



Resume and Cover Letter Clinic

Faculty of Applied Science

Formatting Tips

- **Resumes: 2 pages. Cover Letters: 1 page**
- **White paper. Single Sided.**
- **Bullets and sentence fragments**
- **Distinguishable sections**
- **Spelling and Grammar – perfect**
- **Name & phone # on top of second page**
- **Don't include references unless requested**



Header

- **Name**
- **Address**
- **Phone Number**
- **Email**
- **No other personal information required**



Objective

- **One sentence that lets the reader know the specific type or work or position you are looking for**
- **State the job title if known**
- **Avoid vague explanations such as “to obtain a position that uses my skills”**



Summary or Highlights

- **Captures attention in 20 seconds**
- **Specifically targets the work opportunity**
- **Typically includes RELEVANT info about:**
 - Number of hours, months, years experience in paid or unpaid work
 - Credentials, education or training
 - Strengths, characteristics, skills, and accomplishments



Education

- Includes school name, degree, year completed
- If degree in progress – show expected completion date
- Include relevant courses, majors, minors



Technical Skills

- **List your skills that are relevant to the job description for which you are applying**
- **If you list a skills you must demonstrate the use of that skills later in your resume**
- **Examples: Lab Equipment, Lab Skills
Programming Languages, Softwares etc.**



Work Experience & Projects

- **Provide examples of technical projects or work experience.**
- **Quantify what you did – dimensions, number of hours, team members, costs. Use engineering descriptors as engineers will probably read your resume**
- **Be as specific as possible. What tools, equipment, manuals, computer software did you use and why?**



Technical Projects

- **Describe technical projects that you have completed at university or through extra-curricular clubs. These can be individual or group projects**
- **What were the results or outcomes of the project?**
- **What challenges did you encounter & how did you overcome them?**
- **Were you working independently or on a team?**



Hobbies & Interests

- **Include membership in clubs, organizations, professional associations**

- **Hobbies and interests which are relevant to the job objective**



Why Accomplishments?

- **They make your resume more compelling and believable**
- **Most people don't use accomplishments so they truly stand out**
- **They provide interesting material for the job interview**
- **Generating accomplishments boosts your confidence**



Accomplishment Statements

- **Successfully completed calibrations within three weeks**
- **Formulated and generated daily progress and calibration reports to facilitate proper communication**
- **Developed and completed test work to analyze flocculation effectiveness resulting in 5% waste production**



Other Accomplishment Examples

- **Tutored a student who successfully completed a secondary school equivalency exam.**
- **Created and designed effective brochures and flyers utilizing the desktop publishing system**
- **Supervised a home painting project that was completed on time and within budget**



Cover Letters

- **Opening Paragraph**
 - Be unique. Communicate genuine interest & enthusiasm
- **Second Paragraph**
 - Relate your skills & experience to this particular position. Be specific and use examples
- **Third Paragraph**
 - Explain WHY you are interested in this job and this organization
- **Closing Paragraph**
 - Express motivation to meet them. Recap your contact info.

