



Writing Winning Resumes

Evon Wu (PhD)

www.essaycrafter.org
blog.essaycrafter.org

What stands out in Resume?

- Education
- Skills
- Experience
- Quantify Your Accomplishments
- Ignore Irrelevant Information



Your resume has **7.4** seconds to stand out

Major Finding:

- ✓ **F pattern / E pattern**
- ✓ **Horizontally and then Vertically.**
- ✓ **Skips over anything not relevant/useful**
- ✓ **Short attention span.**

Keeping your statements short and simple.

- ✓ **If the first few words of a sentence doesn't catch the eye, your reader may skip the sentence.**
- ✓ **If the next line doesn't catch the eye, your reader may skip the whole paragraph.**
- ✓ **If the next paragraph doesn't catch the eye, your reader may just stop reading entirely.**

- **How long should my resume be?**
- **What should I include or leave off of my resume?**
- **Strong words for Resume?**
- **What resume format is best to use?**
- **Best Font to Use on My Resume?**
- **Include Interests on a Resume?**
- **Should I Include References on my Resume?**
- **Is a Cover Letter Needed?**
- **Q & A**

Academic CV

- Several Pages
- 20-200 applicants per vacancy

Industry Resume

- 1-2 pages, unless 8+years experience
- 200 to 6000 applicants for the big IT jobs



John Doe

1650 Street Avenue, City, State 95111 | (555)55-5555 | youremail@berkeley.edu

EDUCATION

University of California, Berkeley | Berkeley, CA May 2020
Bachelor of Science in Environmental Economics and Policy GPA: 3.xx
Bachelor of Science in Society and Environment (Climate and Energy Policy)
Coursework: Energy Regulation, Applied Econometrics, Climate & Energy Policy, International Trade, Energy & Society, Calculus, Climate Change Economics, Probability and Statistics, Development Economics

PROFESSIONAL EXPERIENCE

Mosaic Solar | Oakland, CA August 2019-Present
Data Analytics and Research Intern, Team Lead

- Built and presented econometric models of house level solar energy savings to upper executives used to expand the confidence range for Mosaic's 20-year lending program, shaping the investment strategy for over \$200 million of capital

Crop Enhancement | San Jose, CA July 2018-Present
Business Development Associate

- Built investor pitch decks and produced publicly distributed research reports to support the C-Suite during funding rounds
- Devised marketing strategy to boost sales of proprietary products by differentiating them from environmentally harmful alternatives

As Research Intern

- Developed market entry strategies for 15 countries to guide global business expansion for sustainable insecticide products
- Modelled farm-level spending, supplier distribution chains, and chemical application patterns to identify strategic opportunities in the \$18 billion global adjuvant pesticide market

BEACN Consulting | Berkeley, CA February 2018-Present
Vice President of External Affairs

- Spearheaded a 0% increase in contract revenue and increased sponsorship funding 3x to drive new member development
- Founded and organized UC Berkeley's first Energy and Clean Technology Career Fair, featuring over 300 attendees and 31 companies like SunPower, Chevron, and Ford Motor Co.

Project Manager

- Directed a team of 5 Associates that assessed technical solutions to the 2018 global crisis in the \$55 billion waste recycling industry
- Screened 480 new applicants and conducted interviews of 150+ students for open Associate positions

Associate Consultant

- Executed product feasibility assessments, technical evaluations, and market entry studies that mitigated corporate strategy roadblocks for multiple clients in the waste management and agricultural technology sectors

kWh Analytics | San Francisco, CA May 2019-June 2019
Marketing Intern

- Collaborated with COO and CEO to execute launch of the company's inaugural Solar Asset League report by curating content and analyzing 100's of companies in the solar industry to improve understanding of the industry landscape

RESEARCH EXPERIENCE

Sponsored Program for Undergraduate Research (SPUR) | Berkeley, CA August 2019-December 2019
Undergraduate Researcher, Energy and Environmental Policy Lab (EnLab)

- Analyzed and coded statistical samples from a database of over 2,200 infrastructure projects, using results to build predictive models that will be used to forecast success of future green infrastructure development projects in Latin America

SKILLS AND INTERESTS

Technical: R, STATA, Python (Elementary), Excellence in Excel, PowerPoint, and Google Suite
Interests: Spanish (Beginner), Cooking, Eating, Playing Soccer, Watching Soccer, Breathing Soccer

Personal detail:

-Name

-Phone Number

-Address

-E-mail address
(official, nothing funny or hilarious)

-Create an Email Address Specifically for Job Applications

use your first name, followed by your last name, for your email address.

