

MichiganTech

Career Services • 220 Administration Building • 487-2313 • www.career.mtu.edu

Effective Resumes • Cover Letters

Resume

The first and perhaps the most vital step in preparing yourself for a successful job search is to create a powerful resume that will open doors and generate interviews. And you'll want a powerfully effective and attractive resume because:

"On average, most recruiters spend about 30 seconds scanning a resume and cover letter before sending it to the "yes" or "no" pile."

Top Ten Skills companies are looking for in you:

1. Co-op/internship experience
2. Confident communication skills (both written and oral)
3. Strong Grade Point Average
4. Teamwork and interpersonal skills
5. Leadership experience
6. Computer & Technical skills
7. Problem solving/Analytical skills
8. Accomplishments/Achievements
9. Flexibility/adaptability
10. Personal confidence

- Your resume should provide **EVIDENCE** that you possess many of these skills
- Your resume should be **TAILORED** to match the job posting as closely as possible when applying for specific jobs
- A 1st or 2nd year resume will look **DIFFERENT** than a 3rd or 4th year resume.

- In 30 seconds, your cover letter and resume package needs to convey an image of who you are, what you're capable of, and how you've used your abilities to achieve specific results.
- You want your marketing documents to indicate that you know yourself well and have a firm grasp on what you bring to the table.
- This self realization and evaluation time will serve you in other ways as you search for your dream job, as it will enlighten you to what you like to do, what you're good at, and what kind of a career you desire.
- Your resume must reflect these things and you'll then be able to speak fluently and confidently in writing (the resume) and verbally (the interview) about your background and skills in a way that will impress your potential employer and greatly raise your chance to work where, when, and how you want.

There are no hard and fast rules to writing and presenting a cover letter and resume, although there are expected good practices that can guide you as you create your self-promoting, self-marketing documents as the first step in achieving the job opportunity on the path of the career of your dreams.

When producing your resume, focus on one important objective: to efficiently and effectively communicate your qualifications to your audience (always, always keep your intended audience in mind!) To do that, adhere to the 3 Cs: clean, clear, concise.

Clean: You want to make a strong visual impact on your reader before the first word is read:

- Organized layout
 - Effective use of white space
 - Symmetry
 - Uniformity
 - Highlighted sections
- Consistent type face such as Arial, size 11 (no bigger than 12, no smaller than 10)
- Professional quality and weight stationary in a neutral color
- High quality printing – no photocopies

Clear: You want to write who you are in terms of education and experience, what you can do, in terms of action, and how well you can do it, in terms of accomplishments and achievements:

- Use action phrases beginning with action verbs (see following list)
- Detailed description of duties
- Meaningful accomplishments
- Ask yourself the following questions to stimulate your description of what you've accomplished:
 - Did you identify and/or solve any major issues or problems?
 - Did you establish any new or innovative systems or procedures?
 - Did you design, test, analyze, and/or implement a process or procedure?
 - Did you design, test, analyze, fabricate, repair, maintain a product or manufacturing process?
 - Did you develop a product or process or procedure that will raise production?
 - Did you develop a product or process or procedure that will lower costs?
 - Were you a successful team member and/or team leader?
 - Did you serve as project manager, coordinator, liaison, representative, or committee chair?
 - Did you supervise or train other team members or employees?
 - Did you show initiative and go above and beyond what was asked of you - go out of your way to provide exceptional service to a client, customer, stakeholder?

Concise: You want to state your experience in terms of accomplishments/skills/professional behaviors, based on your target job, in the shortest, but most understandable way:

- Again, use powerful action phrases beginning with action verbs
- Use bullet points
- Be specific – use hard evidence detail
- Avoid whole sentences
- Use an active voice and past tense for previous experience
- Write in the first person, but without the “I”
- You want to say, in as few carefully chosen words as possible, what action was taken, in what setting, with what skills, and with what results. So, consider the following format for describing project experience:
 - Project Title
 - Objective
 - Problem Solving Methods Used (remember action verbs here and give at least 5)
 - Results (or projected results if project is on-going)

The following pages provide a basic template and numerous examples of excellent and effective resumes of students just like you. None of these resources are proprietary, so feel free to use any formatting and/or text you wish.

