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# ENGINEERING TECH. EXPO AND RESUME TIPS

# TECH EXPO PREPARATION

- Come prepared. Do research on the companies you are serious about.
- Networking ([https://www.ndsu.edu/career/job\\_search\\_resources/#c261421](https://www.ndsu.edu/career/job_search_resources/#c261421))
  - Carry extra resumes, you never know who you'll meet
- Warm up first. Talk to a company or two before going to talk to the ones you're serious about
- Have questions ready, 2-3 is perfect
  - Ask them the elevator question → What do they do?

# TECH EXPO PREPARATION

- Dress to impress ([https://www.ndsu.edu/career/dress\\_to\\_impress/](https://www.ndsu.edu/career/dress_to_impress/))
  - Men: dress pants, dress shoes, dress shirt and tie with jacket
  - Ladies: dress pants and dress jacket, if a dress knee high or longer, nice shoes; the 4 B's
- Smile, be enthusiastic, up beat/energy, passionate
- Internships are extended interviews. You're trying out the company and they are trying out you.
- Confidence. It's ok to say you don't know, but make sure you get back to them
- If you get an interview, prep for it (<https://www.ndsu.edu/career/interviewing/>)
  - Follow-up with a thank you after the interview

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# THE RESUME

# THE LIVING DOCUMENT...



- Keep it updated as frequently as possible
  - Document it: MS Word, Linked In, or own Website
  - Add new skills
  - New related classes
  - New accomplishments and other projects including volunteering and club activities
- Create a Linked In account
  - Can be treated as a full fledge summary of your skills, projects, education, experiences, and more
  - Helps you to get organized

# WHAT TO INCLUDE ?

- Education with Degrees
- Past job/internships, related experiences\*
- Leadership and Active positions (officers)
  - Great display taking initiative
  - Chance to demonstrate your skills you have and what you still have to learn
- Technical skills
  - Soldering, multi-meter use, oscilloscope, other technical lab equipment
  - Software programs
  - Working with hardware
- Soft skills
  - Public speaking/Presentation skills
  - Verbal and written communication\*





# WHAT IF I DON'T HAVE ANY EXPERIENCE YET ???

You might feel like this:



But don't fret, we all started there in one way or another

# IF YOU ARE JUST STARTING OUT...

- Find the “good” in everything
- Honors and awards (scholarships)
- Go through each class you’ve had (look at class syllabus)
- State the skills you currently have or skills from other jobs
- Start with descriptions, then sell your skills
  - Team work, planning, patience, like to learn, etc.

- Before:

I was a cashier, took orders during busy times, and performed other miscellaneous tasks.

- After

Maintained high standards of customer service during high-volume, fast-paced operations.

Assisted management with inventory control and stock ordering




# AFTER AN INTERNSHIP

- Update your resume and keep different versions
- What did you learn?
  - New coding language
  - Writing technical documents
  - I don't want to go into \_\_\_\_\_.
- \*State the skills you gained from what you did\*



**KEEP  
CALM  
AND  
UPDATE YOUR  
RESUME**

# LAYOUT OF THE RESUME

- 1 page for hardcopy pass out
  - Can do more, but that's why there's Linked In, etc.
- Headings for Engineering or Technical Degrees
  - Contact Information
  - Education
  - Technical Skills 
  - Job related Experience(s)
- Be CONSISTENT with headings and subheadings layout
- It's ok to brag about yourself a little bit

Sheldon Lee Cooper

2311 North Los Robles Avenue Apt# 4A

Pasadena, CA 91101

## Education

Sc.D., PhD. M.A., M.S., B.S.

Theoretical Particle Physicist at California Institute of Technology

## Technical Skills

Writing papers attempting to win a Nobel Prize in Physics

Driving a car with a permit

## Work Experience

"I started college when I was 11" and I never left

## Awards, Honors, Leadership (Other skills)

Speaks fluently English, Finnish, and Klingon

"I have an IQ of 187"

Becoming better at recognizing sarcasm from other humans

# Tyler S. Lane

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## Personal Profile

- Academic goal – to obtain a B.S. degree in Electrical Engineering and Physics and a graduate degree
- Career goal – is to work for an organization that values learning, engagement, innovation, and leadership
- Awarded a NASA Community College Aerospace Scholar – October 21-23, 2010, Johnson Space Center at Houston, TX
- Phi Theta Kappa International Honor Society, President's Education Awards Program Outstanding Academic Excellence, Grand Rapids Senior High School Certificate of Excellence in Science

