



JPL Education Office

# Resume 101 Workshop

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**Jet Propulsion Laboratory**  
California Institute of Technology





# Overview

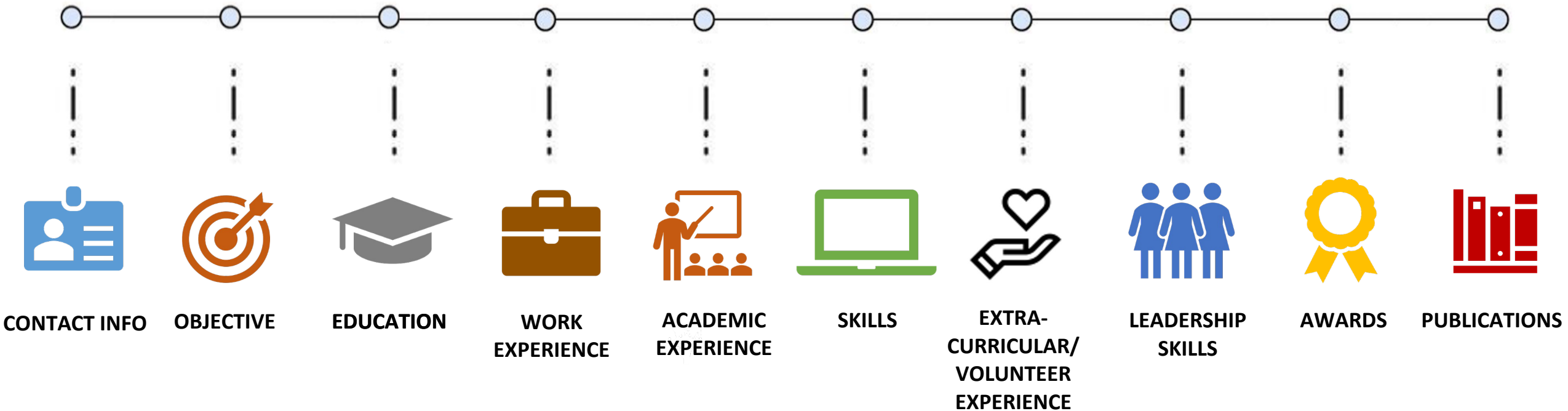
- What is a Resume?
- What to Include
- Keywords
- Customize Your Resume
- Action Verbs
- Accomplishments
- Resume Sections
- Do's and Don'ts

# What is a Resume?

- A self-promotional document about YOU
- First impression
- Promote relevant:
  - Skills
  - Abilities
  - Accomplishments
  - Contributions
  - Credentials



# What to Include on a Resume?



# Use Keywords



Scan resumes searching for specific keywords



Scan posting description or employer website for keywords



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



# Customize Your Resume

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



# Selecting Action Verbs

Instead of "Led" try:

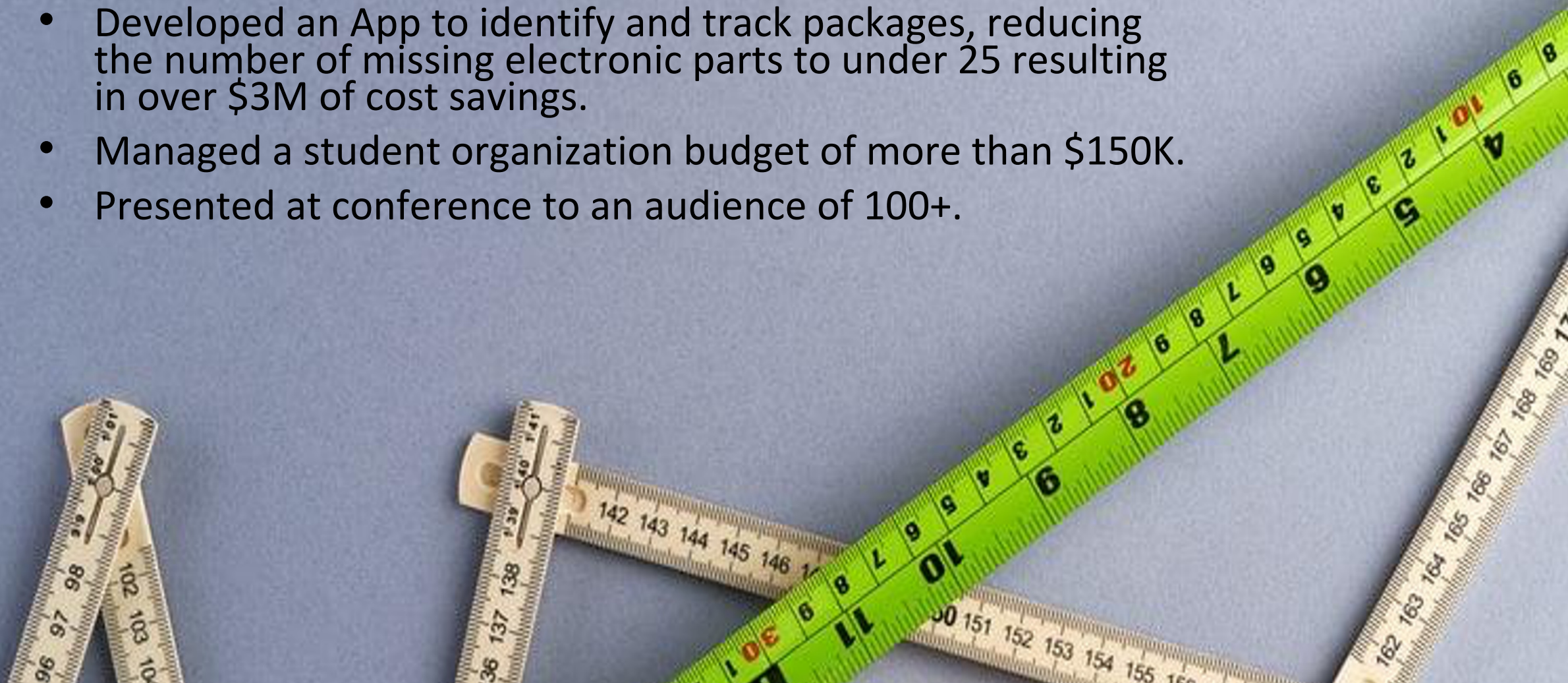
- Chaired
- Coordinated
- Executed
- Headed
- Operated
- Orchestrated





