Resumes

Develop your message, tell your story

Cyndi Lynch

Director, Fellowships & Professional Development

your journey to

Career Success …

what's your destination?

Graduate Student Professional Development

Log on to Blackboard Vista - Windows Internet Explorer

http://www.itap.purdue.edu/tlt/blackboard/index.cfm

faculty readiness development plan

File Edit View Favorites Tools Help

Log on to Blackboard Vista

Page Tools

PURDUE UNIVERSITY

Information Technology at Purdue

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Connections & Accounts | Security | Teaching & Learning | Business Technology | Research Computing | Shopping | Help

Login | ITaP Home > Teaching & Learning > Blackboard

Announcements

Scheduled Downtime

Blackboard is unavailable from 6:00am – noon (ET) every Sunday for regularly scheduled maintenance.

Troubleshooting Tips

- Having trouble logging in? Your password may have expired. Click here for more information.
- Username and password
- New to Blackboard or bought a new computer? Go to Computer and Browser Tips to optimize your computer and browser for Blackboard.

Log on to Blackboard | Faculty and Staff | Students | About Blackboard

Log on to
Blackboard Vista

West Lafayette Campus

Log on

WL Open Campus

Log on

Purdue Non-Academic Campus

Log on

>> Click here for more information about different institutions

Done

Internet

100%

Start

Log on to Blackboard ...

10:24 AM

Blackboard Learning System - Mozilla Firefox
File Edit View History Bookmarks Yahoo! Tools Help
https://blackboard.purdue.edu/webct/urw/lc8124011.tp0/cobaltMainFrame.dowebct
purdue
Getting Started Latest Headlines
Log on to Blackboard Vista
Blackboard Learning System

PURDUE UNIVERSITY

Purdue Non-Academic Campus

Your journey to *Career Success*

what's your destination?

Navigating Graduate School

Constructing Your Roadmap

- Essentials of a Graduate Student Portfolio
- Funding Your Graduate Studies
- Charting Your Course: Avoiding Roadblocks
- Dissertation/Thesis Writing Strategies
- Dissertation Support Groups

Packing Your Portfolio

Research, Communication, and Time Management

- Grant and Proposal Writing
- Speed Networking
- Interviewing
- Negotiating a Job Offer
- Communicating to Enhance Productivity and Resolve Conflicts
- Mentoring
- Conference Networking
- Conference Presentations

Embarking on Your Career Journey

Career Management

- Roadmap of the Academic Job Search
- Exploring Non-Academic Careers
- Preparing for a Job Fair
- Resume Development
- CV Peer Review
- Academic Interviewing
- Spousal Hiring and Dual Careers

Done
blackboard.purdue.edu
Start Inbox - Microsoft Outl... Preparing for a Job Fair Microsoft PowerPoint ... Blackboard Learning ... 11:14 AM

Student Learning Outcomes

- Professional identity
- How to read a job description
- Creating your resume
- Resume review

Portfolio Elements

Employer

- CV
- Resume
- Cover letter
- Research statement
- Teaching philosophy
- Writing samples
- Projects
- Syllabi

Personal Notes

- Networking narrative
- Self-assessment
- Job search strategies
- Institutional profile
- Career strategic plan
- Career progress review
- References
- Portfolio library

CARS

Formatting

C – Challenge or context (15%)

A – Actions you took (45%)

