

GEOL 497/694

CV/Résumé and Networking Skills

Résumé or CV?

If you are seeking

- employment in industry: **résumé**
- employment/admission in academics: **CV**

CV is an abbreviation for
“*curricula vitae*” or “life work”.

A CV is typically longer than a résumé,
depending upon the amount of experience.

Three Types of Resumes

1. Chronological

2. Functional

- Focuses on skills and achievements
- Good if you are new to work force

3. Combined (most common)

- Chronological work history
- Functional Skills and Achievements

See this Video: “Best way to write a resume”

by Job Genius

<https://www.youtube.com/watch?v=VUPBTXAzL0Q>

Chronological Resume

- Summarize Qualifications at top
- List jobs/experience chronologically. List time table in a clear column
- Employers want to see continuous employment and a strong “work ethic” (even if in different fields)

CHRONOLOGICAL RESUME

Somebody's Name

1000 LaPorte Drive • Anytown, Texas 76710 • Tel: 555/772-7402

E-Mail: somebody@yahoo.com

SUMMARY OF QUALIFICATIONS

- 8 years of responsible work experience in Flooring Business
 - 5 years of work experience in the Electronics field
 - Outstanding Customer Service Skills
- Dynamic Supervisor/Manager, Training and Leadership Skills
 - Extensive work experience in Soldering and Wiring
 - Ability to establish great rapport with customers
 - Work well independently as well as part of a team

08/05 — 10/07	McDOWELL RESEARCH <i>Production Assembly/Electronic Technician</i> Duties: Responsible for working on a team to manufacture electronic devices. <ul style="list-style-type: none">• Read and comprehended schematics and blue prints• Soldered, wired, and assembled electronic components.• Conducted pressure and air test of assemblies.	Waco, Texas
07/98 — 07/05	CASH AND CARRY CARPET <i>Manager</i> Duties: Responsibilities involved scheduling installers, reading blueprints, estimating yardage, answering telephone calls and performing data entry into computer system. <ul style="list-style-type: none">• Cut carpet accurately, as necessary, per customer orders• Assisted customers with any inquiries and maintained clean and presentable store• Loaded and unloaded supplies.	Waco, Texas
04/96 — 06/98	HARGIS ELECTRONICS <i>Sales Associate</i> Duties: Responsible for providing customer service to customers and answering telephone calls, purchasing, to include taking PO's from vendors and faxing confirmations to vendors. <ul style="list-style-type: none">• Conducted inventory research, performed cable tech duties and handled inventory• Built CAT5 cables and performed inventory checks as well as soldered and wired while reading blue prints.	Waco, Texas
01/80 — 05/83	Counter Salesperson Duties: Responsibilities involved greeting and serving customers demonstrating excellent customer service skills. <ul style="list-style-type: none">• Demonstrated knowledge of test equipment and products with regard to electronics.	Waco, Texas
05/83 — 11/88	RAINBOW INTERNATIONAL <i>Franchise Owner</i> Duties: Responsible for smooth operation and maintenance of franchised business. <ul style="list-style-type: none">• Scheduled assignments for store employees on a daily basis• Handled all purchases necessary to maintain adequate store inventory• Answered telephones and ensured excellent customer satisfaction.	Kingsville, Texas
02/76 — 11/80	TELCO SYSTEMS, INC. <i>Switchboard Engineer</i> Duties: Responsibilities involved assembly of switchboards for a large corporation. <ul style="list-style-type: none">• Soldered contacts on relays• Functioned as Technician Engineer and read blueprints and schematics• Tracked parts list for supervisors for wiring components.	Waco, Texas

