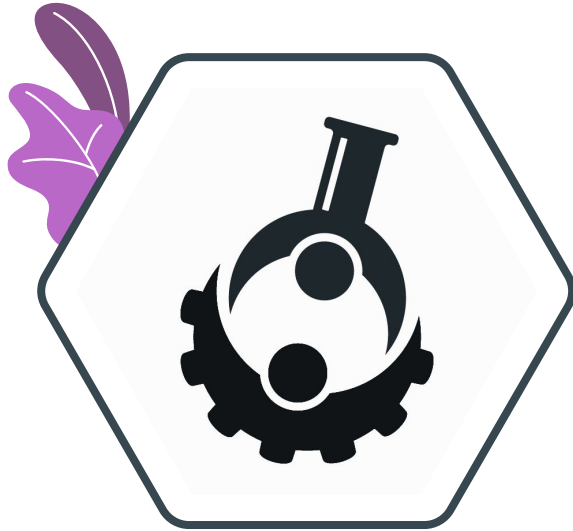




Workshop #1: **RESUME**

Hosted by SASE Board

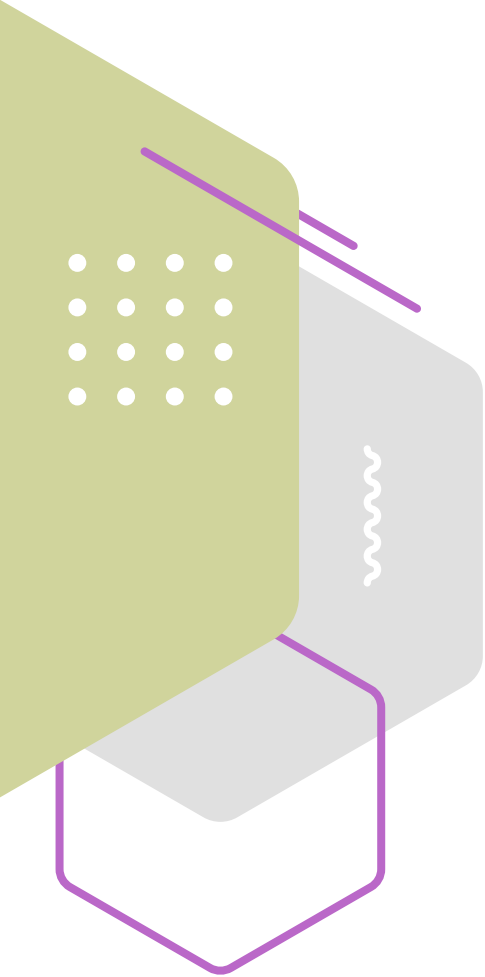




Resources

All resources mentioned
can be found at this link:

[https://tinyurl.com/SASE
resources](https://tinyurl.com/SASEresources)

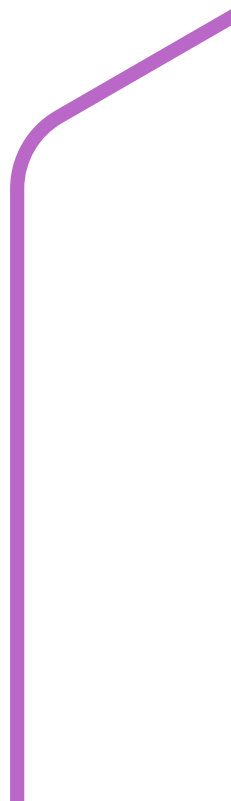


01 **Setting the Foundation**

02 **FAQS + Discipline
Specific Advice**

03 **Elevating your Resume
using Tech + AI tools**

04 **Word docx. Demo**





01

Setting the Foundation

General Structure

- On average, Recruiters spend **6-8 seconds** reading your resume
- 1 page, minimal color
- Can use Word or Google Docs
- Easy-to-read fonts
 - Arial, Cambria, Garamond, Times New Roman
- Don't use tables, difficult for ATS
- Section Content
 - Subsection title
 - Bullet Points
 - Dates

First Last

email@email.com | ###-###-#### | website.com/only-if-applicable | linkedin.com/in/ifyouhaveone/

Section 1 – (Typically Education)

University of Florida (UF) - Gainesville, FL Month 20XX
Bachelor of _____ in _____ GPA: XXX/4.0

