



# RÉSUMÉ WORKSHOP

# Careers. Jobs. Work.

**Job:** a specific employment with a particular employer (*pharmacist at London Drugs*)

**Work:** the general description of what your job entails (*filling prescriptions for customers*)

**Career:** the area in which you focus your various jobs over a length of time – possibly even a lifetime! (*medicine*)

# Purpose of a Résumé

For the applicant, it's a...

- marketing tool to get a job interview
- summary of skills, abilities, accomplishments, experiences and interests that make you a good fit for the job

For the hiring employee, it's a...

- prescreening tool for when there are large numbers of candidates

# The Key to a Good Résumé

Most people looking for work use a résumé that outlines their past experiences: “Here’s what I did yesterday.”

This leaves it up to the employers to figure out how you can add value to their organization. That’s no way to sell yourself! You need to show them: “Here’s how I can help you today.”

# A Good Résumé Should:

Show you meet the employer's requirements, and will fit well into their operation.

Be competitive.

Clearly describe your capabilities and personal characteristics, highlighting your unique selling points.

Be clear, concise, and to the point (1-2 pages).



# Chronological Résumé

Over 60% of all resumes are chronological!

**Arrange by date:** most recent employment first, proceeding backwards in time. The most recent position occupies the most space.

Following each date is the JOB TITLE and EMPLOYER'S NAME.

*Ideal for someone with a varied background and no spotty work history, and who wants to show progression in skill development or responsibilities.*

# Advantages

**Familiarity:** easily recognized by employers

Easiest one to write

Reflects reliability

Useful to employer during interview: can see work pattern and progression

# Disadvantages

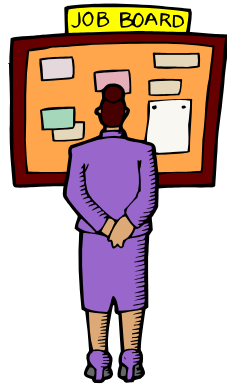
**Lacks invisibility:** cannot hide spotty work history or excessive job hopping

**Inflexible:** does not allow for moving information around, as must stay in timeline





# Functional Résumé



Lists experiences by functions performed or transferable skills headings.

Omits employer's name and dates worked.

Works well with job titles that differ from one field to another, since employer can easily recognize the skills when titles are misleading.

# Advantages

**Selectivity:** can select relevant information only

**Flexibility:** able to move information around

**Invisibility:** can hide spotty work history and excessive job hopping

# Disadvantages

**Inflexibility:** doesn't allow you to put in the dates and company names

**Lacks credibility:** no names and no dates...what are you hiding?

**Confusion:** if you do not organize information, it can be confusing

# Combination Résumé

Combines features of the CHRONOLOGICAL and FUNCTIONAL résumé.

Organized by function or transferable skills headings.

Includes employer's name, job title, dates of employment, and education.

*It is longer and harder to compose than the other two formats, but provides a fuller picture.*

# Advantages

**Relevance:** target your résumé and market relevant skills

**Flexibility:** move information around to emphasize and minimize

**Selectivity:** pick and choose what you want to put in and what you want to leave out

# Disadvantages

**Lengthy:** if you are not careful, may be too long with many details

**Lack of clarity:** without organization, may be confusing

**Loss of emphasis:** most recent position's importance may be overlooked

# Sections of a Résumé



- Contact information *Mandatory*
- Objective (job goal) *Mandatory*
- Related skills *Mandatory*
- Education
- Work experience & Duties
- Additional experience
- Interests & Activities
- References *Mandatory*

# Contact Information

## Your name

Full (legal) name

## Address

Your home address, written out in full, without abbreviations

## Telephone number

Home and/or cell phone number with area code; include a contact number for messages if you don't have an answering machine or voicemail

## Email address

# Objective

In one sentence, tell the employer exactly what type of work you're looking for.

Try to link your objective to the specific job you're applying for.



# Related Skills

List your special abilities and skills that relate to the job you're applying for.

They can be from paid or unpaid work, volunteer experience, and even hobbies.

# Education

List your education, starting with the most recent diploma or training course and working backwards.

