



# Resume Writing Tips

PRESENTED BY:

*NADA ABDELHACK, MA, GCDF*

# Who Am I?

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- Internship & Job Placement Coordinator
- Who ESS is
- Resumes and cover letters
- Career Advisor = Tips for Career Success



# What is a Resume?

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## Resume or CV?

# Resume



# CV



# What is a Curriculum Vitae?

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A **CV (Curriculum Vitae)** is a longer document that details the whole course of your career



Provides detailed information about your academic progress



# Tips for a Resume

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1

- Summary of your experiences, abilities, skills, & accomplishments

2

- The platform doesn't change the content

3

- Tool to showcase yourself

4

- One page long

5

- Customize it!



# The Purpose of a Resume

A resume is to:

Introduce yourself

Present your qualifications

Secure an interview





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# Consider What Defines You



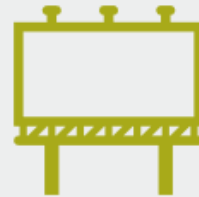
*Ask your self the  
following:*



What vision do you have  
for your career over the  
next 1, 3, 5, or 10 years?



Which values are driving  
your goals?



What's your purpose?



What are you passionate  
about?



Why do you  
do *what* you do?



# Avoid Using Templates

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Reflection of YOU

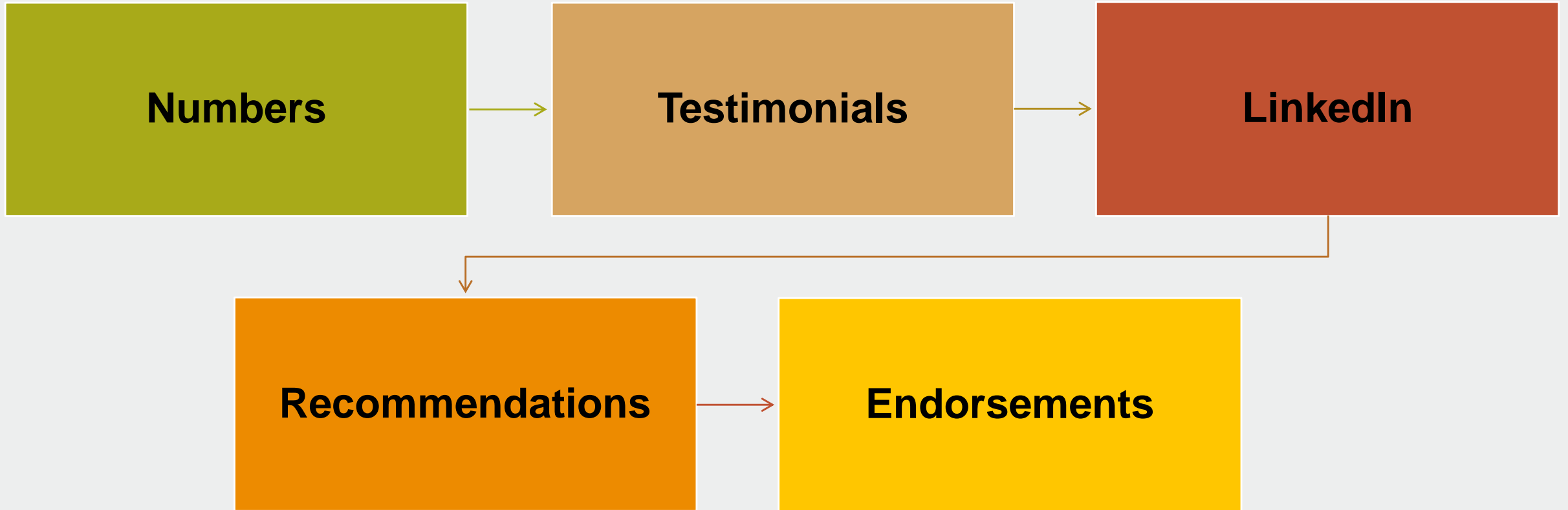
Templates = a worn-out  
line you've heard before



# Show evidence!

## *Tell Your Story Through...*

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# There are 4 Basic Types of Resumes

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# Chronological Resume

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Most common and in reverse chronological order.

Best for people who have enough experience to fill up a page.