Refer to the list of “Action” verbs to use for your work and project experience bullets.

Please consider making an appointment with a Career Services Career Advisor for a personal one-on-one resume review. Call 906-487-2313 or email career.mtu.edu.

Basic Resume Format

123 Anystreet
Anytown, Anystate 12345
906.555.1234
janedoe@mtu.edu

Jane Doe

OBJECTIVE

Use the objective statement to customize your resume directly to the job and/or company to which you are applying.

EDUCATION

College or University	Location
Degree	Expected graduation date
Major/Focus/Concentration	
Minor	
GPA:	

CO-OP or INTERNSHIP EXPERIENCE

Name of Company	Location
Job Title	Dates
▪ Action	
▪ Action	

FIELD RELATED EXPERIENCE (possible topic headings...)

PROJECT EXPERIENCE - Especially if you are lacking in hands-on experience in your field, this is a good area to include. List 1 or 2 projects and at least 5 action points
Michigan Tech University Enterprise Program – SAE Aerospace Team
Project:
Objective:
▪ Action
▪ Action

WORK HISTORY

ENGINEERING EXPERIENCE
COMPUTER PROGRAMMING EXPERIENCE
ACCOUNTING EXPERIENCE
MEDICAL LAB EXPERIENCE
WEB PAGE DESIGN EXPERIENCE
MARKETING EXPERIENCE
ARCHEOLOGICAL FIELD EXPERIENCE
TEACHING EXPERIENCE

OTHER POSSIBLE SECTION HEADINGS

VOLUNTEER SERVICE WORK
LEADERSHIP
ACCOMPLISHMENTS/ACHIEVEMENTS
TECHNICAL SKILLS/COMPUTER SKILLS
ACTIVITIES
CLUBS/AFFILIATIONS/COUNCILS/PROFESSIONAL MEMBERSHIPS

Dual Degree First Year Engineering Student

- Shows coursework project experience
- Highlights computer & technical skills
- Objective statement specifies position

1234 Townsend Drive
Houghton, MI 49931
906.555.1885
jdoe@mtu.edu

John Doe

OBJECTIVE

To obtain the position of Mechanical Engineering Summer Intern with Precision Edge Surgical Products Company

EDUCATION

Michigan Technological University

Dual Degree: B.S. Mechanical Engineering and Biomedical Engineering

Minor: French Language

GPA: 4.0

Houghton, MI
Expected 2015

Sault Area High School and Career Center

GPA: 4.047

Class Rank: 1st

Sault Ste. Marie, MI
May 2010

PROJECT EXPERIENCE

Michigan Technological University

Microbrewery Design Project

Objective: to design a more sustainable and cost efficient microbrewery production line

Methods:

- Worked as part of an engineering team
 - Project manager
 - Modeling and design leader
- Designed a 3-D solid model of the proposed microbrewery
- Analyzed the hazards of the brewing process
- Prepared a resource budget to estimate system energy requirements
- Developed a computer simulation of microbrewery using Matlab Technical Computing Software

Outcome (projected): Design, model, and simulation of a feasible and marketable design solution for a more cost effective and energy reducing microbrewery production line

Houghton, MI
2011

Sault Area High School and Career Center

First Robotics

- CAD Drafting with Integrated Machining Technologies
- Student Participant
- Program Mentor

Sault Ste. Marie, MI

2006 – 2010
2007 – 2010
2008 – 2010

SKILLS

Computer

- Windows and Linux Operating Systems
- Microsoft Office
- Autodesk Drafting and Modeling Software
- Unigraphics Modeling Software
- Microsoft Excel and Visual Basic
- Matlab Technical Computing Software
- Rollomatic Virtual Grind Software

Technical

- CNC Machining (plasma cutter, mill, lathe)
- Manual lathe and milling operations
- Rollomatic CNC Grinding Machines
- Computer Aided Manufacturing CAM
- Computer Aided Design CAD

MIS Student Resume

- Notice details and quantifiers
- Shows alternate area for listing

John Doe

jdoe@mtu.edu

Current Address:

1234 Townsend Drive
Houghton, MI 49931
Phone: (906) 555-1885

Permanent Address:

5678 Main Street
Somewhere, MI 12345
Phone: (789) 555-1234

Objective: To obtain a full time position in the Management Information Systems Department with IBM

Education: **Michigan Technological University (MTU)**, Houghton, MI
Bachelor of Science in Business Administration
Concentration in Management Information Systems
GPA: 3.62
Expected Date of Graduation: December 2012

Database Experience: **CTC Science Corporation, Chassell, MI**
Database Engineering Co-op (May- Aug 2010)

- Reduced client overstock by 10% and saved \$80,000 annually by creating inventory system database with SQL Plus
- Developed a database application with Oracle Web DB

Database Management Project (MTU) Houghton, MI

- Created a conceptual data model with structural constraints and assumptions for a particular organization
- Developed a database to efficiently track and record information concerning the NCAA football team
- Implemented a database allows appropriate management of information and produce relevant periodic reports

Other Experience: **MTU Memorial Union Building**, Houghton, MI
Dining Services—Crew Supervisor (September 2009- May 2011)

- Supervised and scheduled staff of eight students
- Interviewed and trained new staff

McDonald's Restaurant, Tapiola, MI
Trainer (2006-2008)

- Supervised and trained new employees
- Member of Quality Improvement Committee
- Promoted to manager at McDonald's at age 16

Activities:

- MTU International Club member:
 - Gave presentations and organized cultural events
- Dean's List at MTU
- Volunteer for Humane Society, Little Brothers Friends of the Elderly
- Completed high school exchange program in Japan

Relevant Courses:

Information Systems Projects
Telecommunications
Systems Analysis and Design
IS/IT Management
Business Database Management
Principles of Marketing
Business Communication
Accounting Principles
Managerial Statistics
Individual Problem Solving
Group Problem Solving
Quantitative Problem Solving
Principles of Macroeconomics
International Economics
Organizational Behavior
International Management
Quality Management

Computer Skills:

Operating Systems –
Windows, Macintosh OS

Programming Languages –
HTML, Visual Basic, SQL

Software –
MS Word, Access, Excel,
PowerPoint, Visio Professional,
Adobe Acrobat, PhotoShop,
Dreamweaver, Director,
PageMaker, Flash, Fireworks

Upper Classman Computer Engineer

- Highlights internship experience while attending school
- Entrepreneurial Experience

John Doe

Email: jdoe@mtu.edu
Cell: (906) 555-1885

University Address:

1234 Townsend Drive
Houghton, MI 49931

Home Address:

5678 Main Road
Somewhere, MI 12345

Objective

To obtain an entry level engineering position in a Computer Engineering related field that will allow me to make a contribution to the field.

Education

Michigan Technological University

B.S., Computer Engineering

Aug. 2008 - Present
Spring 2012 Graduate

- GPA 3.06
- *Relevant Courses:* Embedded Systems Programming, Systems Administration, DSP, Electronics, Hardware & Software Sys Integration

Experience

GE Aviation (Smiths Aerospace)

Jan. 2011 – Present

Consultant/Programmer

- Program Test Software for GE (Smiths) Aerospace, designing tests for flight product
- Successfully performed Hardware/Software integration on flight systems
- Work in an Extreme Programming Team based environment
- Develop with National Instruments Labwindows/CVI in C and NI Teststand

Integrated Microsystems Enterprise (Michigan Technological University)

Aug. 2010 – Present

President/CEO

- Running a student based company focused on bringing small integrated products to real world markets, such as secondary education and pavement design
- Designed wireless embedded sensor systems, soldered and debugged surface mount integrated circuits that are designed in house by other students
- Manage project timelines, design requirements, and personnel conflicts
- Worked with external companies on Army Research Labs and DoD projects as main point of contact and lead consultant engineer

Honeywell

May – Aug. 2009

Intern

- Programmed and designed UI front-end to control and test ZigBee wireless network
- Programmed in C and Java
- Troubleshoot and debugged integrated wireless system