Include:

- Name and location (city or town) of each school (secondary and beyond)

- Programs or specialized courses you took

- Years of schooling completed (at each institution)

- Certificates or diplomas completed (including those for programs like a computer or software course, first-aid, small engine repair, or any other training that might be useful to the job you want)

# Work Experience

List the companies or organizations where you worked or volunteered. Include where they are located (cities and provinces), and the dates (month, year) you worked.

Outline the major type of duties you carried out at each of your previous jobs, starting from the one that took most of your time, or involved the most responsibility.

Provide no more than 5 duties for each job.

# Additional Experience

Such things as the languages you speak, software programs you know, and other abilities that relate to the job you're applying for.

If there is a lot of information, break it into separate sections with specific headings.

# Interests & Activities

Briefly outline a few of your interests and activities that demonstrate something about you.

Mention achievements or awards you have received.

If you have volunteer experience that is relevant to the job, make sure you put it in; transferable skills are important!

# References

Think carefully about who to ask to be references, and ask their permission. They should be people who have worked with you recently, so that you will be fresh in their minds.

Type the names, addresses, and phone numbers of up to three references on a separate piece of paper matching your résumé formatting.

If you can, give your reference an idea of the type of job you are applying for, and let them know when you think an employer will be calling them, so they can be available and will have some time to think about what to say.

Reference letters are not included in your résumé, but you should have them ready.

# Who can be a reference?

Someone from your school (teacher, counsellor, coach)

Someone you've worked for (summer, part- or full-time employer)

Someone you've worked for on a casual basis (babysitting, shovelling snow, delivering papers)

Someone you've helped (as a volunteer)

Someone whose opinion is respected (elder, minister, community leader)

# What NOT to Include:

- Expected salary
- Reason for changing jobs, or leaving a previous job
- Social Insurance Number
- Addresses of former employers
- Age
- Marital status
- Parental status (whether you have children, or are pregnant)
- Height and weight
- Health status or disabilities
- Race
- Religion
- Sexual orientation



# Choose Language Wisely

A results-oriented résumé is generally more powerful and impressive than one which highlights only responsibilities.

My jobs was to    I accomplished

Use action verbs and active voice.

 Accounts were done by me.

 I balanced the accounting sheets every day.

# Be Accurate

A résumé must be accurate.

Employers will check out your claims. They may call your references, look you up online, and ask around (such as mutual acquaintances or former coworkers).

# Design Carefully

A résumé must be neat, well organized, and easy to read. Clean, attractive design helps!

**Kathy Saveur**  
80 Sutton Base - Fairfield, CT 06424  
316-987-5532 - kathy@att.net

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Connecticut Certified Teacher

Date

Name

Address

City, State, Zip

Dear Contact Name:

Please consider me an applicant for the First grade teacher position that your school system has available. I learned of the position from the date edition of the newspaper. For the past four years I have been a full day Kindergarten teacher at St. Francis School in Oxford, Connecticut. I am eager for an opportunity to expand my opportunities as a professional.

- Excellent ability to concurrently manage classrooms of children at varying levels, while meeting rigorous performance standards and demanding schedules.
- As a teacher at St. Francis, built a structured, nurturing classroom environment utilizing the Maine State Learning Results as a framework for helping each child realize their fullest potential.
- Strong ability to individualize the curriculum to meet the needs of all levels of students in the same classroom.

A major strength that I would bring to the Westford School System is my successful experience as a full-day Kindergarten teacher. With strong communication, organizational, and classroom management skills, I am confident that I can be a valuable asset to both the elementary team at the Westford School System. I feel that my strong background in elementary education, ability to assimilate new ideas and concepts, and dedication to children would be of great benefit as well. I strongly believe that all children can learn and with that belief, children do learn.

I would welcome the opportunity to interview with your selection team and look forward to hearing from you in the near future. Thank you for your time and consideration.

Sincerely,

Kathy Saveur  
Connecticut Certified Teacher

**VAN JONES**  
12345 Street Name Ave. • Springfield, CA 11111 • (555) 555-5555 or (555) 555-5555  
xxxxxx@resumewriters.com

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**EXECUTIVE SUMMARY**

Extensive experience in operations and manufacturing management spanning plastics, metals, automotive, medical, and aerospace industries. Passionate about quality and customer satisfaction. Record of improving efficiency, productivity, and profitability through automation and process improvement. Outstanding interpersonal, motivational, and presentation skills. Analytical, articulate, and diligent.

