



# Resumes, CVs, Cover Letters, and Some Resources

For American Vacuum Society @ Florida International University



FLORIDA INTERNATIONAL UNIVERSITY

# Outline

- Introductions
- Career Services
- Resumes
- Curriculum vitae
- Cover letters
- Some Resources

# Learning Objectives

At the end, individuals should be able to:

1. Explain what a resume and a CV are
2. Be able to list components of resumes and CVs
3. Know how to open a cover letter template
4. Find several online resources, such as ONET Online and NACE

# Top 10 Skills Employers Seek

- Ability to work on a team
- Communication (verbal)
- Communication (written)
- Detail oriented
- Flexibility / adaptability
- Initiative
- Leadership
- Problem-solving skills
- Strong work ethic
- Technical skills

National Association of Colleges & Employers (NACE) Job Outlook 2012 Survey



# Looking for Jobs

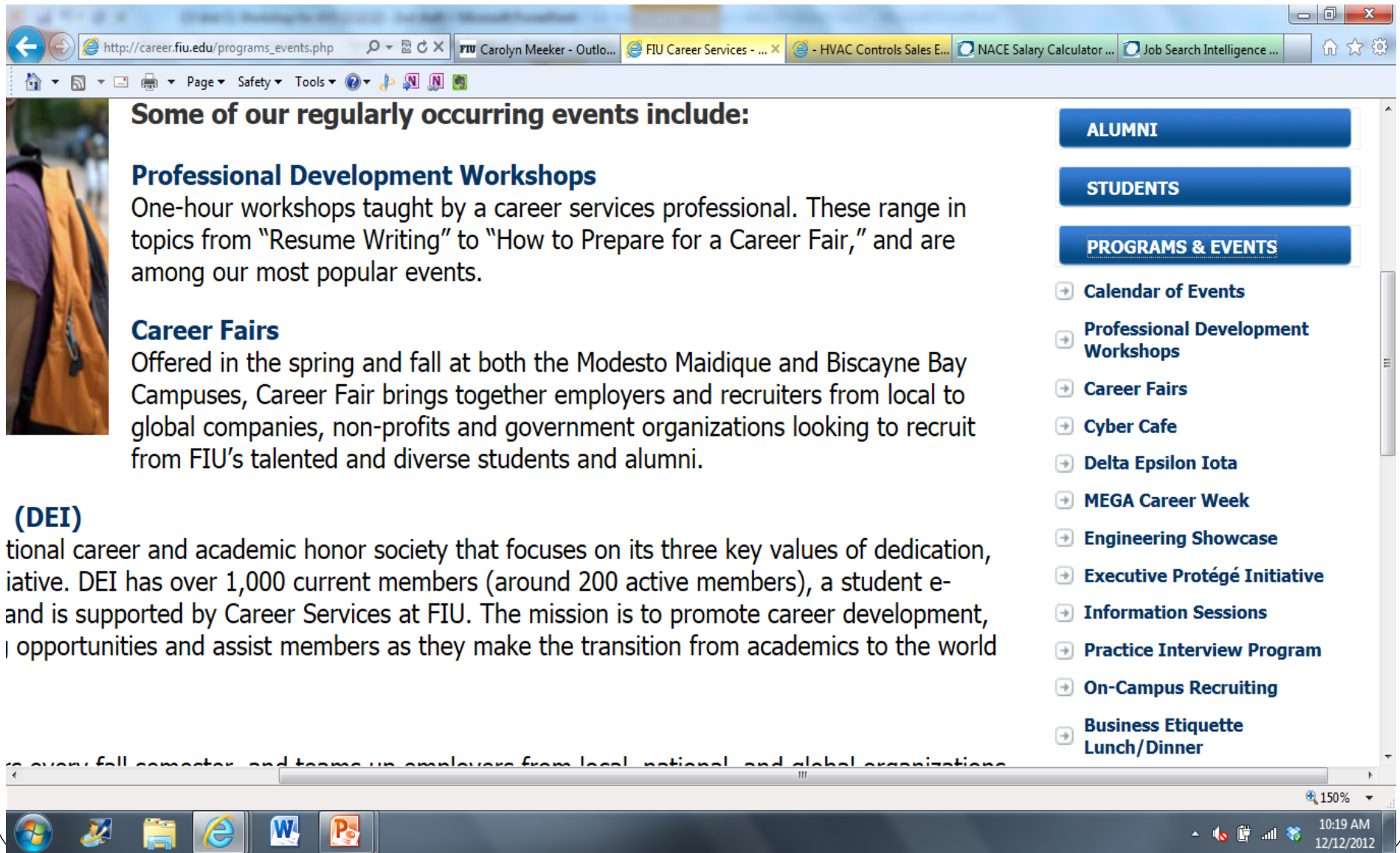
- FIU Career Services Panther JOBlink
- Career Fairs and information sessions
- Employer websites
- Student organizations
- Professional associations
- Direct contact with employers
- Listservs
- Newspapers/professional magazines
- Employment agencies
- Friends/Alumni/Networking

