



Crafting the Perfect Resume and CV for Grad School

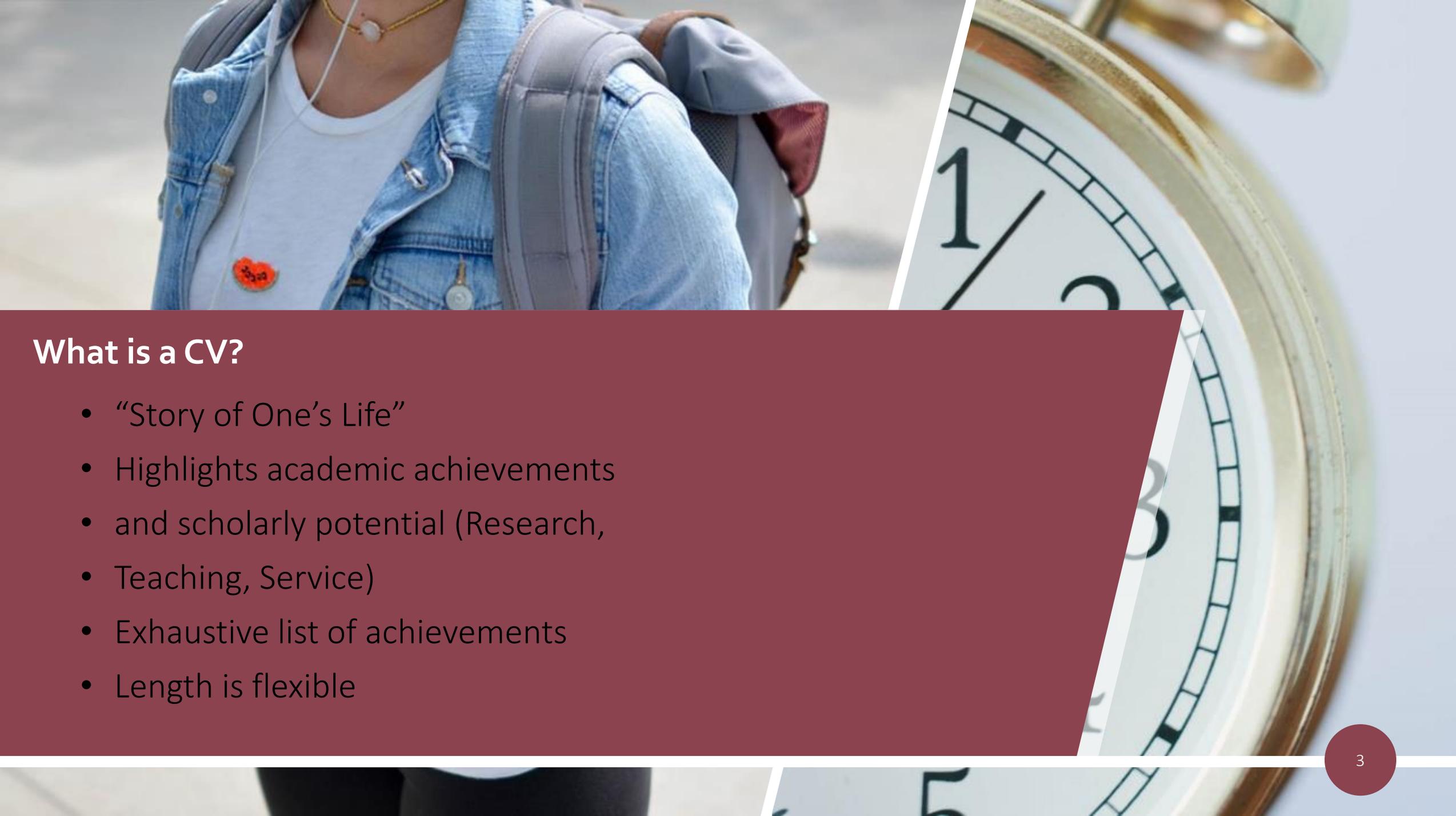


ENGINEERING
**CAREER
SERVICES**



Today's Agenda

- When to Use a CV or a Resume
- What to Include
- How to Include it
- Tailoring your application materials



What is a CV?