**CORE COMPETENCIES**

Strategic Planning	Process Improvement	Project Leadership
Quality Control	Budget Planning & Cost Control	Client Relations
Manufacturing Automation	Proposal Development	Market Analysis

**PROFESSIONAL EXPERIENCE**

<b>Independent Consultant</b>	<b>2000 – Present</b>
<ul style="list-style-type: none"><li>• Plan and execute research and development on free energy products.</li><li>• Direct prototyping of various products.</li><li>• Develop cryogenic proposals for drying and treatment of components and products for various industries in British Columbia.</li></ul>	
<b>WINSTON TOOLS INC., Toronto, Ontario</b>	<b>1996 – 2000</b>
<b>President</b>	
<ul style="list-style-type: none"><li>• Directed strategies for prototyping, research, and development of new products for automotive, medical, plastics, and aerospace industries in government and private sectors.</li><li>• Facilitated development and manufacturing operations.</li></ul>	
<b>VILLAMON LTD, Toronto, Ontario</b>	<b>1992 – 1996</b>
<b>Manufacturing Consultant</b>	
<ul style="list-style-type: none"><li>• Recruited to analyze and optimize operations of 100,000 square foot manufacturing facility.</li><li>• Identified areas of opportunity and money losing products; devised strategy to turnaround operations.</li></ul>	
<b>WESTERN MANUFACTURING COMPANY INC., Detroit, Michigan</b>	<b>1990 – 1991</b>
<b>Vice President Operations</b>	
<ul style="list-style-type: none"><li>• Directed and managed all operations including 1,000 employees and 375,000 square foot facility.</li><li>• Reported to CEO and held full profit and loss accountability.</li><li>• Oversaw plants in 4 locations with differing product categories: automotive, sheet stock, die cut and injection molding.</li><li>• Established stringent operations budget and manufacturing labor standards.</li><li>• Reduced overtime by 73% and workforce by 15% while increasing productivity by 10%.</li></ul>	
<b>WONTON INTERNATIONAL INC., Sunnyvale, California</b>	<b>1988 – 1989</b>
<b>Assistant to the President</b>	
<b>REXTON INDUSTRIES, Van Nys, California</b>	<b>1986 – 1987</b>
<b>Senior Product Engineer</b>	
<b>POVALE TECHNOLOGIES INC., Northside, California</b>	<b>1984 – 1986</b>
<b>Product Field Engineer</b>	

*Sample provided by www.resumewriters.com*

# Résumé Checklist



Is it attractive and easy to read?

Do key points and headings stand out?

Is it concise – no unnecessary words or sentences?

Is all the information relevant, up to date, and positive?

Are there any errors in spelling or grammar? If language is a problem, get some help! You can never get a second chance at a first impression.

# And...

Use quality paper.

Pay attention to the balance of “white space” and text.

No cheap photocopies.

# Employers' Pet Peeves

- More than two pages long
- Printed on poor quality or colour paper
- Typing mistakes or hand-written corrections
- Listing jobs that aren't related to the position being applied for
- Repetitive information, repetitive information, repetitive information
- Inflated or boastful claims
- Fancy pictures or charts
- Wrinkles, dirt, photocopying smears

## 1. Professional experience

Senior Systems Architect

Nov 2008 - Present

Novel Systems, LLC (Austin, TX)

Founding architect of Nova Systems funded by North Bridge and Charles River Venture Partners (Coxs and SAP were initial investors too). Nova Systems builds RFID and KTL3 products and solutions that are currently deployed at over 600 sites around the world in over 50 countries.

### Product Strategy and Management

1. Part of the core executive team in defining and re-focusing the company's market strategy, product portfolio, product positioning and marketing execution plans.
2. Led the market requirements gathering and validation effort - including customer interviews, focus groups, surveys and questionnaires.
3. Led the execution of product and requirement definition effort to support strategy, resulting in the first version of the software application.
4. Led the capture hardware product addressing the needs of the market.
5. Assisted in patent disclosures in support of the new strategic effort.

