

# Development of Management Skills (MGMT 411 )

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# Agenda

- \* Why we need a resume ?
- \* How do I write a CV with **no experience**?
- \* How to write a professional resume
- \* Resume Sample
- \* Maxwell reflection's (2-3)

# Introduction ...



# Why we need a resume ?

Present: Talk a little bit about what your current role is, the scope of it, and perhaps a big recent accomplishment.

Past: Tell the interviewer how you got there and/or mention previous experience that's relevant to the job and company you're applying for.

# Remember!

A **resume** should be **one page** most of the time.

Your **resume** can be longer than **one page** only when you **have** 10+ years of experience or lots of relevant professional achievements.

# Remember!

## 30 seconds !!

# How do I write a CV with no experience?

Here are **seven** things you need to know:

Tailor your CV to the job. ...

Make the most of your personal statement. ...

Think outside the job. ...

Leverage your transferable skills. ...

Add a cover letter. ...

Use the right keywords. ...

Show your personality. ...

Recommended Reading:

# How do I write a CV for a student internship?

Step 1: Personal Details. Start with your name. ...

Step 2: Your Profile. Your profile should be a short paragraph, (no longer than five sentences). ...

Step 3: Key Skills. ...

Step 4: Education. ...

Step 5: Previous Employment/Work Experience. ...

Step 6: Interests. ...

Step 7: References.

# Resume student internship Sample

## MARY SMITH

Sometown, PA 17000

Phone: (555) 555-5555 • Email: ms@somedomain.com • LinkedIn URL

Recent graduate of ABET-accredited BSME program seeking an entry-level mechanical engineering position.

### Key skills and knowledge areas:

- Solid command of technologies, tools and best practices in designing mechanical equipment using AutoCAD, SolidWorks and engineering drawings.
- Excellent shop and safety skills honed from work as a machinist and welder. Able to design and fabricate tooling and mechanical test fixtures.
- Strong team collaboration skills. Work closely with team members to achieve engineering goals.

## EDUCATION

### ABC University -- Sometown, PA

Ranked in the top 10 mechanical engineering schools by US News and World Report

Bachelor of Science in Mechanical Engineering (BSME), GPA: 3.4, 5/2016

Completed Courses in Major:

- Statics, Dynamics, Engineering Analysis, Mechanics of Materials, Fluid Mechanics, Dynamics of Machinery, Measurement and Instrumentation, Mechanical Engineering Thermodynamics, Industrial Processes, Elements of Material Engineering, Machine Design, Mechanical Vibrations, Thermal Systems Laboratory, Heat and Mass Transfer

Design Project:

- Completed senior project at DEF Company, a manufacturer of machine tools for the sheet metal industry.
- Assisted engineering department in designing straight hand seamer used in bending, seaming and flattening sheet metal.
- Created models using SolidWorks and participated in cross-functional product-development meetings.
- Contributed idea for change in handle design that is expected to improve comfort and safety when gripping the seamer. Product is in preproduction testing phase.

## TECHNICAL SKILLS

**Programs:** AutoCAD, SolidWorks, MS Project, MATLAB, MS Excel

**Machining and Welding Tools:** CNCs, mills, lathes, angle grinders, plasma cutters, oxy-acetylene torches, arc welders, band saws, grinders, shears, drill presses, chop saws, etc.

## WORK EXPERIENCE

**Machinist & Welder** (contractor), 9/2015 to Present

Hired by ABC Machining Company as well as local construction companies to handle per-diem projects.

To get more samples use this way to search in google then chose images “simple basic internship engineering resume template”



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# How do I write my first resume?

**Here are *seven* tips to help you catch an employer's attention.**

Start with the basics....

Include an objective and summary of skills. ...

Choose the right resume style. ...

Brainstorm your experience and skills. ...

Your academic and volunteer experience is relevant. ...

Know the cardinal rules of resume writing. ...

Never, ever lie!

# What should not be included in a resume?

## What you should never put on your resume

A career objective. Put simply: A career objective is largely obsolete.

Your home address. ...

Soft skills in a skills section. ...

References. ...

Stylized fonts. ...

High school education. ...

Your photograph. ...

Don't mention Microsoft Office.

# What are skills to put on a resume?

**List of 10 soft skills to include on a resume; See examples of how to describe them:**

Communication, Ability to Work Under Pressure, Decision Making, Time Management, Self-motivation, Conflict Resolution, Leadership, and Adaptability.

# How do you write a career objective?

## Here's how to write an objective for a resume:

- Start with a strong trait, add 2–3 skills, describe your career goals, and say what you hope to do for the company.
- State the position to which you're applying and use the name of the company.
- Keep it short!
- The **Five Performance Objectives** of quality, speed, dependability, flexibility, and cost can be grouped together to play a pivotal role in business.

# Resume Sample

Review it with your colleague!

# Resume Sample

## Your Name

Address • City, State, Zip Code • Phone Number • Email address

### Personal Profile

- Enter academic achievements, career goals, etc., here
- Enter academic achievements, career goals, etc., here
- Enter academic achievements, career goals, etc., here

### Education

School Name - School City, State  
Degree Expected, Degree Expected Date  
School Name - School City, State  
Degree Expected, Degree Expected Date

### Experience

#### Professional Experience

Company Name, Dates of Employment:

- Job description, responsibilities and accomplishments
- Job description, responsibilities and accomplishments

#### Professional Experience

Company Name, Dates of Employment:

- Job description, responsibilities and accomplishments
- Job description, responsibilities and accomplishments

#### Internship

Company Name, Dates of Employment:

- Job description, responsibilities and accomplishments

### Activities

- List sports, clubs, etc as well as dates of involvement
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# Maxwell reflection's (2-3)

**Due On Saturday**

**9/18/2021**

**at 11:00 p.m.**

*Note:*

- *Use your own words; copy from other recourses will consider as plagiarism.*
- *Any pdf or hand writing document submission will not be considered, only words file is submitted in blackboard is going to be accepted.*
- *For any questions, reach me by email: [a.alghafis@qu.edu.sa](mailto:a.alghafis@qu.edu.sa)*