- “Story of One’s Life”
- Highlights academic achievements
- and scholarly potential (Research, Teaching, Service)
- Exhaustive list of achievements
- Length is flexible



What is a Resume?

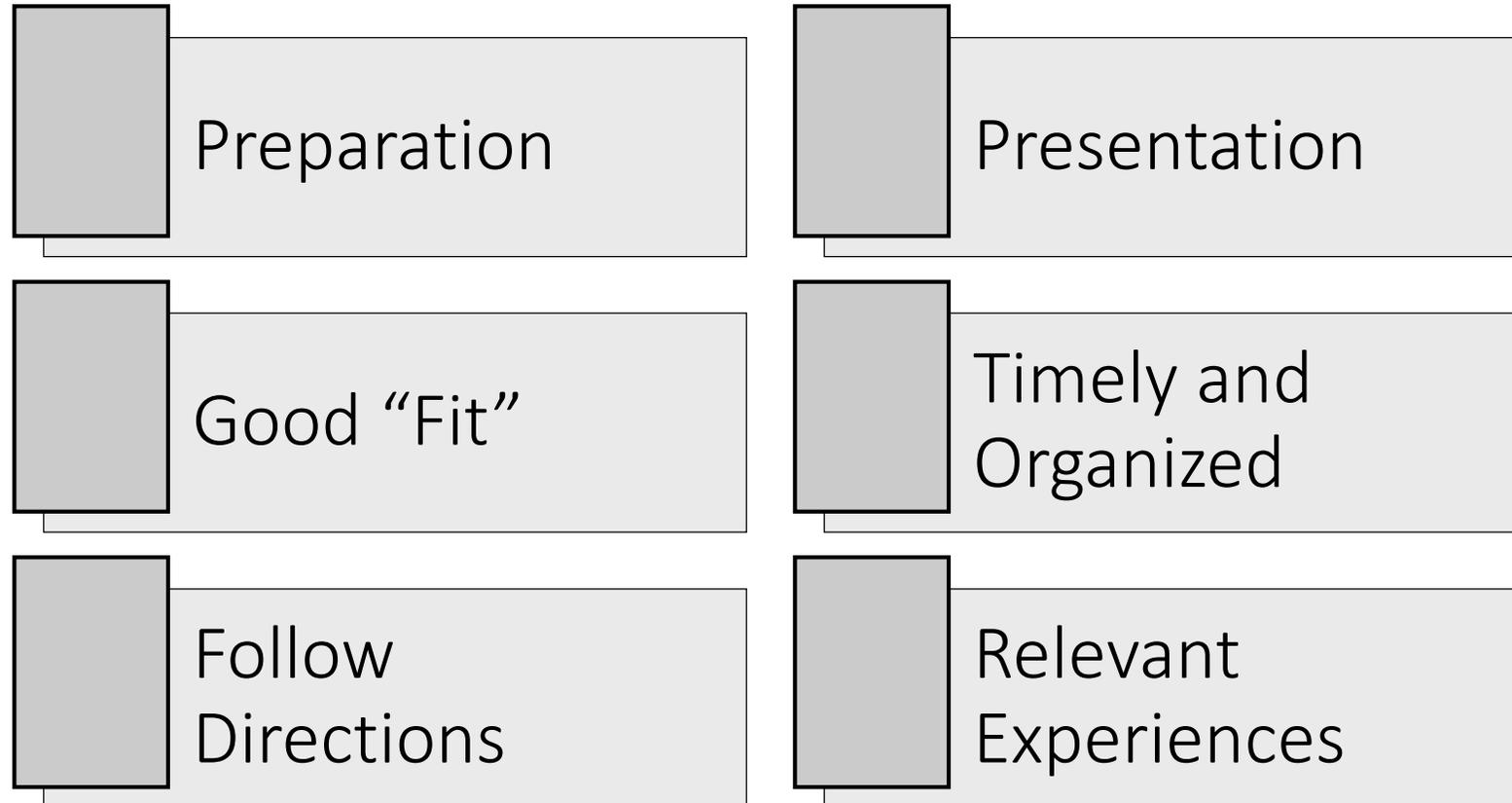
- Tells your story with your permission.
- Highlights relevant experiences & accomplishments.
- Summarizes your professional history and qualifications.
- Can be targeted towards career interest
- Compelling & persuasive
- YOUR 1-2 PAGE INTRODUCTION

