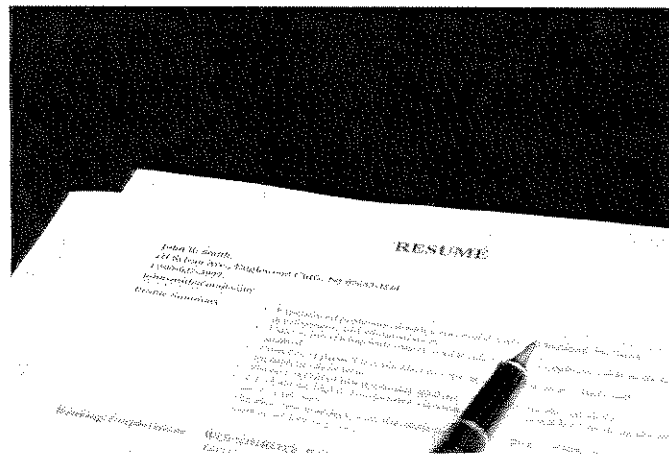


# Resumes and Interviewing



Writing an effective resume

# Resumes

## What is their purpose?

- Its purpose is not to get you a job
- It's a marketing tool selling you.
- A successful Resume will move you into consideration for a job.  
The rest is up to you. How?
- A Strong Interview

## Basic Rules

- Average Resume read time: 7- 10 seconds.
- Resume should be concise and list necessary buzz words to catch the reader's eye.
- Use Word enhancements to accomplish this.
- Having a one page Resume is a misnomer.
- Do not exaggerate or lie on your Resume.

## Cover Letters

- Make your point and stay on target.
- Customize your letter for its recipient.
- Keep the tone of the letter businesslike.
- Try to highlight events at school which mirror the job for which you are applying
- If you end your letter advising you are going to follow up with a phone call or get in touch with the letter's recipient in any way, make sure you honor that commitment.

## Cover Letter Don'ts

- Discuss salary unless the job description requires it.
- Use generic greetings such as Dear Sirs or To Whom it may Concern. Take the time to find out the person to whom the letter should be addressed unless you can not obtain the information because it is protected.
- Include irrelevant information.
- Exaggerate or contradict what's on your Resume.

# ALEXANDER C. EARLE

12 Wesley Street, Austin, TX 78701 • (512) 255-7711 • apearle@delts.net

School: 4623 Centre Ave, Pittsburgh, PA 15213 • (412) 451-8578 • Cell: 412-856-2895

---

March 19, 2010

David P. Ensle, Site Manager/Systems Engineer  
Management Technology & Information Systems Corporation  
1001 Corporate Dr., Suite 205  
Philadelphia, PA 19113

Dear Mr. Ensle:

Currently at the threshold of my career with a Master's degree in Engineering Administration to be completed in August 2011 and a Bachelors Mechanical Engineering, I have been researching companies of interest that I feel would be a good fit for my professional interests. After learning about MANTECH's newest technology breakthroughs for commercial and military supplies, I am very interested in joining your organization as an engineer.

I realize you will need to know a bit more about me in order to consider me as suitable candidate; for this reason, I have enclosed my resume for your review as the first step in the application process. I trust you will find my early experience to be a strong indicator of what I would contribute as a skilled, hardworking member of your innovative R&D team.

In my current position as an Mechanical Engineer with JetBlach Technologies, a leading provider of advanced military systems and components, I am greatly enjoying the challenges my role has to offer. In this unique position, I work collaboratively with a talented team of engineering professionals in the development of night vision goggles for the US Army.

As an intern at Lockheed Martin, I have learned a lot about research and development requirements at all levels of the organization. My engineering acumen and ability to diffuse the tensions of demanding end users has contributed to effective communication, problem analysis, and technical resolutions from common to complex in nature. Combined, I am confident I would be an asset to MANTECH.

Thank you in advance for your time and consideration. I hope to speak with you soon.

Sincerely,

  
Alexander C. Earle

# Resumes

## Preparing Your Resume

- Use white, ivory or a light grey paper.
- Use 8-1/2- x 11-inch paper.
- Print on one side of the paper.
- Use a font size of 10 to 14 points.
- Use sans serif typefaces.
- Choose one typeface and stick to it.
- Do not use horizontal or vertical lines, graphics, or shading as these may cause issues when scanning your Resume.