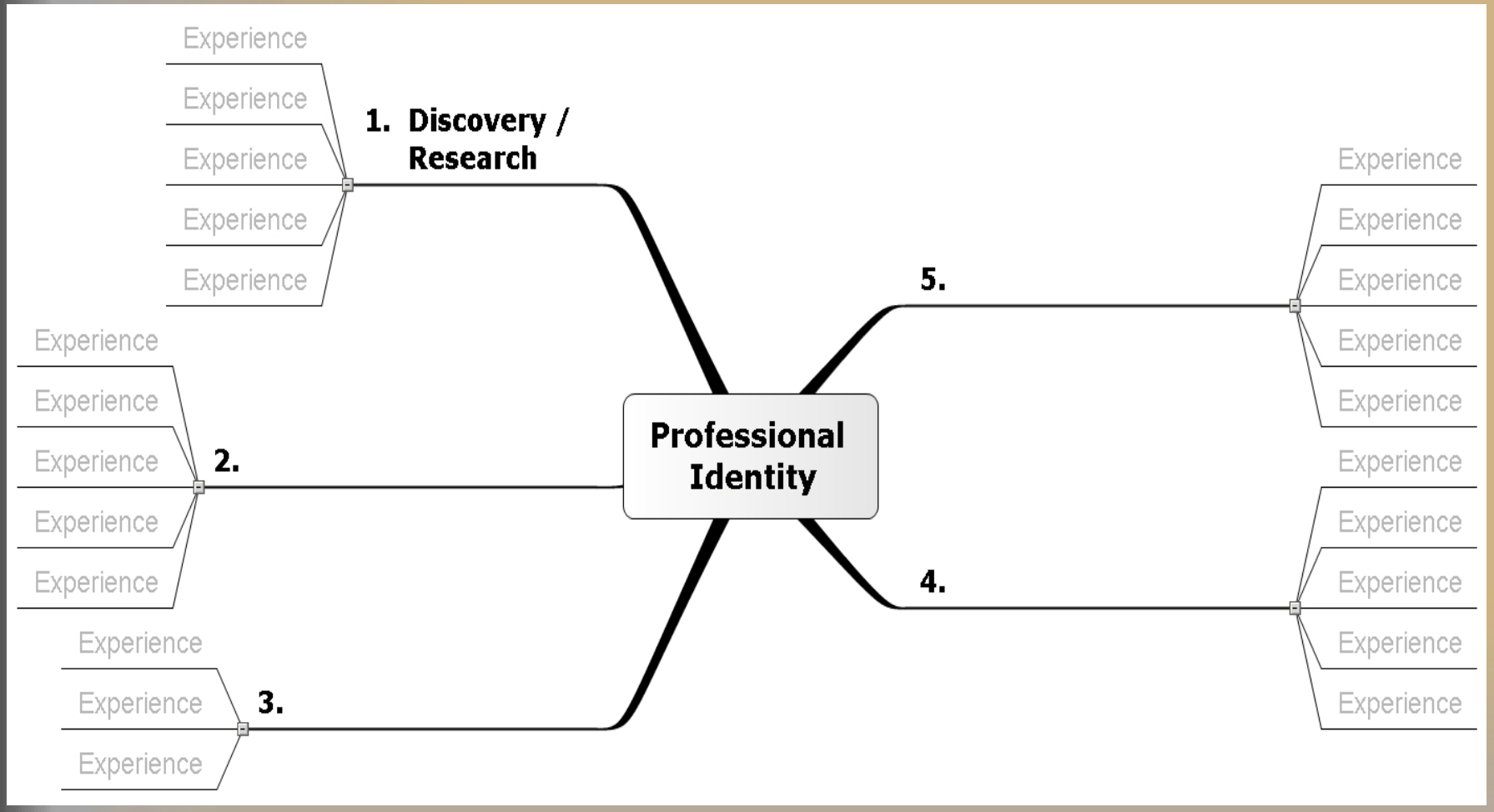
R – Results achieved (30%)

S – Skills enhanced (10%)

Example

There was not a comprehensive professional development program for graduate students at Purdue. Using my research, communication, and leadership skills, I developed and implemented Graduate Student Professional Development that over 5000 graduate students have used.

Professional Identity



"Tell me about yourself"

Computational Scientist at a National Laboratory

REQUIREMENTS: Extensive experience the development of models, implementation of required numerical algorithms, and the development of user-friendly applications in a distributed computing environment and on parallel computers. Demonstrated problem solving ability through engineering and scientific computational modeling as applied to electronic device and electronic system modeling. Extensive experience in Fortran, C, C++, Java, and UNIX systems. Proven ability to work independently.

DESIRE: Ph.D. degree in Computer Science, Engineering, or Physical Science. Extensive experience in the area of electronic device modeling and systems modeling with extensive experience in algorithm development and optimization. Eagerness to work in and/or lead a software development team with object oriented approaches using state-of-the art high performance computational platforms. Extensive understanding of the theory and operation of devices. Experience in software development that enables engineering designs and analysis. Experience in the close interaction with on-going experimental efforts is essential.

WILL: Be developer and theorist of a device engineering team for the development of a comprehensive modeling packages used for the design and optimization of bio-nano systems, electronic systems, or photonic system This work will include the incorporation of existing tools into a comprehensive simulation framework, the optimization of these tools, design of new tools and their hosting using state-of-the-art high performance computational platforms.

Job search analysis

Job Title		
	Experience	Evidence
Duties		
Required Skills		
Desired Skills		
Experiences		
Qualifications		

How does the job suit me?
How do I suit the job?