Computer Skills

- *Programming Languages:* C, C++, Java, Assembly, Fortran 90
- *Applications:* NI MAX, NI LabWindows/CVI, NI TestStand, Cygwin, gcc, g++, SVN, Dimensions, National Instruments Suite, MatLab, HyperTerminal
- *Hardware:* GPIB, VXI, RS422, RS232, Mil-STD-1553, PIC Microcontrollers, Atmel Atmega 128 and 256, Bluetooth, ZigBee, Chipcon Radios, Sun SPOT, Mote^{iv}

Interests

Micro Design, Embedded Systems, Robotics, Wireless Communication, Bass Guitar, Computer building, Broomball, Fencing, Hockey, Mission Trips

Jane Doe

Education: **Michigan Technological University** Houghton MI
▪ B.S. in Psychology May 2013
▪ General Education Credits focused in Biological Sciences
▪ Departmental GPA: 3.21 Overall: 2.83, Deans List Fall 2006

Work Experience: Michigan Technological University Houghton MI
Research Assistant, Psychology Department 2009 – 2011

- Researched educational opportunities and outcomes within secondary school students, institutionalization and effects of service learning programs in K-12 schools
- Formatted research manuscript using proper APA formatting and editing
- Conducted telephone surveys for the Copper Country Intermediate School District
- Researched literature reviews using various online databases
- Analyzed surveys for result reporting
- Reviewed grant proposals for service learning projects

Teaching Assistant, Physiological Psychology 2010

- Provided students with individual instruction upon request
- Responsible for maintaining and updating grade spreadsheets
- Assisted professor with construction and formatting of exams

Student Development Complex Customer Service 2009 - Present

- Provide customers with friendly assistance
- Maintain accurate counts of equipment rentals and returns
- Acquired First Aid and CPR Certification

Shopko Pharmacy Houghton MI
Pharmacy Technician 2010 – present

- Maintained accurate records of pill counts and patient billing information
- Honed essential teambuilding skills
- Communicated with supervisors and customers
- Strived to maintain patient confidentiality and uphold various medical policies
- Learned various insurance policies and requirements

Computer Skills: Microsoft Word, Microsoft Excel, PowerPoint, SPSS (statistical analysis software), Windows OS

Activities and Leadership: **Leadershape Graduate, 2008**
Alpha Sigma Tau National Sorority 2010 - Present
Athletic Director

- Organized and scheduled group participation in Homecoming/Winter Carnival events
- Organized and scheduled teams for Intramural Athletics

Trouble Shooter

- Mediated member internal and external conflict and crisis issues
- Developed, organized and lead miniature group therapy sessions

Winter Carnival Statue Chair

- Led group of 25 in statue build
 - Concept and design according to theme and statue competition regulations
 - Resource procurement
 - Scheduled groups of builders
 - Timeline adherence

Association of Psychology Students

- Vice President, 2009-2011
- Assisted president in running of meetings
- Planned and implemented various service projects

Volunteer Work:
▪ MOPS (Mothers of Preschool Students) ▪ Big Brothers/Sisters

Social Science Resume highlighting:

- Excellent research skills
- Expected APA format writing skills
- Good leadership experience

COVER LETTER

Top 5 things recruiters look for in a cover letter

- ***readability***
- ***a sense of your personality and attitude***
- ***how you found out about the job opening***
- ***your educational and experiential accomplishments***
- ***evidence that you've researched the company***

Many times, even the resume makes a second impression behind the cover letter. That “oh so critical” first impression is made by the letter that introduces the resume – the cover letter. So, a cover letter can be just as important and as powerful as your resume. When the envelope is opened, your cover letter is the first thing seen. It can make an indelible first impression, it can set the tone for your candidacy, and it can earn your resume the careful examination it deserves. A good cover letter sets the stage for the reader to accept your resume as something worth serious attention.

Your first step is to grab your reader's attention. You do this with the appearance of your letter: the type is large and legible enough for others to read, it is completely free of misspellings, and it is well laid out so that it is easy on the eye, and if that letter is going by mail, rather an e-mail, you grab attention by using quality stationary, including envelopes.

