

Technical Resume and Cover Letter Writing

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CONNECT. INSPIRE. EMPOWER.

Agenda

Resumes

Purpose

Format

Components

Cover Letters

Purpose

Format

Components

References



What You'll Learn Today

At the end of this workshop, you will be able to...



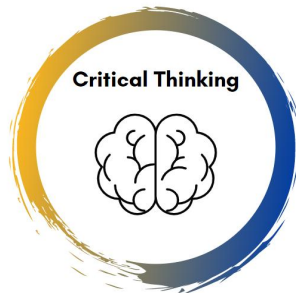
**Describe the purpose of
resumes and cover letters**



**Identify the different
structures of resumes and
cover letters**

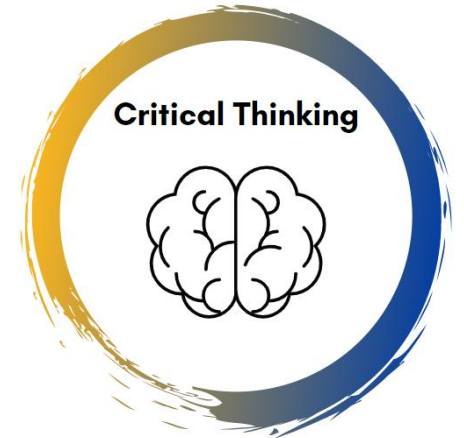


**List and explain the
components of resumes
and cover letters**





NACE CAREER READINESS COMPETENCIES



*Obtaining **requisite competencies** that broadly prepare college graduates for a **successful transition** into the workplace.*





Resumes



Why are resumes important?

Resumes are...



Your introduction

Create a strong first impression



A highlight of your experience

Establish your qualifications



A living document

Update on a regular basis to reflect new skills



Formatting your resume



Formatting your resume

Chronological

- Presents education and experience in reverse chronological order
- Most commonly used format
- Easy to read quickly
- Most effective if most of your experience and education is related to the opportunity

Functional

- Presents experience based on skills and abilities rather than by position
- Allows for emphasis on transferable skills
- Most effective for career changers, graduate students, and postdoctoral scholars

Many resumes are mixed format to highlight work history and transferable skills

Job Landis

1234 Street Name · Riverside, CA 92521 · 555-555-5555 · First.Lastname@ucr.edu

OBJECTIVE

To obtain a position as a Laboratory Research Assistant.

EDUCATION

B.S. Biological Sciences, University of California, Riverside June 2019
Relevant coursework: Molecular and Cellular Biology (Lab), Pathology, Neurobiology, Neuropharmacology

LABORATORY SKILLS

SDS-PAGE	PCR/Cloning	ELISA
Electrophoresis	Spectrophotometry	Computer Data Analysis
Amino acid analysis	DNA/Extraction/Quantification	GC-MS

RELATED EXPERIENCE

Research Assistant, Department of Molecular Biology, UC Riverside January 2017 – June 2018
Investigated the effects on body weight and bone growth of replacement injections of thyroid hormone and drugs that inhibit thyroid hormone production

- Collaborated with a team of four students to prepare bone growth media for 8 sets of experiments
- Performed IM injections of varied concentrations in chickens to observe the effect on hormone production
- Ran 80 blood samples through gas chromatograph to check T1 levels and monitor changes in rate of thyroid hormone synthesis
- Analyzed chromatography results and communicated them with graduate supervisor on a weekly basis

Cope Health Scholars, Pomona Valley Hospital Medical Center, Pomona, CA May 2016 – June 2017

- Worked closely with staff performing tasks such as escorting patients, preparing charts, stocking rooms with supplies, running errands, answering phones, and light clerical tasks
- Provided patient care by taking vital signs, weighing patients, answering call lights and providing psychosocial support for patients
- Assisted with accurate billing and patient records by inputting patient information into electronic medical records software

LEADERSHIP EXPERIENCE

Peer Mentor, Health Professions Advising Center, UC Riverside February 2017 – Present

