

# CAREER 101

GET PUMPED FOR SOME SWEET CAREER ADVICE!



# PLAN FOR MEETING

- RESUME CRITIQUE/LINKEDIN/HANDSHAKE
- HOW TO INTERVIEW LIKE A SUPER-STAR!
- HOW TO STAY MOTIVATED!

**TopResume**<sup>®</sup>

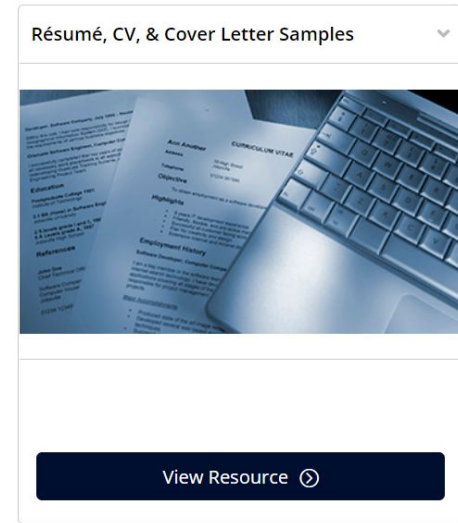
**Linked** 

 **HUSKYCAREERLINK**

POWERED BY  
 **handshake**

# RESUME BASICS

- LIMIT RESUME TO 1 PAGE
- BE DESCRIPTIVE BUT BRIEF
- CUSTOMIZE YOUR RESUME TO THE JOB/POSITION YOU ARE APPLYING FOR
- HIGHLIGHT YOUR SKILLS AND WHAT MAKES YOU STAND OUT
- READ IT, RE-READ IT, AND READ IT AGAIN!





## FIRSTNAME LASTNAME

City, ST | firstname.lastname@uconn.edu | 555.555.5555 | www.linkedin.com/in/FirstnameLastname

### OBJECTIVE

Seeking an entry-level mechanical engineering position exercising skills in design, analysis, and application of complex engineering solutions

### EDUCATION

**University of Connecticut**, Storrs, CT  
*Bachelor of Science in Engineering*, May 20XX  
Major: Mechanical Engineering; GPA: #.#/4.0

### ENGINEERING PROJECT EXPERIENCE

**Pratt & Whitney**, East Hartford and Storrs, CT

*Senior Capstone Design Project: Turbine Guide Vane Damping System*, August 20XX – May 20XX

- Conducted literature review on potential damping solutions for jet engine turbine guide vanes
- Completed design and instrumentation of testing rig and procedures for new damping system
- Performed damper testing and analysis of resulting data with Matlab to determine damping improvement

**UConn School of Engineering**, Storrs, CT

*Dynamics of Particles and Rigid Bodies Course Project*, Spring 20XX

- Simultaneously simulated both planetary and lunar orbital motion using Matlab and numerical methodologies
- Electrical Circuits Academic Design Project*, Fall 20XX
- Designed, built, and tested a 4-band audio equalizer within given specifications and parameters

*CAD Modeling and Graphing Course Final Project*, Spring 20XX

- Created and assembled a parameterized model of a watch using Unigraphics Nx

### EMPLOYMENT EXPERIENCE

**Baumann Propane**, Wallingford, CT

*Crew Chief*, Summers 20XX – 20XX

Supervised work crews in the following tasks:

- Pressure washed, removed rust, and applied protective enamel coating to reusable liquid propane gas canisters
- Oversaw and organized efficient schedule for the work crew of one-three team members each day

**Creative Special Events Management**, Cheshire, CT

*Event Specialist*, Summers/Weekends 20XX – 20XX

- Unloaded and set up event features such as tents, chairs, tables, and dance floors, ensuring safety procedures are followed at venues holding up to 200 individuals
- Worked part-time to help fund educational expenses

### ACTIVITIES

**Wallingford Hockey Club**, Member, Wallingford, CT, November 20XX – Present

**Alpha Lambda Delta Honor Society**, UConn, Storrs, CT, December 20XX – May 20XX

**Longboard Club**, UConn, Storrs, CT, September 20XX – May 20XX

**Intramural Hockey and Soccer**, UConn, Storrs, CT, September 20XX – May 20XX

### COMPUTER SKILLS

CAD: Unigraphics Nx, AutoCAD, Google SketchUp; Analysis: Matlab, Ansys, LabVIEW

Big and Bold!