# AVS Divisions

- Advanced Surface Engineering
- Applied Surface Science
- Biomaterial Interfaces
- Electronic Materials/Processing
- Magnetic Interfaces & Nanostructures
- Nanometer-Scale Science & Technology
- Plasma Science/Technology
- Surface Science
- Thin Film Division
- Vacuum Technology

(<http://www.avs.org/about.aspx>)

# Career Services



The screenshot shows a web browser window with the URL [http://career.fiu.edu/programs\\_events.php](http://career.fiu.edu/programs_events.php). The page content includes:

- Some of our regularly occurring events include:**
- Professional Development Workshops**  
One-hour workshops taught by a career services professional. These range in topics from "Resume Writing" to "How to Prepare for a Career Fair," and are among our most popular events.
- Career Fairs**  
Offered in the spring and fall at both the Modesto Maidique and Biscayne Bay Campuses, Career Fair brings together employers and recruiters from local to global companies, non-profits and government organizations looking to recruit from FIU's talented and diverse students and alumni.

On the right side, there is a sidebar menu with the following items:

- ALUMNI
- STUDENTS
- PROGRAMS & EVENTS
  - Calendar of Events
  - Professional Development Workshops
  - Career Fairs
  - Cyber Cafe
  - Delta Epsilon Iota
  - MEGA Career Week
  - Engineering Showcase
  - Executive Protégé Initiative
  - Information Sessions
  - Practice Interview Program
  - On-Campus Recruiting
  - Business Etiquette Lunch/Dinner

At the bottom of the page, there is a taskbar with icons for Windows, Internet Explorer, File Explorer, Word, and PowerPoint. The system tray shows the time as 10:19 AM on 12/12/2012.

## (DEI)

tional career and academic honor society that focuses on its three key values of dedication, initiative. DEI has over 1,000 current members (around 200 active members), a student e- and is supported by Career Services at FIU. The mission is to promote career development, opportunities and assist members as they make the transition from academics to the world

every fall semester, and teams up employers from local, national, and global organizations

### User Dashboard



Conduct Interview



Watch Interview



Now on the iPad!



Interview Webinar



Expert Tips



Tutorial



### Message Center

Welcome Carolyn,

Welcome to InterviewStream! Here you will find valuable resources to assist you with your interviewing development. Before you get started, make sure to view our InterviewWebinar and InterviewSuite that feature expert tips and advice on all things interviewing. Once ready, you can then conduct interviews and receive feedback from anyone with an email address.

▶ [Helpful Resources](#)

▶ [Need More Help?](#)

# Some Spring and Summer Events

- **Career Boot Camp**: Sat, 2/9/13, 9am-2:30pm, Engineering Center 2300
  - How to Prepare for a Career Fair
  - Resume Writing
  - Using Panther JOblink to Search for Jobs and Events
  - Business Etiquette Lunch and Presentation
- **Spring 2013 BBC Career Fair**: W, 2/6/13, 11am-3pm, BBC Wolfe University Center
- **Alumni and Employer Networking Event**: W, 2/13/13, 6pm-8pm, GC Faculty Club
- **Spring 2013 MMC Career Fair**: Th, 2/14/13, 3pm-7pm, MMC US Century Bank Arena
- **Engineering Expo**: F, 2/22/13, 9am-2pm, Engineering Center
  - 1,400 K-12<sup>th</sup> students participate in tours and activities lead by student organizations
- **Engineering Student Showcase**: Th, 4/11/13, 3pm-4:30pm, Engineering Center
  - Student groups showcase their work and projects while employers visit their tables
- **Statewide Job Fair**: Th, 5/9/13, UCF in Orlando, FL
- **Federal Government Statewide Conference**: F, 6/28/13, MMC Graham Center

