

## **Tips and Tricks for Resume Preparation - Chemical Engineering Style**

Resume Writing Workshop Sponsored by URI AIChE, Fall 2014

### What To Include

- **Personal Info:** Name, Address, Email (professionally named), Phone number
- **Objective**
- **Education:** School, City, State, Degree (Major, Minor, Track), Expected Graduation Date, GPA (if above 3.0)
- **Experience:**
  - Include actual jobs (engineering related or not) and volunteering experience (if your work experience is limited at this point)
  - Info to include: Title, Employer, City and State, Dates, Bullet-pointed responsibilities
- **Honors and Activities:** Include college or extramural activities and honors (not high school)
- **Skills:**
  - Computer: List proficiency level if possible
  - Academic: include courses above and beyond “regular” chemical engineering courses and pre-requisites (for example: biology, business, pharmacy, nuclear, other science electives)
  - Others: mechanical, technical, etc.

### What NOT to Include

- Private matters: picture, sex, age, race, sexual orientation, religious affiliation, marital status, etc.
- Irrelevant work experience (unless it’s all you have)
- References

### Tips and Tricks

- Font sizes: 10.5 to 12 point font for regular text, 13-15 point font for name (in bold)
- Font types: Times New Roman, Calibri, Arial, Verdana
- Margins: at least 0.7 inch
- Expected graduation date: Just list the date, don’t say, “Expected”
- Use “action verbs” to describe your experience
- **DON’T USE COMPLETE SENTENCES!!!**
- Before you list a reference for a potential employer ASK that person if they will be a reference for you

### URI CHE Course Equivalency Names

- CHE 212 = Material & Energy Balances
- CHE 347 = Fluid Dynamics
- CHE 348 = Heat & Mass Transport
- CHE 349 = Separation Processes
- CHE 332 = Materials Science & Engineering