How are they used: Pre-Application

- Preparation and Presentation
- Good “Fit” for career goals
- Attributes outside of their realm of knowledge
- Provide Copies to your Letter Writers



How they are used: Application Review





What Makes a Great Grad School Resume or CV?



Focused

- Graduate school resumes should highlight all of your major academic and professional experiences and accomplishments — particularly those most relevant to your field of study.
- This means you should tailor your resume to your field of study and avoid padding it with too many irrelevant experiences.
- Some programs may ask you to include your entire professional history, irrelevant positions and all. In this case, don't leave anything out! (follow directions)

What Grad Schools Look For:

Work Exposure:

What does the candidate know about his/her chosen career?

Is the student's knowledge base coming from family, friends, personal experience or reading?

How realistic is the understanding?

What is the level of awareness of the changes in graduate work today?

Motivation:

How has the student tested out his/her interest in graduate work?

What level of responsibility has the student assumed for others?

Can a student describe the values that he or she possesses that will sustain motivation in difficult times?

Who are the role models that have been most significant in influencing the choice of graduate work?

Personal Qualities:

Confidence, ability to communicate and proper use of the English language will all be assessed.

It is critical for a good graduate student to have high standards and the integrity to know when to seek help.

They will explore whether students are sufficiently flexible to manage the substantial changes that lie ahead.

What Grad Schools Look For:

Knowledge Based Skills:

Good graduate students enjoy solving problems and have good aptitude for it. Discipline and order are key prerequisites to success in graduate school.

Technical skills are a must!

How can you contribute to the program?

How a candidate would likely contribute to the specific program. Applicants should weave in details from past projects and accomplishments to show admissions committees their track record of success in overcoming challenges, working well with others, and maintaining a strong work ethic.

Clear and Easy to Follow

Resumes and CVs are skimmed before they are read, so use indentations, capitalizations, spacing, boldfacing, italics, and underlining to make it easy for the reader to find all the pertinent information



Adhere to Program Requirements

As with any other part of your grad school application, be sure you're following **all of your program's requirements** for the CV or resume portion.

(including page limits, header and footer requirements, etc.)



Match and Qualify



Step 1: Research graduate programs to generate your “skills” list

- Research and identify skills and qualifications in your industry and graduate programs.
- Generate a list of your transferable skills and relevant experience.