Resume

Formatting

- A resume is not the same as a CV
- Length: 1-3 pages, page 4 publications
- Purpose: targeted message which matches your skills and abilities to the position
- Most compelling information on the top 1/3 of the resume
- Functional – Chronological - Combined

Resume

Formatting

- Be consistent in:
  - use of headings, subheadings, & bullets
  - font size, italics, bold
  - use of titles, employers, dates
- Dates are less important – place on right side
- Include your name on each page (footer, header)
- Email with your name in document title
- Use action verbs and key terms
- Align with employer needs – job description

Resume

- Contact information
- Website
- Objective statement
- Profile or Qualifications Summary
- Education
- Professional experience
- Required and special skills
- Professional associations
- Service/Volunteer/Other experience

Resume

- List your *accomplishments* in bullet format: avoid discussing job *duties*
- 1-6 lines of text that:
  - emphasize your main qualifications and summarize them for readers
  - inform your readers of the position(s) you are seeking and your career goals
  - establish your professional identity
  - be clear, concise and to the point

Objective statements

- e.g., “A management and/or research engineer position with responsibility for a broad range of technical elements including manufacturing engineering and design, computational mechanics, large deformation/plasticity analysis, contact mechanics and failure/fracture analysis.”

Resume Review

- 30-45 seconds per resume
- Criteria
  - Readability
  - Key information
  - CARS – results oriented

OBJECTIVE

To obtain a challenging career in hydrology and environmental field with the opportunity to utilize my problem solving, communication, and leadership skills.

EXPERTISE

Hydrologic and Water Quality data analyses and modeling
GIS and Remote Sensing application
Project preparation and communication
Office Management

EDUCATION AND TRAINING

Kansas State University, Manhattan
Ph D (Biological and Agricultural Engineering), Dec, 2001
Research area: Hydrologic/Water Quality Modeling
M. S. (Biological and Agricultural Engineering), GPA: 3.8/4.0, 1999
Research Area: Soil and Water Conservation

G. B. Pant Agriculture University, Pantnagar, India
B. S. (Agricultural Engineering), GPA: 4.6/5.0, 1987

Division of Public Safety, Kansas State University, Manhattan
Completed 40-Hour HAZWOPER training

Environmental System Research Institute (ESRI)
Completed ARC VIEW-GIS training, 1999
Attended ESRI's ARC GIS seminar in Salina, KS on May 15, 2001

Certified Professional in Erosion and Sediment Control (CPESC)
Completed training on "How to develop effective erosion control program", Las Vegas, 2001

Pete Boilermaker

boilermaker@purdue.edu 1200 Wood Street West Lafayette, IN 47909 (765) 555-4944

Education

Doctorate of Philosophy August 2006 (Expected)
Purdue University West Lafayette, IN
School of Mechanical Engineering
Dissertation: *Exploration of Mechanical Properties*
Advisor: Dr. Mary Hughes

Masters of Science May 2003
Purdue University West Lafayette, IN
School of Electrical and Computer Engineering

Marquette University
Bachelors of Science May 2001
Electrical Engineering Milwaukee, WI

Research Interests & Skills

Interests: applied educational and psychological measurement areas, specifically Measurement Invariance, Item Response Theory, Structural Equation Modeling/Path Analysis, Classical Test Theory, Differential Item Functioning, Factor Analysis, and Computerized Adaptive Testing.

Skills:

Research Experience

Research Assistant — August 2004-Present
Purdue University — West Lafayette, IN
Department of Mechanical Engineering

Conducted research in the area of mechanical properties. Developed algorithms, wrote code, and tested results on various surface areas. Also assisted advisor with graduate level course in Circuits, including giving guest lectures.

Research Assistant — August 2003-May 2004
Purdue University — West Lafayette, IN
Department of Electrical Engineering

Developed simulation models for dispersed phase solvent extraction. Contributed a technical write up of this work to a research proposal to the National Science Foundation. The proposal received over $75,000 of continuing financial support.

