



Writing a Stand-Out Resume & Interviewing

UMBC Career Center
(410) 455-2216

You want the employer to think...

- 1) “This candidate is *smart and savvy* enough to create a good-looking resume.”
- 2) “This candidate has the *skills, knowledge, and experience* for this position.”
- 3) “This candidate is *impressive!*”

What does a “stand-out” resume look like?

- ❑ **WELL-STRUCTURED** (clear, consistent)
- ❑ **CORRECT** (follows basic resume rules)
- ❑ **TARGETED** (emphasizes skills, experiences, classes that relate to the position)
- ❑ **DETAILED** (gives examples)

What's the difference?

Resume for Internships/Co-op/FT jobs:

- ❑ Emphasizes projects in your major, courses and experiences
- ❑ Emphasizes skills
- ❑ Includes industry jargon and acronyms

ON-CAMPUS/PART-TIME JOB Resume:

- ❑ Emphasizes administrative & customer service skills
- ❑ May emphasize volunteering and activities that demonstrate these skills
- ❑ Easily understood by non-technical people

Formatting Your Resume

STEP ONE



100 3rd Avenue, Apartment 150
 New York, New York 10000
 (212) 244-2444
littenal999@aol.com
 SSN: 111-22-3333
 Marital Status: Single (1)
 Religion: Presbyterian

♥♥♥♥♥♥♥♥ Lila Lewis ♥♥♥♥♥♥♥♥

Objective

To find a job as a paralegal!

Work Experiences

New York University Office of Admissions (current employer)
 111 Washington Square Park

New York, New York 10019
 (212) 333-3366

Assistant to the Director of Admissions

I worked for the Director of Admissions. I was really effective at getting the Director's coffee, picked up her copy of the New York Times from the mailroom, wrote down her appointments in my Filofax, and answered her telephone when she's in meetings.

Bank of America Secretary

I worked for the manager of the bank and did his filings. My organizational skills are phenomenal.

P.S. 447

Teaching Assistant

I worked at this elementary school helping third graders with their handwriting and multiplication tables.

Lower East Side Dance Academy Instructor

I work with 6 and 7 year olds and teach them ballet.

Cold Stone Creamery Summer Employee

I scooped ice cream for customers during the summer of 2004.

Info

Skill

- Routing and Switch
- Computer Literacy
- Administration
- Stamina (Night Shift)

Languages

- English
- Korean

Profile

An undergraduate senior student who is going to graduate for Bachelor Science of the Information System in a few months seeking an entry-level position that will allow me to utilize my network administrator skills. Also, I have an extensive knowledge and experience of resolving computer hardware and software as well.

Education

2013 - 2015
 Community College of Baltimore County (900845012)

2015 - Expected Graduation Date : May 2017
 University of Maryland Baltimore County (V0198 15)

2016 -
 University of Maryland College Park (114472236)

Honor

2015 Graduation with Cum Laude (GPA : 3.53)

2014 Anthony M Fedi Scholarship

Certification

2016 Cisco Certified Network Associate Routing and Switching / Exam Code : 200 -125 Activated

Experiences

May, 2015 -
 A member of Information System Council of Majors in UMBC

Oct, 2016
 A Daily volunteer at the Port Discovery Children center in Baltimore

Jan, 2017
 A volunteer at the Wild Tech in Silver Spring :
 Check out the Dell PowerEdge 4U Servers, gathering specs
 Finish refurbishing the Core i5 towers
 Establish database servers

Say "no" to templates

PRAC Communication Calendar - Fall 2015 - Word



Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

New

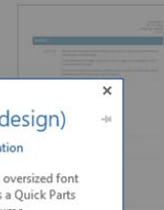
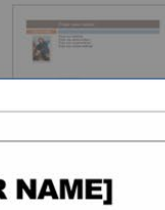
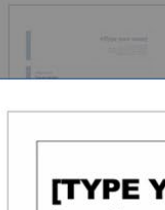
Home Resume



Resume



Basic resume



Resume (Equity theme)



Resume (Essential design)



Chronological resume...