Your second step is to generate interest with the letter's content. The first opportunity you have to do this is by addressing the letter to someone by name. The cover letter offers you an opportunity to personalize and target your resume to a particular reader. This is critical, since resumes are impersonal. Without a personalized cover letter, a resume may create the impression that the addressee is simply part of a mass mailing. Find out who will be the first in line to evaluate your application materials or better yet, write to the stakeholder in this hiring process – the person who is responsible for hiring the right person for the job or who will have the final say as to who is hired. This may take some investigation and research work, but it is well worth your while.

Important guidelines for writing powerfully effective letters are to have something of interest to communicate to the reader and to deliver that message with passion and enthusiasm.

Again, know your skills! With a targeted letter, the first step is to identify your skills and marketable attributes. Then write with the reader in mind. Show them something you have to offer that will benefit them. Think of your letter in terms of your reader's interest. Put yourself in the employer's shoes. You will get the interview or advance to the next step if you meet the prospective company's “criteria or needs for hire.” Address the company's needs as you understand them and draw the connection between those needs and your skills as a means to meet them. This means more research and investigation on your end, but, again, well worth your while. Your letter must address and answer the following questions:

- What is the company really looking for?
- What qualifications do I have that are valuable to a potential employer?
- What specific contributions have I made in the past that will excite the employer and tell them that I am capable of that kind of contribution again?
- What type of personality do I have, and am I a team player?
- Why do I want to work for this company?
- Why would this company want to hire me instead of the guy behind me?

The following pages provide a basic template and numerous examples of excellent and effective resumes of students just like you. None of these resources are proprietary, so feel free to use any formatting and/or text you wish. Refer to the list of “Action” verbs to use for your work and project experience bullets.

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**Basic Cover Letter
Resume Format
Business Block Style**

Your Street

Your Town, State, Zip

Date

(space)

(sp)

(sp)

(sp)

Name of Contact (Hiring Stakeholder)

Title

Company

Address

Address

(sp)

Dear Hiring Stakeholder: (If you cannot find a contact name, use Dear Sir/Madame:)

(sp)

First Paragraph: Immediately tell your reader why you're writing. Be sure to fully describe the employment opportunity, along with how you found out about it. The first paragraph should ignite interest in your candidacy and spark enthusiasm from the reader. What can you do for him or her in general terms.

(sp)

Second Paragraph: Give your reader your background. Go more in depth about your experiences, education, skills, and abilities. Also, build a bridge between those details and what the company needs. Tell you reader what you can offer the company with as specific and focused evidence as possible.

(sp)

Third Paragraph: Show evidence that you've researched the company and explain why you want to work for them.

(sp)

Closing Paragraph: Let your reader know that you've included your resume for their review. Then, suggest some follow up action. You might ask for an interview, let them know you'll follow up with a phone call to speak further about the opportunity, your qualifications, or scheduling an interview. If you're sending your application materials electronically, you may want to suggest a follow up phone call to ensure your documents were received. Then, of course, thank your reader for their time and consideration.

(sp)

Sincerely,

(sp)

(sp)

(sp)

(sp)

Your Name

Enclosure/Attachment

1234 Townsend Drive
Houghton, MI 49931
April 7, 2011

International Conservation Service
Midwest Region Office
123 Opportunity Drive
Out of Town, MI 12345

RE: Ann. # MWRO-08-MP-0043

Dear Hiring Manager:

I am writing to apply for the position of GIS/Remote Sensing Specialist position in the Great Lakes Network (GLKN) as advertised in announcement #MWRO-08-MP-0043. This position came to my attention through Mike Smith, a previous supervisor and the GIS Analyst / Lecturer in Michigan Technological University's (MTU) School of Forest Resources and Environmental Science (SFRES). I am currently finishing up my senior year as an Applied Ecology and Environmental Science major at MTU. The following list highlights my skills that I believe will allow me to make an immediate and valuable contribution to the International Conservation Service:

- **GIS/Remote Sensing Experience** – I have completed both an Intro to GIS course and a master's level GIS course in addition to an Independent Study in GIS/Remote Sensing. I have worked on several GIS projects including ortho-rectifying aerial photos from the 1940's for GLKN in addition to being the GIS analyst on my Integrated Resource Assessment (Senior Design/Capstone) team.
- **Stand Survey Design** - Accustomed to obtaining a list of stands that need surveys and creating the protocol and procedure myself. In addition, I am familiar with many different survey strategies and methods.
- **Communication and Interpersonal Skills** – I am currently a Teaching Assistant for Introduction to GIS for Natural Resource Management and have previously been a tour guide for the Michigan Tech Admissions Department.