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## Functional Resume

### Experience:

- multiple industries
- minimal
- employment gaps
- not recent
- career change

In order of the most relevant  
experience to the least relevant

# Combination Resume

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Chronological + Functional  
resume

Best used when you are breaking  
into a new field



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### Targeted Resume



Graphically enhanced  
with visual elements

Great for when you hand  
out a printed copy or send  
them via direct email

# Certifications

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Job search



In-progress or will earn



List certifications  
separately





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## Aligning Your Resume to a Job Posting



1 post = 100+ applicants



Best fit



Mirrors desired skills

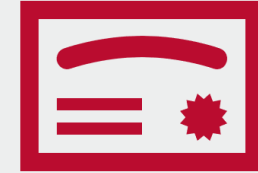


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# College Student Resumes



Educational  
achievements



Include what degree you  
earned or plan to earn



List skills you acquired

# Do Include

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**Education**

**Paid work**

**Volunteer work**

**Relevant Course work**

**Presentations**

**Professional Affiliations**

**Projects**

**Research**

**Languages**

**Skills**

**Awards**

**Certification**

**Educational Travel**

Decorations	Photos (US Standards)	Personal Information	Use of the first person (I, my)	Salary requirements
Contractions & abbreviations	Addresses of previous employees	Reasons for leaving past positions	Irrelevant Information	Lies

# Don't Include

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## Key Skills & Proficiencies

Analysis and testing	Budget-conscious
Communication skills	Deadline oriented
Design	Management
Organized	Software programs (provide a relevant list specific to the job)



## Action Verbs

Analyze	Collaborate
Coordinate	Design
Develop	Diagnose
Enhance	Examine
Execute	Implement
Maintain	Plan
Resolve	Respond
Supervise	Test



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## Conclusion

Help with:

- resumes
- cover letters
- career advisement

Please reach out to me,

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[nabdelha@unm.edu](mailto:nabdelha@unm.edu)

# Building your CV

PRESENTED BY:

*YADÉE H SAWYER, Ph.D.*



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**Yadéeh Sawyer, PhD**  
(she/her/ella)

*1<sup>st</sup> & 2<sup>nd</sup> Year Experiences*  
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**Green Zone** and **Dream Zone** Certified

**G. Richard Scott**  
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Reno, Nevada 89555  
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#### EDUCATION

Ph.D. Arizona State University, Tempe 1973  
B.A. Arizona State University, Tempe 1968

#### EMPLOYMENT

2016 Foundation Professor of Anthropology, U. Nevada Reno  
2014- Professor of Anthropology, U. Nevada Reno  
2009-14 Associate Professor of Anthropology, U. Nevada Reno  
2004-09 Assistant Professor of Anthropology, U. Nevada Reno  
2001-04 Lecturer, University of Nevada Reno  
1999-01 Associate Area Director, Elderhostel Southwest  
1997- Professor of Anthropology *Emeritus*, University of Alaska Fairbanks  
1986-97 Professor of Anthropology, University of Alaska Fairbanks  
1978-86 Associate Professor of Anthropology, UAF  
1973-78 Assistant Professor of Anthropology, UAF

#### PUBLICATIONS

##### Books

Scott, G.R., C.G. Turner II, G.C. Townsend, and M. Martínón-Torres  
2018 *The Anthropology of Modern Human Teeth: Dental Morphology and Its Variation in Recent and Fossil Homo sapiens*. 2<sup>nd</sup> ed. 396 pp. Cambridge: Cambridge University Press.

Scott, G.R., and J.D. Irish  
2017 *Tooth Crown and Root Morphology: The Arizona State University Dental Anthropology System*. 330 pp. Cambridge: Cambridge University Press.

Irish, J.D., and G.R. Scott (eds.)  
2016 *A Companion to Dental Anthropology*. 560 pp., London: Wiley-Blackwell

Scott, G.R. and J.D. Irish (eds.)  
2013 *Anthropological Perspectives on Tooth Morphology: Genetics, Evolution, Variation*. 559 pp. Cambridge: Cambridge University Press.

CV

VS

KELLY BLACKWELL

ADMINISTRATIVE ASSISTANT

#### RESUME OBJECTIVE

Administrative Assistant with 9+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

#### EXPERIENCE

##### ADMINISTRATIVE ASSISTANT

*Redford & Sons, Boston, MA / September 2016 - Present*

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team

##### SECRETARY

*Bright Spot LTD, Boston, MA / June 2013 - August 2016*

- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, and always careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Recorded, transcribed, and distributed minutes of meetings

✉ Kelly.blackwell@gmail.com  
☎ 210 268 1624  
📍 324 Blackwood Street,  
San Antonio, TX 78203

#### SKILLS

Problem Solving  
Adaptability  
Collaboration  
Strong Work Ethic  
Time Management  
Critical Thinking  
Handling Pressure

#### EDUCATION

**Bachelor of Arts / Finance**  
Brown University,  
St. Providence, RI

#### LICENSES AND

**HIPPA Certified**  
2015

Resume



My dog eats food.