# Quantify Accomplishments

- Completed 25 lab experiments in a three-week period, keeping project on schedule & budget.
- Developed an App to identify and track packages, reducing the number of missing electronic parts to under 25 resulting in over \$3M of cost savings.
- Managed a student organization budget of more than \$150K.
- Presented at conference to an audience of 100+.





## First Last

(123) 456-7890; [Sample\\_Resume@jpl.edu](mailto:Sample_Resume@jpl.edu); US Citizen

### Objective

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

### Education

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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

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

- 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

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### 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)

2018-2019

- 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
- Participated in team building exercises and networked with industry professionals

## Extracurricular/Volunteer Activities

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### *North Carolina A&T Aggie Student Empowerment Network Mentor*

Fall 2019

- Assigned multiple freshmen to supervise and 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 5<sup>th</sup> students with homework assignments and reading literacy
- Entertained and directed the students on playgrounds and in the computer lab while they awaited the arrival of their caretakers



## Skills

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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 to demonstrate knowledge acquired and the summation of my efforts at the conclusion of work opportunities

## Leadership

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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

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Multi-disciplinary Systems Integration • Space exploration • Foreign Languages (Spanish Novice)  
• Flying/Flight Training • Computer-aided design • Hypersonic vehicles • Business management



## DO's

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



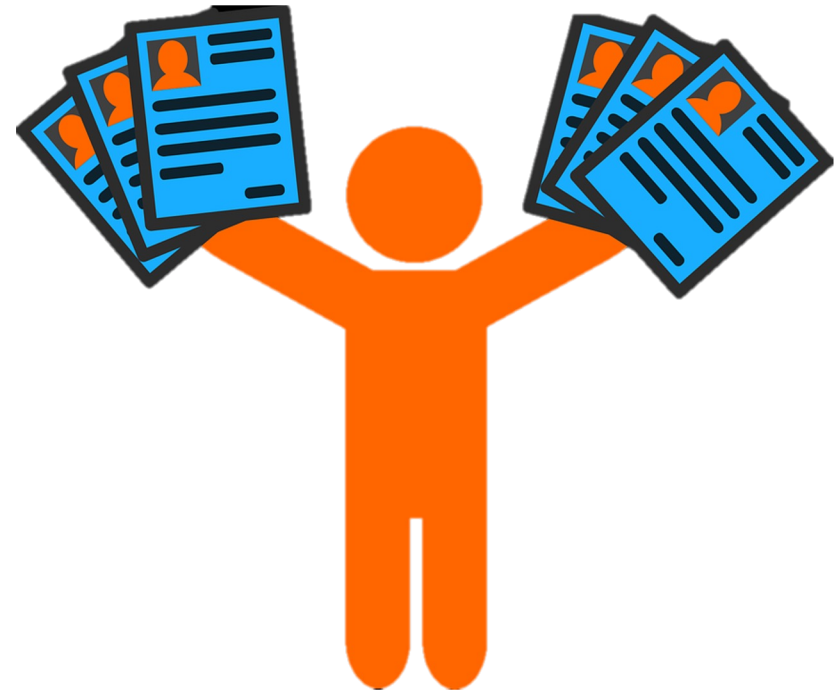
## DON'Ts

- 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 light possible
  - Do your research!
  - Use relevant keywords
  - Vary action verbs
  - Quantify accomplishments
  - Customize each resume
- Seek feedback
- Check your spelling and grammar
- Keep it professional
- Living document



**Questions?**