- Share information and provide guidance to students on health professions programs
- Conduct 10-minute drop-ins to discuss service, leadership, and research opportunities
- Connect with students through shared professional interests in health careers

Team Lead, Best Burgers, Riverside, CA June 2016 – Present

- Place orders and perform cashiering duties in high-volume fast food establishment
- Suggested new method of packaging orders which reduced customer wait time by approximately 50%
- Promoted to Team Lead after 60 days

CAMPUS INVOLVEMENT/COMMUNITY SERVICE

Referee, Intramural Basketball 2016 – Present
Volunteer, Habitat for Humanity June 2015 – Present
Volunteer, Mary S. Roberts Pet Adoption Center May 2017

ADDITIONAL SKILLS

Computer: SPSS, Word, Excel, PowerPoint, Access
Language: Bilingual in English and Spanish (written, verbal, and reading)

SCOT HIGHLANDER

1234 Street Name • Riverside, CA 92521 • first.lastname@gmail.com • 555-555-5555

OBJECTIVE

Seeking Mechanical Engineer I position with Northrop Grumman

EDUCATION

Bachelor of Science in Mechanical Engineering June 2014
University of California, Riverside, Riverside, CA

TECHNICAL SKILLS

Software: ViewLogic, SolidWorks, ABAQUS, MatLab/Simulink, AutoCAD, PSpice
Programming: JAVA, C/C++
Operating Systems: Windows XP/NT, Unix (BSD, Solaris, Linux)

RELEVANT EXPERIENCE

Parker Aerospace, Irvine, CA April 2013 – Present

Mechanical Engineering Co-op

- Perform research and development on Parker's fuel inerting system
- Design physical test housings to analyze various system parameters
- Modify and reprogram various Matlab files and graphical user interfaces utilizing Pro-E
- Reduce data in efforts to determine useful correlations between system parameters for specified tests

Senior Design Project, UC Riverside, Riverside, CA January 2012 – June 2013

Three-Wheeled Vehicle Design Team Project

- Collaborated with five engineers to design and prove the concept of a fully automated three wheeled vehicle
- Designed and strategically configured the necessary mechanical and electrical components to test the model

Mechanics of Materials course, UC Riverside September – December 2012

Centrifugally Stiffened Solar Sail, NASA

- Designed full scale concept of a self-deploying solar sail with three team members
- Constructed and modeled prototype deployment device for testing aboard the International Space Station

WORK EXPERIENCE

Housing Department, UC Riverside, Riverside, CA September 2010 – June 2012

Resident Advisor

- Facilitated the personal growth of 550 residents, encouraged and enforced the compliance of community standards, and addressed various security issues in crisis situations
- Served as the Leadership Advisor to the students and participated in training on inclusive diversity practices
- Recruited and interviewed future resident advisors as part of a selection committee

CAMPUS LEADERSHIP

College of Engineering Ambassador January 2012 – Present

- Provide tours to prospective students, organized recruitment events and arranged on-campus interviews
- Represent the College of Engineering in a public relations role while greeting industry representatives

PROFESSIONAL AFFILIATIONS AND INVOLVEMENT

UC Riverside
American Society of Mechanical Engineers (ASME)
Tau Beta Pi, National Engineering Honor Society
Pi Tau Sigma, Mechanical Engineering Honor Society
National Society of Collegiate Scholars (NSCS)



Formatting your resume

Getting past Applicant Tracking Systems (ATS)



Keywords

Review the job description to identify skills and responsibilities. Include them throughout your resume.



Simplified format

Columns, tables, graphics are not typically understood by an ATS – limit their usage



File type

.doc files can be warped when opened by hiring manager
.pdf retains formatting, but scanned .pdf files are read as images and unreadable



Components of your resume

Components of your resume

Contact information and objective

Physical address, LinkedIn,
and GitHub are optional

Scotty Highlander
900 University Place, Riverside, CA 92507
(951) 827 – 5555
shighlander@ucr.edu
[Linkedin.com/scottyhighlander](https://www.linkedin.com/scottyhighlander)

Always include name, phone number,
and e-mail

OR

Scotty Highlander
900 University Place, Riverside, CA 92507 | (951) 827 – 5555 | shighlander@ucr.edu |
[Linkedin.com/scottyhighlander](https://www.linkedin.com/scottyhighlander)

Objective

To obtain the Software Engineering Internship with ABC Company.

Optional; be specific or use it to
explain a shift or "related field"



Components of Your Resume

Education

University of California, Riverside
Bachelor of Science, Chemical Engineering
GPA 3.5

June 2022

--OR--

University of California, Riverside
Bachelor of Science, Biochemistry
Relevant Coursework: Plant Biochemistry and Pharmacology of Metabolites

June 2022

--OR--

University of California, Riverside
Bachelor of Science, Electrical Engineering, GPA 3.73
Relevant Coursework: Digital Signal Processing, Foundations of Robotics

June 2022

Riverside City College
Associate of Science, Engineering

June 2020

Always include school, degree you are seeking, graduation date

Optional items include GPA and relevant coursework

Include associate's degree(s) if earned



Components of Your Resume

Skills

Transferable

- Communication (written and verbal)
- Problem solving
- Project management
- Facilitation, mediation, referral
- Interpersonal skills
- Assisting, representing, teaching
- Organization
- Time management
- Goal setting and implementation

Technical

- Programming languages
- Software development
- Network technology
- Handheld inventory machines
- Technical devices
- Laboratory instruments
- Construction machinery
- Research techniques and tools
- Data science



Components of Your Resume

Sample technical skills

- **Programming Languages:** C/C++, COBOL, SQL, PL/SQL, PLSQL Developer, TOAD (Quest), Oracle SQL Developer, Java, Basic
- **Web Technologies:** JSP, XML, HTML
- **Web and Application Server:** WebLogic, JBoss
- **Databases:** Oracle, 9I, 10g, 11g & SQL
- **Operating Systems:** Windows, XP, 7, UNIX (Sun Solaris), LINUX
- **Framework:** ITIL V3, HPSP, ServiceNow, Alarmpoint
- **Scripting Languages:** Python, PHP, Ruby, JavaScript, HTML
- **Network:** Design /Analysis of LANs/WANs, Routers, Switches, Firewalls, Protocol
- **Communications:** Digital and Analog , Fixed and Mobile Wireless, Satellite, Antenna Design, Telemetry
- **Microelectronics:** VHDL, FPGA, Microelectronic Manufacturing and Testing (MCM, SOC), Electronic Packaging, VLSI
- **Specialized Software:** arcGIS, Tableau, Oscilloscope, SCIEX OS

List most relevant skills at the top

Be prepared to speak about the skills you list in an interview

If it isn't relevant or you don't know it very well, don't include it

Components of Your Resume

Experience

- Paid or unpaid internships
- Formal or informal faculty research
- Class projects, labs, extensive assignments
- Externships or summer programs
- Service in student organizations
- Volunteer experiences
- Presentations or public speaking
- Work experience that developed transferable skills



Components of Your Resume

Sample experience

Senior Design Project, UC Riverside

September 2020 – Present

Web Application Team Project

- **Collaborating with a team** of 4 interns over Slack to delegate tasks, track progress, and ensure project completion.
- **Developing a web application** with **Java** to streamline tutor scheduling for Academic Success Center.
- Developing **JavaScript code** and marking comments to maintain proper **coding hygiene**.
- Creating a PowerPoint of the staff training manual for a **presentation** and **web application demo to 5 managers**.

Start each statement with an action verb

Include accomplishments and numerical data when appropriate

Incorporate how you used **technical** and **transferable** skills into your statements

Resume Checklist

- One page maximum
- 10-second glance: most relevant first
- Tailor your resume to the position
- Use industry language to describe experience
- All relevant experience, paid or unpaid
- High school experience (3rd Year+ remove this)
- Avoid personal pronouns (I, me, my)
- Use appropriate verb tenses (past vs. present depending on experience status)
- Error free (both spelling and grammar)
- Save as a PDF



What **NOT** to Include in a Resume

- Your picture
- Your age, marital status or any other demographic information
- References, instead create a separate document (unless the job description says otherwise)





Your resume in action



Your resume in action

Tailoring your document to a job description

- Relevance to the position
- Keywords for ATS
- Attention to detail
- Show them you know the company and its goals
- Show that you understand the industry



Your resume in action

Sample job description

Data Science Leadership Development Program (Entry-Level Position with a Science Services Company):

The DSLDP prepares participants for roles of increasing responsibility through a combination of rotational assignments, structured learning, formalized feedback, and mentoring. Program participants will have the opportunity to interact with senior Data Science and IT leaders and participate in various key Data Science initiatives. Program participants will have 2 one-year rotation assignments during the two-year program. As part of the rotational program, candidates may rotate through locations including but not limited to: Massachusetts, Pennsylvania, California, etc. Geographic flexibility is required both during and upon completion of the program.

Qualifications:

- Students completing a Bachelor's degree; preferred majors: Mathematics, Data Science, Computer Science, Computational and Data Science & Engineering
- GPA of 3.2 or greater
- Strong desire and motivation to develop a career as a future leader in Data Science
- Related work or internship experience strongly desired
- Ability to manage, plan, and prioritize projects
- Experience in data collection & analysis
- Demonstrated leadership aptitude, learning agility, and adaptability
- Understanding of existing & emerging technologies



Your resume in action

Sample job description

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Qualifications:

- Students completing a **Bachelor's degree**; preferred majors: **Mathematics**, Data Science, Computer Science, Computational and Data Science & Engineering
- GPA of 3.2 or greater
- Strong **desire and motivation to develop a career as a future leader** in Data Science
- Related work or internship experience strongly desired
- **Ability to manage, plan, and prioritize projects**
- Experience in **data collection & analysis**
- Demonstrated **leadership aptitude, learning agility, and adaptability**
- Understanding of **existing & emerging technologies**



Your resume in action

Contact information, objective, and education

Scotty Highlander

900 University Place, Riverside, CA 92507 | (951) 827 – 5555 | shighlander@ucr.edu |
[Linkedin.com/scottyhighlander](https://www.linkedin.com/scottyhighlander)

Objective

To apply mathematics knowledge in a rotational position that assists IT professionals as part of a future career in Data Science.

University of California, Riverside
Bachelor of Science, Mathematics
GPA 3.54

June 2022



Your Resume in Action

Tailoring skills

TECHNICAL SKILLS

Programming/Scripting Languages: C/C++, Python, SQL

Operating Systems: Linux, Windows

Specialized Programs: Matlab, R, Tableau

General: Data collection, data cleaning, data analysis

Separating skills lets you prioritize space on your resume

ADDITIONAL SKILLS

Standard Software: Microsoft Word, Excel, Outlook, PowerPoint, Zoom

Languages: Fluent in Spanish and English

Even with multiple skills sections, stick to technical skills only

Your Resume in Action

Tailoring Experience

RELATED WORK EXPERIENCE

KITU Life, New York, NY (Remote)

June 2020 – August 2020

Data Analyst Intern

- **Analyzed** 15 months of sales **data** to identify key trends and presented findings to management.
- Supported internal innovation teams to identify key marketplace trends and improve the company's knowledge of customer tastes in an effort to capture a \$10M market.
- Collaborated with cross-functional teams to **prioritize projects** supporting merchandising, pricing, and business forecasting in a remote work environment.
- **Managed** the development, distribution and analysis of a standard weekly, monthly, and quarterly reporting **project** to ensure various business teams received standardized information.

LEADERSHIP EXPERIENCE

Afsana Hindi Film Dance Team, University of California, Riverside

August 2018 – February 2019

Member

- Exercised **learning agility** by memorizing 2-3 dance choreographies per week.
- Demonstrated **adaptability** and flexibility in the face of scheduling and venue changes.
- Assisted team leaders with social media marketing of club events and competitions.



Cover Letters



Why are cover letters important?

Cover letters help you...



Express interest authentically

Share your passion for the organization – connect to their mission, vision, and/or values



Connect your skills to their opportunity

Focus on the skills and qualifications they are seeking



Tell your story

Expand on important parts of your resume, or share informal experiences



Formatting your cover letter



Formatting your cover letter

Review the job description

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Qualifications:

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- GPA of 3.2 or greater
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- Related work or internship experience strongly desired
- **Ability to manage, plan, and prioritize projects**
- Experience in **data collection & analysis**
- Demonstrated **leadership aptitude, learning agility, and adaptability**
- Understanding of **existing & emerging technologies**

Formatting your cover letter

Scott Bears
900 University Avenue
Riverside, CA 925
(951) 827-0000
scottbears@ucr.edu

Same header as resume to "brand" your documents

September 4, 2017

Ms. Christina Brown
Vice President
Bright Green Talent
4500 3rd Street
Los Angeles, CA 90216

Instead of "To Whom it May Concern," use name or Hiring/Selection Committee/Manager"

Dear Ms. Brown:

I was thrilled to come across Bright Green Talent's advertisement for a College Recruiter. With a passion for people and positive psychology, I've kept an eye on your company with your presence. I think I'd be a great addition to Bright Green Talent's Marketing Team because of my experience and passion for environmental science and my proven ability to successfully work independently.

1st: Explain why are you writing, state your overall intention and qualifications for the role

The job description requires someone with strong phone skills, an ability to network and an outgoing personality. In my previous work as a marketing intern, I developed my skills in all three areas. I managed clients remotely, coordinated teams of marketing assistants working in our company, doubled my team's number of projects, and maintained an active engagement in my company's volunteer projects. I look forward to enrich its partnership with Solar Richmond, and I am confident I can contribute to your team's success.

2nd/3rd: Relevant points on qualifications, why you are a strong candidate. Use student organization, work, volunteer and academic experiences.

I recently graduated from UC Riverside with a Bachelor's degree in Environmental Science. I wrote my senior thesis on how universities are integrating sustainability issues into traditional academic frameworks, in order to prepare students for the 21st century's resource management challenges. This unique background in training and preparation would translate well to helping talented recent graduates find the first steps in their "green career."

I am aware that Bright Green Talent is a small team, and that each person must operate relatively independently. In my previous intern role, I took a leadership position in each of the project teams I worked with, and operated efficiently on remote teams where I had to self-impose deadlines and goals. I look forward to bringing my ability to take the initiative and be self-directed to Bright Green Talent.

Overall, I'd love to add my skills and perspective to Bright Green Talent's team to grow the business. Please contact me if you have other questions. I look forward to hearing from you.

4th: Express your enthusiasm and interest in the position/company and wrap up.

Sincerely,

Scott Bears
Enclosure: resume



Components of your cover letter

Components of your cover letter

Header

- Keep your contact information consistent with your resume
- Dear...?
 - If you know the hiring manager, include the name
 - If you don't, address your letter to the Hiring Manager, Selection Committee, or Team

Your Name

City, State | Phone | Email | LinkedIn (optional)

Date

Name of Contact Person

Title

Organization

Mailing Address

City, State, Zip Code

Dear Ms., Mr., Dr., (etc)

OR Hiring Committee/Manager/Team



Components of your cover letter

Sample first paragraph

I am excited to express my interest in the entry-level Data Science Leadership Development Program at Science Services XYZ. As a provisioner of scientific instrumentation, reagents, and software services, Science Services XYZ is on the forefront of facilitating cutting-edge research. It would be an honor to join the rotational program serving key Science Services XYZ Data Science and IT initiatives. Experiences and knowledge gained from my time as a Mathematics Major at UC Riverside prepared me for this position with **data analysis skills**, **project management experience**, and **leadership ability**.