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Education

- Start from University ;~~high school~~;
- Degree name (major/minor)
- Department name
- Use official degree certificate names
- Optional -> coursework
- PhD thesis
- Thesis Advisor names

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Experience

- Company name (**BOLD**)
- Location (**BOLD**)
- Date of employment (month and year) (**BOLD**),
- Positions (*Italics*)
- Department(*Italics*)

Bullet points : (2-5 under each job title)
Lengths: 1-2 lines, maximum 3 lines per bullet points

Achievements, not responsibilities.

HR wants to know Not just what you did, but that you did it very well!

Secret Ingredients:

[strong verb]

[specifics]

[quantifiable metrics]



Strong verb : (past tense)



Do
Assisted
Participated
Helped

Developed; Accelerated; Optimized;
Maximized; Minimized; Led; Increased;
Reduced; Exceeded; Managed; Improved;
Grew; Generated; Solved;

Specifics



WHAT was involved?
techniques
Models
Revenue
Experiment
Process

WHO was involved?

Quantifiable Metrics



Time?

Money?

% ?

Accuracy?

Predictability?

[strong verb] [specific][quantifiable metrics]

OK:

Responsible for lab work and set up H1B1 experiment

Better:

Used new research method to find association between H1B1 complex and H1B2 Latent Endonuclease activity

Best:

Developed multidisciplinary research method that boosted filtration accuracy by 67% and identified association between H1B1 and H1B2 Latent Endonuclease activity.

Package yourself



I worked at a bubble tea store and made drinks.

Interact with customers, take orders and prepare drinks that tailored for individual preference.

Assess customers' needs and make recommendations while multitasking for billing reconciliation.

Stay guest focused and nurture an excellent guest experience which increased 17% of sales.

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Technical Skills

- Laboratory
- Animal Care
- Microscopy (electron/confocal)
- Histology
- Immunology
- Biochemistry/Genetics
- Microbiology

Interests

- Only if it's relevant

Mechanical Engineer

1177 Mass Ave. • Cambridge, MA 02139 • Phone: 617-111-2222 • Email: mecheng.edu

SUMMARY

Extensive experience with applying analytical and numerical methods (such as the finite element method) to model a broad range of systems from molecular structures to large-scale mechanical structures. Proven track record of creating and improving new computational methods to perform dynamic and static analysis of otherwise intractable engineering and biological systems. Strong ability to collaborate and work in a team environment on multi-disciplinary projects. Legally authorized to work in the United States (Green Card holder).

EDUCATION

Massachusetts Institute of Technology (MIT), Cambridge, MA, USA 2011
Ph.D., Department of Mechanical Engineering.

- Thesis: "Contributions to the analysis of proteins" under the supervision of Prof. Jones and Prof. Smith
- GPA: 5.0/5.0 (Awarded an A+ grade for all courses. Only one or two people in each course get A+.)

Sharif University of Technology, Tehran, IRAN 2005
M.Sc., Department of Mechanical Engineering.

- Thesis: "Online control of needle injection into soft tissue using the finite element method"
- GPA: 18.62/20.0 (Ranked in top 5%)

University of Tehran, Tehran, IRAN 2003
B.Sc., Department of Mechanical Engineering.

- GPA: 17.68/20.0 (Class Rank: 2)

SKILLS

- **Computer:** Commercial finite element software programs: ADINA (founded and owned by my Ph.D. and postdoctoral advisor, Prof. KJ Bathe), ABAQUS, ANSYS; MeshLab (a mesh processing program); MATLAB; Fortran; AutoCAD; molecular viewers: PyMOL, VMD, UCSF Chimera; CHARMM (a molecular dynamics program); Adobe Illustrator.
- **Analytical:** Finite element method; optimization; stochastic simulation: Langevin and Brownian dynamics simulation; statistical analysis; multi-scale modeling; atomistic modeling; continuum modeling; bioinformatics; biomechanics; computational biology; molecular biology; biophysics; solid mechanics; fluid mechanics; controls.
- **Language:** English (fluent); Persian (native); Arabic (basic).

EXPERIENCE

Department of Mechanical Engineering, MIT, Cambridge, MA, USA Oct. 2011–current
Postdoctoral Associate

- Led project team that developed a coarse-grained finite element framework for the Brownian dynamics of macromolecular proteins that are inaccessible to available molecular dynamics algorithms.
- Created a model to calculate the diffusion coefficients and Brownian dynamics of DNA origami structures as part of a project in collaboration with researchers from MIT, Harvard, University of Michigan, Arizona State University, and Max Planck Institute. No other models are currently available.
- Member of team that developed a coarse-grained three-dimensional hydrodynamic model of semi-flexible filaments that resulted in several orders-of-magnitude reduction in computational cost.
- Collaborated with other engineers to improve a well-known implicit time-integration scheme that is widely used in engineering problems and in numerous commercial software tools. The improved version of the scheme has already been implemented in ADINA.