My dog devours  
meaty food.

Resume

CV



What is a Curriculum Vitae?



KEY

**information**

# Name & contact info





## RESEARCH AND CAREER INTERESTS

**My dissertation research** focused on using evolutionary genetics to develop effective conservation strategies for high-latitude island and forest ecosystems. Using multiple genetic analysis and Geographic Information System (GIS) techniques, I assessed the effects of historical climate and contemporary landscapes have structured mammal communities in Southeast Alaska. I also generated predictions on potential effects of future climate on these endemic populations. Additionally, I was involved in education outreach and undergraduate research.

**My career interests** center on connecting scientific research to conservation and policy to allow mindful ecosystem management. I believe the key to successful management strategies is effective communication of rigorous science through public education and outreach that is couched in realistic assessments of societal, biological, and economic impacts.

## EDUCATION

**PhD in Biology** (GPA 4.0)

**July 2014**

University of New Mexico, Albuquerque, NM

*Dissertation:* Living on the edge: a comparative phylogeographic study of refugial and insular fragmentation

*Advisor:* Dr. Joseph A. Cook.

*Committee members:* Enrique P. Lessa, Steve Poe, and Christopher C. Witt

**Bachelor of Science in Biology/Minor in Chemistry. Cum Laude** (GPA 3.74)

**May 2004**

University of New Mexico, Albuquerque, NM

**Undergraduate course work**

**2000 - 2001**

University of Miami, Coral Gables, FL



**E X P E R I E N C E**





**QUALIFIED**

A top-down view of a person's hands working with data. The left hand holds a printed bar chart with blue bars of varying heights. The right hand holds a black pen, poised to write on a document with a grid and text. The desk is covered with several other documents, including a line graph with blue dots and a shaded area, and another bar chart. The overall scene is brightly lit, suggesting a professional or academic research environment.

# Research

## PUBLICATIONS

Jankowski, A, and **YE Sawyer**. 2018. Biology Student Perceptions of Information Literacy Instruction in the Context of an Essential Skills Workshop Series. *Issues in Science & Technology Librarianship*. 92.

**Sawyer, YE**, SO MacDonald, EP Lessa and JA Cook. 2019. Living on the edge: exploring the role of coastal refugia and island biology in the Alexander Archipelago of Alaska. *Ecology and Evolution*. 9. 1777-1797. DOI 10.1002/ece3.4861.

**Sawyer, YE**, MJ Flamme, TS Jung, SO MacDonald and JA Cook. 2017. Diversification of deermice (Rodentia: genus *Peromyscus*) at their north-western range limit: genetic consequences of refugial and island isolation. *Journal of Biogeography*. 44, 1572-1585.

**Sawyer, YE**, and JA Cook. 2016. Phylogeographic structure in long-tailed voles (Rodentia: Arvicolinae) belies the complex Pleistocene history of isolation, divergence and recolonization of Northwest North America's fauna. *Ecology and Evolution*. 6, 6633-6647.

Barker, BS and **YE Sawyer**. 2011. Natural History Notes: *Aspidoscelis tessellata* (Common Checkered Whiptail) and *Salvadora hexalepis deserticola* (Big Bend Patch-nosed Snake). Diet and Predation. *Herpetological Review*. 42(2), 304.

Beckman, L and **YE Sawyer**. 2010. Species diversity and body size variation across a northern latitude Archipelago. Educational Module. ISLES website ([http://www.msb.unm.edu/mammals/ISLES\\_website\\_final\\_20091028/isles\\_home.html](http://www.msb.unm.edu/mammals/ISLES_website_final_20091028/isles_home.html)) and AIM-up website (<http://www.aim-up.org/educational-modules/educational-module-1-island-biogeography>)

Gonzalez, P, **YE Sawyer**, M Avila, A Armien, B Armien, and JA Cook. 2010. Cytochrome-*b* haplotypes suggest a new species of *Zygodontomys* (Rodentia: Cricetidae) on Isla Coiba, Veraguas, Panama. *Zoologia*. 27 (4): 660-665.