# Why have a Resume / CV?

- Marketing tool to secure a position or funding
- Promotional materials
- Professional representation of:
  - ✓ Who you are ( Personal Information)
  - ✓ What you want (Job/Scholarship)
  - ✓ What you offer (Skills/Experience)



# Difference between Resume and CV

- The primary differences between a resume and a curriculum vitae (CV) are the length, what is included and what each is used for.
- A resume is a one or two page summary of your skills, experience and education.
- While a resume is brief and concise - no more than a page or two, a curriculum vitae is a longer (at least two page) and more detailed synopsis.

(<http://jobsearch.about.com/cs/curriculumvitae/f/cvresume.htm>)

# A Few Resume Tips

- **Stay above the Rest → Replace common pieces**
- **Experience**
  - Quality vs. Quantity (more is NOT always better)
  - 2-3 bullets on details (focused on job and results)
  - Combine if possible (Designed, implemented and tested...)
- **GPA below Minimum Required**
  - If GPA is low, organize resume to highlight other areas
  - Some recruiters suggest not adding it, as it will weed you out
  - Some recruiters suggest adding it, as a resume without a GPA is considered incomplete



# Resume Content and Sections

Personal Identification

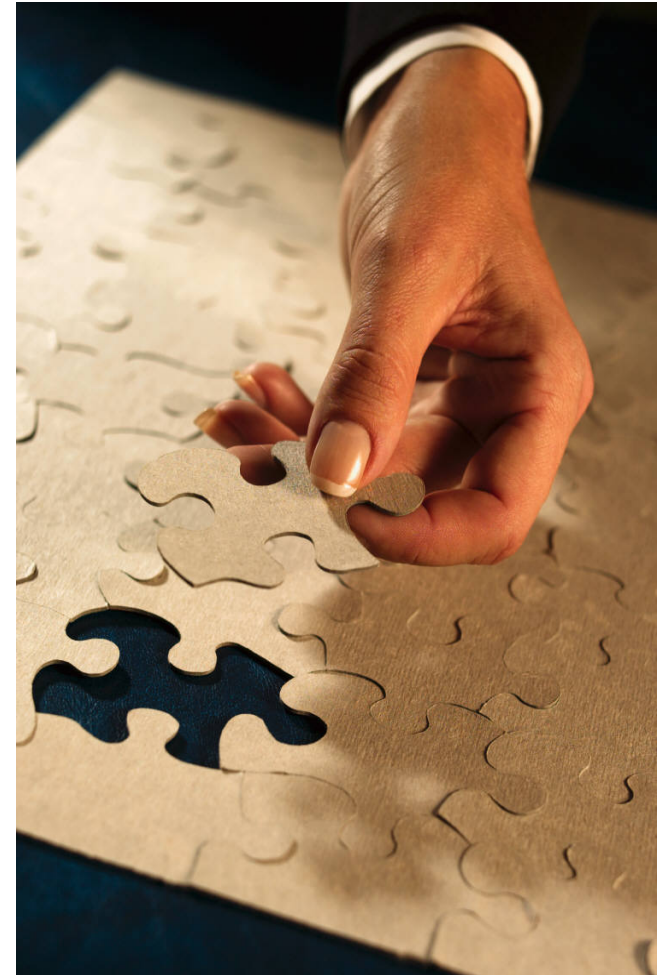
Objective and/or Summary

Education

Experience

Qualities/Skills

Other



# Personal Identification

Name, Address, Phone and email information

## Style 1

**Carolyn M. Meeker**

10555 W. Flagler St, EC 2780

Miami, FL 33174

(305) 348-1281

[carolyn.meeker@fiu.edu](mailto:carolyn.meeker@fiu.edu)

## Style 2

**CAROLYN MEEKER**

10555 W. Flagler St, EC 2780 · Miami, FL 33174 · 305.348.1281 · [carolyn.meeker@fiu.edu](mailto:carolyn.meeker@fiu.edu)

# Objective

1 - 3 lines describing who you are and what you're seeking

- What are you interested in?
  - What type of job you are looking for?
  - What can you give to the company
- 