## Education

Minnesota State University Moorhead - Moorhead, MN  
B.S. Degree in Physics with an emphasis in Medical Physics and an emphasis in Astronomy, expected graduation date May 2014—Junior

North Dakota State University – Fargo, ND  
B.S. Degree in Electrical Engineering, expected graduation date December 2015—Sophomore

Grand Rapids Senior High School – Grand Rapids, MN  
High School Diploma – June 2, 2010  
Post Secondary Education Option Student – Itasca Community College – 2008-2010

## Work Experience

### Minnesota State University Moorhead, August 2010 - present

- Office assistant – performed clerical tasks – photocopy, enter information in computer system, answer telephone, answer students' questions, pickup and delivery of mail, post notices, and other tasks as requested.
- Planetarium – responsible for teaching students the basic astronomy classes and testing the students at the end of a two-week time period. I also present shows to the public in which I collect money, operate the projectors, computer, and other planetarium equipment.

### Scott Lane Construction, May 2007 - present

- General laborer – shingled roofs, used power tools to build structures and additions to buildings, assisted in layout and design, and performed physical labor tasks.

## Activities

- Physic Students Club – President 2012-2013, Secretary/Historian 2011-2012, and Treasurer 2010-2011. Mentor for Moorhead High School Team – F.I.R.S.T Robotics Competition – winter 2012. Designed and implement the first Physics Show to the general public as a physics career promotion and a physics club fundraiser for local food shelf.
- Terra Firma – MSUM Men's Soccer Club – President 2012-2013, Vice-President 2011 – 2012, Goalkeeper 2010-2013
- Student Academic Conference—Presented two posters at the SAC (Physics: Atomic Force Microscopy and Astronomy research) April 2012.

## References

Gladly submitted upon request.

# TYLER S. LANE

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www.linkedin.com/in/tylerslane

## OBJECTIVE

Obtain an entry level job, internship, or co-op in electrical engineering where I can contribute my current skills while continuing to learn in the field of control systems

## EDUCATION

North Dakota State University Fargo, ND  
Master of Science in Electrical Engineering Expected graduation Dec. 2017  
Areas of interest: Control systems, robotics, space and biomedical applications

Minnesota State University Moorhead Moorhead, MN  
Bachelor of Science in Physics, Magna Cum Laude May 2014

## WORK EXPERIENCE

NASA Goddard Space Flight Center Greenbelt, MD  
Systems Engineering Universities Space Research Association (USRA) Intern June 2016 – Current

- Assisted with derivation of a performance model that defines SNR requirements of the OCI on PACE mission
- Gained knowledge as a system engineer on how individual components interact and affect the overall system
- Displayed completed work at a poster session and discussed results of the project to colleagues and guests

NASA Johnson Space Center Houston, TX  
Electrical Engineering Universities Space Research Association (USRA) Intern Summer 2015

- Certified as an operator of a full scale robotic system called ARGOS; this included real time decision making and working within a test team
- Designed and analyzed a power distribution network in support of a video wall system that includes 12 computers and over 90 monitors
- Collaborated with the project manager, electrical and mechanical engineers, and collected information to select parts for the proper design based upon project requirements
- Strengthened programming skills in C and robotics design skills while designing a robotic system for a new STEM education outreach program
- Improved designs through a peer review process where feedback was given
- Presented formal results to a review committee for the video wall and to the office of education for the enhanced robotic STEM education outreach project

Minnesota State University Moorhead Moorhead, MN  
Planetarium Assistant/Trainer January 2011 – December 2014

- Demonstrated strong oral communication and presentation skills while educating basic astronomy knowledge to students and performing public shows
- Trained new student teachers how to present information, operate, and maintain the planetarium equipment both the physical hardware and the software to navigate through the solar system and our visible universe

## SKILLS

Technical: Multimeter, Oscilloscope, Power Supplies, Waveform Generators, Soldering, various power tools  
Software: SolidWorks 3D CAD, MATLAB, LabVIEW, Altium, Logger Pro, RobotC, Maple, Microsoft Office  
Word, Excel, PowerPoint, Visio, Outlook, and Publisher  
Languages: C, Python