You



attributes
skills
personality
values
goals

Organization

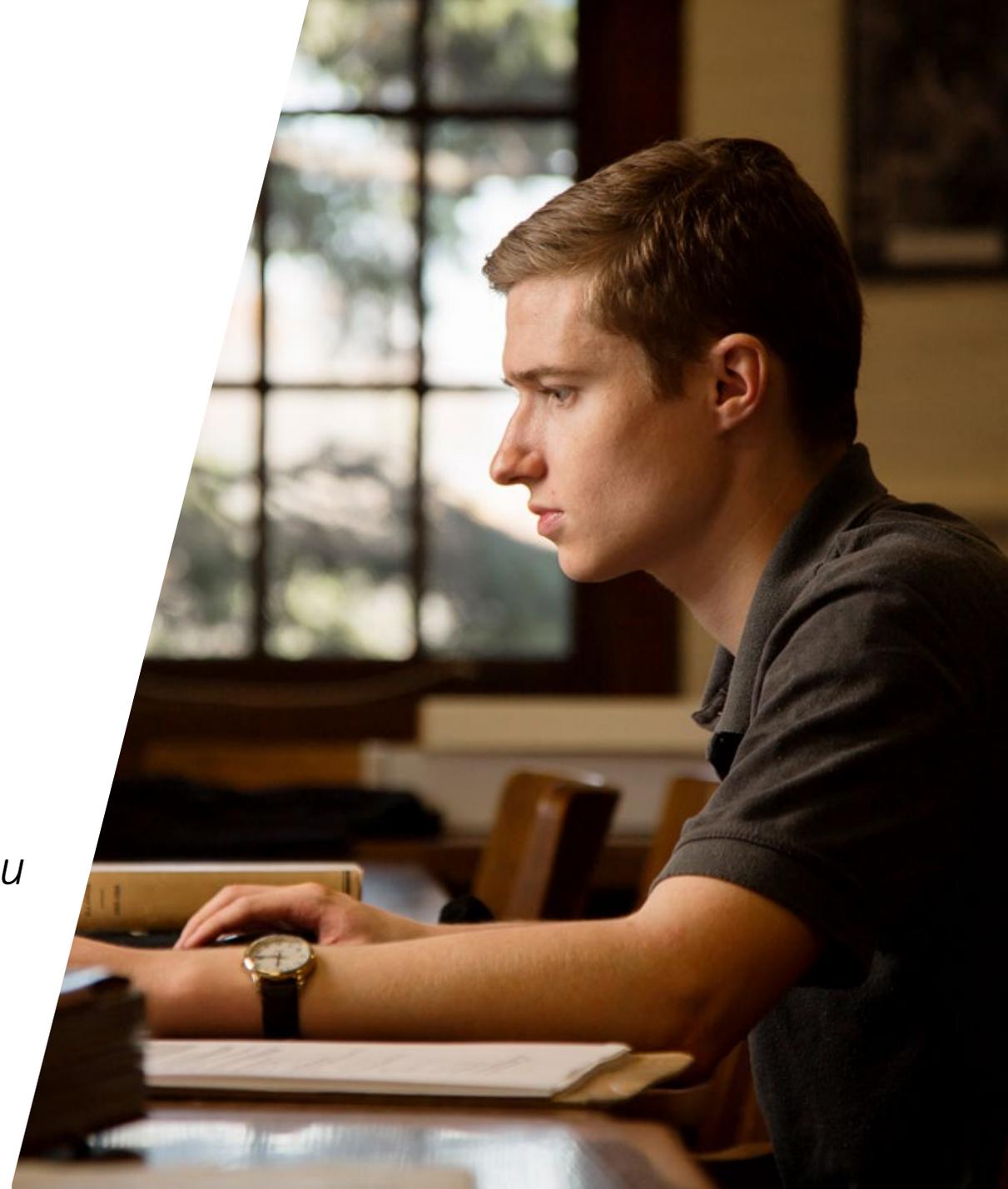


mission
position
culture
projects
goals



Ask yourself...

- What, specifically, is the graduate program seeking?
 - Qualifications
 - Characteristics
- How do you meet those needs?
 - Knowledge
 - Skills
 - Abilities
- How do you make the connection? How do you “fit?”



MIT Biological Engineering Department

- To define, establish, and lead the emerging discipline of biological engineering – fusing engineering with modern (molecular-to-'omic) biology – for revolutionary address of societal challenges and opportunities.
- To pioneer “creation of useful things from biological components and mechanisms.”
- To prepare the next generation(s) of leaders to advance bioscience and biotechnology via quantitative, integrative, design-oriented analysis & synthesis paradigm on molecular/cell biological mechanisms.