## SAMPLE OBJECTIVE (GENERAL-TYPE)

Seeking a position in the field of Engineering

## SAMPLE OBJECTIVE (SPECIFIC-TYPE)

Well-rounded student leader seeking a career with General Electric through the Edison Engineering Development Program

# Education

- Institution, city, state
- Degree earned or anticipated
- Dates: YYYY, EGD: MM/DD/YYYY
- GPA: X.X/4.0



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## SAMPLE EDUCATION

Florida International University, Miami, Florida

**Master of Science in Mechanical Engineering**

EGD: Dec 2013

GPA: 3.5/4.00

**Bachelor of Science in Mechanical Engineering**

2011

**Minor in Physics**

GPA: 3.8/4.00

# Experience

- **Not a general job description!**
    - Verbs, results, impressive statistics
  - **Team/Lead work**
    - Specify/focus on relevant projects you lead/participate
  - **Volunteer Roles**
    - Led group, logistics, motivated team
  - **Achievements-Oriented** (Not Responsibilities-Oriented)
- 
- 



## **SAMPLE EXPERIENCE**

**Boeing, Everett, WA**

**May 2010 - August 2010**

**Interiors Stress Engineering Intern**

- Assisted 777 Secondary Supports group meet deadlines by completing ...
- Performed Stress analysis on 787 Pilot/Co-Pilot Seat Pan tilt lock mechanism

# Skills

Skills acquired during any activity (employment, projects, volunteer, sports) that can be applied at a later stage or in other situations

## Transferable Skills Sets:

- Dependability/Reliability
  - Problem Solving Ability
  - Flexibility/Adaptability
  - Coping with Pressure/Deadlines
- Communication Skills  
Analytical Ability  
Initiative  
Research Skills

## Transferable Skills:

- Technology
  - Web design
  - Preparing business plans
  - Project management
- Spread sheets  
Finance management  
Delegating tasks  
Leading change

# Skills

## Categories

Computer skills  
(Microsoft suite, C++...)

Technical skills/Industry Tools  
(CNC Machine, Welding...)

Teamwork skills  
(Leadership)

Analytical skills  
(Critical thinking)

Language Skills  
(Verbal and written)

Other, if relevant

## Levels of Proficiency

Expert/Proficient

Knowledgeable/ Working  
knowledge of

Basic



# Resume Formats

Chronological	Skills	Hybrid
Experience in reverse chronological order	Experience based on skill headings – not necessarily in chronological order	Usually experiences with descriptions in reverse chronological order; grouped under skill headings
Best when work, volunteer, and academics relate directly to job	Best when trying to break into a field with little or no experience. Changes	Best when no consistent themes to experience (sales, teaching, management, etc.)
Shows consistency in history. Not best if wide gaps in employment	Work history summarized in brief section at bottom	Provides easily identifiable skills areas and a sense of work history
Most common format	Skills are main attraction. Focus away from when and where developed	



# Curriculum Vitae

- Pronunciation: kuh-rik-yuh-luhm vee-tahy (Dictionary.com)
- Latin: Course of (one's) life or career
  - Education, training, research, publications, job prep
- Academia, medicine, teaching, research
- Informative, but concise
  - Eagle Scout, not every badge
- Understated, but name dropping's okay
- Style and format vary by discipline (for example, APA 6<sup>th</sup>)

# Curriculum Vitae

- 2-4 pages for new professionals
- 3-7 pages for experienced professionals
- 10 pages max, **though some are much longer**
- Action verbs begin every job description
- No picture, marital status, children, health, religion, DOB
  - Some CVs might include some of this (European)

# CV Content

- **Organized with clear headings**
- **Contact information at top of 1<sup>st</sup> page**
- **After 1<sup>st</sup> page, name and page # in header or footer**
- **No objective or profile** (save for cover letter)
  - Some might have a summary
- **Experience in reverse chronological order, within sections**
  - Research Section (2011, 2010,... 2006)
  - Advising Section (2011, 2010,... 2006)
- **Consider an online portfolio**

# CV Categories

- Education and Thesis/Dissertation title or topic
- Certificates/Licensure/Training
- Foreign study or travel abroad
- Language competence
- Technical and computer skills
- Academic awards, scholarships, fellowships
- Teaching experience
- Advising experience
- Research experience
- Consulting experience
- Internships/Graduate practice/Fieldwork
- Publications/Professional papers, presentations
- Service/Committees/Leadership/Professional associations
- Grants

# Teaching

- Fellowships
- Assistantships
- Experiences working with students in class/lab settings
- Knowledge of learning styles
- May list teaching interests
- Prepare a separate Statement of Teaching



# Teaching Experience

## *Walnut Grove University, Chapel Hill, NC*

**Lecturer** – “Global Communication in the 21st Century.” 1999

Developed syllabus and overall course structure, and administered all grades.

