

Let's Get Ready!

Resume Tips for Career Day



MĀNOA
career center



GETTING HIRED: ENGINEERING CAREER DAY BOOTCAMP

During this Zoom session, you'll get advice and guidance from industry reps and hear more about specific career opportunities within your major, in addition to an overview of this fall's Career Day format with tips and tricks on how to prepare.



OPTION #1

September 15
4:30 - 6:30pm

OPTION #2

September 16
11am - 1pm

RSVP NOW

<https://forms.gle/pF5y2CkXduZT2izd8>



What do employers want?



- **Character**
 - Dependable, Hard working, Self-motivated, Team Oriented, Flexible
- **Skills**
 - Problem Solving, Critical Thinking, Technical, Communication, Interpersonal



Internship or Full-Time

Internship

- Highlight your transferable skills

Full-time

- Focus on your major skills and transferable skills



Keep it Brief

- **Specific rather than general**
- **Fact-based (quantify and qualify)**
- **Narrow down your experience to the most important, relevant points**
- **Ideally a good resume is one page long unless you have 15+ *relevant* experience**



Contact Information

- Name, phone number, and email
- LinkedIn profile link
- GitHub link or personal profile link

Naomi Arincorayan

(808) 956- 3773 • naomia@hawaii.edu • [LinkedIn://NaomiA10](https://www.linkedin.com/in/NaomiA10)



MĀNOA
career center

Education

University of Hawaii – Manoa, Expected May 20XX
Master of Science in Civil and Environmental
Engineering
Title of Thesis

University of Hawaii – Manoa, Expected May 20XX
Bachelor of Science in Electrical Engineering:
Systems Track



MĀNOA
career center

Academic Project(s)

Project

- A blurb about the function of your project/ What is the purpose of the project
- How you built out the project, if it was a group project talk about your contributions as well as what the group did. **BE SPECIFIC.**
- Technologies/tools used



Academic Project(s)

**Materials Science Capstone Course, Group Project,
August – December 20XX**

***Deformation of Amorphous Ribbon for use in
Magnetic Core Applications***

- **Performed magnetic, compositional, and structural analysis on cores donated from Spring Magnetics**
- **Designed a billet and performed hot extrusions of a wound core at WPAFB to reduce the ribbon thickness**
- **Cast an amorphous metallic ribbon for comparative analysis**

Experience

(Most recent job goes first)

Experience (most recent job goes first)

Company, Job Title

Month 2XXX – 2XXX

- Quantify and highlight your accomplishments in your Experience Bullets
- Did you increase productivity or efficiency by a certain percentage?
- Did you work with a specific type of client?
- What kind of relevant tools or technologies did you work with?
- Did you have any major accomplishments in this role that would relate to the job you are applying to?

Experience

Related Experience (most recent job goes first)

**Project Engineer Intern, DPR Construction, San Francisco,
May – August 20XX**

- **Obtained experience in preconstruction, construction, BIM, and close out**
- **Teamed up with project clients including SFO, Alexandria Real Estate, Genentech, NASDAQ, and DPR Executive Board**
- **Attended Stanford Center for Integrated Facility Engineering (CIFE) VDC Certificate Program**

Experience

Office Assistant, UHM, Month 20XX – 20XX

- **Works closely with the Graduate Program Coordinator by compiling student data, calculating over 500 admissions statistics and hosting prospective faculty and students**
- **Designed and planned commencement ceremony for Mechanical Engineering graduates and undergraduate**

Action Verbs

Accomplishment

- Achieved, Created, Improved, Launched, Restructured, Transformed

Communication

- Arranged, Documented, Formulated, Presented, Reported

Leadership

- Administered, Coordinated, Executed, Managed, Planned

Organizational

- Arranged, Compiled, Scheduled, Updated, Verified

Research

- Analyzed, Discovered, Evaluated, Interpreted, Tested

Technical

- Calculated, Designed, Fabricated, Installed, Repaired



Skills, Certificates, and Extras

Skills

Computer: Microsoft Office, Auto CAD, MS Project

Programming: Python, JavaScript, C, HTML

Extras (Awards, Certificates, Activities)

Dataquest, Data Scientist Path

Dec. 20XX - Present

- Learned how to program in popular data science languages, properly manipulate data, make predictions using statistics and machine learning, and how to utilize collaboration tools like git and SQL databases.

Skills, Certificates, and Extras

Activities

Engineers Without Borders, Month 2XXX -2XXX

IEEE, Month 2XXX -2XXX

Volunteer

Toys for Tots, UHM, November – December 2XXX

Big Brother, Big Sister, Honolulu, HI, February 2XXX



MĀNOA
career center



Attention to details can move your resume forward

Your resume should inform.

- ☒ Documents are organized and make good use of space
- ☒ Perfect grammar, punctuation, and spelling are a must
navel killed wok manger Manao
- ☒ Length is usually one page (with exceptions)
- ☒ Variations in formatting are consistent and used to highlight most important info
- ☒ Easy-to-read font style and size is used throughout
- ☒ Content is tailored for intended audience
- ☒ Margins (top, bottom, right & left) are about 1-inch wide



Mānoa Career Center is here to help you!



- Cover letter and resume reviews
- Job search strategies & resources
- Mock interviews
- F/T job vacancies on *sece* job postings

We are available for virtual
appointments

careers@hawaii.edu

or

naomia@hawaii.edu



MĀNOA
career center