My interest in GIS/remote sensing stems from my coursework at MTU, where I developed an appreciation for the necessity of accurate GIS/remote sensing analysis in the greater natural resources fields. I especially came to this conclusion when I was attempting to integrate my two primary interests of wetlands and fire caused disturbance. At some point in the future, I would like to pursue a graduate degree looking at the interactions between wetlands and fire. As such, I believe that strengthening my understanding of GIS/remote sensing, not only in my areas of interest but also in natural resources as a whole, will greatly aid me in my future research.

I have attached my resume for your perusal and ask for the opportunity to interview with you at your earliest convenience. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

John Doe
Attachment

1234 Townsend Drive
Houghton, MI 49931
February 1, 2011

Mr. John A. Smith, CEO
The Best Care Hospital
123 Opportunity Drive
Out of Town, MI 12345

Dear Mr. Smith:

I am writing to apply for the Biomedical Engineering Intern position at Best Care Hospital. I heard about this opening from Dr. Michael Neuman, my department chair at Michigan Technological University. I believe my academic background and my engineering work experience make me an excellent fit for this position. I know my skills and my character will allow me to help The Best Care Hospital achieve its health care goals.

I have experience working on several team biomedical engineering design projects, including work with the Consumer Product Manufacturing Enterprise. I am currently working on a year-long senior design project focused on cardiac flow measurements around stent struts using particle imaging velocimetry systems. I have had the experience of communicating with a company as to its needs, applying my engineering knowledge and skills to the project's design, building, testing, and redesigning, and seeing the project through to a successful outcome.

I have held several leadership roles on Michigan Tech's campus, including membership in the Society for Biomaterials, Interfraternity Council Philanthropy Committee Chair, and numerous leadership positions within Alpha Gamma Delta International Women's Fraternity. This campus community experience honed my leadership and communications skills and has made me a great team player.

My resume is enclosed for more details concerning my education and experience. (I will call you shortly to ensure you received my application materials.) I am excited about this career opportunity and would appreciate the opportunity to interview with you at your earliest convenience. Thank you for your consideration. I look forward to speaking with you soon.

Sincerely,

Jane Doe
Encl.

1400 Townsend Drive
Houghton, Michigan 49931
February 21, 2011

Jane Doe
Copper Co.
444 Mine Drive
Coppertown, WI 55555

Dear Ms. Doe:

I am writing to apply for an internship/co-op position currently available at Copper Co. I learned of this opportunity when I spoke with your company's representative at the Michigan Technological University Career Fair on February 19. I believe my academic background and my great desire to apply my engineering fundamental knowledge to industrial projects makes me an excellent candidate for this position. I know my character and experience will allow me to make an immediate contribution to the technical needs of Copper Co., thus helping Copper Co. meets its goals.

I am currently studying to earn a B.S. in Mechanical Engineering. Although my work experience is limited, I am having a successful academic experience. I am anxious to compliment my education with hands-on, real world technical work. My engineering courses have allowed me to work with other engineering students to plan, design, build, test, and then redesign mechanical devices, taking a project from start to successful finish.

I have included my resume for your perusal. I am excited about the opportunity to work at Copper Co. in an intern or co-op position, and I am happy to speak with you further about how I may fit your needs. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

John Smith
Enclosure

1234 Townsend Drive
Houghton, MI 49931
April 11, 2011

Mr. Bob d'Builder
Project Engineer
Healthy Pharmaceuticals
100 Anywhere Avenue
St. Paul, MN 44444

Dear Mr. d'Builder:

I am writing to tell you of my great interest in pursuing a summer Chemical Engineering internship with Healthy Pharmaceuticals in the St. Paul area. I believe that my academic background and engineering project experience make me an excellent candidate for this kind of position.