MATCH

Identify 3 key words/phrases that show what the organization is looking for

List 2 experiences that show you match what they're looking for

Experience 1

Experience 2



MIT Biological Engineering Department

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- To pioneer “**creation of useful things** from biological components and mechanisms.”
- To prepare the next generation(s) of **leaders to advance bioscience and biotechnology** via **quantitative, integrative, design-oriented** analysis & synthesis paradigm on molecular/cell **biological mechanisms**.

Step 2: Highlight your Relevant Skills and Experiences

- Select YOUR experiences that best align with the skills for the jobs you selected
- Write each entry in a results-oriented, measurable style, emphasizing personal accomplishments and transferable skills



MATCH

Identify 3 key words/phrases that show what the organization is looking for	List 2 experiences that show you match what they're looking for
Analysis Challenges Leaders	Experience 1
	Experience 2



Use Skills and Outcomes to Highlight your Value

Task Statements

- *Responsible for troubleshooting customers IT problems*
- *Implemented new test procedures*
- *Tested water samples*

Skills and Outcomes Statements

- *Consolidated multiple ticketing systems, improving communication and ticket turnover rate by 7%*
- *Led a team of 4 to design and create an open source P2P control and collaboration system to improve current product functionality*
- *Tested water samples for microorganisms to ensure reliability of newly developed biogas distribution system*



CV Basics



CV formatting guidelines

- Margins of 1" all around the document
- 12pt Font
- Ariel, Calibri, Garamond fonts
- **There is no required or limited length to the CV.** It typically will run between 2-5 pages.
- List all relevant items in reverse chronological order in each section
- All citations should be either in **MLA or APA format** (choose that which is either required or preferred in the application or your field of study).
- Use a footer with page numbers and your last name, in case pages get separated