Functional Resume

Focuses on skills
and achievements

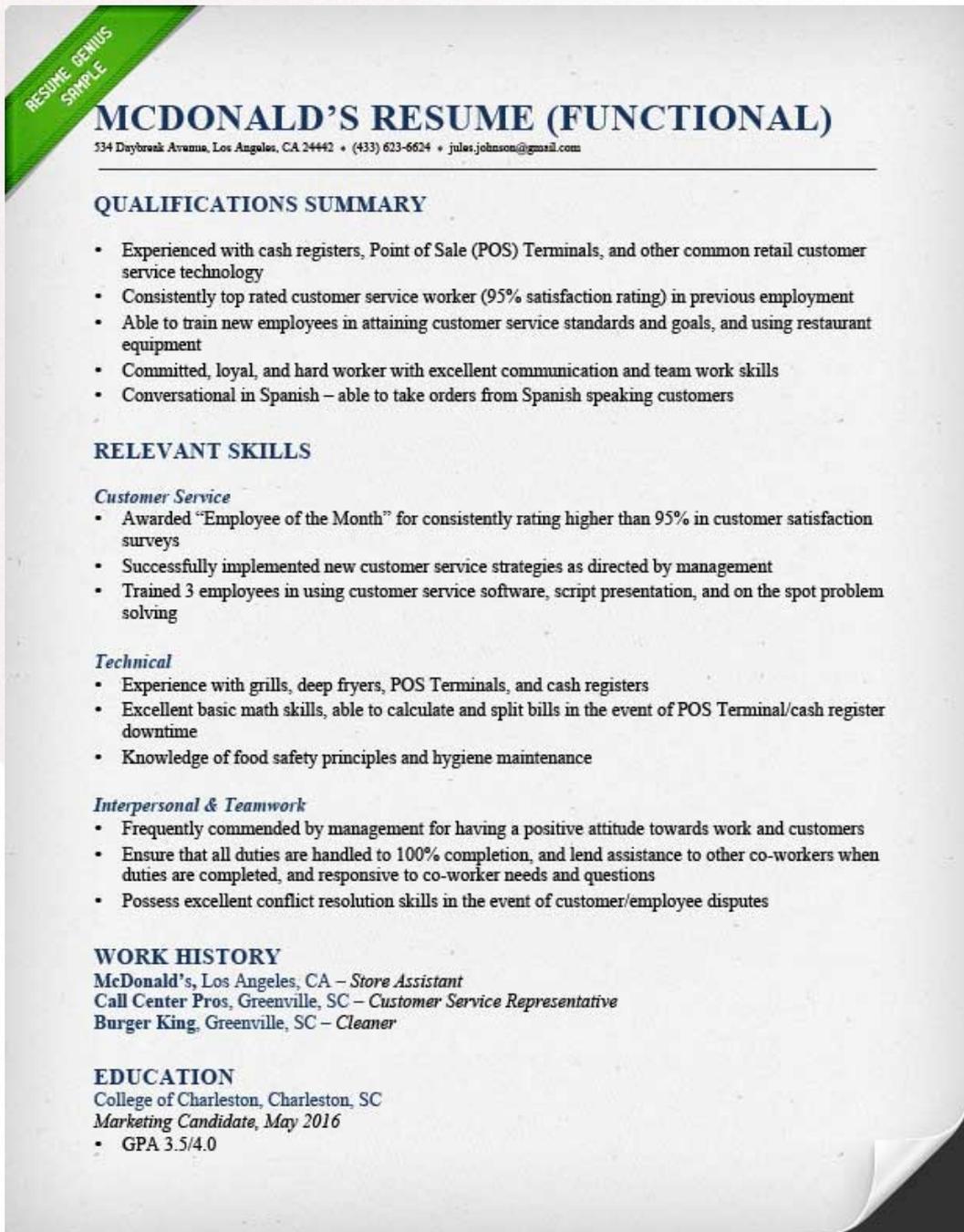
Establish categories of
your best skills they are
looking for:

Communication Skills,
(writing, presentations,
customer service)

Computer Skills

Observational skills

Report writing



Three Types of Resumes

3. **Combined** (most common)
 - Chronological work history
 - Functional Skills and Achievements

The CV for Students

Name and contact info

Education History

Relevant courses (with grade if it's good!)

GPA (General and/or Geology if it's good!)

Teaching Experience

Research Experience

Field Experience

Publications (abstracts, papers submitted/
published)

Scholarships

Honors and awards

CV/Résumé

The purpose of the CV/résumé:

Showcase your accomplishments

Put your best foot forward:

What is your biggest strength? (highlight!)

What is your biggest weakness?(downplay)

Make your reviewer want to interview you!

CV/Résumé

The CV/résumé should be:

Short! (1-2 pages)

Legible: \geq 11 point font, 1" margins

Grammatically correct, spell-checked, proofread

Organized for clarity: headings, bullets, etc.

Use “action verbs”

Visually pleasing (see formatting ideas on last slides)

Distinct from others' work

Printed on high quality paper

Remember: your work habits and attention to detail are being evaluated by this document!