- Awards (if relevant):
- Relevant Coursework (if relevant): Course 1, Course 2, Course 3, Course 4

Section 2 – (Typically Skills)

Section 1: Excel, Word, Skill 3, Skill 4
Section 2: Skills applicable within a different section
Languages (if applicable): English (Native), Language 2 (Level of proficiency)

Section 2

Experience 1 (Description – if necessary) Date 2022- Present/ Date 2022

- Utilized resume to get an internship with Company _____, increasing salary by 00%
- Developed 1 resume and numerous interview skills with SASE, increasing likelihood of internship by 400%
- Led a team of 1 person to work on professional development skills through weekly sessions.
- (This section is in past tense as experience is in the past).

Experience 2 (Description – if necessary) Date 2022- Present/ Date 2022

- Lead a team of myself to create resumes.
- Assist myself in getting 3 internships and 100 research positions.
- Organize my professional plan 4 times a year, attending conferences and career fairs.
- (This section is in present tense as experience is on-going).

Section 3

Experience 1 Date 2022- Present/ Date 2022

- Text 1
- Text 2
- Text 3

Experience 2 Date 2022- Present/ Date 2022

- Text 1
- Text 2
- Text 3

Experience 3 Date 2022- Present/ Date 2022

- Text 1
- Text 2
- Text 3

Section 4

Society of Asian Scientists and Engineers (SASE) Gainesville, FL
Resume-Workshop Attendee Date 2022- Present/ Date 2022

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- Organized budget of \$4 for personal transport to workshop.
- Attended 1 Resume Workshop, creating a resume.

Organization 2 Gainesville, FL
Executive Date 2022- Present/ Date 2022

- Text 1
- Text 2
- Text 3

Sections



- **Header**
 - Name, Personal email, Phone number, LinkedIn
- **Education**
 - University, Major, Minor, Graduation Date, GPA, Relevant coursework
- **Experience**
 - Internships, Research, TA positions, Jobs
- **Projects**
 - Design teams, Personal projects, Class projects
- **Involvement**
 - Student organizations, leadership positions, design teams
- **Skills**
 - Languages, Technical skills, Industry tools

General Tips

- Use strong action verbs ([Cornell engineering](#) + [Harvard list](#))
 - Past tense for previous positions
 - Current tense for current positions
- Try to **quantify** your impact
- Spell out abbreviations the first time
- Place experiences in reverse chronological order
 - Most recent at the top, Oldest at the bottom
- Manipulate margins, formatting and whitespace to make resume readable
 - Increase margins or whitespace throughout if you have less content
 - Make the font size a bit smaller to fit more information
- Try to make bullet points reach at least the right margin

Formatting



- Narrow margins (0.5 in)
- Minimize white space and use it to separate sections
- Emphasize **important** information
 - Use dashes, commas, bolding, and underlines
- Make sure all bullet points and dates are properly aligned
- Be consistent
 - Date style
 - End and start month and year
 - Section structure
 - Position formatting
 - **Position Name** - Company Name
 - **What** you did is more important than **who** you did it with!

Examples

FULL NAME

xxxx@gmail.com | (999) 999-9999 | https://www.linkedin.com/in/fullname | US Citizen

Education

University of Florida

Bachelor of Science in Mechanical Engineering (GPA: 3.91)

Gainesville, FL

May 2024

Experience

The Boeing Company

787 Structural Engineering Intern

May 2023 – August 2023

- Designed an electromagnetic effect (EME) shield using CATIA V5, for 2 critical locations in the vertical fin, to protect critical hydraulic lines and wiring harnesses from lightning strikes.
- Performed stress simulations and hand calculations on modified trailing edge stiffener to ensure that the modifications would still result in a safe margin from the required load factor of 120g.
- Analyzed 156 different flight conditions on the modified substructure of the vertical fin using PATRAN, to verify that the modified substructure can withstand the loads seen through the minimal design service objective of 44000 cycles.
- Performed calculations to determine the static structural margin of safety for an EME shield, while considering the most critical flight loads and a range of grounded abuse loads.
- Authored an extensive 50-page analytical report examining the stress implications of the latest modifications applied to the trailing edge stiffener of the vertical fin to comply with regulations and standards of the FAA.