### Sales and Services

1. Drove new customer sites (via channels) in Europe and Middle East which were critical to sustaining the company in 2009/2010.
2. Instrumental in acquiring and managing channel partners worldwide - including "priming the pump".
3. Instrumental in up selling, re-selling and most importantly closing projects - resulting in growth of service revenues.
4. Managed the solution development team - team was distributed between US and China.
5. Drove engineering product requirements based on customer and partner engagements.

### Technical

1. Designer of the algorithms in the Nova product, 5 issued patents.
2. Implemented the RF control and management algorithms in the Nova product.
3. Led the standardization of Low-level Reader Protocol (LLRP) - a worldwide standard for reader interface protocol. This standard involved coordinating and collaborating with and driving members from 80+ companies worldwide. This effort was completed within a year which was a record time for this perspective. Received the GS1 Person of the Year award in recognition for that effort.
4. Co-chair of the Reader Protocol group in GS1/EPCglobal.
5. Co-led the massive technology demonstration of a new European EPC Standard that led to the explosive growth of RFID in Europe. This also paved the way to acquiring Metro - one of Nova's largest customers.
6. Instrumental in securing partnerships with the key technology vendors.

### Senior Systems Architect - 2008 - Jan 2008

Network Architecture, Lead Systems Architect, FPGA Team lead

#### AT&T technical liaison

1. Led the technical coordination effort with AT&T. Provided architectural direction and input to the customer architecture and strategy. Coordinated the technical aspects of the sales effort. Defined and managed the lab testing of the product. Worked with the CEO and VP Sales in defining successful sales strategy, calculating its objective by AT&T for next generation packet aware MSA network.
2. FPGA team lead
  - 1. Led the team of 8 engineers (4 designers + 2 verifiers) on critical FPGA design (leading edge cross-connect architecture for the VCAT platform) successfully brought them to completion.
  - 2. Worked with the CEO & CTO in working out the technical and sales strategy for partnerships and customer sales. Played a lead technical role at select major account activities including AT&T, Bell Canada/SDC.
  - 3. As the lead architect - undertook number of hardware, software and system architecture projects across 3 platforms (Tera, Tera2, and Tera3)
    - 1. Architected modules that plug into AT&T incumbent vendor chassis. The modules are (i) packet aggregation module and (ii) drop channelized OC-N module. Both these modules were key to the AT&T MSA network architecture.
    - 2. Architected and implemented the medium access protocol for packet transport on the ring. This architecture included a novel QOS and SLA aware distributed ring-wide bandwidth management algorithm, queuing and buffering subsystem at the ring ingress node and packet assembly at the ring egress node. The architecture included off-shelf network processors and FPGAs (Ring MAC sub-system).
    - 3. Architected and implemented a Time-Space-Time architecture for the TDM portion of the network element. This architecture involved multiple chips (mix of off-the-shelf chips and FPGAs). The FPGAs included (a) serializer/deserializer (b) time-multiplex and framing, and (c) column switch. The column-switch FPGA is a novel high-density switch fabric (12.5Gb/s for the small/medium-size platform and 32.5Gb/s for the high-end platform). The TDM switching architecture was implemented using Static FPGA (15-30 for 12.5Gb/s and 15-60 for 32.5Gb/s). The architecture is a column-switch module of multiple

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## TECHNOLOGY INNOVATION EXECUTIVE

### PRODUCT MANAGEMENT & STRATEGY IN R&D

Strategic and forward thinking Product Management and Software/Hardware Development Executive with more than twenty years of success in the computer products business in networking, IT, IT services and software segments. Not only creative needs have been recognized, but also the means to address them have been developed. From the entire development lifecycle, and for projects ranging from development of new products and expansion into new markets. Business success complemented by exceptional academic background including degrees in Computer Science.

Research & Development, Cost Market Strategy, Product Lifecycle Management, Standards Development, IT Strategy, IT Infrastructure Design, Software Development, Project Management

### PROFESSIONAL EXPERIENCE

Novel Systems - Waltham, MA

President of RFID and KTL3 products and solutions. Instrumental at 80+ sites worldwide.