Make sure to include GPA

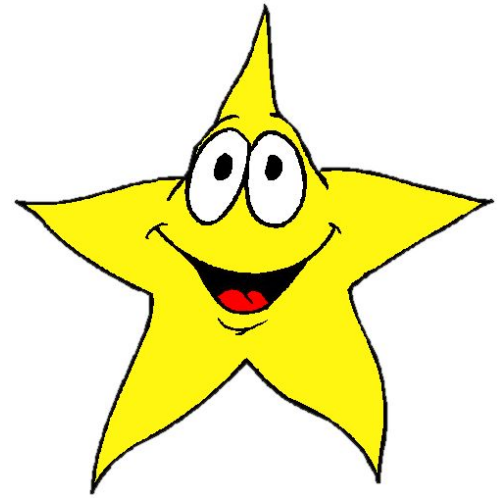
Use bullets to explain relevant projects/research experience

Relevant work experience or leadership/management positions are great to have

Clubs, volunteering, etc.

Don't forget to include what skills you have!!!

# HOW TO INTERVIEW LIKE A SUPERSTAR!



Situation – What was the project/task?



Task – What was your role in the project?



Action – What specifically did YOU do to complete task?



Result – What was the outcome? Was the project successful?



Impact – Why was project/task important?

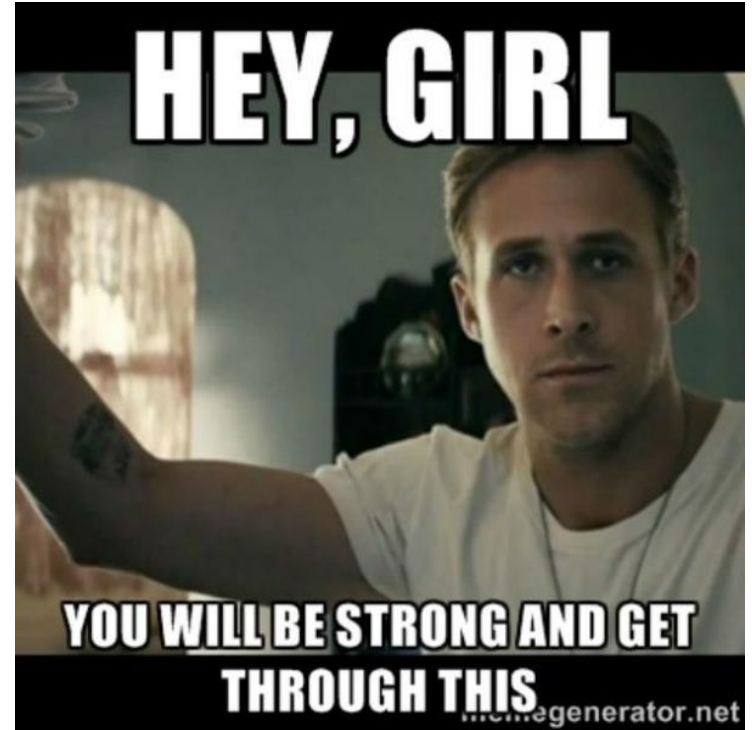
**Workshop Time**

# HOW TO STAY MOTIVATED WHEN APPLYING FOR JOBS/INTERNSHIPS



# MOTIVATION

- MAKE LISTS TO HELP ORGANIZE YOUR THOUGHTS AND COME UP WITH GOALS FOR YOURSELF
- MAKE A LIST OF YOUR TOP COMPANIES
- REMEMBER, IT NEVER HURTS TO APPLY!
- TAKES TIME TO HEAR BACK FROM COMPANIES
- LOOK FOR UNIQUE OPPORTUNITIES - STARTUPS, RESEARCH OPPORTUNITIES, ETC.
- USE UCONN'S RESOURCES





Thank  
you