



ENGINEERING STUDENT
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Resume & Cover Letter Writing Tips

NADA ABDELHACK, MA, GCDF(SHE, HER)


Who Am I?

- Internship & Job Placement Coordinator
- What is ESS
- Resumes and cover letters
- Career Advisor = Tips for Career Success



What is a Resume?





What is
a CV?

Is it like a
resume?

A close-up photograph of a computer keyboard. The central focus is a large, rectangular, blue key with the text "Submit CV" in white, bold, sans-serif font. To the left of this key is a white key with double and single quotation marks. Below the blue key is a white key labeled "shift". To the left of the "shift" key is a white key with a question mark. Above the blue key is a white key with a bracket. The keyboard is set against a light-colored wooden surface.

Submit CV

shift

?

What Defines

YOU





Vision

Values

Goals

Purpose

Passions

**And, understanding why
you do what you do**



RESUME

123.5555.4321 | myresumeee@examplezmail.com

CAREER OBJECTIVE

An employment opportunity in a Business Development role in the field.

SUMMARY OF QUALIFICATIONS

Accomplished in recognizing opportunities to develop business projects and helped the organization be successful. Well analyzing informative data skills such as customer trends and market trend analysis. Pushing business alliances.

Introduce yourself

Present your qualifications

Secure an interview

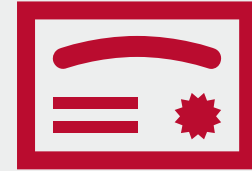


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College Student Resumés



Educational
achievements



Include what degree you
earned or plan to earn



List skills you acquired

Your Résumé Should

1

- Summarize your experiences, skills, accomplishments

2

- Be easy to read

3

- A tool to showcase yourself

4

- One-two pages long

5

- Customized!

Purpose of a Résumé

Represents you when you are not there

Quantifies your accomplishments

Clearly states your abilities

Shows your command of the written language

Creates talking points for your interviewer

Proves your worth to a future employer

Do Your Research

Most important
step of the
application
process

Most time-
consuming part
of the application
process

Start With ...

Who is the CEO?

Who are the managers and what their roles are?

Is the company featured in articles?

Is the company Running ads?

Do they have promotions?

Become familiar with the industry as a whole

Know who their competitors are

Learn About ...

The company's business model

The company's product or service. Have you used it?

The company culture

The company's relationship to its customers

Will you have autonomy on how you get things done?

Sections of a Resumé

Heading (name and contact information)