Department of Mechanical Engineering, MIT, Cambridge, MA, USA Jan. 2007–Jun. 2011
Research Assistant

- Improved a widely used eigenvalue solver to substantially reduce the computational cost of calculating the eigen-solutions of large-scale engineering and bioengineering systems. The improved version of the eigenvalue solver is currently used in ADINA.
- Made novel discoveries into the shape and function of complex proteins, the results of which have been included in comprehensive government and research databases (such as the Protein Data Bank) and utilized by leading research companies.
- Developed a coarse-grained finite element framework for the diffusion coefficients of proteins.

Department of Mechanical Engineering, MIT, Cambridge, MA, USA Fall 2007, Fall 2008, Fall 2010
Teaching Assistant, "Finite Element Analysis of Solids and Fluids I" & "Mechanics and Materials I"

- Prepared and presented lectures and recitations, supported term projects, helped students with course materials, and graded homework and

2 page CV

Department of Mechanical and Aerospace Engineering, Ohio State University, Columbus, OH, USA Fall 2006
Teaching Assistant, "Thermodynamics I"

- Contributed to designing experiments for a new thermodynamics laboratory.

ITCEN Co. (Industrial & Technical Consulting Engineers Company), Tehran, IRAN Mar. 2006–Sept. 2006
Senior Engineer

- Designed the layout of production lines for a pipe manufacturer.

Department of Mechanical Engineering, Sharif University of Technology, Tehran, IRAN Sept. 2003–Dec. 2005
Research Assistant

- Performed compression tests on bovine liver and characterized its material properties using the genetic algorithm and the finite element method. Developed an algorithm to obtain the optimal path initiation for the needle insertion into bovine liver for biopsy and brachytherapy purposes.

SAPCO Co. (Supplying Automotive Parts Company), Tehran, IRAN Summer 2001; Summer 2002
Intern

- Analyzed newly designed and produced automotive parts using mechanical tests such as Engine Test, Material Strength Test, etc.

HONORS AND AWARDS

MIT Outstanding Graduate Student Institute Award (2010). This award was given to the top two graduate students at the Department of Mechanical Engineering at MIT. The department has more than 500 graduate students; **NSF Fellowship for the GEM4-2010 program** (2010); **Highly Distinguished Student of University of Tehran** (1999–2003): A student who is in top 0.05% (out of ~500,000 applicants) in the nation-wide university entrance exam and his/her semester GPAs are above 17 out of 20.

JOURNAL PUBLICATIONS

Mech Eng et al., "Three-dimensional implicit hydrodynamic model of semi-flexible filaments", *in preparation*.

Mech Eng et al., "Diffusion coefficients of DNA origami structures", *in preparation*.

Mech Eng et al., "Brownian dynamics simulation of DNA origami structures", *in preparation*.

Mech Eng et al., "A finite element framework for Brownian dynamics simulation of proteins", *in preparation*.

Mech Eng, A. A. Fedorov, E. V. Fedorov, S. Ono, F. Matsumura, S. C. Almo, & M. Bathe, "Structure, evolutionary conservation, and conformational dynamics of Homo sapiens fascin-1, an F-actin crosslinking protein", *Journal of Molecular Biology*, 400 (2010), pp. 589-604.

Mech Eng, M. T. Ahmadian, & F. Janabi-Sharifi, "Modeling, simulation, and optimal initiation planning for needle insertion into the liver", *Journal of Biomechanical Engineering-Transactions of the ASME*, 132 (2010), p. 041001 (11 pages).

Mech Eng, M. Bathe, & K. J. Bathe, "The subspace iteration method in protein normal mode analysis", *Journal of Computational Chemistry*, 31 (2010), pp. 66-74.

M. T. Ahmadian, **Mech Eng**, & R. Abdollahpour, "A nonlinear viscoelastic modeling of brain and CSF deformation under tumor expansion", *International Journal of Scientific Research*, 16 (2006), pp. 425-428.

M. T. Ahmadian, **Mech Eng**, R. Abdollahpour, S. Sharifi Sedeh, & K. Navi, "Application of car active suspension in vertical acceleration reduction of vehicle due to road excitation and its effect on human health", *International Journal of Scientific Research*, 16 (2006), pp. 429-434.

M. T. Ahmadian, R. Abdollahpour, & **Mech Eng**, "Effect of tumor location and its growth on stress distribution in the brain", *International Journal of Scientific Research*, 16 (2006), pp. 523-527.

OTHER PUBLICATIONS

3 first-author journal abstracts; 14 conference papers.

HONORS & AWARDS

- significant awards only
- Award title, recognition level, date and purpose
- Explain the achievement's impact

Department of Mechanical and Aerospace Engineering, Ohio State University, Columbus, OH, USA Fall 2006
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3 first-author journal abstracts; 14 conference papers.

