



***Create Your 1<sup>st</sup> Resume  
Compilation of Experiences***

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# Acknowledgment



**ADELANTE - Northrop Grumman**

***NORTHROP GRUMMAN***

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# How to Develop a Resume

- Analyze Job Description
  - Highlight key words, skills, qualifications, etc.
- Generate List of Accomplishments
  - Tasks that you enjoyed, did well, are proud of
  - Include education, volunteer experience, jobs, projects, school assignments, etc.
- Identify Relevant Skills
  - Frame experiences so they align with those in job description
  - Write descriptive phrases with action verbs (past tense)
- Choose a format
  - Choose appropriate Resume Components

**It is essential to tailor your resume for specific jobs**

## ***Name / Address / Contact information***

- Put your name in at least font size 14.
  - Include your professional email address: [John.doe@sdsu.edu](mailto:John.doe@sdsu.edu)
  - Don't include multiple phone No., fax No., email numbers.
  - Make sure your voicemail message is professional.
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## ***Objective or Summary of Qualifications***

- Definitely include a clearly targeted job objective.
  - Avoid State of the Union language. Be specific!
  - Weave a statement based on the job description and your skills.
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## ***Education***

- First section on your resume.
- If you transferred from a community college list it after your current school.
- Include your GPA as long as it is above 3.0.

## ***Courses Studied Or “Relevant Coursework” or “ Academic Experience***

- This is an optional section
  - Add courses relevant to job you are applying to. Senior Electives!
  - List courses outside your major/school that are relevant to the job or internship
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## ***Professional Experience***

- Internships, volunteer work, and extracurricular activities.
- Include non-engineering jobs to illustrate you are responsible and reliable
- Word non-engineering jobs in a way by listing duties and accomplishment
  - **Use action verbs: Researched, Designed, Planned, Managed, Modified, Saved, Ensured, Increased/decreased, Recommended, Oversaw**
  - For example:
    - “Cooked burgers & fries all day long” VS.
    - “Prepared quality and delicious burgers & fries on daily basis, while ensuring customer satisfaction. Introduced new measures that reduced the cooking time while saving the company \$50K per year”

## ***Skills and affiliations***

- Computer Skills: software
- Interpersonal Skills: leadership, mentorship, team-player, etc.
- Technical Skills: machining, programming, etc.
- Professional Affiliation: ASME, TBP, SAE, etc.

**Select the resume components that will best showcase your candidacy for a job!**

# Resume Action Verbs

Management Skills	Communication Skills	Research Skills	Technical Skills	Teaching Skills	Financial Skills	Creative Skills	Helping Skills	Clerical or Detail Skills	Other Verbs
administered analyzed assigned attained chaired consolidated contracted coordinated delegated developed directed evaluated executed improved increased organized oversaw planned prioritized produced recommended reviewed scheduled strengthened supervised	addressed arbitrated arranged authored collaborated convinced corresponded developed directed drafted edited enlisted formulated influenced interpreted lectured mediated moderated negotiated persuaded promoted publicized reconciled recruited spoke translated wrote	clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repaired solved upgraded	adapted advised clarified coached communicated coordinated demystified developed enabled encouraged evaluated explained facilitated guided informed instructed persuaded set goals stimulated trained	administered allocated analyzed appraised audited balanced budgeted calculated computed developed forecasted managed marketed planned projected researched	acted conceptualized created customized designed developed directed established fashioned founded illustrated initiated instituted integrated introduced invented originated performed planned revitalized shaped	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated familiarized guided motivated referred rehabilitated represented	approved arranged catalogued classified collected compiled dispatched executed generated implemented inspected monitored operated organized prepared processed purchased recorded retrieved screened specified systematized tabulated validated	achieved expanded improved pioneered reduced (losses) resolved (problems) restored spearheaded transformed

**Starting your statements with these verbs will make your resume stand out!**

# Resume Do's and Don'ts

## DO

- Tailor your resume
- Make resume relevant and concise
- Use bullet points
- Focus on specific results of work, significant achievements, recognition
- Use action verbs
- Fit in 1 page and easy to read
- Spell Check

## DON'T

- Use phrases like “Responsibilities included”
- Include routine job duties like “making copies”
- Use long or vague sentences or paragraphs
- Submit the same resume to every employer
- List high school experience
- Use pronouns (I, we, they)



# Resume Checklist

- Is your name, address, city, state, zip code, phone number and email address at the top?
- Is the resume pleasing to the eye with an easy to read font, good layout? Can an employer learn the basics about you with a 10 second glance at it?
- Did you use bullets, bold, all capitals, and underlining to highlight the parts you want to emphasize (e.g., job titles)?
- Did you tailor your resume for the position?
- Is information listed in order of importance and relevance to the job requirements?
- Does the resume avoid generalities and provide specific information?
- Do most phrases begin with action verbs?
- Have you been accurate and truthful about your accomplishments?
- Did you check the spelling of every word and make sure the grammar and punctuation are correct?
- If you know your resume will be scanned, did you omit columns, underlining, and bullets?
- If you were the employer, would you call you for an interview?

**It is essential to tailor your resume for specific jobs!**

**Select the resume components that will best showcase your candidacy for a job!**

**Starting your statements with these verbs will make your resume stand out!**

**Resume must be easy to read and grab the reader's attention in 20-30 sec!**