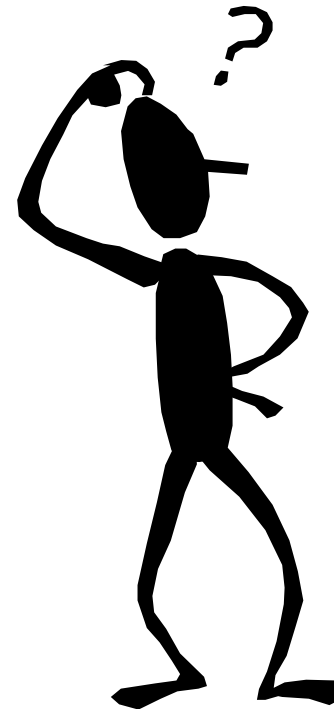


**UMass Dartmouth
College of Engineering
Cooperative Education Program**

Developing Your
Co-op Resume

WHAT IS A RESUME?

A resume is a one or two page summary of your skills, accomplishments, experiences, and education designed to capture a prospective employer's interest. *The purpose of a resume is to secure an interview.* It is the primary tool of your co-op job search and may take several drafts to prepare effectively.



Get writing, and remember...*put your best foot forward!*

BUILDING AN EFFECTIVE RESUME

Self Assessment

Writing an effective resume involves **self-assessment**. To write an effective resume, you must first be able to identify your skills and abilities. Other things to consider relate to your needs in the areas of geographic location, work environment and people environment. The process of self-assessment will help you develop a career or co-op objective.



CAREER EXPLORATION

It is helpful to collect and review information regarding the required **skills and qualifications** of occupations in your desired field. There are many ways to do this. The information you gather will help you decide if and how these requirements relate to you own skills, interests, education and career goals. Reviewing this information will also help you in developing your career or co-op objective.

WRITING THE RESUME

As you begin to organize your resume, keep in mind the needs of employers who will be reading it. Think about what she/he is looking for in a co-op candidate and make it easy for the reader to pick out those skills by selecting appropriate categories, using underlining, boldfacing or capitalizing and presenting relevant experience and skill areas. As students wishing to co-op in a desired career field related to your discipline and academic major, you most likely do not have, as yet, any industry-specific work experience. Instead you must focus on **competencies sought by employers** which are known as common transferable skills and qualities.



SUGGESTIONS TO KEEP IN MIND

- **Promote yourself**
- **Use Active language – Action words spice up your resume**
- **Be consistent**
- **Present information in reverse chronological order**
- **Check for grammar**
- **Ensure that your resume is neat and visually appealing**

MAKE YOUR RESUME UNIQUE

You may want to develop your own categories to highlight your special relevant experiences and skills. In this way, you can call more attention to your relevant skills by putting them in content areas.

Here are some examples:

- Technical Skills
- Volunteer Work
- Clubs/Memberships
- Related Courses
- Related Experience
- Computer Skills
- Accomplishments
- Certificates
- Language Proficiencies
- Computer Knowledge
- Interests
- Activities and Honors

RESUME CONTENT AREAS

- Name, Address and Telephone
- Objective or Profile
- Education
- Work Experience
- Additional Information
- References

NAME, ADDRESS AND TELEPHONE

Present yourself with the name you use in your personal and business life (nicknames should be avoided). If you have a campus address that does not apply during vacations, you should present both a college and permanent address. Use your parents' home address or someone who will know where to contact you at all times. Always include phone numbers **with area codes**. If you have an email address, include that as well.

OBJECTIVE OR PROFILE

The objective is one of the most important parts of a resume and should not be overlooked. It informs potential employers that you are moving in a certain direction, relates your work preference(s), and serves as a focal point from which to review and analyze your resume. It should be brief and clearly stated. If you are considering more than one possible co-op goal or if you are targeting a specific industry, you should consider developing more than one resume, each presenting a different objective.

Example:

- Mechanical engineering co-op position in the aircraft industry.
- Co-op position in computer science requiring strong analytical skills.
- Engineering co-op position with opportunities for design experience.

PROFILE

The Profile is an alternative to an objective statement. It gives you the opportunity to present your strengths at the very beginning of the resume.

Example: Electrical Engineering Co-op Student

- Eager to learn from experienced engineer in progressive company.
- Strong interest in.....
- Highly motivated, strong work ethic, dedicated learner.
- Enthusiastic and committed to learning from co-op experience.
- Self-motivated and anxious to contribute to a growing organization.

EDUCATION

This category is important if you have not had a great deal of work experience. Remember, your most recent educational experience should be listed first.

Include your targeted degree (B.S.), major, institution(s) attended, expected date of graduation, minors or concentrations, related coursework. If your G.P.A. is higher than a 3.0, you can note that here. List your high school, date of graduation, and any other noteworthy accomplishments such as: honor student, valedictorian, class president, etc...

WORK EXPERIENCE

Many students have limited paid work experience, but have been involved in volunteer, community service or internship experience. Don't leave any of this out.

Be sure to include all significant part-time work experience in **reverse chronological order**.



ORGANIZING YOUR WORK & VOLUNTEER EXPERIENCE

- You should include: (1) the title of your position, (2) name of organization, (3) location of work (town, state), and (4) dates (ex: Summer of 1998; 1997-98 academic year)
- You should describe your work responsibilities with an emphasis on achievements using action words to communicate your skills. List the most important and related responsibilities first.
- Identify the most relevant work experiences and describe them fully. Be brief with the irrelevant experiences or omit them. It is sometimes useful to divide your work experience into two categories: Relevant Experience and Other Experience.
- You may want to add that work was performed to earn a certain percent of college expenses. Example: Earned 75% of college expenses through the following part-time jobs.

ADDITIONAL INFORMATION

This category is useful for displaying information that doesn't fit in any other category. Although **Interests**, **Computer Knowledge**, and **Activities** can be separate categories, especially if they are very strong, they can be listed here as well.

- Interests
- Computer Knowledge
- Activities and Honors

REFERENCES

Be sure to ask individuals if they would be willing to be a reference for you prior to mentioning their names to prospective co-op employers. Names of individuals are usually not listed on the resume, but you should prepare a typed list of three references to provide, if needed, at the interview. This list should include name, title, address and home telephone number.

