

Resume Tips for ELE 400

Here are some general guidelines for writing your resume for ELE 400. Remember that a resume is not a list of everything you have ever done. It highlights certain things that are most relevant to the job you are applying for. These highlights include your education, as well as any technical job experience you have had. The purpose of the resume is to get you an interview. After reading your resume, a company should want to talk with you to get further details about your qualifications.

(1) Do not use personal pronouns (e.g. "I"). It is acceptable to use sentence fragments! For example, in describing a job experience, instead of saying, "I was responsible for documenting the final design," say "Documented final design."

(2) Include the expected date (month, year) of your graduation.

(3) List Education first. Include computer or other skills (this could be a separate section). When listing software tools, start with the technical ones that you know best (e.g. Matlab, C, Java ...). After listing all of the technical packages you know, you can list nontechnical (e.g. Microsoft Office).

(4) I strongly recommend that you list Course Projects, with brief descriptions of each. If you have had an internship or other technical job experience, then it is not as important to list course projects. But if you have not had technical job experience, you must list some course projects! (For the purpose of this resume, if you have not yet completed your senior electives, you can "make up" a project that you might do in an elective course that you plan to take.)

(5) Nontechnical jobs can be listed under "Experience." You do not have to describe them in as much detail as technical jobs. And you do not have to list every nontechnical job you have ever done.