CV/Résumé

The CV/résumé should contain:

- **Name and contact information**
- **Education background (start with college):**
 - academic institutions*
 - degrees earned or in progress*
 - majors and minors*
 - thesis title and research advisor*
 - GPA*
 - relevant coursework*
 - field experience*
- **Software proficiency**
- **Work history--jobs and internships**
- **Scholarships, awards and honors**

CV/Résumé

The résumé should NOT contain:

- Your photo

- Your age, social security number, race, marital status, sexual orientation, religion, etc.

Anything that is false!

Some hobbies are OK at end.

Cover Letter/email

Don't be generic: tailor each letter to the potential advisor or company.

- research the papers and current websites of potential academic contacts
- research company websites of potential employers

Keep cover letter short (not a 5-paragraph explanation of who you are and why you are contacting them).

Start with praise, not requests (“Your paper on xxx was...” or “Your company’s projects on coastal wetlands...” and NOT “I hope that my résumé is of interest to you and that...”

Letters of Recommendation

Your résumé has earned you attention. The company wants letters of reference before offering you an interview.

Your letters of reference should come from people:
who have a professional relationship with you
who know your work habits well
who THINK FAVORABLY of your work habits

Potential referees:
Professors
Former employers

Letters of Recommendation

Standard etiquette when soliciting letters of reference

Ask a potential referee in person, if possible

Ask if they *would be willing and able* to write you a *favorable* letter of reference

Give the referee at least 2 weeks notice

Provide the referee with stamped and addressed envelopes if being sent by USPS

Provide the referee with a copy of your résumé and cover letter

Face-to-Face Meetings

Be on time!!!! Get there just a bit early.

Treat everyone as a potential employer, academic advisor, or professional colleague

Greet people by name and introduce yourself (name and affiliation)

Be friendly, alert, **concise** when answering questions

Be positive—**do not badmouth** past experience

Turn your phone OFF. Audible or vibrational rings are a major no-no.

Professional Appearance

Stick to the dress code they expect of you as employee. If not sure, better overdressed than underdressed.

Your appearance matters. Before you can open your mouth, your appearance has already made an impression—make it a good one.

Clean, neat clothes and shoes: look professional and polished

Sample Resume: Functional

1234 COMPUTER ROAD
DENVER CO 80000

name@<email>.com

OFFICE: (303) 555-1234
HOME: (303) 555-4567

Jonathan P. Seagull
CCNA, CCNA, CNSI, iNet+ (SME), Network+, A+

OBJECTIVE

Computer Networking/Technical Support Manager

SUMMARY OF GENERAL QUALIFICATIONS:

Over twenty six years experience in electronic and computer systems management, installations, and training. Ability to make immediate contributions using knowledge, skills, and certifications in the following areas:

- | | | |
|----------------------------------|---------------------------------------|-------------------------------|
| ◆ CompTIA Network+ Certification | ◆ Cisco Certified Academic Instructor | ◆ Network Operating Systems |
| ◆ ETA-I CNST Certification | ◆ Cisco Certified Network Associate | ◆ Teaching and Training |
| ◆ CompTIA A+ Certification | ◆ CompTIA SME, iNet+ Exam Revision | ◆ Technical Writing Abilities |
| ◆ CompTIA i-Net+ Certification | ◆ Customer Service and Support | ◆ Management Skills |

COMPUTER AND ELECTRONICS RELATED TECHNICAL ABILITIES:

- Extensive background in computer and electronics theory, operation, and preventive maintenance procedures.
- Ability to perform in-depth computer system hardware and network configuration, setup, and maintenance.
- Connecting computer networks, including peer-to-peer and client/servers, cabling, and configuring protocols.
- Able to quickly analyze system maintenance and configuration needs, and make procedural improvements.
- Served as Subject Matter Expert for the Computing Technologies Industry Association i-Net+ Exam revision.
- Author of several procedure guides for various technical processes, and technical instructional and lab material.
- Received several awards for technical excellence and managerial abilities in various high-paced environments.

GENERAL MANAGEMENT AND SUPERVISORY ABILITIES:

- Extensive background in supervision of people and management of programs in a fast-paced environment.
- Well developed organizational skills: Able to manage multiple programs with meticulous attention to detail.
- Post-graduate education in business and human resources: Strong ability to promote efficiency and teamwork.
- Skilled in analyzing organizational needs and making sound decisions for enhancing organizational efficiency.
- Teaching and training background: Able to provide high quality and timely technical training to employees.
- Highly developed skills in counseling and advising subordinates, and promoting efficient work attitudes.