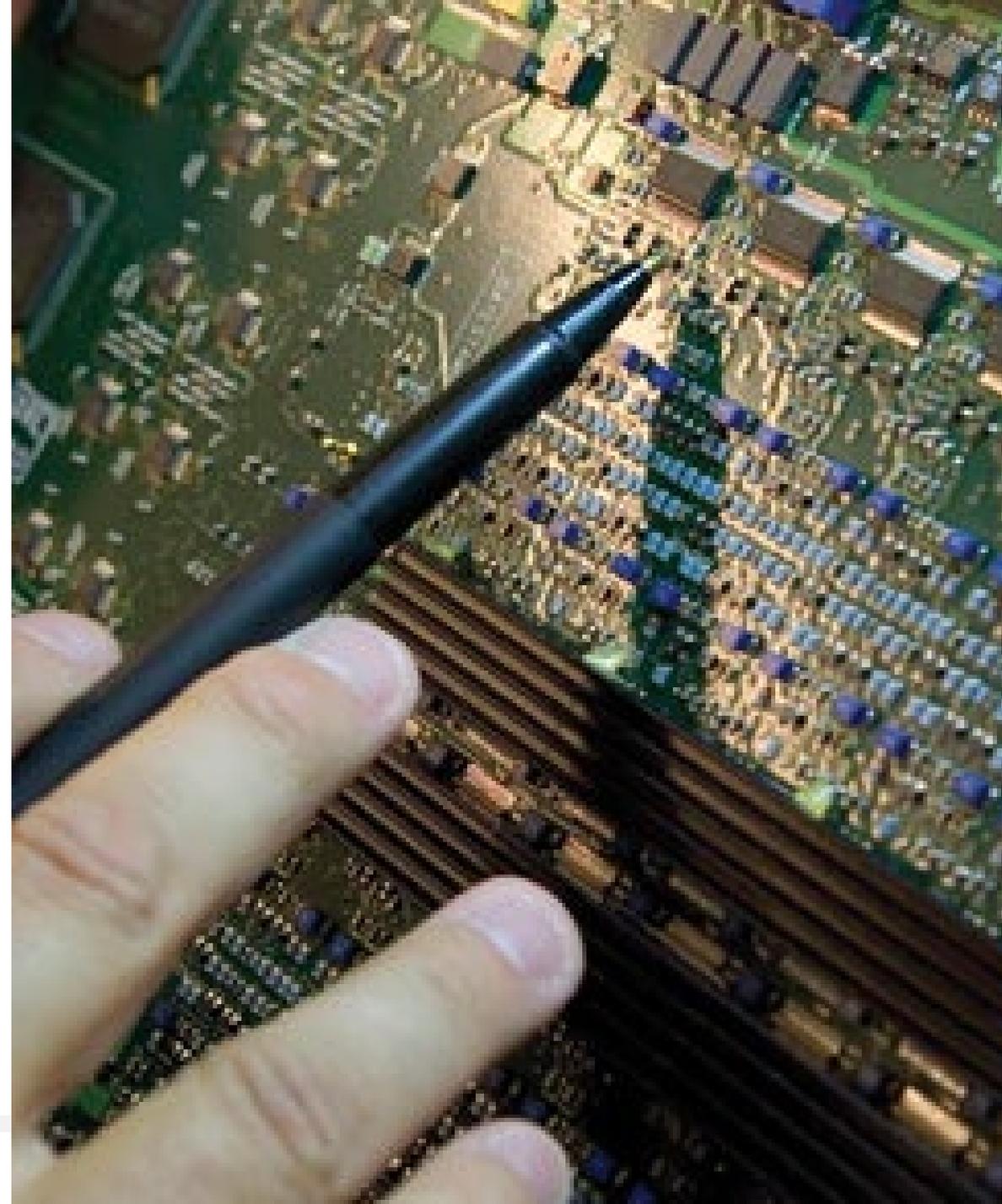
Research Experience

- List any formal research experience you have had working under a faculty member.
- List the institutions at which the research was conducted, the dates during which it was conducted, the topics researched, and any resulting papers or publication.
- Talk to your PI about what you can discuss and what is “privileged” information.



Describing your research

- Use technical terms for produces, processes and tools
- Highlight the skills you used to accomplish your research
- Discuss your “soft skills” such as team work, mentoring/supervision, trouble-shooting, problem-solving
- Include how your work contributes to the overall lab goals/projects



Academic Achievements



- List any honors, awards, and substantial papers (for example, your college thesis) that you have written but which have not been *formally* published.
- For *honors and awards*, list the year given, the name of the prize, and include a brief explanation of the criteria used to award it.
- For *substantial academic papers*, include the year written, the title of the work, and a brief description of the content.

Teaching Experience



- List the course taught, the years taught, the name of your supervising professor, and the institution at which you taught.
- List whether you created the curriculum, whether you were the only instructor or if it was co-taught, and the number of students in your class.

Grants/Fellowships Awarded



If you have been awarded any grants list:

- the year granted, the dollar amount,
- the granting institution,
- the purpose of the funds.

Professional Experience Outside of Academia

- Employment and internship experience
- Be sure to list the name of the employer, location, position you held, dates of employment, and a brief description of your duties and responsibilities.

Professional Affiliations and RSOs

- List any groups or professional societies with which you are affiliated, your date of initial affiliation, and any administrative or leadership positions held.



Publications And Presentations

- List any publications in which you have been published in a research capacity relevant to the field in which you are now seeking a degree.
- Include the date, name of the publication, name of the piece, and description of the contents.



SELECTED PUBLICATIONS & PRESENTATIONS

Journals

- G., Gopher, L. Yang, A.B. Duggard, H. Aleckson (2012). Measurement of Metal Nanoparticle Agglomerates Generated by Spark Discharge using the Universal Nanoparticle Analyzer (UNPA). *Aerosol Sci. & Technol.*, Accepted

Conferences

- Presentation, Effect of Nanofiber Layer on Dust Cake Formation and Structure. XXth AAAR Annual Conference, Minneapolis, MN, Oct 26-30, 2013
- Presentation, Online Measurements of Structure and Mass Concentration for Airborne Nanoparticle Agglomerates. AIChE 2012 Annual Meeting, Minneapolis, MN, Dec 10-14, 2013



Resume Basics



Headings – Make Them Work For You!!