Cator Motorsports Formula SAE Design Team

Lead EV Brakes System Engineer

June 2023 – Present

- Managed a team of 4 system engineers to design, manufacture, validate, and tune a performance braking system on a formula car.
- Created a brakes vehicle dynamics MATLAB plot, to simulate the predicted brake and torque bias settings through a specific corner given vehicle parameters and specific conditions.
- Designed 4 iterations of brake rotors using SolidWorks, with an emphasis on thermal convection and mass retention, to maximize the strength properties while under thermal and mechanical loads.
- Developed an ANSYS model to analyze loading stresses on various rotor geometries and bobbin flange geometries, to ensure that the brake rotor can withstand loading conditions over the duration of a season.
- Initiated and managed the annual budget for the system, facilitating efficient resource allocation and strategic financial planning.

Brakes System Engineer

August 2021 – June 2023

- Engineered a brake dynamometer to test various materialistic characteristics of 3 brake pad compounds.
- Assessed the root cause of failure of the brake rotors and bobbins, resulting in the modification of the bobbin's material strength by an increase of 14%.
- Researched materialistic properties of 5 readily available materials, and various heat treatment processes to select the best possible material for withstanding high thermal and radial loads under normal braking events.
- Operated V3 CNC to manufacture 6 hybrid-slotted, 4130 heat treated steel brake rotors, to minimize external costs by the team.
- Machined over 20 components of a Formula car to a precision tolerance using Manual Mills and Turning Lathes.
- Utilized MoTeC i2 to conduct trackside brake bias tuning, via data insights for enhanced performance over the course of a lap.

Theissen Training Systems

Mechanical Engineering Intern

June 2022 – August 2022

- Designed and prototyped an alignment tool to properly install over 258 military-grade silhouettes using Autodesk Inventor, while maximizing profit margins for the company.
- Sourced critical manufacturing tools and parts for the assembly of engineered products in 2 ongoing military contracts.
- Generated test plans and procedures for In-Plant Acceptance Testing of active Marine Corps contracts worth \$5.1M.
- Composed Operation and Maintenance manuals for 3 fielded products per Marine Corps requirements on an active contract worth approximately \$450K.
- Engineered 3 iterations of a target frame to maximize the factor of safety for various materials to withstand various elemental conditions as present in Miramar California.

Skills

Technical: Certified SolidWorks Associate, MATLAB, LabVIEW, Autodesk Inventor, CATIA V5, PATRAN

Manufacturing: Milling Machine, Lathe, Composite Manufacturing, Sheetmetal Fabricating

Languages: English, Vietnamese

Full Name

Gainesville, FL 32603 | 999-999-999 | name@mail.com | U.S. Citizen

Education

University of Florida | Gainesville, FL

July 2020 – Present

Bachelor of Science, Biological Engineering with a Specialization in Packaging Engineering

May 2024

Skills

Software: SolidWorks, ArtiosCAD, Catia, LabelMatrix, Access, Excel VBA, MATLAB, CAPE/TOPS, PackAssistant

Professional Organizations: Packaging Club, Engineers Without Borders - Nepal, TRIO Student Support Services Scholar, Machen Florida Opportunity Scholarship Program, Society of Asian Scientists and Engineers

Experience

Tesla | Austin, TX

September 2022 – December 2022

Internship

- Led a cross-functional team to identify and implement a packaging redesign for a seat assembly part, resulting in an estimated annual savings of \$85,000 and reducing scrap by 80%.
- Developed a returnable packaging concept solution for the lower trunk assembly, resulting in an annual savings of \$103,925 and reducing the cost of expendable packaging materials.
- Implemented ergonomic improvements in packaging design, replacing traditional zip ties with Velcro straps and adding perforations for easier part access, resulting in increased production efficiency and reduced worker injury risk.

University of Florida Research Development Lab | Gainesville, FL

September 2020 – January 2021

Undergraduate Research Assistant

- Analyzed experiences of cancer research trainees to understand the conditions that facilitated the entry of underrepresented groups such as minorities, first-generation students, women, and disabled persons into their research.
- Conducted interviews, surveys, coding, data transcription, statistical analyses, and annotated bibliographies for academic presentations and publications to be presented at the UF Undergraduate Research Symposium.