I am currently studying to earn my B.S. in Chemical Engineering from Michigan Technological University. I thoroughly enjoy my course work and appreciate my academic success, but am eager to apply what I have learned to a hands-on industry experience. Having grown up in the twin cities area, I know that Healthy Pharmaceuticals is a global leader in the design, development, and manufacturing of a vast and varied array of products. For this reason, I am truly excited to ask for the opportunity to contribute to your company. My collegiate education and passion to broaden my chemical engineering experience make me a great fit with your company.

I have enclosed my resume for your review and request an interview with you at your earliest convenience. I will contact you in 3-4 business days to discuss a possible interview. Thank you for your consideration, and I look forward to speaking with you soon.

Sincerely,

Jane Doe
Encl.

Action Verbs for Resumes and Cover Letters

Management Skills:

Administered
Analyzed
Assigned
Attained
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Evaluated
Executed
Improved
Increased
Organized
Oversaw
Planned
Prioritized
Produced
Recommended
Reviewed
Scheduled
Strengthened
Supervised

Communication Skills

Addressed
Arbitrated
Arranged
Authored
Collaborated
Convinced
Corresponded
Developed
Directed
Drafted
Edited
Enlisted
Formulated
Influenced
Interpreted
Lectured
Mediated
Moderated
Negotiated
Persuaded
Promoted
Publicized
Reconciled
Recruited
Spoke
Translated
Wrote

Research Skills

Clarified
Collected
Critiqued
Diagnosed
Evaluated
Examined
Extracted
Identified
Inspected
Interpreted
Interviewed
Investigated
Organized
Reviewed
Summarized
Surveyed
Systematized

Technical Skills

Assembled
Built
Calculated
Computed
Configured
Designed
Devised
Engineered
Fabricated
Installed
Maintained
Operated
Overhauled
Performed
Trouble-shooting
Programmed
Remodeled
Repaired
Retrieved
Solved
Upgraded

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Coordinated
Demystified
Developed
Enabled
Encouraged
Evaluated

Teaching Skills (Continued)

Explained
Facilitated
Guided
Informed
Instructed
Persuaded
Set goals
Stimulated
Trained

Clerical/Detail Skills

Approved
Arranged
Catalogued
Classified
Collected
Compiled
Executed
Generated
Implemented
Inspected
Monitored
Operated
Organized
Prepared
Processed
Purchased
Recorded
Retrieved
Screened
Specified
Systematized
Tabulated
Validated

Helping Skills

Assessed
Assisted
Clarified
Coached
Counseled
Demonstrated
Diagnosed
Educated
Expedited
Facilitated
Guided
Motivated
Referred
Rehabilitated
Represented

Financial Skills

Administered
Allocated
Analyzed
Appraised
Audited
Balanced
Calculated
Computed
Developed
Forecasted
Managed
Marketed
Planned
Projected
Researched

Creative Skills

Acted
Conceptualized
Created
Customized
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented
Originated
Performed
Planned
Revitalized
Shaped

More Verbs

Achieved
Expanded
Improved
Pioneered
Reduced
(losses)
Resolved
(problems)
Restored
Spearheaded
Transformed

Michigan Tech

Career Services • 220 Administration Building • 487-2313 • www.career.mtu.edu

Please note our NEW location!

Career Services Offers:

- MyPlan: on-line assessment tool to help identify your interests and strengths
- Personal, one-on-one advising to help you find a career and major that best fit you
- NACElink: on-line job-posting, resume posting system that connects you with companies and job opportunities
- Resume critiques
- Mock Interviews
- Business and Dining Etiquette
- Job search strategies
- Corporate information sessions
- Company visits
- Two Career Fairs
- Campus interviews
- Career Development seminars, conferences, and presentations

Call us at 487-2313 for a personal, career advising appointment
Visit our website www.career.mtu.edu for additional information

Also at Career Services:

- Interview Rooms
- Computers and Printers
- Career Resource Library
- Friendly and Helpful Staff

Remember...If you are uncertain about your future or current career path, consider utilizing "MyPlan." It's a Career and Educational Planning System FREE to Michigan Tech students. Make sure you check "share results with career advisor," and make an appointment for a one-on-one appointment with a Career Services Career Advisor to help you analyze your results and discuss your future plans.