Publication (Peer reviewed)

- Authors
- Article title Journal title (in italics).
- Volume of journal.
- Issue number of journal.
- Page range of article.

Conferences

- Presentation/Poster title
- Date
- Institute
- Date

Additional Sections

➤ **Certifications & licensures**

➤ **Grants / Scholarships**

- Funding
Organization/Institutions
- \$ Amount

➤ **Departmental Service**

Interests?



References :

DO NOT include references unless you are specifically instructed to do so.

Get the order right

Education up top?

Or Work Experience?

Chronological or reverse order?

Skills Section?

Common Mistakes:

Not being truthful

-> Resume is not about finding a job! BUT, an interview

"One-Size-Fits-All" Approach

-> customization

Too long

-> Unrelated work experience

-> bore HR

Overly used vocabulary or jargon

-> know your audience!



Know your Audience - Format

- Recruiter (too technical?)
- Hiring Manager (too simple?)
- Application Tracking System (too complicated format?)

Applicant Tracking System

Many candidates are eliminated before their resume even makes it into the hands of a human !

→ Only the highest scoring resumes are submitted for human review.

Applicant Tracking System Tips

- Keep the formatting simple.

~~Tables, text boxes, jpgs, or other graphics~~

- Spelling check
- Key words , supported with example
- English usage sounds natural

Font (size : 10-12)

Times New Roman

Arial

Calibri

Helvetica

Cambria

Georgia

Garamond

Complicated fonts

ABCDEFG

A B C D E F G

ABCDEFG

A B C D E F G

A B C D E F G

A B C D E F G

A B C D E F G

Cover Letter

Magnificent B. Awesome
1234 University Ave., Apt. 5
Berkeley, CA 98076
(123) 456-7890
xxxxx@berkeley.edu

Oct. 10, 2013

AbcdefXXXXX
Human Resource Manager
Bridge Mountain Trading Company
123 Blue Ocean St.
Seattle, WA 34567

Dear Mr. XXXXX,

1st

2nd

3rd

Sincerely,
MBAwesome
Magnificent B. Awesome

Contact Information

Magnificent B. Awesome
1234 University Ave., Apt. 5
Berkeley, CA 98076
(123) 456-7890
xxxxx@berkeley.edu

Oct. 10, 2013

AbcdefXXXXX
Human Resource Manager
Bridge Mountain Trading Company
123 Blue Ocean St.
Seattle, WA 34567

Dear Mr. XXXXX,

Signature

Sincerely,

MBAwesome
Magnificent B. Awesome

Is Cover Letter Necessary ?

26% - 56% of recruiters/employer want cover letters along with a Resume.



To Share Extra Information (referral by internal network, location)



To Explain a Gap



**Must upload, otherwise you
CANNOT submit!**



What to write In each paragraph?

1st paragraph:

Overview /Summary about your education, work experience, what you are good at ?

How did you find out about this job?

Why are you interested in this position?

2nd paragraph:

Your strengths, supported with experience

2-3 examples (technical, leadership, problem solved)

Support the statement you made

3rd paragraph:

What you can provide to the specific team/company

Prompted them to read your resume

Thank reader for their time

I work as a applied scientist in a Biomedical lab at Academia Sinica. This experience increased my research skills and provided me with a solid foundation of XXXXX. *More detail.....*

Most recently, I am conducting my XXXXX project in collaboration of XXXXX university, where I am gaining exposure and acquired the skills of XXXXXXXXX. *More detail.....*

Through these experiences, I have been able to see the latest and most advanced XXXXXXXXX, the multi-disciplinary approach, and progressive techniques that have further enhanced my ability of being an independent researcher. *More detail.....*

Basic 5 steps

1

Understand
your Target
Job

2

Understand
your
audience

3

Strong Verb

4

Specifics

5

Quantifiable
Measures

Other Tips

- HR reviews resumes for an average of only six or seven seconds.
- Best results if you send your resume between 6 a.m. and 10 a.m.
- Send it within the first 4-10 days of a job opening.
- Clear, concise and tailored to the job for which you are applying.

Any
Questions

Extra Reading:



求職文件攻略

英文履歷寫作一：如何寫一篇讓你得到面試機會的Resume/CV?

英文履歷寫作二：讓 Resume/CV 更專業的寫法 (附格式範本)

進入外商拿高薪的第一步，你 LinkedIn了嗎?

寫一份未來的履歷表：完美Resume養成計畫

為什麼我的履歷石沉大海？公司篩選履歷表的潛規則

Cover Letter 求職信怎麼寫？

魯蛇履歷表

<https://blog.essaycrafter.org/>
www.essaycrafter.org