#### VICE PRESIDENT

One of the founding team members, acted as chief architect, subject matter expert, and made key contributions to Nova's product development. Authored several patents and improvements to standards groups. As the head of solutions and technical sales, aligned the technology and product strategy with the needs and requirements of global customers planning to deploy RFID and KTL3 solutions. Led solution engineering team and managed solutions development teams in China and US.

- Re-organized and re-focused the company to Operational Patient Logistics in Healthcare - market entry, go-to-market, competitive analysis, product positioning and validation, and execution plans.
- Established channel partnerships with Europe and Middle East to build recurring revenue. Negotiated and closed a diverse set of deals to improve growth.
- Awarded 6 patents for invention of algorithms that contributed to an award-winning Nova product. Authored 2 patent disclosures in support of the new strategic Healthcare effort.
- Created worldwide standard for reader interface protocol - Low-level Reader Protocol (LLRP). Coordinated resources from 80+ companies worldwide in record time which was recognized with GS1 Person of the Year award in 2007. Served as co-chair of Reader Protocol group in GS1/EPC Global.
- Led a successful large scale demonstration of new European EPC Standard that created explosive growth in Europe market and established foundation to capture key account - Metro.

Novel Systems - Boston, MA

2000 - 2004

Designed and implemented optical products enabling centers to maximize utilization of SD-WAN infrastructure

#### DIRECTOR - NETWORK ARCHITECTURE

Lead team of 8 engineers in design and implementation of the core algorithms in POPA. Drove innovation with next generation architecture design. Performed competitive analysis and managed customer and vendor relations.

- Architected several critical components including
  - 1. Packet classification and deep channelized OC-N modules that connect with incumbent AT&T chassis.
  - 2. Innovative access protocol for ring transport built with novel QOS and SLA aware distributed ring-wide bandwidth management algorithm that included off-shelf network processors and FPGAs.
  - 3. Time-Space-Time architecture for TDM portion of network element. Included column switch novel high-density switch fabric (12.5Gb/s for the small/medium-size platform, 32.5Gb/s for the high-end platform).
  - 4. Traffic management architecture that supported a diverse set of services across the network.
- Acted as lead AT&T and partnered directly with CEO and VP of Sales to support technical aspects of AT&T MSA selecting solution for their next generation packet aware MSA network.
- Secured 2 patents for CAM technology.

Astral Point - Chelmsford, MA

2000

Designer of multi-optical products

#### PERFORMANCE ANALYSIS CONSULTANT

Worked with the VP of Engineering and the CTO on performance, scheduling and QOS issues, and network modeling.

Novel Systems - Andover, MA

1998 - 2000

Senior reader architecture networking products

#### PRINCIPAL ENGINEER

Collaborated with ASIC vendors to design a next generation enterprise switch, including system architecture.

- Led engineering of ATM switches for the SmartSwitch Router, including system architecture, software and hardware development, simulation, verification, and debugging.

Novel Equipment - Andover, MA

1998 - 1999

Reader with a novel architecture including time-computer, deadline, priority, storage and networking products

#### PRINCIPAL ENGINEER

Served as principal member in networking group and as a member of next generation switch project (NovelGen Digital Switch). Collaborated to design innovative methods to overcome OC-N switch in high capacity switch fabric. Invented OC-N switching algorithm that was one of the first to provide delay guarantees in a modular switch fabric.

- Evaluated performance and recommended several improvements to ensure optimized buffer requirements including analysis of SmartSwitch Router box, multicast performance, and sizing of Head of Line (HOL) buffer.

Worked with networking and development experience with AT&T and Texas ASM University

### EDUCATION

Computer Science - University of Texas at Austin  
Electrical Engineering - University of Texas at Austin  
Electrical Engineering - University of Technology, Flakke, India



# What Recruiters Look At During The 6 Seconds They Spend On Your Résumé

Recruiters spend an average of 6 seconds before they make the initial 'fit or no fit' decision" on candidates.

## **Recruiters mostly look at:**

- **your name**
- **current title and company**
- **current position start and end date**
- **previous title and company**
- **previous position start and end dates**
- **education**

With such critical time constraints, make it easy for recruiters to find pertinent information by creating a clearly-organized résumé. Don't include distracting visuals or irrelevant information!