Functional Resume



Resume (Median theme)



Resume for transfer with...



Chronological resume




Functional resume

Resume (Essential design)

Provided by: Microsoft Corporation

A basic resume template with an oversized font and a shadowed border; includes a Quick Parts menu to add a photo to your resume.

Download size: 303 KB



[TYPE YOUR NAME]
[Type your e-mail]
[Type your address]
[Type your phone number]
[Type your website]

OBJECTIVES
[Type your objectives]

EDUCATION
[Type your school name]
[Type the completion date] [Type the degree]
• [Type list of accomplishments]

EXPERIENCE
[Type the company name] | [Type the company address]
[Type your job title] [Type the start date] – [Type the end date]
[Type job responsibilities]

SKILLS
• [Type list of skills]

Keys to a good-looking resume

- ❑ Keep it to one page!
- ❑ Font size between 10.5-12 and margins 1" on average (no smaller than 0.5")
- ❑ Use 1 consistent font type throughout and black ink
- ❑ Ensure that all tabs and bullets are aligned
- ❑ Ensure that bold, italics, all caps, etc. are used *sparingly* and *consistently*
- ❑ Reverse chronological order

Structuring Your Content

STEP TWO

Section headers

NON-NEGOTIABLE:

- Contact Information
- Education
- Skills
- Experience

OPTIONAL:

- Objective or Summary
- Related Coursework
- Projects
- Volunteer/Service
- Campus Activities
- Leadership
- Honors & Awards
- Certifications
- Memberships
- Publications
- Presentations

CONTACT INFORMATION

Sample Formats:

Maria Ramirez

1234 Regency Lane, Halethorpe, MD 21253

mramirez1@umbc.edu

(410) 455-1234

Maria Ramirez

1234 Regency Lane, Halethorpe, MD 21253 ▪ mramirez1@umbc.edu ▪ (410) 455-1234

EDUCATION

Sample Format:

EDUCATION

University of Maryland, Baltimore County (UMBC), Baltimore, MD

Bachelor of Science in Chemical Engineering

Expected Graduation: May 2021

GPA: 3.2/4.0

Harford Community College (HCC), Bel Air, MD

Associate of Science in Engineering

Graduated: May 2018

GPA: 3.9/4.0

SKILLS

Sample Format (with Subsections):

Computer: MATLAB, AutoCAD, ArcGIS, MINEQL+, COMSOL, Microsoft Office (Word, Excel, PowerPoint)

Certifications: Safety and Chemical Engineering Education Certificate (SACChE)

Foreign Languages: Russian (Fluent), Spanish (Basic)

SKILLS

Sample Format (with Subsections):

Operating Systems: Microsoft Windows, MAC OS

Programming: JAVA, Visual Basic for Applications (VBA), HTML, PHP

Hardware: Virtual Servers, VPN, Firewall

Software: Microsoft Office Suite (Project, Excel, Outlook, Visio), Wix, JGrasp, Adobe Photoshop, Power BI, Planner 5D

Database Management: MySQL, SQL, PL/SQL, MS Access, Oracle DBMS

Virtual/Cloud: Google Drive, OneDrive, Sharepoint

Foreign Languages: Russian (Fluent), Spanish (Basic)

EXPERIENCE

For each experience include:

1. Name of organization
2. City and state (or country)
3. Your title
4. Range of dates (including the month!)

You may divide experience into two sections:

1. Relevant Experience- for internships, research that is related to your major
2. Additional Experience- for various jobs that are not of relevance to your major

RELEVANT EXPERIENCE

Sample Format:

U.S. Army Test and Evaluation Command, Aberdeen Proving Ground, MD

Engineering Intern, June 2019 - Present

- ❑ Evaluate safety of systems under test
- ❑ Develop safety documents to ensure military personnel are safe using equipment
- ❑ Assess safety of various electrical equipment integrated on six different vehicle platforms

