



**School of  
Engineering**

# How to write a successful resume

Engineering Career and Placement Office





# AGENDA

What is a resume?

General Guidelines

Sections

Tips on Presentation



# What is a resume?

**A resume** is an organized summary of your educational and professional history usually prepared for job applications

It includes anything a person wants to express about:

Career goals

Education

Experience

Activities

Honors





# General Guidelines

What information should a resume include?

- Personal and contact information
- Objective
- Academic background
- Work experience
- Skills
- Extracurricular activities
- Honors and awards



# General Guidelines

- No single “correct” way to present a resume but:
  - ✓ Targeted to the specific job
  - ✓ Informative but concise and make every word count
  - ✓ Accurate in content, spelling and grammar
  - ✓ Any current positions should be described in present tense. For previous positions, use past tense



# General Guidelines

- **Use action words and sentence fragments**
  - ✓ Refrain from using complete sentences and avoid using I or me in your resume
  - ✓ Use sentence fragments and begin each sentence fragment with a different action word. (such as applied, established and organized)





# General Guidelines

Most common and typical mistakes on a resume

**AVOID:**

- Unprofessional email address
- Spelling mistakes or typos
- Missing phone number
- Including other people's names





# General Guidelines

Don't:

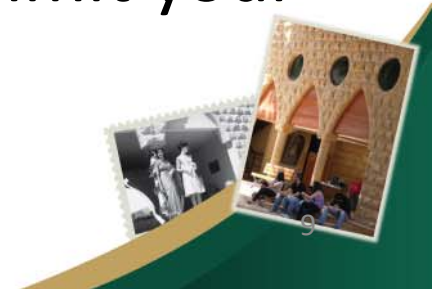
- Lie
- Leave gaps in employment
- Do it in a rush
- Use flashy or large font





# General Guidelines

- Most widely used and familiar format is the reverse chronological order resume
- Chronological resume demonstrates career growth and continuity
- Under each category, list the most recent experiences/information first & work backwards
- A new graduate's resume should cover no more than two sides of A4 paper. Preferably , limit your CV to one page





# Sections

- **Contact and Personal information include:**
  - ✓ Name
  - ✓ Home address or campus address
  - ✓ Phone numbers
  - ✓ Email address





# Sections

- **Objective:**
  - ✓ Not an essential component of a successful resume
  - ✓ what to call the Job Objective section on your resume?
- Objective, Job Objective, Career Objective, career goal, job goal etc...
- Most of the job objective statements are each 10 words or less





# Sections

- **Academic Background:**

Begin with the highest level of educational achievement:

- ✓ University
- ✓ Major, Minors
- ✓ GPA (if 3.0 and above)
- ✓ Date of completion or expected date of graduation



# Sections

- **Work experience:**  
Include various experiences, both paid and unpaid
- Group your experience according to its relevance to the targeted job (ex. “Related Experience” and “Other Experience”) :
- Part-time and Full-time work
- Summer jobs
- Internships
- Volunteer experience





# Sections

- **Work experience:**

Include Title, Organization, Responsibilities, Location and Dates

Demonstrate evidence of your experience by focusing on skills, results and accomplishments



# Sections

- **Skills:**
  - ✓ This section should provide a quick overview of your strongest & most pertinent skills or qualifications.
  - Indicate computer competencies, other technical skills, specialized communication skills, interpersonal skills, research skills, lab proficiencies
  - ✓ Include foreign language skills
  - ✓ Other technical skills related to the position





# Sections

- **Extracurricular activities:**

Briefly describe your involvement in campus club/organization; emphasize accomplishments and leadership roles

(role, organization, location and dates of involvement)

community volunteer work if not already included







# Sections

- **Honors and awards:**

Dean's list, honor societies, and academic awards can be listed in a separate section if you have more than one or two entries; if not, incorporate them in the education section.



# Tips on Presentation

- **Formatting:** Formatting is an important part of a good resume.
- ✓ **Clear fonts:** Avoid fancy fonts and instead use a businesslike font, such as Times New Roman.
- ✓ **Lots of white space:** A good resume is easy to read – white space is essential for this.
- ✓ **Bullet points:** Bullet points are easier to scan and understand.
- ✓ **Large font size:** Use an 11 or 12 font, if it's too small it will make reading difficult.
- ✓ **Few images or logos:** Avoid images or logos which distract from the main information.





# For more information

**Still Need help?...**

**For additional help with your resume, contact:**

**The Engineering Career and Placement Office:**

ELRC 6015K

**E-mail:**

[Career.soe@lau.edu.lb](mailto:Career.soe@lau.edu.lb)

**Telephone number:**

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