

Engineering Resume/CV Kickstarter

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What is a RESUME?

A resume is a brief, one-page (one- or double-sided) synopsis of your qualifications to a given position (i.e. job, internship, co-op, application, etc.). It is a **snapshot of you** as a professional person, and what your experience has been. Your resume will change throughout your life as you gain new experiences and develop professionally. It can also be **tailored** quite easily to best showcase specific qualifications for a given position.

A resume is a tool that can be used to land a job, yes, but also to start conversation. For example, say you send your resume along with a professional introductory email to someone you've never met before. Your resume should grab the person's attention and pique their interest in you as a person or as a potential employee, so that they respond to you. Now, say you've landed an interview: In the interview, you can point to and expand on things listed in your resume to give more depth to your skills and knowledge in a given subject.

What is a CV?

A CV (curriculum vitae) is a far more **comprehensive documentation** of your educational and professional life (thus the Latin "curriculum vitae," or "course of life"). A CV will include everything that is on your resume, and so much more. It will go into detail about all your experiences, achievements, honors, recognitions, scholarships earned, grants received, publications, presentations, conferences attended, etc. Your CV will be longer than two pages and **will continue to grow** as you have more experiences. CVs are normally requested when applying for positions within academia, or if you work abroad. In some countries, the terms "resume" and "CV" are used interchangeably, so be sure you understand what your application requires specifically. If you are using your CV for applications abroad, be sure to check GoinGlobal.com to be sure you are meeting the specifications of the country for which the CV is required (link listed in **Useful Links** section of this document).

Main Differences Between Resumes and CVs	
Resume	CV
Limited to 1 pg for entry-level professionals	Can be however long needed (usually 2-12pg)
Can be tailored to a specific position	Should encompass entire professional career
Can be 1 of 4 types of resume, or combination	1 general type of CV
Start all bullets with a power verb	Written in paragraphs, or lengthened bullets
Can be sent/given whenever you need/feel	Given only when requested

A RESUME should include:

- *****YOUR CONTACT INFORMATION*****
 - Your name should be the first thing their eyes go to on the page.
- Education (in reverse chronological order)
- Relevant academic experiences
- Relevant work experiences
- Other things that are relevant to you and what you hope to gain from this resume

A CV should include:

- *****YOUR CONTACT INFORMATION*****
 - Your name should be the first thing their eyes go to on the page.
- All education (in reverse chronological order)
- All academic experiences
- All professional experiences
- Qualifications and skills
 - Hard skills
 - Soft skills
 - Accreditations/certifications
- Awards and honors
- Publications and presentations
- **A CV can include:**
 - Research
 - Educational Travel
 - Professional associations
 - Grants and fellowships
 - Licenses and certifications
 - Volunteer work
 - Community involvement
 - Personal information
 - Leadership Experience
 - Qualifications and skills
 - Hard skills
 - Soft skills
 - Accreditations/certifications
 - Hobbies or interests

Useful Links:

UI Pomerantz Career Center Resources

<https://careers.uiowa.edu/resumes>

<https://careers.uiowa.edu/cv-curriculum-vitae-basics>

UI CoE Engineering Professional Development Homepage

<https://www.engineering.uiowa.edu/current-students/undergraduate-students/engineering-professional-development>

UI CoE Engineering Professional Development Peer Advisors

<https://www.engineering.uiowa.edu/current-students/undergraduate-students/academic-support-and-tutoring/peer-advisors>

Types of Resumes

<https://kimmel.com/candidates/four-basic-resume-types.html>

<https://career.utk.edu/wp-content/uploads/sites/56/2019/08/379216-Vol-Guide-to-Resume-Writing-accessible.pdf>

Types of CVs

<https://online.goinglobal.com/>

Types of Resumes

1. Chronological Resume
 - a. Experience Emphasis
 - i. A chronological resume with an experience emphasis lists your experiences chronologically, using bullet points to describe skills and tasks completed during the course of that experience.
 - b. Skills/Coursework Emphasis
 - i. A chronological resume with a skills/coursework emphasis distinguishes specific skills and/or coursework more prominently in your resume by separating them into their **own sections** apart from the rest of the experiences.

<u>TECHNICAL SKILLS</u>		
• Knowledge in ANSYS	• MATLAB	• C# Programming
• Pro-e/Creo	• C++ Programming	• Microsoft Office Suite

<u>RELEVANT COURSEWORK</u>	
• Business & Professional Communication	• Business Software Application
• Brand Management	• Sales Force Management
• Thermal Engineering	• Engineering & Waste Reduction

2. Functional/Skills Resume
 - a. A functional/skills resume categorizes your skillset by specific skills **instead of** by chronological work/coursework experiences. It lists the skills you have and gives examples of their implementation **rather than** using the description of a job experience to highlight skills.

<u>RELEVANT SKILLS</u>
<i>Selling</i> <ul style="list-style-type: none">• Demonstrated ability to sell goods in three retail stores during the past three years• Earned "Top Sales Associate of the Month" honors on five occasions• Surpassed weekly sales quotas consistently
<i>Marketing/Promotion</i> <ul style="list-style-type: none">• Designed and arranged award-winning displays for back-to-school promotions in Junior Department• Participated in class project identifying East Tennessee market opportunities; used research to plan and implement a competitive marketing strategy• Assigned to Junior Department buyer for six weeks, including trip to New York market• Increased sorority membership by 20% as Delta Delta Delta Rush Chairwoman• Attended Atlanta American Marketing Association (AMA) regional conference and four Knoxville AMA chapter meetings
<i>Leadership</i> <ul style="list-style-type: none">• Assisted store manager in orienting and assigning new employees• Elected as sorority representative to Panhellenic Council and served as elected representative to Panhellenic National Convention• Coordinated eight sorority committees including public relations, risk management and ethical standards• Promoted from clerk/typist to salesperson after three months
<i>Communication</i> <ul style="list-style-type: none">• Conversational in Spanish• Wrote new employee training manual for all new sales associates• Selected to lead class presentation of marketing project results; team received only "A" given in section• Made cold calls and follow-up visits to vendors throughout the region to support sorority philanthropy events<ul style="list-style-type: none">• Generated more than \$2,000 in goods and financial support from companies• Kept accurate, current computer records of inventory using Microsoft Excel and Access

3. Experienced Resume

- a. An experienced resume is mainly for people with many years of experience in their career. They might have **sections for accomplishments** in their resume that specifically call out their achievements during their time in each position they held.

Kimberly Clark , Neenah, WI <i>Marketing Director</i>	20XX-20XX
<ul style="list-style-type: none">• Directed all marketing and product development opportunities for a \$75M disposable paper products line targeted to the health care market.• Led a cross-functional team achieving a gross margin increase of \$600K, with no additional capital investment.• Worked with a third-party resource to establish first ever market measurement database.	
ACCOMPLISHMENTS	
<ul style="list-style-type: none">• First ever new product development program yielding an incremental annual sales increase of \$1.5M from Plus Size products and medical kit packs.	

4. Combination Resume

- a. A combination resume can have characteristics of any of the aforementioned resume types.

Types of CVs

There isn't much variety in CV formatting. CVs normally follow the Chronological, Experience Emphasis resume style. However, because CVs are so detail-oriented, each experience and accomplishment should be thoroughly explained (like those seen in Experienced resumes).