## Parts to a Resume

- Contact Information
- Objective and/or Summary
- Education
- Professional Experience
- Miscellaneous Information
- References

## Contact Information

- Use your proper full name.
- Include a permanent address.
- Telephone numbers:
  - ✓ Provide as many numbers as possible to make yourself accessible.
  - ✓ Should be ones accessible by you.
  - ✓ Be sure to include the area code.
  - ✓ If you use voice mail, record a neutral greeting.
- Include an E-mail address - Many employers will find it useful. (Note: Choose an e-mail address that sounds professional.)

## Objective/Summary

- An objective tells potential employers the sort of work you're hoping to do.
- A summary will provide more detail as to how you can succeed at the job.
- Be specific about the job you want.
- Tailor your objective to each employer you target/every job you seek.

## Education

- New graduates without a lot of work experience, 5 years or less, should list their educational information first, those who have recently changed careers. Alumni can list it after the work experience section. Your most recent educational information is listed first.
- Include your degree (Bachelor of Science, Bachelor of Arts, etc.), institution attended, graduation or expected graduation date, major, and minor/concentration.
- Include your grade point average (GPA) if it's higher than 3.0.
- Mention academic honors

## Professional Experience

- Include name of organization, location of work (city, state/country), dates of employment, and title of position.
- Describe your work responsibilities with emphasis on specific skills and achievements tailored to each job description.
- List jobs in reverse chronological order.
- Utilize bullets to maximize job duties.
- Choose ACTIVE VERBS that describe your skills, abilities, and accomplishments. Below is a list of such verbs:
  - accomplish; achieve; analyze; adapt; balance;
  - collaborate; coordinate; communicate; compile; conduct;
  - contribute; complete; create; delegate; direct; establish;
  - expand; improve; implement; invent; increase; initiate;
  - instruct; lead; organize; participate; perform; present;
  - propose; reorganize; research; set up; supervise; support;
  - train; travel; work (effectively, with others)

- Choose ADJECTIVES and NOUNS that describe yourself positively and accurately:
  - able to; administrative; analytical; (fluently) bilingual;
  - broad scope; capable; communication skills;
  - collaboration; collaborative; consistent; competent;
  - complete; creative; dedicated; diversified; effective;
  - experienced; efficient; extensive; exceptional; flexible;
  - global; handle stress; imaginative; intensive; in-depth;
  - innovative; integrated; able to listen; motivated;
  - multilingual; multi-disciplinary; a negotiator; other cultures;
  - reliable; responsible; a supervisor; teamwork; well-traveled; work well with....
- Use terms such as Spring 2009 to describe internship time and Expected (date of graduation)
- Keep present activities in present tense; put accomplishments in past tense.

### Miscellaneous Information

- Key or special skills or competencies
- Leadership experience in volunteer organizations
- Participation in sports
- Tailor your information to your reader (if you're applying for an accounting position, Treasurer of any organization is a plus.)
- If in doubt, seek the advice of your college's career services office.

## Alexander C. Earle

12 Wesley St  
Austin, TX 78701

H: 512-255-7711  
S: 412-451-8578

School Address:  
4623 Centre Ave  
Pittsburgh, PA 15213

C: 512-856-2895  
acearle@gmail.com

### OBJECTIVE

Secure a challenging engineering position that will take advantage of my project experience, engineering defense background, and people-oriented team skills.

### PROFILE

- More than 2-years of mechanical engineering and project team experience.
- Engineering internship with Lockheed Martin in Atlanta, GA.
- Cum Laude graduate with a Bachelors in Mechanical Engineering
- August 2011 completion of a Masters in Engineering Administration.
- Strong client relationship skills.
- Dean's List, GPA: 3.9.

### EDUCATION

University of Pittsburgh, Pittsburgh, PA  
*Master of Engineering Administration*

Expected August 2011

- Delta Gamma Delta Honor Society
- Dean's List, GPA: 3.9

University of Georgia, Athens, GA  
*Bachelor of Science – Mechanical Engineering (cum laude)*

May 2009

### SKILLS SUMMARY

**Languages:** SQL, PL/SQL, Java, C++, C, Fortran, TCL

**Concepts:** Agile/Waterfall/Increment Development, OOA/OOD

**Software:** Clearcase, Clearquest, CVS, Borland Jbuilder, Oracle Jdeveloper, Oracle Designer, OEM, Sybase PowerDesigner, Rational Rose, MicroSoft Office (Word, Excel, Project), MS Outlook, Internet Explorer

**Hardware:** Unix, Windows (95, 98, XP, NT), VAX

### PROFESSIONAL EXPERIENCE

JetBlach Technologies, Bethany, WV  
*Junior Level Mechanical Engineer*

May 2009 - Present

- Perform the design and fielding of a new eyewear system to protect combat soldiers from the combined threats of ballistic projectiles, hazardous chemicals, ultraviolet and laser radiation.
- Contribute to a cross functional team from engineering, human factors, test and evaluation, laser optics and manufacturing in a Phase I competitive effort.
- Support an R&D engineering department consisting of up to 23 professionals.
- Support four direct reporting program managers.