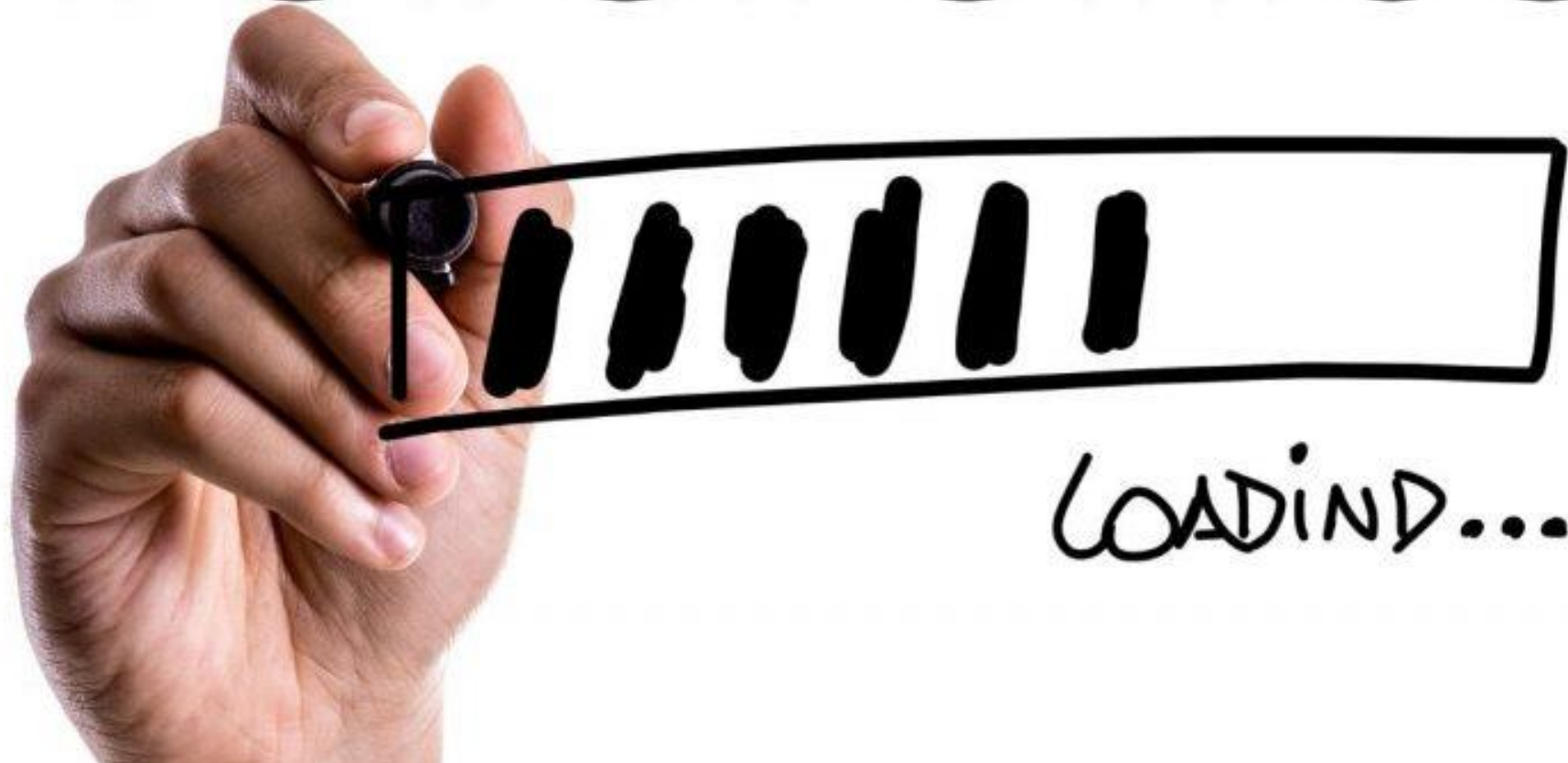


**Achievements.  
Honors. Awards**

# Outside Interests



# references



LOADING...



# **Additional Information**





# Resources

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## UNM GRC - CV/Resume/Letters of Intent Preparation

- <https://unmgrc.unm.edu/resource-hub/cv-resume-letters-intent.html>

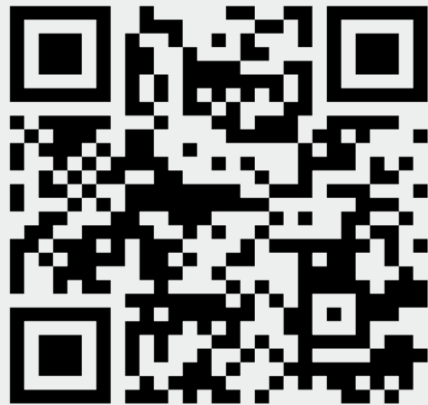
## UNM Career Services

- <https://career.unm.edu/index.html>
- Mock Interviews
- Resumes and Cover letters
- Career Counseling

# Questions?

Give  
feedback.

Win a gift  
certificate!



[goto.unm.edu/ess-feedback](https://goto.unm.edu/ess-feedback)



Don't forget to follow up on social media.