## ACTIVITIES, LEADERSHIP, AND HONORS

NASA Fellowship Recipient- North Dakota Space Grant Consortium (NDSGC) 2016-present  
IEEE—Student Chapter 2014-present  
Sigma Pi Sigma 2013-present  
Society of Physics Students Leadership Scholarship Recipient 2013-2014  
Society of Physics Students- President, Historian, Treasurer 2010-2014  
Men's Club Soccer- President, Vice President 2010-2014  
NASA Community College Aerospace Scholar 2010  
MSUM Student Academic Conference presenter 2012, 2014  
Shell Eco Marathon Competition- 2<sup>nd</sup> place team finish-Safety, 7<sup>th</sup> place team finish-overall proto-type 2009-2010

# YOU ARE THE AUTHOR

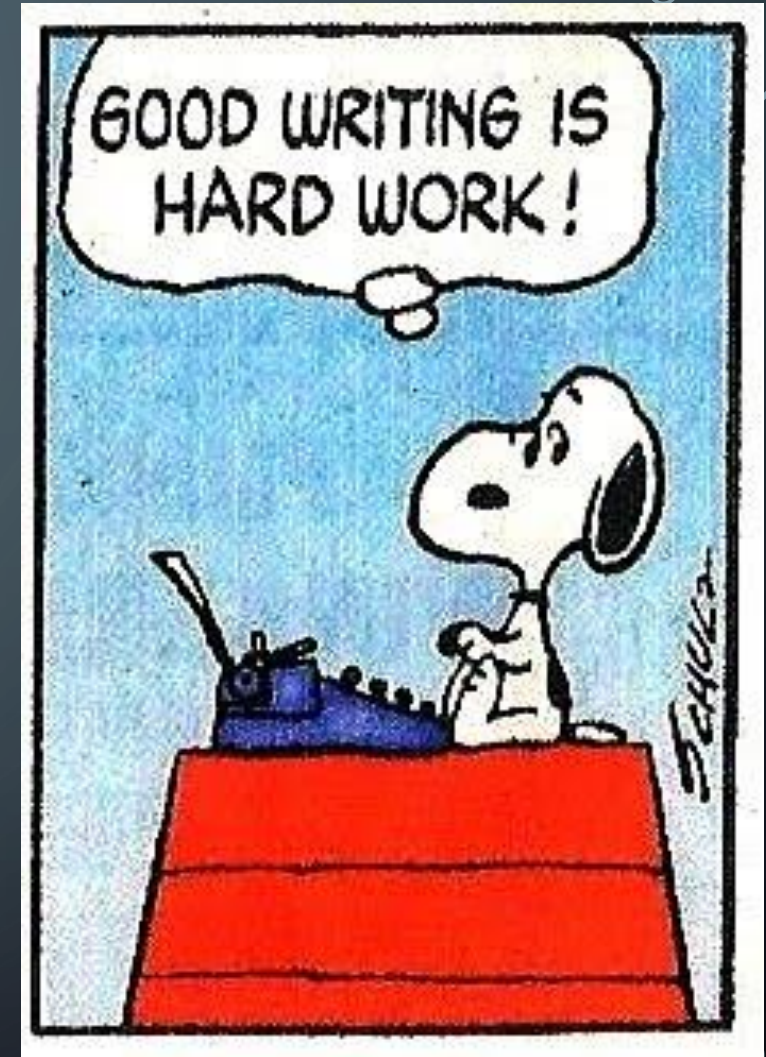
- Make it reflect a little bit of yourself to be unique
  - Font, style format, layout, theme, paper it is on, color, etc.
- Your resume, do it how you want to. Consider the advice of others, but ultimately it's your resume





# LAST QUICK HINTS

- Margins can help fill in white space
- Build and establish a good list of people as references
- After reviewing it yourself, ask someone else to review it
- Create a business card to go with your resume
- Write/check in once a week of new things you've learned or accomplished
- Practice and don't get discouraged by failure, learn from it
- It can be hard, and it takes time to build an outstanding resume



# NDSU RESOURCES

- <https://www.ndsu.edu/career/resumes/>
- [https://www.ndsu.edu/career/career\\_fairs/](https://www.ndsu.edu/career/career_fairs/)



KEEP WORKING HARD AND YOU'LL GET THAT  
INTERNSHIP



# QUESTIONS ?

