

# RESUMES & COVER LETTERS

**University of Massachusetts Lowell  
CAREER & CO-OP CENTER**

450 University Crossing  
105 O'Leary Library  
978-934-2355  
<http://career.uml.edu>



***What is the purpose of a  
resume?***

***(to get an interview)***

# Resume guidelines...

- ❑ Always tell the truth
- ❑ Market yourself / your skills
- ❑ Tailor to each situation
- ❑ Be careful using acronyms or jargon
- ❑ Refine, refine, refine...edit, edit, re-edit...Proof, proof, proof!

# Resume writing tips...

- ❑ Be specific
- ❑ Not a complete history
- ❑ Focus on accomplishments
- ❑ Use action verbs related to industry (avoid phrases like “Responsible for,” “In charge of”)
- ❑ Can include information about working while attending school

# Heading...

**Greg Wong**

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Greg\_Wong@student.uml.edu

- ❑ Your legal name, in **bold**, at the top
- ❑ Your contact information:
  - Address (MA)
  - E-mail address (a professional one!)
  - Phone number - be sure to have a professional outgoing message!

# Objective...

## OBJECTIVE

To apply knowledge and experience in plastics to a materials research position

- ❑ Optional, you don't NEED to have one
- ❑ Specific for the job you want, so you will have multiple versions
- ❑ Sets the focus for the rest of your resume
- ❑ Recruiters know what you're looking for

## Other Examples...

- ❑ To obtain a research internship at Thermo-Fisher Scientific
- ❑ To apply my education, skills and experience as a research technician in biotechnology

# Profile...

## PROFILE

- Strong analytical skills
- Skillful integrator of complex data
- Effective communicator, written and verbal
- Computer: Proficient in Microsoft Excel, PowerPoint, Word
- Database: Familiar with Bloomberg systems

- ❑ “Highlights of Qualifications” or “Skills Summary”
- ❑ Optional, BUT has the potential to get the MOST attention
- ❑ List the items about YOU that are MOST important for the reader to consider
- ❑ Support those items within the resume

# Skills include...

- ❑ Lab, technical, and computer skills
- ❑ Soft (Transferrable) Skills
- ❑ Languages
  - Proficient, conversant, fluent

# Examples...

- ❑ Experienced working with microscope, centrifuge, analytical balance, and spectrophotometer
- ❑ Ability to work independently and collaboratively
- ❑ Fluent in English and Spanish

# Education...

## EDUCATION

University of Massachusetts: Lowell, MA

**B.S., Business Administration (Finance concentration)**

**Minor in Economics**

Overall GPA: 3.2, GPA in Major: 3.43

May 2015

- ❑ Most current degree first
- ❑ Include your GPA if 3.0 or higher
  - The one number you can't round up!
  - Overall GPA, major/concentration GPA
- ❑ Awards or honors

# Academic Projects...

## ACADEMIC PROJECTS

- *Research Methods in Exercise Physiology (Spring 2014)*: Analyzed and summarized studies investigating gluten sensitivity and neurological disorders.
- *Exercise Physiology II (Spring 2014)*: Collaborated with team of 4 to develop individualized, sport-specific training programs for local community organization working with middle school students.

- ❑ Describe projects, research, skills acquired in your classes
- ❑ More engaging and informative than listing course titles
- ❑ Describe projects in the context of your target job, industry, or education
- ❑ PAR: problem, action, result

# Experience

## (rather than Employment)...

- ❑ Consider ALL experience
  - Paid, unpaid, part-time, full-time, activities, coop, internship, volunteer work, community service, sports
- ❑ Experience listed most recent first, can be separated into two headings
  - Relevant Experience (related to major/career)
  - Additional (Other) Experience

# Additional Experience...

- ❑ Employment or other experience not directly related to career
- ❑ Identify transferrable skills and accomplishments
- ❑ Shows work ethic, responsibility, dependability, time management

# Experience...

## RELATED EXPERIENCE

*Lab Assistant, Plant Laboratory, University of Massachusetts, Lowell, MA (May-Aug 2014)*

- Prepared sterilization solution, and sterilized seeds adhering to all safety and quality procedures
- Prepared media with different adenine concentrations

*Lab Assistant/Intern, BioScience Corp., Boston, MA (Jan-May 2014)*

- Perfected a protocol to precipitate proteins
- Performed gel electrophoresis
- Used Millipore SNAP id equipment to perform Western blot in 30 minutes

*Office Assistant, Biology Department, University of Massachusetts, Lowell, MA (Sept 2012-Dec 2013)*

- Maintained fruit fly stocks
- Assisted with polymerase chain reaction analysis, and gel electrophoresis of DNA
- Restocked consumables in labs; refilled detergent, water, and bottles
- Collected, washed, and autoclaved glassware

## ADDITIONAL EXPERIENCE

*Volunteer Tutor, Lynn Public Schools, Lynn, MA (Sept 2010-June 2012)*

- Provided academic support in science and math, serving as a positive role model for students

*Kitchen Assistant/Volunteer, Food Bank, Lynn, MA (Sept-Dec 2010)*

- Assisted with meal preparation, serving, and clean-up on weekends at food bank serving homeless and needy families

# Optional information...

- Honors and awards
- Publications, presentations, research
- Professional associations
- Hobbies
- Travel
- Sports

# Personal information...

- ❑ U.S. resumes do NOT include information about
  - Age or date of birth
  - Family or marital status
  - Religion
  
- ❑ Foreign nationals may choose to include right-to-work status
  - Citizenship
  - Permanent residency
  - Optional practical training authorization

# Details, details...

- ❑ Use 11-12 point font in Times New Roman, Arial, Helvetica
- ❑ Set margins to .75" - 1.0"
- ❑ Resist the temptation to use a template you download from the web
- ❑ Have *at least one* other person check your resume before sending

***What is the purpose of a  
cover letter?***

# Cover letters

- ❑ Accompany (cover) your resume when you are applying for a position
- ❑ Engages the reader so he/she will want to read your resume
- ❑ Serve as a writing sample / example of your communication skills
- ❑ May be your first impression as a candidate  
–make it a good one

# Cover letter writing tips

- ❑ Use same heading as your resume
- ❑ Customize your letters to the company/ position
- ❑ Make your best effort to address letter to specific person  
(Dear Hiring Manager:)
- ❑ Use proper spelling, grammar, punctuation and business letter format
- ❑ ***Match the your skills/experience to the job description***
- ❑ ***Show that you understand the job and will be able to do it well***

# Daily Drop-ins...

**On South (105 O'Leary) and at University  
Crossing (Rm. 450)**

Schedules posted on <http://career.uml.edu>

# Thank You!

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Cooperative Education Center  
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