**Adjunct Instructor** – “Editing Technical Documents.” 1998

Developed syllabus and overall course structure, and administered all grades.

**Instructor** – French 101, 102, 201, 202 1996 - 1997

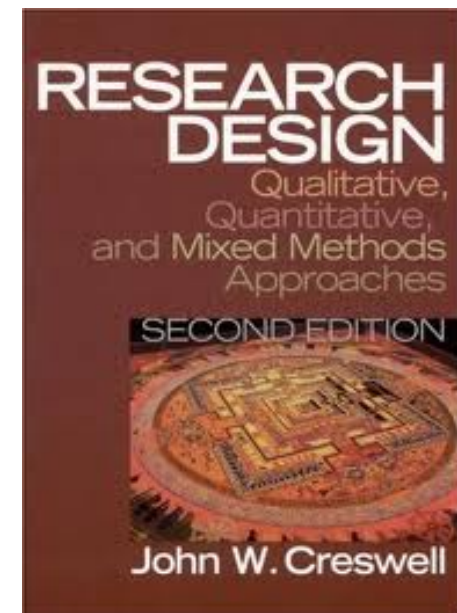
Developed syllabus and overall course structure, including weekly lab practicum, and administered all grades.

**Teaching Assistant** – to Professor Garth Fort in “Advanced Rhetoric.” 1997

Collaborated on curriculum and exam development, met with students  
Upon request, and graded all written work, including final exam papers.

# Research and Publications

- Relevant experience in area of specialization
- Publications, conference presentations
- Grants, patents
- Prepare a separate Statement of Research



# Publications and Papers

## **BOOK REVIEW**

Rocco, T. S. (2008). The aging workforce: realities, myths, and implications for organizations by Jerry W. Hedge, Walter C. Borman, & Steven E. Lammlein. *Educational Gerontology*, 34(2), 163-164.

## **PAPERS PUBLISHED IN PROCEEDINGS COMPETITIVE PEER REVIEWED**

*(Local)*

Landorf, H., Rocco, T., & Nevin, A. (2006). Creating Permeable Boundaries: Inclusive Educators in a Global Society. In M. Cleary, S. Nielsen, M. Plakhotnik (Eds.), *Proceedings of the Fifth Annual College of Education Conference* (pp. 58-63). Miami, FL: Florida International University.

## **INVITED PRESENTATIONS**

Thijssen, Jo G.L. & Rocco, T. S. Career and Lifetime Development Revisited. *Working at old age: Emerging theories and empirical perspectives on ageing and work*. Cedefop, Thessaloniki, Greece 29-30 September 2008.



# Service

- May include
  - Professional associations
  - Volunteer work
  - Committee membership
- Such as
  - Editorships
  - Editorial Board Member
  - Manuscript Reviewer
  - University Service
  - College Service
  - Program and Department Service



# References

- Have a separate reference page
- If asked to include in CV, add to the end
- Include
  - Name, phone, email, address (optional), context of relationship
  - Inform references that they might be contacted
  - Keep references updated; give them a copy of your CV

## **Carolyn Meeker**

Assistant Director, Career Services Office

Florida International University

305-348-2423, [cmeeke@fiu.edu](mailto:cmeeke@fiu.edu)

(Direct Supervisor for two years at UC Riverside)

# Statement of Teaching Interests

- Tell the reader what you feel competent to teach
- If teaching biochemistry is a requirement, make it clear that you want to teach biochemistry



# Writing a Statement of Teaching Philosophy

**By Gabriela Montell**

<http://chronicle.com/article/How-to-Write-a-Statement-of/45133/>

## Break down the question

- What do you believe about teaching? Why?
- What do you believe about learning? Why?
- How is that played out in your classroom?
- How does student identity, background, and learning style make a difference in how you teach?
- What do you still struggle with in terms of teaching and student learning?