ADDITIONAL PROFESSIONAL ACTIVITIES:

- Served as Subject Matter Expert (SME) for the CompTIA i-Net+ 2001 Certification Exam revision process.
- Member of Southeast Technical Institute Professional Speakers Bureau – Speaking on various IT related topics.
- Active speaker at South Dakota Association of Career and Technical Education Association conferences.
- Active participant in annual Great Plains Region American Technical Education Association conferences.
- Chairperson of Educational Design and Delivery Committee: Develop student assessment tools and analyze data pertaining to assessment tools in use.

continued...

Sample Resume: Functional

RESUME
GENIUS
SAMPLE

MCDONALD'S RESUME (FUNCTIONAL)

534 Daybreak Avenue, Los Angeles, CA 24442 • (433) 623-6624 • jules.johnson@gmail.com

QUALIFICATIONS SUMMARY

- Experienced with cash registers, Point of Sale (POS) Terminals, and other common retail customer service technology
- Consistently top rated customer service worker (95% satisfaction rating) in previous employment
- Able to train new employees in attaining customer service standards and goals, and using restaurant equipment
- Committed, loyal, and hard worker with excellent communication and team work skills
- Conversational in Spanish – able to take orders from Spanish speaking customers

RELEVANT SKILLS

Customer Service

- Awarded "Employee of the Month" for consistently rating higher than 95% in customer satisfaction surveys
- Successfully implemented new customer service strategies as directed by management
- Trained 3 employees in using customer service software, script presentation, and on the spot problem solving

Technical

- Experience with grills, deep fryers, POS Terminals, and cash registers
- Excellent basic math skills, able to calculate and split bills in the event of POS Terminal/cash register downtime
- Knowledge of food safety principles and hygiene maintenance

Interpersonal & Teamwork

- Frequently commended by management for having a positive attitude towards work and customers
- Ensure that all duties are handled to 100% completion, and lend assistance to other co-workers when duties are completed, and responsive to co-worker needs and questions
- Possess excellent conflict resolution skills in the event of customer/employee disputes

WORK HISTORY

McDonald's, Los Angeles, CA – *Store Assistant*

Call Center Pros, Greenville, SC – *Customer Service Representative*

Burger King, Greenville, SC – *Cleaner*

EDUCATION

College of Charleston, Charleston, SC

Marketing Candidate, May 2016

- GPA 3.5/4.0

Sample Resume:

MATT WILLIAMS

Student - Web Development, B.Sc. Earth and Ocean Science, M.A.Sc. Geology

Vancouver BC

matt1256@gmail.com

604-999-3668

github.com/malsbad/

EDUCATION

Sept 2015 - Oct 2015

Lighthouse Labs - Web
Development

May 2007 - Nov 2008

M.A.Sc. Geology (Structural)

University of Toronto

Sept 2003 - May 2006

B.Sc. Earth and Ocean Science

University of British Columbia

SUMMARY

Full stack junior dev with 9 years of professional experience within the mineral exploration industry including several years of project management in fast paced, high and low cap environments. Passionate about technology and its real world applications to solve technical problems.

SKILLS

Junior level skills in Ruby (w/Rails), Javascript, Python, HTML, CSS, jQuery

Intermediate level skills in GBIS, Vulcan, GoCAD, Oasis Montaj, Target for ArcGIS, project management, contractor and staff management

Expert and advanced level skills in ArcGIS, MS Office, Customer Service, Data Analysis, and sales.

PROJECTS

A Thousand Words - Web application designed to assist the creative writing process. Written in Ruby w/Sinatra framework and Materialize

Rotten Mangoes - Lighthouse Labs project for listing and reviewing movies. Written in Ruby w/Bootstrap

MahJong - WIP - Personal project for multiplayer online MahJong. Written in Ruby w/javascript web client

WORK HISTORY

Dec 2010 - Project Geologist

Aug 2014 BHP Billiton Iron Ore Pty.

- Planned and executed multimillion dollar drill programs in the Pilbara iron ore district. Plans were delivered in ArcGIS and GoCAD, including custom scripting.
- Showed incredible flexibility and ability to deliver despite changing scopes from multiple stakeholders
- Mentored and coached a team of geologists in the technical and operational aspects of exploration.

