



Cooperative Education Program College of Engineering

Co-op Resume Format

This resume format is to be used in submitting a resume via the online recruiting system “PlacePro.” Please use this suggested format as a guide to formatting your resume. PlacePro has an online resume wizard feature that may be used along with an upload feature that is compatible with most computer systems.

BUILD THE RESUME CO-OP EMPLOYERS WANT

Writing a resume can be an overwhelming experience. Here is a list of tips that will help you along with the process.

- Pay careful attention to spelling, punctuation, grammar, and style.
- Proofread your resume carefully, using a dictionary and any resume literature or resources.
- Organize information in a logical fashion.
- Keep descriptions clear and to the point.
- Confine your information to one page.
- Use a simple, easy-to-read font.

COMPUTER-FRIENDLY RESUME TIPS

Computers read resumes differently than people do. Follow these suggestions in creating your resume.

- Keep it simple - use popular, nondecorative typefaces.
- Use a font size of 10 to 14 points.
- Avoid italic text, script, and underlined passages. Capitalized words and boldface are acceptable.
- Avoid graphics and shading. Don't compress spaces between letters.
- Avoid horizontal and vertical lines - they confuse the computer.
- Your name should be the first readable item on each page.

Suggested resume example on back

Name
Permanent Address (school or home)
Telephone Number
E-mail Address

OBJECTIVE: Brief summary co-op statement. It tells the employer the sort of work you're hoping to do. Suggested objective:
To obtain a co-op position in the field of Civil Engineering (your major of choice.)

EDUCATION: UMass Dartmouth No. Dartmouth, MA.
Degree: Bachelor of Science Major: Minor:
G.P.A
Class (Freshman, Soph., etc.) Expected year of graduation
IMPULSE (Please give complete name of the program)
Citizenship (U.S., Student Visa, Permanent)

You may also include related coursework under this section along with honors and awards.

EXPERIENCE: Include summer and part-time work experience.
State most current and related, first.
Dates (e.g., May 98 - June 99), Employer, City & State
Title of position
Brief description of duties and responsibilities.
Use action verbs to begin sentences. Do not use "I".
Do not include salary.

SKILLS: **USE BULLETS IN THIS CATEGORY**
*Personal strengths and skills (enthusiastic, hard working, etc.)
*Languages
*Computer Skills: **LIST ALL** hardware, software, systems, and languages

ACTIVITIES: Relate them to the job - leadership experience, volunteer work and sports (collegiate and community)

INTERESTS: Be specific (computers, electronics, etc.)

References Available Upon Request

Please proofread and critique the resume. The Career Resource Center offers assistance with resume writing.