What are you applying for?

Why are you interested?

Why are you a great candidate?

Components of your cover letter

Sample middle paragraph

During my time as a B.S. in Mathematics, I developed **data collection and analysis skills** both through **applied coursework and a data analyst internship**. In these settings, I learned how to evaluate sources of error in **data collection** and the importance of data cleaning when managing data-reporting **projects**.

For example, I once faced a situation in my internship in which two **outliers were drastically skewing the results of average sales data**. **After taking initiative and working with colleagues** to understand why those sales numbers were one-time pricing deals, we were able to readjust the dataset to provide a more realistic forecast.

Adapting to changing datasets and providing updated analyses allowed me to help the team achieve success. I would bring this same level of discernment to my **data collection and analysis duties when supporting Data Science and IT initiatives at Science Services XYZ**.

Provide evidence of the skills you'll bring to the position

Demonstrate your skills – go beyond what is on your resume

Connect your experience to the description or to the skills you want to highlight

Components of your cover letter

Sample closing

I have a **strong desire to develop a career as a future leader in Data Science**. Connecting my **mathematics** knowledge, previous internship, and **leadership** experience from extracurricular activities, you can see that I am **motivated** to keep developing as a professional. If selected, I would bring **data analysis**, **project management** and **leadership** skills to this rotational program at Science Services XYZ. If you have any questions, please call me at **951-555-5555** or e-mail me at **scottbears@ucr.edu**. Thank you for your time and consideration. I look forward to hearing from you.

Scott Bears

Scott Bears

Include next steps and tie your wrap up to the job description

List your contact information

Leave space for your handwritten signature – even if left blank



Additional tips for your cover letter

- TAILOR IT!
- Avoid unprofessional language and skip contractions (I've, haven't, etc.)
- Length – should be one page, depends on industries
- Limit to a few strongest and most relevant qualifications – ELABORATE!
- Demonstrate enthusiasm and originality
- Proofread for typos, grammar errors, and spelling
- For a polished look, use the same header style that you used for the resume
- Font size 10-12
- Margin 0.5-1 inch



References

References

A reference is someone who:

- Knows your work habits
- Has known you for a long (or significant) time
- Is credible
- Is not *just a personal friend or your parent*

Contact your references beforehand to:

- Ask if they are willing to give you a *positive* reference
- Double-check that their contact info is still current
- Verify name and job title



Sample Format for References Document

SCOTT BEARS

City, State | Phone | Email | LinkedIn URL

REFERENCES

Name

Position

Company/Organization

Phone number

Email Address

Professional Relationship

Note: Your format for the References Document should be the same as your resume's header format.



Next Steps

1. Have your documents reviewed virtually by a Career Specialist via Express Career Advising! Sign up on the Career Center homepage at: careers.ucr.edu

Express Career Advising: Mon-Thurs 10am-12pm & 1-3pm, Fri 10am-12pm

2. Upload your general resume to UCR Handshake & complete your UCR Handshake profile for potential employers to see your accomplishments



Join the UCR Career Network, an online community for networking, mentoring, and job opportunities for alumni and students.

MENTORING

Matching process that connects current students with alumni or alumni with one another.

JOB SEARCH

Job board for those currently seeking employment or for alumni looking to hire other Highlanders.

NETWORKING

Discussion boards to meet and network with others who have similar career questions.

REGISTER AT [CAREERNETWORK.UCR.EDU](https://careernetwork.ucr.edu)



Questions?

Location: We are located in the Career Center Plaza. Our entrance is near the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

Hours:

Mon. - Fri. 8 am to 5 pm
except Wed. 9 am to 5 pm

*Individual counseling appointments available
Schedule on Handshake*

Drop-In Hours:

Mon. - Thurs. 10 am-3pm
Fri. 10 am-12 pm



Career Center



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#HireHighlanders • #UCRCareerReady