Don't include all of this, but think about it

# Statement of Research and Scholarly Interests

- 2-4 page statement of past, current, and future research interests
- Describe your past and present methodology, lab skills, and results
- Tell what you hope to do for the next 3-5 years and how you can involve students
- Refer to patents, publications, grants

## Passion for Research

**“Somewhere,  
something incredible is  
waiting to be known.”**

**Dr. Carl Sagan**

American astronomer, writer,  
and scientist

1934-1996

# Writing a Statement of Research

Mention potential collaborators and sources of funding

<http://chronicle.com/forums/index.php/topic,21211.0.html>

People have different opinions about everything

1. 1-2 pages properly cited should be enough to tell anyone your major research efforts. If it isn't, perhaps you are trying to accomplish too much.
2. ...I've seen good statements that are 6-7 pages... What I would worry about is whether your proposal is relevant to the type of institution...

# Dissertation Abstract

- Clear, concise summary of work
  - Placing it within scholarly context
  - Noting contribution to the field
- Comprehensible to people out of field, but scholarly enough to interest those within
- Typically 1-2 pages appended at the end of CV

# References

- 3-5 objective references; personal only if requested
- “References available upon request” not required
- Separate “References” page with your contact info
- Name, title, work address, work phone, work email
- Ask reference before and thank after!



**PLAN NOW**



# Cover Letter

- 1 page; concise
  - Why you're applying to the program or position
  - Relevant background
- Inform reader of what you're enclosing
  - CV, statements, and teaching interests
  - Don't discuss these items in the cover letter
- Perhaps use Department letterhead and professional address, if possible

# Research the Employer

- How do your experience, skills, abilities, and interests meet their needs?
- Show why you are a good fit
- Send to a specific person whenever possible
- If you can't find a specific name or title:
  - “Dear Hiring Manager”
  - “Dear Selection Committee”

# Analyze Job Description and Your Background

- Match responsibilities and qualifications
- Draw from similar experiences, if nothing direct
- Coursework and projects
- Work experience and internships
- Volunteer experience and community service
- Student and professional associations
- Extracurriculars
- Travel

# Paragraphs

- Professional letter with address, date, etc.
- 1<sup>st</sup> paragraph
  - What position you're seeking
  - How you learned of the opportunity
  - If a specific person recommended that you apply
- Last paragraph
  - Thank reader for your time
  - Invite reader to follow up with you
  - Leave contact information
  - Sign

## Cover Letter Do's

- Make it original and targeted for the job
- Mention position in first paragraph
- Show how your career goals align with the position and organization
- Succinct points supporting readiness to contribute
- Proofread – no typos
- Follow up if you don't hear back after 2-3 weeks
  - Chance to ask if more information is needed and reiterate interest
- Invite employer to follow up with you

## Cover Letter Don'ts

- Generic
- Typos
- Long-winded introduction
- Longer than one page
- Ramble on about your experience without explaining the importance
- Make the employer hunt for useful information
- Explain what the employer can do for you

# NACE Salary Calculator

The screenshot shows a web browser window with the following content:

Address bar: <http://www.jobsearchintelligence.com/NACE/jc>

Page Title: **Graduate**

Main Content:

- Your salary data output values, seeking employment as **Health and Safety Engineers, Except Mining in Fort Lauderdale-Pompano Beach-Deerfield Beach, FL:**
- There are **190** persons employed as **Health and Safety Engineers, Except Mining in Fort Lauderdale-Pompano Beach-Deerfield Beach, FL.**
- Starting salaries (The 10<sup>th</sup> percentile) for this occupation are **\$43180**
- The median salary for this occupation is **\$65780.**
- The top earners for this occupation have an annualized salary of **\$88860**
- Based upon the information that you have provided, the market will likely offer you an annual salary of approximately **\$55200.**

Taskbar: Windows 7 taskbar with icons for Internet Explorer, Word, and PowerPoint. System tray shows 10:29 AM, 12/12/2012, and 200% zoom.