Instead of generic headings like “Work Experience” or “Related Experience,” use specific headings that grab the reader:

- Professional Experience in Software Development
- Policy, Advocacy, and Research Experience
- Experience in Program Management
- Research Experience in Genomics and Data Analysis
- Experience in Software Development and Coding

Formatting

LENGTH: 1 page, unless you have significant related work experience or are applying for academic positions for which you are listing publications, presentations, and other information.

MARGINS: 1" recommended.

FONT: Select a font that is easy to read. Times New Roman, Calibri and Arial are most common.

FONT SIZE: Font sizes should be no smaller than 10 and no larger than 12.

DATES: All dates should be in reverse chronological order within any section.

WHITE SPACE: The resume should be easy to read and not be overcrowded with text.

Education

What to Include



- Name of School and Location
- Graduation Date
- GPA
- Degree(s)
- Minors/Certificates/Study Abroad

EDUCATION

UNIVERSITY OF ILLINOIS
Bachelor of Science, Computer Engineering, May 2017
Minor: Business
Illinois Leadership Certificate, May 2016

Urbana-Champaign, IL
GPA: 3.5/4.0

Experience

WORK EXPERIENCE

eBay Inc.

San Jose, CA

Intern, Data Center Mission Critical Engineering

Summer 2014

- Developed intuitive dashboard to accurately monitor power supply distribution to Data Center to optimize power consumption and reduce carbon footprint
- Spearheaded cross-functional team for alarm testing team of engineers and vendors to build efficient security and notification system
- Increased efficiency 50% by developing, instituting and supporting new test procedures and practices

PROJECT HIGHLIGHTS

DEF Company Project

Fall 2015

- Part of 5 member team on next-generation rollout of robot control software for DEF Company, a technology research company specializing in robotics
- Analyzed functional requirements, developed code and tested software applications for successful and cost-effective product roll-out

P2P CVS Project

Spring 2014

- Effectively worked with a team of 4 to design and create an open source P2P control and collaboration system
- After initial testing, implemented fixes to improve current product functionality and increase user satisfaction and return rate

Leadership/Honors/Activities

LEADERSHIP

Vice President, American Society of Mechanical Engineers (ASME), UIUC, Fall 2016-Present

- Supervised Engineering Open House team, oversaw project budget and timeline

LEADERSHIP and HONORS

Society for Business & Management in Engineering

Fall 2015-May 2016

- 2nd Place, Virtual Stock Competition

Spring 2016

Association for Computer Machinery (ACM), SIG Soft

Fall 2015-present

Asian-Pacific Students Association

Fall 2014-present

Vice President

August 2015-present

- Implemented online advising resource with intuitive navigation to increase website utilization by students, saw 20% growth in website utilization during spring 2016 semester

Skills

SKILLS

Computer skills: Matlab, Simulink, Mathcad, TAS, MacroFlow, VisualNastran/Working Model, Pro/ENGINEER, SolidWorks, AutoCAD

Language skills: Fluent in French; intermediate in Spanish

TECHNICAL SKILLS

Operating Systems: Unix, Linux, MS Windows

Languages: Java, C, C++, Verilog, HTML, SQL PL/SQL, MIPS

Applications: Dreamweaver MX, Macromedia, MS Office, Corel Draw 11, MATLAB

Tip: Put up a personal/research home page.



Make it *professional*.

Highlight any interesting projects you've worked on there.

Tip: Proof-read your documents



This should go without saying, but having typos in your application looks sloppy.



THANK YOU



ENGINEERING CAREER SERVICES

3300 Digital Computer Laboratory
1304 W. Springfield Ave.
Urbana, IL 61801

217-333-1960
engineering.illinois.edu/ecs



Office Hours

Monday - Friday 8:30 a.m. - 5 p.m.

Drop-In Advising Hours

fMonday - Friday 12 p.m. - 4 p.m.

Appointments

Schedule on Handshake @ Illinois