Martin Marietta Magnesia Specialties LLC, Glen Burnie, MD

Engineering Intern, May 2018 - August 2018

- ❑ Assisted Project Manager with administering field trials of magnesium hydroxide products
- ❑ Collaborated with a team to prepare a technical proposal for magnesium hydroxide applications in wastewater treatment

ADDITIONAL EXPERIENCE

Sample Format:

Sweet Frog Premium Frozen Yogurt, Ellicott City, MD

Supervisor, September 2017-April 2018

- ❑ Showed time management skills by opening and closing the store in an efficient manner
- ❑ Used problem-solving skills during busy shifts, including resolving any issues related to both employees and customers

Home Depot, Columbia, MD

Sales Associate, January 2017-August 2017

- ❑ Assisted customers with product selection for a variety of home improvement projects
- ❑ Managed and tracked inventory to ensure adequate supply of products

ALL experiences count!

- ❑ Jobs
- ❑ Internships
- ❑ Volunteering (significant)
- ❑ School activities (especially leadership)
- ❑ Research
- ❑ Projects

Project Sample

Intro to Engineering Design

Fall 2018

- ❑ Prototyped a Push Pull Toy in a team of four. Design specifications included three moving parts, under \$200, fit within a 5in by 5in by 5in box, and targeted toward one to five-year olds
- ❑ Designed an elephant that featured a musical instrument and dancing feet
- ❑ Built the prototype with a 3D printer

Writing Your Bullets

STEP THREE

Writing Bullet Points: Ask yourself...

- ❑ **WHAT** exactly did I do well? (details)
- ❑ **WHAT** skills did I use?
- ❑ **HOW** exactly did I do it? (techniques)
- ❑ **WHO** was I working with/for?
- ❑ **WHY** was I doing it? (higher purpose)
- ❑ **WHAT** was the **RESULT** of my actions?

How did you contribute to the organization?

Instead of “what did I do?”

Did you:

- Add convenience?
- Make life easier?
- Acquire or retain clients/customers?
- Increase productivity?
- Improve quality?

How Else Can You Enhance Your Bullets?

NUMBERS

ADJECTIVES

INDUSTRY WORDS

KEY WORDS

(from the job description)

ACTION VERBS

<u>Present Tense</u>	<u>Past Tense</u>
administer	administered
evaluate	evaluated
introduce	introduced
compile	compiled
collaborate	collaborated
analyze	analyzed
assist	assisted
monitor	monitored
collect	collected

Writing great bullet points

- ❑ “Answered phones”
- ❑ “Managed multiple phone lines for a busy medical practice, maintaining efficiency and strong customer service”

Writing great bullet points

- ❑ “Collect and analyze data”
- ❑ “Collect and analyze operating data from plant process control systems to identify current operating conditions and areas for improvement”

Writing great bullet points

- ❑ “Prepare and present proposals”
- ❑ “Prepare and present technical proposals for magnesium hydroxide applications in wastewater treatment”

Writing great bullet points

- ❑ “Provide Helpdesk support”
- ❑ “Provided level 1 technical support to over 150 staff and resolved over 90% of tickets received”

Activity- Pair & Share

- Write or Edit one bullet point for the experience section of your resume

REFERENCES

References do not go in the body of the resume

- ❑ Be sure to ask first
- ❑ List three to four references on a separate page
- ❑ Examples: professors, graduate assistants, internship/work supervisors, community leaders
- ❑ List names and contact information for each reference

REFERENCES

Sample format:

Maria Ramirez
1234 Regency Lane, Halethorpe, MD 21253
mramirez1@umbc.edu
(410) 455-1234

References:

Name	Dr. Rachel Reference
Title	Professor, Mechanical Engineering
Company	University of Maryland, Baltimore County
Company Address	1000 Hilltop Circle, Baltimore, MD 21250
Daytime Telephone	410-455-2600
Email	<u>rreference@umbc.edu</u>

Do's

- ❑ Tailor your resume for the position
- ❑ Use a consistent, easily readable format
- ❑ Create strong bullet points to showcase your work
- ❑ List relevant items first
- ❑ Proofread your work- check for typos

Don'ts

- ❑ Use templates and tables
- ❑ Make general claims but rather show the employer how you have certain skills
- ❑ Mislead employers about skills or abilities
- ❑ Include references or list “references available”

Interviewing

Get Prepared

What to wear



Suit

(well-tailored)

Crisp shirt

(clean)

**Neat hair, minimal
jewelry**

Dress shoes

No scent!



