

Resumes & Personal Statements

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FIRST THINGS first...

- You must know what you are looking for before you can find it:
 - Identify your goals and target organizations
 - Narrow down your search parameters
 - Stay focused
 - Talk to people

- Think “Process” rather than linear cause/effect

The Purpose of a Resume

- Highlight experience and education
- Marketing tool:
 - Demonstrate transferable skills that organizations want
- Brief summary of relevant information

Types of Resumes

➤ Chronological

- Standard format

➤ Functional

- Recommended for career changers

➤ Combination Functional-Chronological

- Highlights skills and talents

➤ The CV

Resume Components

- Demographics
- Objective
- Education
 - Degree, Major/Concentration, GPA, Graduation Date
- Relevant Experience/Projects
- Additional Categories:
 - Leadership, Research, Languages, Honors/Awards, Professional Affiliations, Posters & Presentations, Travel, Technical Skills, Community Involvement, Relevant Courses, etc.

Demonstrate your Skills

- How do you demonstrate these skills on your resume?

Have you ever-

Held a leadership position?

Organized an activity?

Participated in workshops, groups, teams?

Held positions of responsibility?

Received recognition?

Made an impact that is quantifiable?



Resume Basics

- Error free
- Clear and concise
- Consistency and layout
- Use action verbs
- No pronouns
- Honesty (!)

Length and Paper

- 1 page is standard for undergraduate students
- Quality paper
 - Always take a hard copy along for interviews and meetings
- Avoid graphics

The Employer TOP 10

Skills:

- **Communication** (verbal and written)
- Analytical Skills
- Computer/Technical Literacy
- Flexibility/Adaptability
- Interpersonal Skills
- Leadership/Management Skills
- Multicultural Sensitivity/Awareness
- Planning/Organizing
- Problem Solving/Creativity
- Teamwork

Values:

- **Honesty/Integrity**
- Adaptability
- Dedication/Work Ethic
- Dependability
- Loyalty
- Positive Attitude/Energy
- Professionalism
- Self-Confidence
- Self-Motivated
- Willingness to Learn

NACE Job Outlook Survey, 2008 (source: Quintessential Careers)

Power Verbs

- Accomplished
- Approved
- Collected
- Conducted
- Distributed
- Directed
- Executed
- Delegated
- Presented
- Verified
- Generated
- Implemented
- Lead
- Coordinated
- Managed
- Performed
- Researched
- Supported
- Solved
- Supervised
- Updated

Anita A. Career

address, phone, email

OBJECTIVE

Seeking a summer internship utilizing my interpersonal and organizational skills.

EDUCATION

The University of North Carolina at Charlotte

Bachelor of Science in Computer Science, May 2010

Overall GPA: 3.5/4.0

WORK EXPERIENCE

BELK, INC.

Stock Associate

Charlotte, NC

August 2005 - December 2006

- Assisted with inventory control involving 12 departments
- Prepared inventory transfer with regional division of 11 stores
- Monitored and controlled incoming merchandise from over 40 vendors

LEADERSHIP

STARS Leadership Corps

2007-2008

- Coordinate high school outreach with team of 4 undergraduate students
- Present Roadshows to high school students to increase their understanding of computing careers
- Provide routine outreach reports to track impact; 5 presentations to 150 students during Fall

Joe Needzajob

1234 Job Search Ln., Charlotte, NC

EDUCATION

M.S., Information Technology, concentrations in IT Project Management and Information Security and Privacy

University of North Carolina at Charlotte

Expected Graduation: December 2009

B.S., Computer Science

University of North Carolina at Charlotte

Graduation: May 2005

TECHNICAL KNOWLEDGE

Java, C++, C, SQL, SQLplus, MS Office, Adobe Acrobat, Adobe Photoshop, Oracle, JBuilder, Java Applets, Windows 3.11 – Windows XP, Unix, LISP. Waveset Lighthouse Identity Management Tool, PKI Environment, PMBOK Methodology, MS Active Directory, Unicru

RESEARCH PROJECTS

Data Warehousing Project Development Plan

May 2004 – June 2004

Developed a Project Development Plan following the PMBOK methodology for the product, Digital Angel produced by Applied Digital Solutions.

Built data warehouse for the company and store all the data that was acquired by the Digital Angel device.

Sections in the project development plan included project scope, cost budgeting, resources allocated, quality assurance, testing, and others.

Presented final plan to professors and senior management of company.

Secure Websites Interface

January 2004 - May 2004

Implemented secure interface to authenticate username/password through Mosaic System (portal) at UNCC designed for specific websites.

Created easy accessibility for websites owners to change access rights for outside users.

Provided technical documentation along with user manual for website owners in addition to a requirements document for the customer/sponsor.

LEADERSHIP ACTIVITIES

Active Member of Golden Key International Honor Society

September 2003 – Present

Association for Computing Machinery (ACM) Treasurer

August 2003 – Present

Active member of Society for Women Engineers (SWE)

September 2000 – April 2002

RELEVANT COURSES

Principles of Information Security and Privacy, Information Technology Project Management, Programming Languages, Computer and Their Impact on Society, Software Engineering, Symbolic Programming, Computer Architecture and Design, Computer Logic and Design, Data Structures, Database Design and Implementation, Networking, Operating Systems, Design and Analysis of Algorithms, Technical Writing, Speech

University Career Center

➤ Niner Job Net

- Post your resume
- Employers can view
- You can apply to internships and jobs
- Requires online tutorial prior to registration

➤ Internships require a UCC application

<http://career.uncc.edu>

Purpose of Personal Statements

- To market yourself
- To tell your story
- Show your strengths and contributions
- Describe your vision

May be General or Specific

General Personal Statements

- Introduction- just the highlights (1 paragraph)
 - Communicate your interest
 - How you learned of position
 - What your credentials are
- Body (3-4 paragraphs)
 - Discuss your qualifications, strengths and experiences
 - Be creative
- Closure (1 paragraph)
 - Summarize what makes you uniquely qualified

Considerations

- What is unique and impressive about your life story?
- What life details or hardships have shaped who you are now and where you want to go?
- When and how did you become interested in the field/program?
- What have you learned?
- What are your goals, your personal attributes?
- What are the most compelling reasons they should choose you?



Final Reminders

- Get input from others
 - About you, your thoughts and plans
- Have your statement & resume reviewed
 - More than once
 - By different people
- Revisit your own website and Face Book site
 - What messages are you sending about who you are?
 - **What would your grandmother think?**