Objective

Education

Technical Skills

Personal Skills

Related Projects

Work Experience

Additional Information

*References available upon request

Reverse Chronological Order



Heading

Name

City & State

Phone number

Email address

LinkedIn

Website

Objective

One sentence

Who you are

What you are looking for

Education

Degree in progress

Anticipated date of graduation

The name of the institution

City and State

GPA

Degrees completed

Technical Skills

Strongest skills first

Skills that relate to the position

Skills that you learned on your own



personal

B**R****A****N****D****I****N****G**

INTERPERSONAL SKILLS



Work Experience

Job title

Begin & end date

Company

City & State

List of tasks and
responsibilities



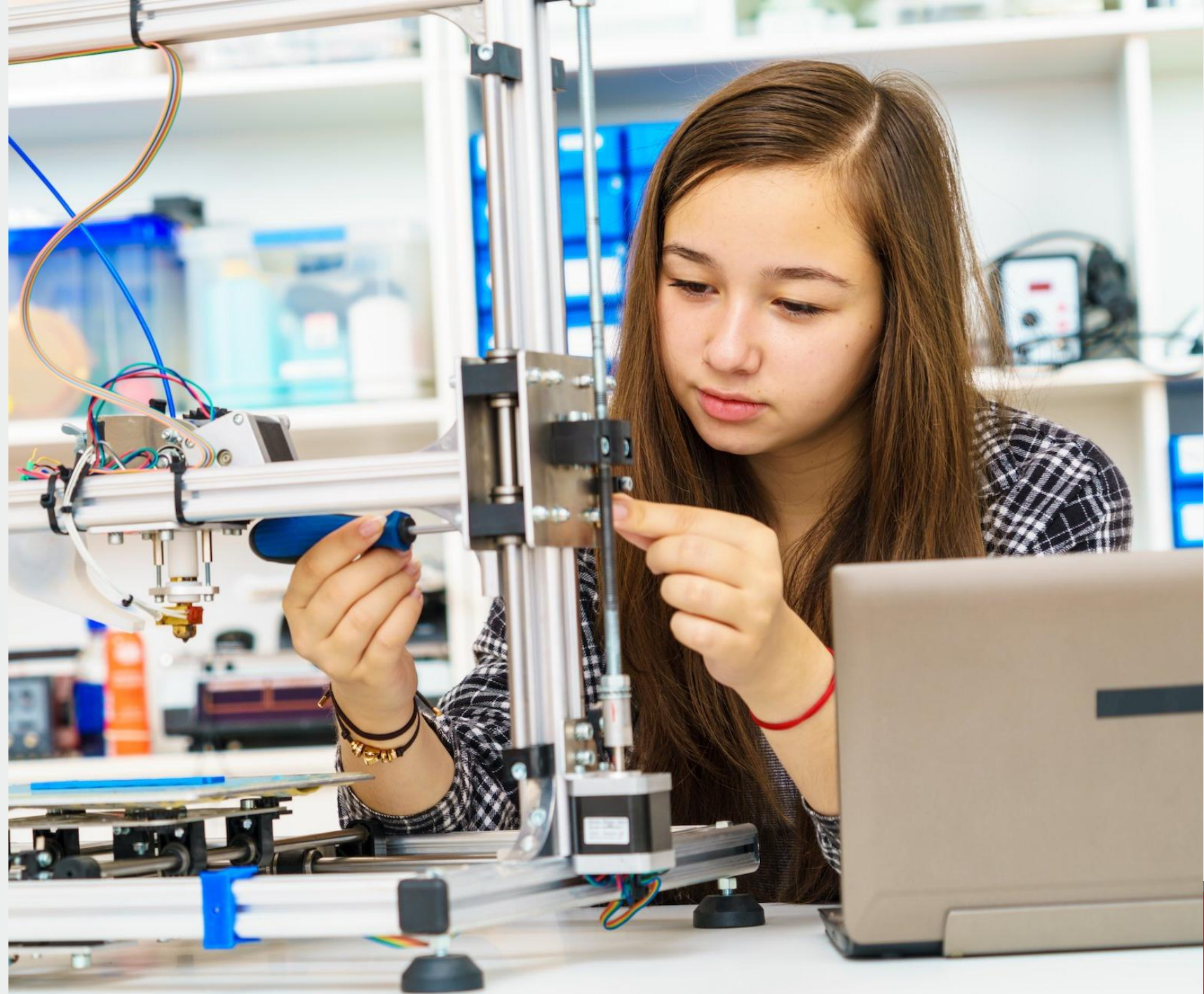
WORK
EXPERIENCE

Extra-Curricular Activities

Accomplishments

Leadership
(Student orgs)

Involvement in
School and
community



References

3 individuals

Get permission

Names, titles,
organizations,
email addresses,
phone numbers



Key points

Spelling and
Grammar

Inconsistencies

Organization

Bolding & Italicizing

Arial, Calibri, NRT

12-point font



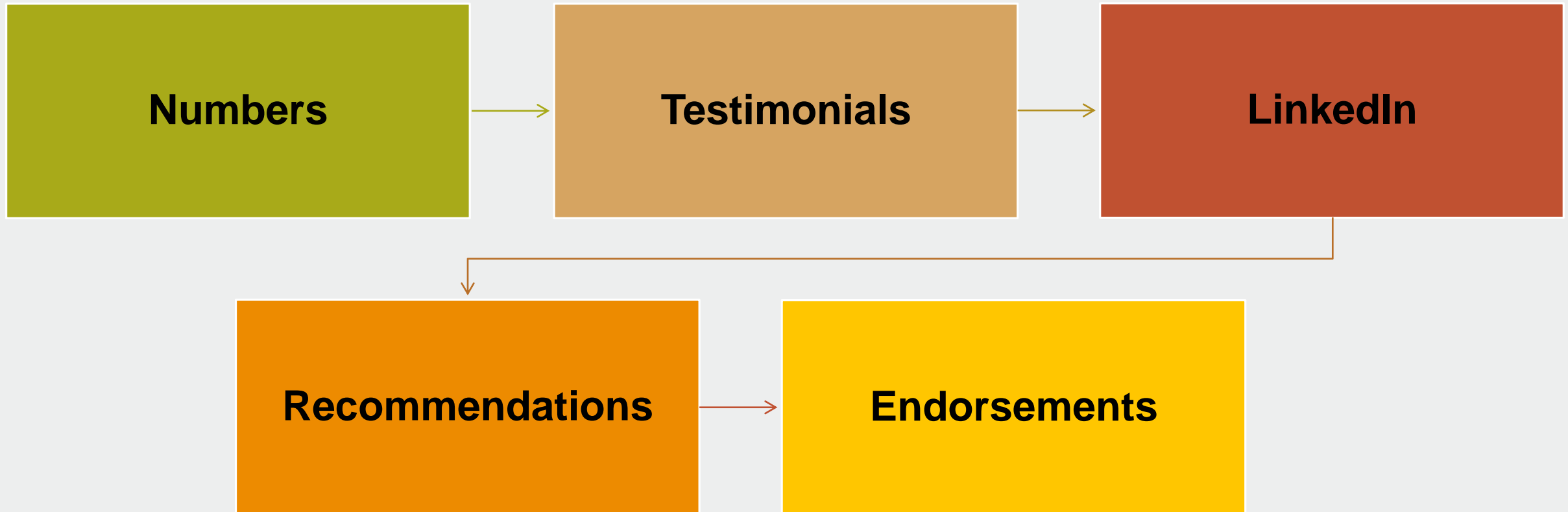
Avoid Using Templates

Reflection of YOU

Templates = a worn-out
line you've heard before



Tell Your Story Through...



Certifications & Secret Clearances





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Aligning Your Resume to a Job Posting



1 post = 100+ applicants



Best fit



Mirrors desired skills

Trust

Competence

SINCERITY

Reliability

Integrity

Commitment

Consistency



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The UNM 5 Essential Skills

- Professionalism
- Collaboration
- Research & Assessment
- Critical Thinking
- Effective Communication

(<https://unm5.unm.edu/>)

Courtesy of Office of Career Services

Do Include

Education

Paid work

Volunteer work

Presentations

Professional Affiliations

Projects

Research

Languages

Skills

Awards

Certification

Educational Travel



Decorations

Photos
(US Standards)

Personal
Information

Use of the first
person (I, my)

Salary
requirements

Contractions &
abbreviations

Addresses of
previous
employees

Reasons for
leaving past
positions

Irrelevant
Information

Lies

Don't Include



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Personal Information

No personal
characteristics

No photographs



Your Resume Should Include

Heading

Objective

Education

Technical Skills

Personal Skills

Relevant Experience

Additional Experience

References



Cover Letter

Accompanies a resume

An introduction

Expresses an interest

Draws attention to the resume



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Cover Letter Format

Header

Greeting

Opening paragraph

Second paragraph

Third paragraph

Formal closing

Header

Full Name, address, city of residence

Date

Name of the hiring manager / their professional title


Name of the company you're applying to

Address of the company



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Greet the
Hiring
Manager

A background image showing a person's hands typing on a laptop keyboard. The person is wearing a striped shirt and a watch. The image is overlaid with a semi-transparent red filter. The text is centered over the image.

**Dear Mr. John Doe,
Hello Ms. Jane Doe,
Greetings John Doe,
Salutations Dr. Smith,**



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Who is the Hiring Manager?

Job Posting

Company website

Contact the company
directly

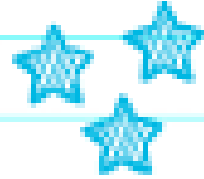
Professional social
media



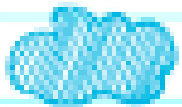
Vague Salutations

Dear [Department] hiring manager,
Dear hiring manager,
Hello [Department] team,
Dear [Company] hiring team,
Hello customer service hiring manager,
Dear Customer service hiring team,

Dear Hiring Manager,



How Should I Address
This Cover Letter?



Opening Paragraph

First
Impression

Attention
Grabber

Top Skills

Relevant
to Position



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Second Paragraph

Why you are the
perfect person for the
job

Why you are a good
fit for the company





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Third Paragraph

Good Fit

Company Culture

Passionate



Wrap Up

01

Include Points
you didn't
Include in
Previous
Paragraphs

02

Thank the
Hiring
Manager


03

Call for
Action



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Formal Closing

A brown manila envelope is shown, partially open, with a white paper insert visible. A silver metal clip is attached to the center of the envelope flap. The text is written in a black, italicized serif font on the front of the envelope.

*Best Regards,
Kind Regards,
Sincerely,
Thank you,*



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Cover Letter Format

Header

Greeting

Opening Paragraph

Second Paragraph

Third Paragraph

Formal Closing



Lobo Louie
601 Central Avenue
Albuquerque, NM 87131

August 20, 2020

Mr. James F. Hire, Human Resources Manager
ABC, Inc.
1601 Sunset Boulevard
San Diego, CA 92121

Dear Mr. Hire,

Your civil engineer trainee position (123489) is an exciting opportunity for me to apply my expertise. ABC Company's stellar reputation for providing quality service and project support to your clients is well-known, and I am motivated to join your team.

Highlights of my credentials:

- BS in civil engineering and Engineer in Training (EIT) certification from NCEES.
- Two years of experience as a civil engineer trainee and intern for local engineering firms.
- Hands-on experience providing project design and site civil engineering leadership for water, wastewater, roadway and other municipal infrastructure projects throughout New Mexico.
- Worked with lead civil engineers on the delivery of on-schedule, on-budget and high-quality completion of infrastructure projects with varying degrees of complexity and budgets ranging from \$500K to \$6.8M.
- Proficient in preparing drawings and technical specs using AutoCAD Civil 3D and MicroStation.

In addition, I have worked closely with licensed PEs on maintaining compliance with regulatory requirements. I have provided creative, cost-effective design solutions to issues including erosion, corrosive groundwater, insufficient water inflow/drainage, soil instability, steep-slope grading and other engineering challenges.

If my credentials and strong understanding of municipal water and wastewater infrastructure systems are well matched to your needs, please contact me at (555) 555-5555 or email lm@somedomain.com to schedule an interview. Thanks very much.

Sincerely,
Lobo Louie, EIT
Enclosure: Résumé



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Points That Will Lead to Your Application Packet Being Rejected

Lack of
research

Overly
casual
greetings

Bragging

Repeat your
entire
resume



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What NOT to include

Personal information

Salary expectations

Negative comments

Lies or exaggerations

Empty claims





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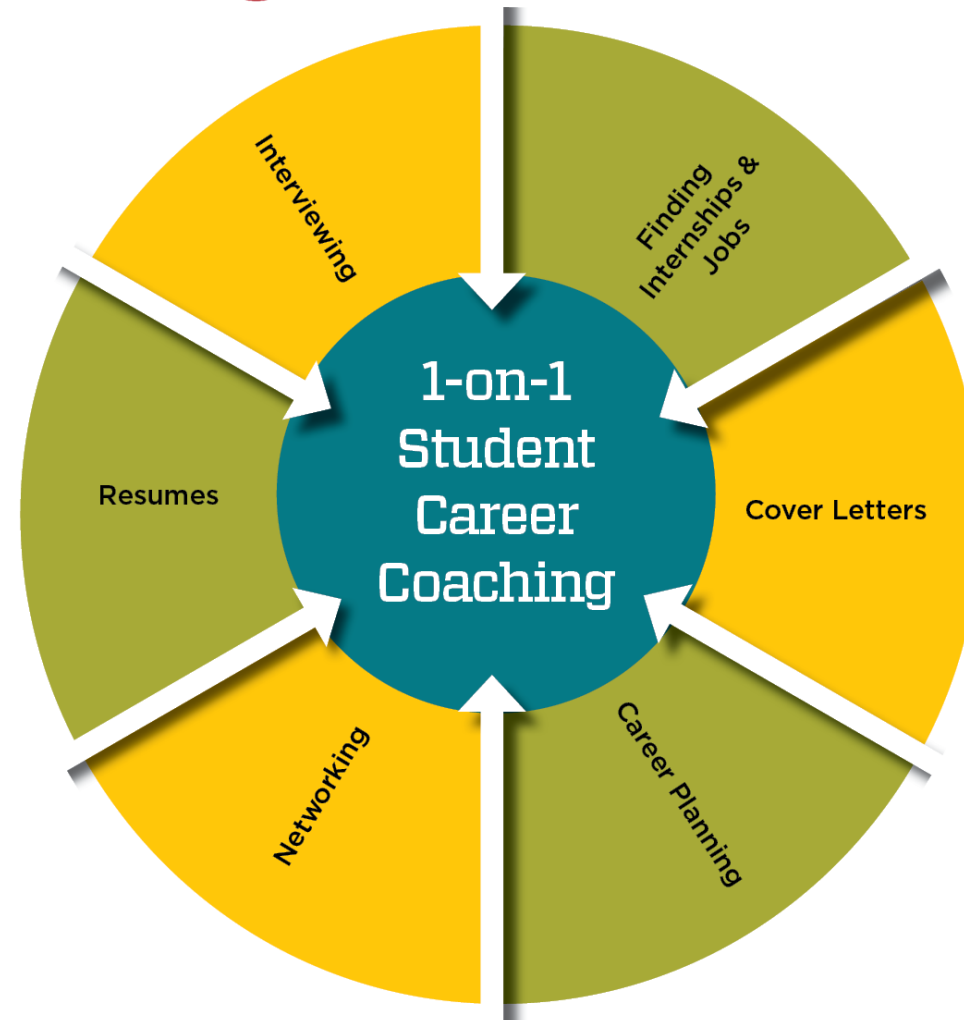
Before you Send

Put it aside for a day
Read it out loud
Read it backwards and
then forwards
Ask a friend to
proofread it



Proofread!

The image shows a large, orange, cloud-shaped speech bubble hanging from a black string. Inside the bubble, the word 'Proofread!' is written in a white, sans-serif font. In the background, several other similar speech bubbles in blue, green, and red are visible, though they are out of focus.

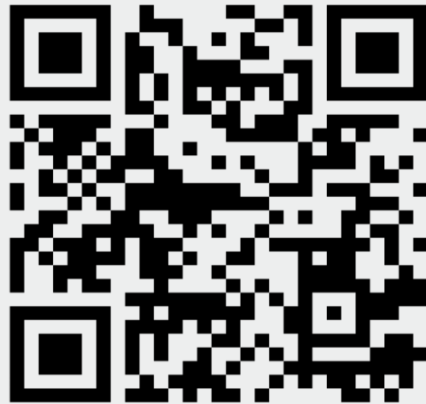


Contact Nada Abdelhack (esscareers@unm.edu; 505.277.1403)

Questions?

Give
feedback.

Win a gift
certificate!



goto.unm.edu/ess-feedback



Don't forget to follow up on social media.



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ess.unm.edu

or **our succESS app**





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Conclusion

Help with:

- resumes
- cover letters
- career advisement

Please reach out to me,

Nada Abdelhack at
esscareers@unm.edu