Public Supermarkets | Crystal River, FL

August 2019 – October 2021

Front Service Clerk and Cashier

- Performed sales transactions efficiently with 100% accuracy throughout employment.
- Developed customer rapport, provided quality customer service, and encouraged customer retention by building positive relationships with regular clients.

Leadership

University of Florida Packaging Club | Gainesville, FL

April 2021 – Present

President (2022), Treasurer (2021)

- Coordinated 4-6 general body meetings, company speaker events, and guest speakers per semester.
- Managed the club's \$5,000 annual budget to fund activities, supplies, and professional development events.
- Catalogued and reimbursed \$8,000 of funding for a 10-person group trip to Pack Expo 2021 in Las Vegas, Nevada.

Engineers Without Borders - Nepal | Gainesville, FL

September 2021 – Present

Fundraising Subteam Member

- Fundraised \$5,000 through events, grants, and rotary presentations to help bring clean and accessible water, handwashing stations, and latrines to help prevent waterborne illnesses in the community of Phoolbari, Nepal.
 - Designed and wrote semesterly newsletters detailing the club's progress on our projects to our donors.
- Machen Florida Opportunity Scholarship Program | Gainesville, FL**
June 2021 – Present

Ambassador

- Advocated for first-generation, minority, and low-income students through the coordination of outreach programs, fundraising campaigns, and speaking events with high schools, college students, and alumni.
- Provided support and guidance to 4 freshman students throughout their first year in college through regular one-on-one meetings, group meetings, and enriching activities to help facilitate success in their transition to college.

Projects

48 Hour Repack Student Design Competition

2021 and 2022

- A Coca-Cola-sponsored nationwide packaging design competition where teams must develop a product that meets the design objectives, write a report, and film a video showcasing the product within 48 hours.
- 2021: Redesigned the Hi-Cone six-pack plastic aluminum can carrier to improve curbside recyclability by creating "Flat Pack", a low carbon footprint paperboard alternative weighing a total of only 10 grams.
- 2022: Designed an on-the-go hot beverage packaging solution that can be heated in the microwave to compete with in-store refrigerated coffees and teas.



02

FAQS + Discipline Specific Advice

How should I be wording my experiences?

- Star method → **emphasis** on AR
 - (S) Situation: What was the situation, problem, or conflict you were facing?
 - (T) Task: What were you tasked with
 - (A) Action: What action did you take
 - (R) Result: What was the result or outcome of your action?
- XYZ
 - Accomplished [X] as measured by [Y], by doing [Z]
- Quantify as much as possible!
- Use strong action verbs
- STAR Method Resume Draft
 - Provides feedback on resume bullet points
 - Adds suggested changes to existing bullet points

Example of Wording a Technical Experience

Mechanical Engineering Intern - Theissen Training Systems *June 2022 – August 2022*

- **Designed and prototyped** an alignment tool to properly install over **258** military-grade silhouettes using Autodesk Inventor, while maximizing profit margins for the company
- **Sourced** critical manufacturing tools and parts for the assembly of engineered products in **2** ongoing military contracts
- **Composed** Operation and Maintenance manuals for **3** fielded products per Marine Corps requirements on an active contract worth approximately \$450K
- **Engineered** **3** iterations of a target frame to maximize the factor of safety for various materials to withstand various elemental conditions as present in Miramar California

Example of Wording a Non-Technical Experience


Crew Member - McDonald's

May 2020 - August 2021

- **Demonstrated** exceptional customer service by ensuring a positive dining experience for **hundreds** of customers daily
- **Operated** cash registers with precision, accurately handling cash transactions and maintaining a **100%** cash drawer balance
- **Collaborated** with team members to meet and exceed daily performance targets, including upselling promotional items and achieving a **98%** order accuracy rate
- **Trained and onboarded** **10** crew members in food preparation, safety procedures, and customer service protocols, contributing to a more efficient team

I'm a freshman, what should I add to my resume?



- High school achievements
 - What high school you graduated from
 - GPA, standardized test scores (SAT/ACT), class rank
 - Awards/scholarships (e.g. Bright Futures, National Merit, AP Scholar, Lombardi, Stamps)
 - Club involvement and leadership positions
 - Personal projects
 - Research
 - Jobs
 - Freshman year is prime time to get involved in extracurriculars, explore your interests, and collect experiences to add to your resume!
 - Once you have enough college experience, start to delete high school things from your resume
 - By sophomore fall, aim to have all HS stuff off your resume
- 

How do I find opportunities that I can add to my resume?

