

# ANALYSIS – Name of Author

## Address and Contact Information

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### OBJECTIVE

Apply technical and leadership skills in a fast-paced professional environment, while continuing to pursue a passion for state-of-the-art tools and technology

[Note – As originally written the critical opening sentence was too weak ... “Seeking a position utilizing ...” Opening must be strongly worded and to the point. “Apply technical and leadership skills” sends a stronger message. Similarly, “continuing to develop” is squishy. Say, “pursue” instead.]

### RECOGNITION AND AWARDS

[Note: This category didn’t exist in the original resume. I consolidated accolades scattered in different categories and presented them here for a more powerful presentation. Purposefully placed this as the initial topic area following “Objective.”]

- Captain of a championship-winning intramural soccer team, *Month/Year – Month/Year*. Expertly led the team in executing directions from the coaches, built camaraderie among team members, and epitomized the concept of “work hard/play hard” by ensuring teammates balanced obligations to scholastics and to the sport.

[Note: In the original, this bullet appeared as the penultimate line under the category, “Additional Information.” Moreover, the story was only partially told. Point in fact ... this is a fabulous gold nugget! I amplified by describing what interpersonal skills this entailed and conveyed from which place the team rose to attain the championship. Answer the questions, “Was this the author’s first such leadership position? What did the author do as captain?”]

- Selected for Virginia Department of Alcoholic Beverage Control’s Outstanding Employee Recognition Program, recognizing the top 2% of its 30,000 employees. Proactive rapport built positive, robust relationships with regular patrons and ad hoc customers.

[Note: As originally written, this opens the Garden Gate, prompting the reader to wonder, “Awarded what?” As originally written, it read, “awarded ... a program,” which could also count as “gibberish.” After all, how can one be awarded a program? Does the author mean “Recognized for superior performance” in a state-wide ....? Place this in context -- If that is the case, how many folks received this same recognition ... or another way to couch this is, “This recognition placed you in the top XX % of XX employees eligible for such recognition.” Can the author provide a citation from which a quote can be included here? Something that details the qualities that earned him this accolade? Eliminated a redundancy – VA’s ABC program is, by definition, “state-wide.” “Satisfied” is a mediocre adjective. Select a stronger, more positive term to characterize the relationships or simply delete

**“satisfied.” Editorial comment ... I made up the statistics for this example but the teaching point is valid ... put the accolade in context – clearly scope the accomplishment.]**

- *Staples, Inc.* Employee of the month *Month/Year & Month/Year, City, State*. Demonstrated detailed knowledge of business machines, electrical components, and A/V equipment. Excelled in personal interaction with customers. Selected above 35 peers for this recognition.

**[Note: What exactly did the author do to be so recognized? Selected above how many competitors?]**

## **PROFESSIONAL SKILLS**

**[Note: This section didn't exist in the original either. I centralized here key nuggets found throughout the resume that appeal to employers. This completes the executive summary and, hopefully, sets the hook.]]**

- Program management, experience in securing funding, ability to work within budgets, mediation, generating and presenting formal reports, attention to detail, ability to organize and complete tasks, customer service, excels both individually and in team-based environments.

## **EDUCATION**

**[Note: I consider Education as a substantiating category. As such, place it towards the end of the resume.]**

## **EXPERIENCE**

Senior Thesis Project: Name of Project, *Month/Year – Month/Year*

- Led a research project involved securing funding, operating within a \$20,000 grant budget and mediating cooperation between Shenandoah National Park and [*name of another partner university*]

**[Note: I deleted “hands-on” because it contributed nothing to the sentence’s meaning. What is the difference between a “hands-on” research project and a research project?]**

- Managed the project: Delegated meeting times and responsibilities to a team of five students and three professors, held preliminary meetings to determine parts needed and hours required

**[Note: The original contained the specifics of numbers of team members and professors. Often, authors only mention “a team” and fail to include these important details]**

- Completed 100+ hours of combined independent and team-based work

- Converted a Ford pickup truck to a fully-electric vehicle, along with complete documentation

**[Note: “complete” is more appropriate than “full.”]**

- Drafted and formally presented a written and oral report that garnered favorable reviews from 15 advisors, faculty, and peers, and many audience members, as well.

**[Note: I added the word “formally” to better convey the importance of the presentation. As written, this sentence contained a redundancy: “well received” and “garnered favorable reviews.” It contained a second redundancy, which I deleted ... “technical and laymen.” Author did not specify the number of people to whom he presented his project – I added that detail. For consistency, I began each bullet with a strong verb.]**

- Alternative Fuel Vehicles Lab, Month/Year – Month/Year  
- Volunteered in the lab, helped with various student projects regarding alternative fuels/energy  
- Provided technical assistance, research, and manual labor wiring complex electrical components

**[Note: Don’t Hog Space – use “and” instead of “as well as.”]**

- Automotive A/V Components, Hobby  
- Personally installed eight aftermarket A/V systems in seven types of vehicles. Required troubleshooting, testing, research, patience, and technical ability

**[Note: This opens Garden Gates by leading the reader to wonder, “How many is *several* and in *how many types of* vehicles. Also, avoid the duplicate mention of several in such close proximity.]**

## **SUMMER EMPLOYMENT**

**[Note: The original resume reflected several years’ employment in each location but only won this designation twice out of 36+ months. Need to clarify, this was a summer job.]**

- Sales Associate, *Virginia Department of Alcoholic Beverage Control, City/State Month/Year – Month/Year*  
- Sales Associate, *Staples, Inc., City/State, Month/Year – Month/Year*

## **EDUCATION**

- Bachelor of Science: ISAT (Integrated Science and Technology), *Month/Year, University, City, State*  
Concentrations in Information/Knowledge Management, Environmental Science, Biotechnology  
  
- Relevant Coursework: Problem Solving in Science and Technology, Multimedia Industry, Intelligent Systems, Software Development, Applied Physics, Applied Calculus, Modeling & Simulation, Procedural Programming  
  
- Related Skills: High attention to detail; Organized; Exemplary customer service; Strong functionality in both individual and team-based projects; Able to quickly learn and utilize new skills

## **ADDITIONAL INFORMATION**

- Society of Automotive Engineers, [*university*] Student Chapter, *Month/Year – Month/Year*

- Applied software: Microsoft Office Suite, MATLAB, ProModel, Visual Basic, Adobe Photoshop CS4