



JPL Education Office

Resume 101 Workshop

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Jet Propulsion Laboratory
California Institute of Technology



Overview

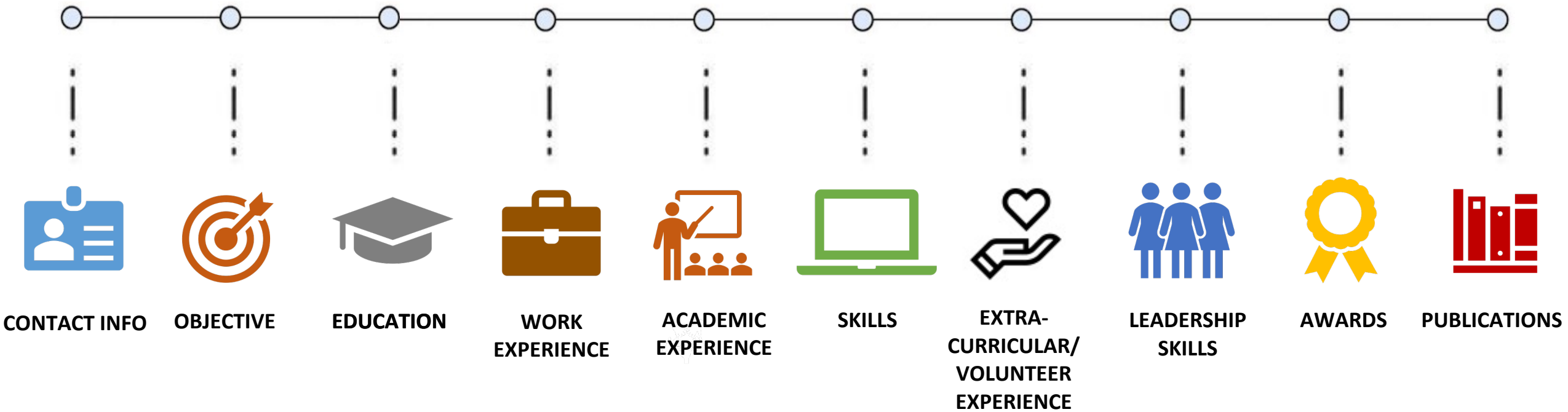
- What is a Resume?
- What to Include on a Resume?
- Action Verbs
- Keywords
- Accomplishments
- Customize Your Resume
- Content Breakdown
- Do's and Don'ts

What is a Resume?

- A self-promotional document about YOU
- Sells your relevant and positive credentials
- It's the first impression an employer has about you



What to Include on a Resume?



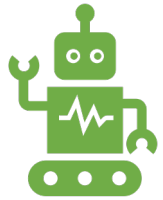
Selecting Action Verbs

Instead of "Led" a project try:

- Chaired
- Controlled
- Coordinated
- Executed
- Headed
- Operated
- Orchestrated



Bots, Humans, and Keywords



Scan digital resumes searching for specific keywords



Scan posting description or company website for keywords



Keywords should include specific job requirements, skills, competencies, and relevant credentials

Quantify Accomplishments

- Developed an app to identify and track packages, resulting in \$1 million in savings to the organization
- Produced 25 new releases in a three-week period
- Managed a student organization budget of more than \$15,000
- Presented at conference to an audience of 100+



One Resume Does Not Fit All

- Target your resume to the position you are pursuing
- Do not send the same resume to multiple openings
- Consider organization core values and company culture



Sample Resume

(123) 456-7890; Sample_Resume@jpl.edu; LinkedIn Profile; US Citizen

Objective

Mechanical engineering student seeking an internship working on multi-disciplinary systems integrations.

Education

North Carolina A&T State University	Greensboro, NC	
Mechanical Engineering with an Aerospace Concentration; GPA 3.80		2017-Current

San Diego Mesa College	San Diego, CA	
Associate of Science in Physics 2017 with High Honors, GPA 3.95		2014-2017

Work Experience

NASA Jet Propulsion Laboratory	Pasadena, CA	
<i>Chemical Propulsion and Fluid Flight Systems Group</i>		May-August 2019

Automation Support Intern

- Collaborated with a group of interns and mentors to develop a scaled down launcher system to get the Mars Ascent Vehicle from Mars' surface to orbit on the Mars Sample Return project
- Tested and verified inertial mass units that are to be used on full scale Mars Ascent Vehicle
- Programmed Arduinos to assist with controls throughout launch of scaled down launcher

Academic Experience

North Carolina A&T State University

Greensboro, NC

Systems Engineering Research Assistant

Spring 2019

- Implemented Python to optimize OpenCV software for image processing
- Programed drones to evaluate product for errors in large 3D printers before completion

NASA Community College Aerospace Scholars (NCAS)

2016-2017

- Successfully completed NASA online course resulting in 98 percent overall score
- Selected to attend onsite workshop at NASA's Jet Propulsion Laboratory
- Served as technical lead of fictitious Mars competition, resulting in 100% mission success

Extracurricular/Volunteer Activities

North Carolina A&T Aggie Student Empowerment Network Mentor

Fall 2019

- Supervised a cohort of freshmen to ensure that they have access to the necessary resources to facilitate academic and professional success
- Conducted research to assist students find internships and professional opportunities, while also helping with preparation for career fairs

Vandalia Elementary After School Care Assistant

Fall 2018

- Assisted Kindergarten to 5th grade students with homework assignments and reading literacy
- Coached and directed students in computer labs to build technical awareness and competency

Skills

Software experience:

- Proficient with Solidworks, Creo Parametric and AutoCAD
- Familiar with Python
- Somewhat familiar with LabView, MATLAB, and Arduino coding

Strong presentation and communication skills:

- Consistently worked in collaborative environments with peers and superiors and provided updates regarding status and project progress
- Conducted presentations in large settings of 30+ people to demonstrate knowledge acquired and the summation of my efforts at the conclusion of work opportunities

Leadership

President and founding member of the NC A&T chapter of the American Institute of Aeronautics and Astronautics

- Corresponded consistently with national organization leaders, department administrators, and student organization regulators to ensure progress was being made on both the university and national levels

Interests

- Space exploration • Foreign Languages (Spanish Novice) • Flying/Flight Training • Computer-aided design
- Hypersonic vehicles • Business management • Hiking • Piano



DO's

- Spell Check
- Spell out Acronyms
- Clean, Concise, Consistent Format
- Action Words
- Appropriate Tense
- Formal Name
- Phone Number
- Professional Email & Voicemail Message



DON'Ts

- Misrepresent your Education/Experience
- Rely on Spell Check Alone
- Use Small Fonts
- Mix Font Types
- Fancy or Color Paper
- Birthdate
- Social Security Number
- Parent's Email Address or Phone

Summary

- Present yourself in the best possible light
- Get as much feedback as possible
- Check your spelling and grammar
- Keep it professional
- Living document- Update frequently