Body Language



Research the Employer

- Visit the company website
 - What is their mission?
 - Review any recent press releases
- Geographical locations
- What are their products/services?
- Who do they serve?

Know your audience's needs

- Re-read the job description
 - What skills do they need?
 - What experience are they asking for?
- Emphasize your own matching skills, experiences, and characteristics
- Tell stories to illustrate them

Stages of the Interview

- Introduction
- Q & A
- Your chance to ask questions
- Closing/wrap-up

Types of Interviews

- ❑ Screening- 30 minute (one –on-one)
- ❑ On-site 1-2 hrs.
- ❑ Group/Panel – (multiple interviewers)
- ❑ Phone/Skype
- ❑ Technical

Types of Interview Questions

- ❑ Personal Questions
- ❑ Behavioral Questions
- ❑ Position Specific Questions
- ❑ Technical Questions

The STAR System

S ituation or T ask	Describe situation—be specific not general. Provide enough detail for the interviewer to understand.
A ction You Took	Describe action you took—keep focus on you. Even if discussing a team project, talk about what <u>you</u> did.
R esults You Achieved	Describe what happened, how the event ended, what you accomplished, and what you learned.

“Overcame a challenge”

STRENGTH

“I can pick up on new technology very quickly.”

SUPPORTING STORY

“During the first week of my internship, I was introduced to the company’s client management system. After just a brief training, I was asked to create a detailed report of client engagement in the Baltimore area. Although I hadn’t been trained to make reports, I watched several tutorials online and quickly learned the new technology. I was successfully able to create the report within the deadline.”

Question you can ask

- ❑ What would be some of the first tasks I would be involved with, If I were hired?
- ❑ What kind of supervision and training would I receive?
- ❑ What do you enjoy most about working here?
- ❑ What are the next steps in your hiring process?

End of the interview/wrap-up

- Convey your gratitude!
- State your interest in the position and your excitement/enthusiasm about the opportunity.
- Reiterate your confidence in your ability as a qualified candidate.
- Provide a strong, confident handshake and smile!
- Make your exit.

Send a tailored thank-you email to ALL interviewers within 24 hours of the interview!

Big Interview

- ❑ Training and practice
- ❑ Interview tips, sample interview questions including industry questions
- ❑ Log into [Big Interview](#) with your myUMBC username and password

Appointments:

- ❑ Interview Preparation (30 or 60min.)
- ❑ Mock Interview (60 min.) – must schedule by phone or in person

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EXPLORE YOUR PERSONALITY TYPE

ESTJ



Engineer

INTJ



Science Officer

ENFP



Captain

ESFJ



Doctor

ISTJ



Communications

Take the MBTI personality assessment and schedule an appointment to get your results and explore related career options.



Welcome

The UMBC Career Center empowers undergraduate and graduate students to actively explore, experience, and succeed in their future careers. Employers, parents, alumni and faculty are critical partners in our work.

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Events

Campus and Local Part-Time Jobs Fair
Tuesday, August 29, 2017 at 12:00 PM

Children Achieving Maximum Potential
Tuesday, September 5, 2017 at 12:00 PM

Career Corner: Silver Knights Enrichment
Thursday, September 7, 2017 at 10:00 AM

Keys to Success: Get Ready to be Hired!
Monday, September 11, 2017 at 12:00 PM

Keys to Success: Get Ready to be Hired!
Tuesday, September 12, 2017 at 5:00 PM

News

T. Rowe Price Seeks UMBC Interns- APPLY

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Questions?