Mar 2010 - Crew chief/Geologist

Oct 2010 JvX Ltd.

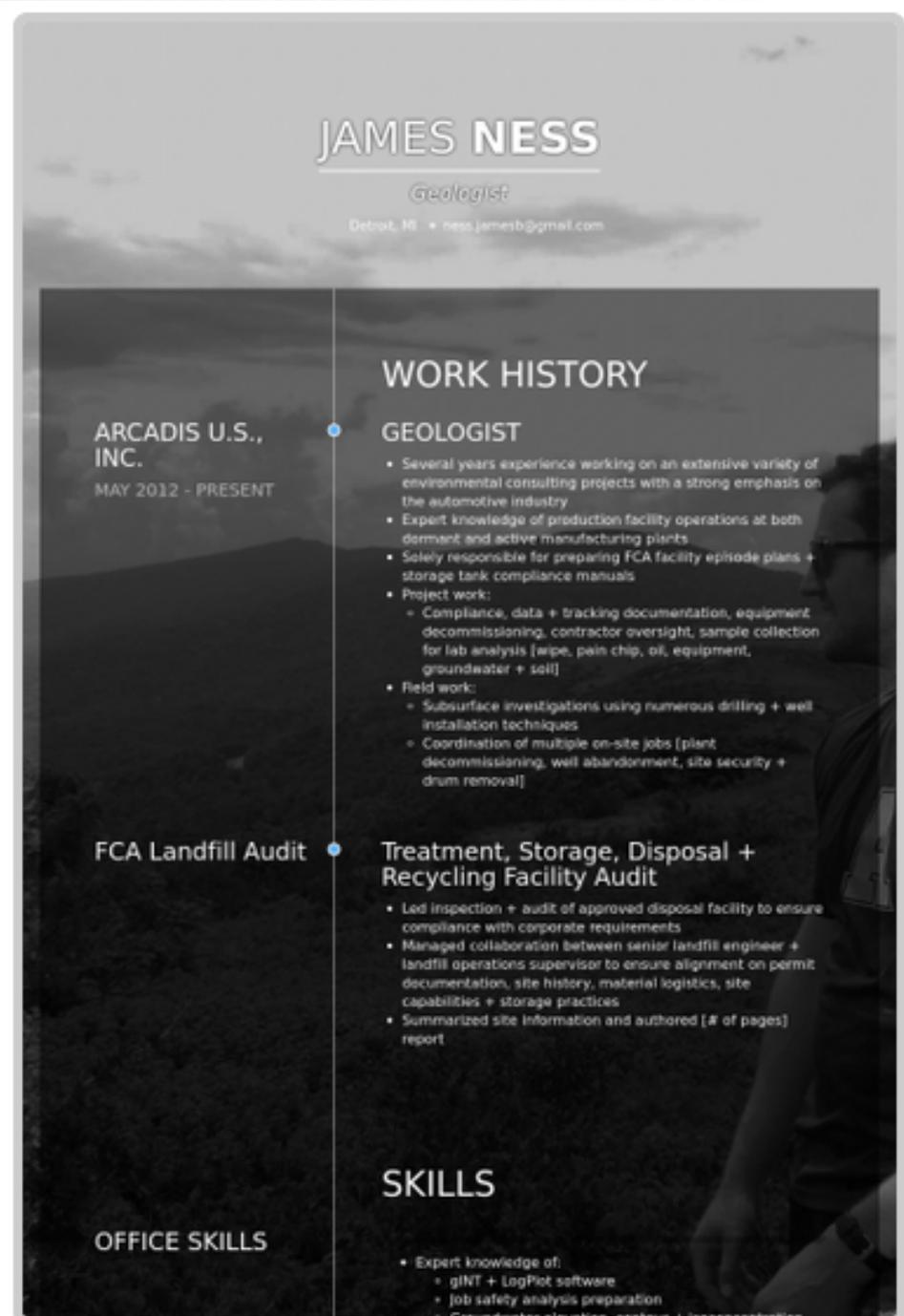
- Supervised a small team of technical labourers in a remote town in Northern Ontario on a small cap exploration project.

2005 -
2008

Geologist
Various

- Employed as a geologist and completed M.A.Sc. in Geology during this time.
- Extensive use of ArcGIS, Oasis Montaj, and Target software suites in both professional and educational environments.

Sample Resume:



Sample Resume:

