible for charge orders

COLUMN B

- Recorded OSHA regulated documents
- Conducted material purchasing and expediting
- Prepared weekly payroll
- Processed charge orders

Resume Construction

Develop Your Examples



Cashier/Delivery Person Jet's Pizza Southfield,
MI 04/13-08/13; 4/14-8/14

Responsibilities: taking orders, cash transactions,
delivering pizzas (you do not have to list this –
Most people know this)

Skills Obtained:

- Excellent customer service for diverse community
- Attention to detail and accuracy in a fast paced environment

Resume Construction - Experience



- Your Academic Projects are your experience
- Consider the course title as the introduction

Electric Circuits I Laboratory: Using NQBasic - programmed a robot to avoid obstacles using on-board processor; react to light using a photo resistor; and react to sound using on-board circuit board.

Resume Construction

Skills embedded in experience

Engineering Graphics Design

- Assignment: Reverse engineered a household appliance.
- Skills Developed: Organized and communicated with a team; Designed graphic in AutoCAD; Conducted Market research; Documented patents used in design; Wrote a report in Excel & MSWord comparing competitors products with functions, features and consumer reports; Presented findings on the appliance in PowerPoint

Examples



- Initiated and managed research collaborations with renowned research scientists from UCLA, Northwestern University and Duke University
- Planned and coordinated multiple research projects on exploring, investigating and analyzing the anti-cancer effects of vitamin E (Tocotrienols) on Lung cancer cell lines.
- Applied numerous data capturing mechanisms to analyze cytotoxic, genomic, proteomic and metabolomics changes in metabolism

Experience Section Example



ENGINEERING EXPERIENCE

- Research Assistant:** Wayne State University Fall 2013
- Worked in the Department of Electrical Computer and Engineering, used C and Matlab
 - Programmed neural network approaches for robot navigation which searched lane-line by image processing, simulated results on Player/Stage
- Hardware Description Languages Lab:** Wayne State University Winter 2013
- Lead team of 3 students in the design of a microwave oven controller by VHDL, displayed it on the board of Spartan 3, prepared a written and oral report
- Design Project:** College/University of Somewhere Else Jan – June 2010
- Used the sensor TGS822 to design gas concentration detector for Butanone
 - Designed software interface using LABVIEW and NI6009; prepared a written and oral report,
 - Published a journal paper: Your Name, Another Member, et al, The Characteristics Study of the Sensor used for the Wii remote control [J]. Distinguished Journal of Sensors and Actuators, 2011, 6(37)

OTHER EXPERIENCE

- Pizza Deliveryman** Jets Pizza, Southfield, MI May 2010 - August 2012
- Volunteer** Alternative Spring Break 2012 March 2012
- Worked with a team to assemble two homes for families; demonstrated basic proficiency in construction process such as hammering, drilling, painting and documenting procedures for management

Resume Construction

What is the Activity Section?

- A section that emphasizes your participation in relevant activities and any honors you have received
- This is not an opportunity to list hobbies, interests etc.
- Awards
- Memberships
- Volunteer Work

LinkedIn is comprehensive
This needs to be relevant



Resume Construction Activities Section



Minimal Approach

Photography Club President, Wayne State University, Jan 2012-Present

Elaborated Approach

Photography Club President, Wayne Sate University Jan 2012-Present

- Organized campus wide art fair with 87 Artist and over 400 patrons
- Increased membership 200% with promotional efforts within the first 6 months

CVs & Resumes vs. Applications



- **CVs are comprehensive documents** that highlight experience, research, teaching and training. Online profiles (like LinkedIn) should be comprehensive.
- **Resumes are targeted marketing tools** to try to secure interviews. Max of @ 2 pages
- **Applications are legal documents** that you create typically in the employer's system.
- **Applications are Legal documents!!!**

Applications



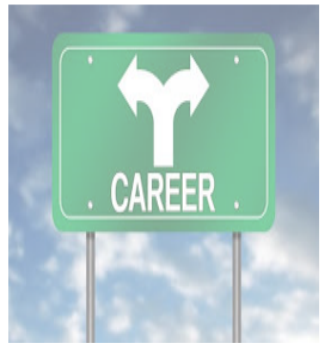
- Data on an application can be referred to years after you have worked the job.
- Applications will include paid work experience and will not likely include academic projects for undergraduates and master students. If your doctoral degree was funded or you participated in funded research then you do include it on an application.
- Applications may authorize credit checks or driving records.

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize {Insert Name of Company} to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of {Insert Name of Company} serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the {Insert Name of Company} Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Signature: _____ Date: _____

BUSINESSbiomedicineCOMMUNICATIONbioengineeringGOVERNMENT
 LAWphysical sciencesTEACHINGsocial sciencesBUSINESSbiomedicineLA
 GOVERNMENTlife sciencesLAWphysical sciencesTEACHINGsocial scienc
 omedicineCOMMUNICATIONbioengineeringGOVERNMENTlife scienc
 sciencesTEACHINGsocial sciencesCOMMUNICATIONbiomedicineCOMM
 oengineeringGOVERNMENTlife sciencesLAWphysical sciencesBUSINES
 cesCOMMUNICATIONbiomedicineBUSINESSbioengineeringGOVERN



Office of Graduate Career Services – Resume Rubric

Use this rubric when reviewing your own resume for industry positions

Format

- The resume consistently follows formatting guidelines for length, layout, spacing and alignment.
- There is a maximum of two pages for industry positions.
- This resume fills the page(s) but also is not overcrowded. Bullets/lists are aligned. Fonts are consistent and easy to read.
- There are no sentences/ only phrases. There are no pronouns.
- For most traditional industry employers you should avoid logos, pictures, color or non-traditional formats such as brochures.
- Dates are aligned in a tabbed pattern through the document.

Convention

- There is no spelling, punctuation, capitalization or grammatical error on this resume.
- This resume could be easily scanned and does have traditional margins.
- Limited acronyms for job experience that is specific to only one employer or industry.

Heading	<ul style="list-style-type: none"> • All appropriate information is included: Formal name, local address phone & WSU student email is used. Heading is easy to scan for content. Heading is free from: social security number, gender, citizenship, ethnicity, work authorization etc.) • <u>Name clearly stands out</u> from all other text and is the largest font on the document. • LinkedIn URL is included as this would have the comprehensive version of resume/cv • Cell phone number is included and has professional outgoing message.
Objective / Summary	<ul style="list-style-type: none"> • Desired types of positions can be clearly identified (part time internship, entry- level engineer, Clinical Laboratory Director etc.) • Job related skills are identified in objective. <i>For example: Seeking a full time, summer 2016 civil engineering internship in the Construction Industry with a special interest in project management and surveying.</i> • A second option is a <u>professional summary with 3 or more bulleted phrases</u> which should be tailored to the job posting and never generic. This is more ideal for doctoral students & postdocs.
Education	<ul style="list-style-type: none"> • This section is organized, clear, and well defined. It highlights the following: degree. Major, anticipated graduation date, name of institution(s), (GPA is typically listed for all degrees). • Only earned or in progress degrees or certifications should be included. • Reverse chronological order is used with current degree on top. • Emphasis on the student/alum over the institution on the resume in Versus CVs & applications.

Skills or Skills/ Significant Coursework

- This section is well organized and easy to review. You may have sections of skills such as laboratory skills, computer skills, surveying skills, etc.
- There is no redundancy between significant coursework that is listed and the skills section. You should elect to combine these two areas (skills & coursework) on your resume. Classes are listed for undergraduates; masters – post docs do not have to list any classes.
- Programs are listed separately at least once (ex: Microsoft Word, and Microsoft Excel not Microsoft Office Suite). Certifications from institutions can be listed here or under education.
- Professional languages (other than English) are listed. Technical and “soft skills” are listed.

Experience

- This section is well defined and first 2/3 of information relates to the students intended career field. Position titles, places of work, and dates are included for each position. Address can be reserved for applications and may take up too much room on a 1 - 2 page document.
- Reverse chronological order is used with current projects and research on top.
- This Experience Section could be split into *Engineering or Clinical Experience* and *Other Experience*. Academic projects, Engineering student organization projects and labs are well defined and clearly state the employable skills that were obtained.
- Descriptions are clear and in the form of bulleted statements beginning with action verbs. Appropriate verb tense is used within descriptions.
- Quantify results or experience whenever possible.

Honors / Activities/ Leadership/ Volunteering

- This section is well organized and easy to understand. It includes descriptions of skills gained with leadership roles held.
- Dates of involvement are listed. Quantifiable results when appropriate.
- If this is the bulk of your experience, then be sure to format it as you would a position. This section is optional.

- *Career Services will educate students and alumni and connect them with the employment community to ensure successful transitions from academia to the workforce.*

- *1001 FAB (313) 577-3390*
- *careerservices.wayne.edu*



Career Services



**Tuesday, October
13th, 1 - 5:30 in
McGregor**

**SRI International,
Information Session-
Friday, October 9th at
noon in Welcome
Center Auditorium**



<http://blogs.wayne.edu/gradschool/?p=741>

**Graduate Training
Fellows
Winter 2016
Part-Time Internship -
Resumes Due Friday,
Oct 9th**



<http://blogs.wayne.edu/gradschool/?p=585>

Wayne State University Alumni Association

THANK YOU FOR JOINING US TODAY!

LOOK FOR A BRIEF SURVEY IN A FOLLOW-UP EMAIL.

**A RECORDING OF TODAY'S WEBINAR WILL BE
AVAILABLE BY THE END OF BUSINESS MONDAY.**

DO YOU HAVE A SUGGESTION FOR A WEBINAR?

SEND SUGGESTIONS TO

WSUAA@WAYNE.EDU



Wayne State Alumni OFFICIAL GROUP



**CHECK OUT THE WSU ALUMNI OFFICIAL GROUP ON
LINKEDIN: [LINKD.IN/ZZMIA3](https://www.linkedin.com/company/wayne-state-university)**



Wayne State University Alumni Association



IF YOU HAVE QUESTIONS ABOUT

✓**THE WSU ALUMNI ASSOCIATION**

✓**NEED AN ALUMNI ONECARD OR**

✓**IF YOU WANT TO BE A WSUAA VOLUNTEER**

313.577.2300

Contact us