- Participate in the allocation of limited engineering resources to meet the demands of various ongoing governments sponsored R&D programs, as well as several company-funded initiatives.
- Prepare detailed cost estimates and appropriate justification to support company business proposal efforts as well as department annual operating expense budget (~\$360K).

**Lockheed Martin, Atlanta, GA**  
**Engineering Internship**

**Summer and Fall Terms 2008**

- Participated in the research and development of US Air Force F-21 stealth jet.
- Contributed to the development team responsible for the improvement of Kevlar vests.
- Developed several database macros currently in use for reducing system duplications and automatically cross-referencing for formula errors.
- Received Employee of the Month award twice--first intern ever to win the award.

**CLEARANCE**

- Active Secret

**FOREIGN LANGUAGES**

- Spanish: Fluently speak, read, write, translate, and interpret, including scientific and technical documents.

**CONTINUING EDUCATION**

- Qualtec Six Sigma Champion Training
- West Virginia Technical University - Professional Certification - C++

**AFFILIATIONS**

- Member, Mid Atlantic Society of Engineers
- Member, Project Management Institute

**ACTIVITIES**

- Vice President – Pi Tau Sigma Honorary Fraternity - 2008 - 2009
- Resident Advisor – University of Georgia - 2007 – 2009

**REFERENCES**

- Available upon request

## References

- Choose references who know the value of your work and will speak positively about you.
- Avoid family members and friends -- unless you worked with them in a business capacity.
- Ask your references for permission to supply their contact information to potential employers. Provide an updated copy of your Resume and job description for which you are applying to all of your references to help them sell you.
- If you've been asked for a set number of references, it's a good idea to provide a couple more than requested.

# ALEXANDER C. EARLE

12 Wesley Street, Austin, TX 78701 • (512) 255-7711 • acearle@gmail.com

School: 4623 Centre Ave, Pittsburgh, PA 15213 • (412) 451-8578 • Cell: 412-856-2895

---

## PROFESSIONAL REFERENCE LIST

<b>Reference</b>	<b>Relationship</b>	<b>Years Known</b>
<b>John C. Johnson</b> Senior Mechanical Engineer JetBlach Technologies 1858 Main St Bethany, WV 26032 304-829-3358	<b>Current Supervisor</b>  Mr. Johnson has been my supervisor for the past two years. He can attest to my track record of effective client interaction and strong team work abilities. I helped transform the engineering department from a solely private clientele to working within the defense industry.	<b>Two</b>
<b>Richard H. Alfred</b> Mechanical Engineer JetBlach Technologies 1858 Main St Bethany, WV 26032 304-829-3358	<b>Colleague</b>  I worked closely with Mr. Alfred on the first DoD contract secured by JetBlach to Research and Develop night vision goggles for the US Armed Forces. Mr. Alfred can attest to my strong work experience in R&D as well as my knowledge of the Defense industry.	<b>Two</b>
<b>Eugene Tarr</b> Director, Governmental Affairs U.S. Innovations Technologies 6125 Connecticut Ave NW Washington, DC 20011 202-385-5000	<b>Key Customer</b>  Mr. Tarr is the contact for the \$3.5 million contract secured a year ago. He can speak of my ability to develop new business, and to provide customer focused account management. I also collaborated with Mr. Tarr while interning at Lockheed Martin.	<b>Five</b>
<b>Henry K. Bell</b> Vice President, Engineering Lockheed Martin 3340 Peachtree Rd. Atlanta, GA 30326 770-989-1000 Ext. 1858	<b>Former Supervisor</b>  I interned for Mr. Bell at Lockheed Martin, where I gained my real world Mechanical Engineering, R&D, and defense industry experience. Mr. Bell witnessed my abilities as a trainee to successfully work within a high stress environment.	<b>Six</b>

---

---

## Resume Final Thoughts

- Run a spell check before anyone sees your Resume.
- Have someone do a grammatical review.
- Ask several others to proofread.
- Do not fold or staple your Resume.
- If you mail your Resume, put it in a large envelope.