- [Design teams](#) (SET, DTE, GMS, Swamp Launch, etc.)
- [Research](#)
 - Tuesday, September 19th from 5pm-7pm: Fall undergraduate research expo @ Reitz grand ballroom
- TA positions
- Student org involvement
- Jobs on campus
- Volunteering
- [Experience documentation link](#) → Document in real time

FAQs

Should I include an Objective statement?

Generally, no. Unless you need to fill up space

What is a master resume?

A document containing all your experiences (not just the ones pertaining to a single role)



Do I have to include my GPA?

If your GPA is over 3.5 you should include it

What abbreviations can I use?

Err on the side of caution and spell out abbreviations at least the first time

CS Major Advice

- **Skills** section at **top** (e.g. programming languages, frameworks, tools/technologies)
- **Don't** make bullet points very **technical** (the recruiter probably doesn't understand everything you're saying)
- Reference **technologies** used (e.g. C++, PostgreSQL, React.js)
- **Tailor** your resume with **technologies** listed in each **job posting**
- Include experience with **Agile** methodologies
- **Hackathons** (SASEHacks, SwampHacks, ShellHacks) and **Projects**

Engineering Major Advice

- Skills section examples depending on some of the majors
 - **MAE:** “**Manufacturing:** Mill, Lathe, CNC Mill, Bandsaws, Arc Welding”
 - **ISE:** “**Skills:** Simio, Microsoft Power BI, Minitab, Visio, AutoCAD”
 - **CivE:** “**Skills:** Civil 3D, MicroStation, STAAD, MATLAB, ETABS”
 - **EE:** “**Skills:** Quartus Prime, Comsol Multiphysics, VHDL, LTSpice”
- Make sure to include certifications/licenses
 - PE/FE, Six Sigma, CSCP, PMP, SolidWorks, Ansys
- Design Teams help a lot for engineers so some popular ones are:
 - Gator Motorsports, Dream Team Engineering, GRiP, Swamp Launch, Florida Rocket Lab, Machine Intelligence Lab, SASE Engineering Team
- For Internships that are exclusive to U.S Citizens (anything aerospace) make sure to put “U.S Citizen” somewhere on your resume (prob header)
- If you have a Security Clearance make sure to include that

Science Major Advice

- In your skills section highlight any **certifications or lab training** you have such as an EMT license or ACU training
- Entry-level biologists and chemists should list the **specific laboratory techniques** they learned in coursework or undergraduate research (e.g. qPCR, cloning)
 - Avoid basic techniques like "pipetting"
- If you were part of any **collaborations/cross-functional teams**, make sure to note that and how you led/contributed, etc. Teamwork is crucial in academia

Science Major Advice

- If you're passionate about a particular research topic, reach out to professors for mentorship on how to start [independent student research](#). This could make for a great personal project you can highlight on your resume
 - TIP: Check out these UF Scholarships for students that initiate their own research projects: [University Scholars Program](#) (upperclassmen mainly) and [Emerging Scholars Program](#) (freshman/sophomore)
- Check out [pre-health advising's guide to writing resumes](#)
 - Shadowing, volunteering, clinical hours



03

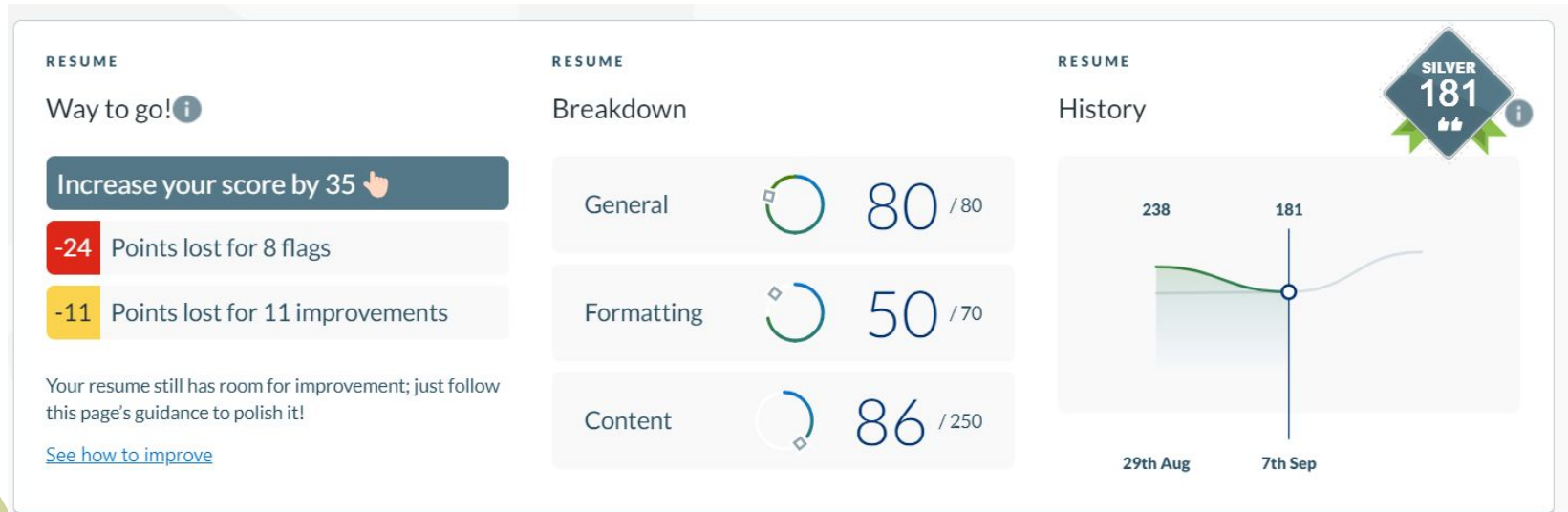
Elevating your Resume using Tech + AI tools

How can you optimize your resume for ATS?

- ATS (Applicant Tracking System): a candidate sorting software
 - Different softwares/companies evaluate candidates based on different qualifications
- Tips
 - Incorporate relevant keywords (pay attention to job description!)
 - [Jobanalytics](#) (Google Chrome extension) rates how well your resume matches your job description
 - Keep it simple, avoid complicated designs or 2-column resumes
 - Consistent formatting → it's how the system sections your resume
- Resources
 - Rezi (free and pro version)
 - Quinncia

Quinncia (UF provides free access)

- **Quinncia**: a career preparatory platform used to proof read resumes and conduct mock interviews using **AI and machine learning**
 - Use it! UF spent **\$65,482** on student licenses for 2022-2023



More About Quinncia



- Formatting → great at finding little errors
 - Detects if you use more than 1 font
 - Grammatical errors
 - Spacing inconsistencies
 - Notes repeated words
 - Informs you which sections their ATS had issues scanning

Format ●

[Is this wrong?](#)  

Spacing in dates inconsistent

Quinn has detected inconsistent spacing in your dates. Consistency is key for resumes so be sure you are using the same spacing throughout. The spaces used in between the date and the dash should be the same throughout your entire resumes. Whether it's one space, two spaces, or none at all, pick one format and stick with it.

Find out more

[Does spacing matter](#) 

More About Quinncia

- Content
 - Huge emphasis on quantification
 - Assesses each bullet for demonstration of an essential skill
- **NOTE!!**
 - Your AI score is not a 100% accurate representation of your resume
 - Take advice with a grain of salt, sometimes it can pick on issues that don't really matter

Format ●

[Is this wrong?](#)  

Spacing in dates inconsistent

Quinn has detected inconsistent spacing in your dates. Consistency is key for resumes so be sure you are using the same spacing throughout. The spaces used in between the date and the dash should be the same throughout your entire resumes. Whether it's one space, two spaces, or none at all, pick one format and stick with it.

Find out more

[Does spacing matter](#) 



04

DEMO

Word.docx Formatting



Resume Office Hours!

9/12 - 9/15 in Marston Pi



Check out the schedule at linktr.ee/ufsase





Cost: \$9.00

Form due TONIGHT at 11:59 PM

Order your Own Name Tag!



Free Resume Printing at Reitz

- UF students may receive **25 free copies** of their resumes on **parchment** paper while supplies last
- When: September 17-20, 2023
- Scan the QR code or fill out this [form](#)
 - You must log in to Google with your Gatorlink username in order to access the forms
 - You may have to log out of your personal Google account prior to clicking the form's link.





05

Questions

tinyurl.com/SASEResources