# ONET Online

The screenshot shows a web browser window displaying the ONET Online website. The browser's address bar shows the URL <http://www.onetonline.org/link/summary/19-2012.00>. The website header includes the ONET logo and the text "O\*NET OnLine" and "A proud partner of the americanjobcenter network". A search bar labeled "Occupation Quick Search:" is visible. A navigation menu contains links for "Help", "Find Occupations", "Advanced Search", "Crosswalks", "Share", and "O\*NET Sites". The main content area features a "Summary Report for: 19-2012.00 - Physicists" with a "Updated 2010" note. Below this is a description: "Conduct research into physical phenomena, develop theories on the basis of observation and experiments, and devise methods to apply physical laws and theories." A "Sample of reported job titles" list includes: Health Physicist, Scientist, Research Scientist, Physicist, Research Consultant, Research Physicist, and Biophysics Scientist. A "View report:" section has tabs for "Summary", "Details", and "Custom". A list of navigation links includes: Tasks, Tools & Technology, Knowledge, Skills, Abilities, Work Activities, Work Context, Job Zone, Education, Interests, Work Styles, Work Values, Related Occupations, Wages & Employment, and Additional Information. The "Tasks" section lists three bullet points: "Perform complex calculations as part of the analysis and evaluation of data, using computers.", "Describe and express observations and conclusions in mathematical terms.", and "Analyze data from research conducted to detect and measure physical phenomena." The browser's taskbar at the bottom shows icons for Internet Explorer, Word, and PowerPoint, along with the system clock displaying 10:24 AM on 12/12/2012.

Occupation Quick Search:

Help Find Occupations Advanced Search Crosswalks Share O\*NET Sites

Updated 2010

## Summary Report for: 19-2012.00 - Physicists

Conduct research into physical phenomena, develop theories on the basis of observation and experiments, and devise methods to apply physical laws and theories.

**Sample of reported job titles:** Health Physicist, Scientist, Research Scientist, Physicist, Research Consultant, Research Physicist, Biophysics Scientist

View report: Summary Details Custom

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Additional Information](#)

### Tasks

- Perform complex calculations as part of the analysis and evaluation of data, using computers.
- Describe and express observations and conclusions in mathematical terms.
- Analyze data from research conducted to detect and measure physical phenomena.



# Career Fairs & Conferences



Meet with employers at a convenient location

Network with a variety of companies

Make great 1<sup>st</sup> impressions

Might have on-site interviews

# 30 Second Elevator Speech

## Objective:

- ❖ To provide basic information about you.
- ❖ To impress with your knowledge about the company.
- ❖ To state how your experience, education, and leadership skills can be used for the position.

## Guidelines:

- ❖ Correctly structured (Perhaps follow resume).
- ❖ Always connect what you say with the company's needs.
- ❖ Customize to the position applying for.




Name, Major, EGD

Objective

Interests/ Reasons for being here

Top Knowledge, skills and/or abilities (\*If time permits\*)

# Attire and Presentation

Casual	<ul style="list-style-type: none"><li>• T-shirt, polo, or casual blouse</li><li>• Jeans, pressed shorts, sun dress, or skirt</li><li>• Sandals or open-toe shoes</li></ul>	
Business Casual	<p>Interpretations vary &amp; can be confusing</p> <ul style="list-style-type: none"><li>• No jeans (typically) or t-shirts</li><li>• No tennis shoes or flip-flops</li><li>• No club wear</li><li>• Collared shirt with a tie or a jacket is okay</li></ul>	
Career Fair Business Professional	<p>Suit or Jacket and Tie</p> <ul style="list-style-type: none"><li>• Neat hair and fingernails</li><li>• Minimal jewelry, cologne, or perfume (if any)</li><li>• 2-piece suit or skirt suit in black, gray, navy, etc.</li><li>• White or conservative-colored dress shirt</li><li>• Closed-toe shoes</li><li>• For men: Tie in a solid color or simple pattern</li><li>• For women: Nylons when wearing a skirt</li></ul>	

# FIU Disability Resource Center

<http://drc.fiu.edu/>

GC 190: 305-348-3532

WUC 131: 305-919-5345

- Create diverse learning environments that are usable equitable, inclusive and sustainable.
- Disability Specialist will determine appropriate academic services and accommodations, depending on limitations in academic setting.
- Will train students on how to access eligible accommodations. Students will then be responsible for requesting most accommodations in a timely manner and for following DRC policies and procedures for accessing accommodations.

# Questions or Feedback?



<http://career.fiu.edu>

**MODESTO A. MAIDIQUE CAMPUS**  
GC 230 305.348.2423

**BISCAYNE BAY CAMPUS**  
WUC 255 305.919.5770

**ENGINEERING CENTER**  
EC 2780 305.348.1281