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EXPERIENCE

Research Assistant, Biol. & Agril. Engineering, Kansas State University **1997-present**

Research Project: Cheney Lake Nonpoint Source Managament, funded by Kansas Water Office and NRCS, Reno County

- Analyzed U.S. Geological Survey's hydrologic and water quality data to estimate surface flow, base flow, and nutrient loading of Cheney watershed
- Used HYSEP 2.2 model to separate base flow from stream flow
- Used satellite TM image data to obtain landcover information of watershed
- Created and edited GIS data layers of soil, landcover, hydrography for the watershed
- Used Agricultural Nonpoint Source Pollution (AGNPS) hydrologic model with GIS interface to estimate water quantity and quality data
- Calibrated AGNPS model to predict runoff, sediment, and nutrient data

Research Project: Smoky Hill River Project funded by Kansas Department of Health and Environment, KS

- Working on multiple Lansdsat scenes to obtain landcover information
- Analyzed stream flow data to obtain base flow and surface flow
- Created GIS data layers for the watershed
- Digitized terraces of watershed from digital ortho-photo to see the effect on surface runoff and peak rate of runoff

Robin Gault Moriarty
3131 North Druid Hills Road, #7307
Decatur, GA 30033
404-320-0287

OBJECTIVE

A key position of responsibility and growth utilizing my skills in **Research/Analysis, Strategic Planning, Problem Solving/Decision Making,** and **Project Development/Management** in order to assist businesses in:

- leading teams to research/analyze/advise on issues in the international business environment, including the development of new markets;
- creating strategies to facilitate the pursuit of activities and the realization of long-term goals.

QUALIFICATIONS

Qualified by over 5 years of results oriented experience in:

Research/Analysis - Strategic Planning - Problem Solving/Decision Making
Project Development/Management - International Affairs/Trade - Consulting/Advising
Conflict Resolution/Negotiation - Goal, Objective/Priority Setting - Presentation Skills
Leadership/Supervision - Database/Information Management - Interpersonal/Communication Skills

ACHIEVEMENTS

Research/Analysis

Designed/assembled 8 new databases on international affairs for researchers at major university. Utilized existing data; merged information from other sources; created coding schemes; conducted archival research; performed quantitative analyses. Materials generated became basis for 4 articles in journals, 2 book-length projects, and 13 conference papers/presentations.

Investigated/analyzed international trade flows in Asia, Europe, and the Americas for business/government policy makers. Identified over 100 countries, 9 regions/4 industries of interest; compiled data regarding direction of trade, monetary value and industry; created formula/tables to determine trade flow; continuously monitored/updated information. Data illustrated impact of free trade on international economy, and indicated benefits of conducting business internationally.

Led/participated in seminars using methodological approaches to decision making/forecasting. Conducted research on advanced game theory/econometrics; applied methodologies to conflict resolution/executive-legislative relations. Techniques enhanced ability to understand and forecast decision making/trends in areas including alliance partnerships, international agreements, and free trade.

Strategic Planning

Devised long-term strategy in conjunction with consulting firm for non-profit organization. Conducted interviews; developed market map based on function/focus of groups/businesses in related fields; determined areas of overlap; recommended strategic alliances/streamlining of services; identified sources for grants. Organization's long term viability, efficiency/effectiveness was enhanced which significantly improved funding/service capabilities.

Developed briefing book/profile on Fidel Castro outlining negotiation strategy for President Jimmy Carter and Dr. Robert Pastor. Compiled articles/pertinent data on economy, history and recent events in Cuba; researched/wrote profile highlighting Castro's psychology/negotiating style; recommended approach, strategy/tactics for effective results. The enhanced preparations of negotiators positively influenced talks on Cuban sanctions/democratic reforms.

Problem Solving/Decision Making

Identified need for organizational system in legal department of major human resources corporation. Designed/created 3,000 case database; prepared queries/reports. System's improvement enabled attorneys to assess workload, identify strengths/weaknesses, and reduce research time by expanding access to previous case information, thus improving business process.

Recognized/corrected statistical/informational problems associated with database construction. Conducted archival research to update missing data; decided how to convert qualitative information into quantitative data based on pre-determined rules; analyzed/monitored program. The improved process avoided statistical pitfalls associated with missing information, and provided accurate material for several written articles.

Project Development/Management

Spearheaded extremely productive research period for projects concerning Latin America/Caribbean for The Carter Center. Supervised 6 interns; coordinated and directed 5 team/3 individual research projects; established priorities; developed schedules/deadlines; reviewed progress; reported to Program Director. All projects were completed on time or ahead of schedule, and work led to one conference/two publications.

Performed as rapporteur for Hemispheric Agenda Conference for presidential research center. Compiled notes from public/private meetings; transcribed information/summarized key points for negotiators; prepared final minutes for publication. Efforts expedited ability of leaders to agree on a policy statement which was announced at CNN press conference and released to the press.