Resume Suggestions for Students

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- You are trying to sell yourself.
  - We are looking for **potential**, not expecting much in the way of experience.
  - You must communicate your **education, skills, work ethic, leadership, intelligence, adaptability, attitude, maturity, and professionalism.**
- Importance of correct spelling, grammar, and punctuation *cannot be overstated*.
  - We have to believe your resume represents your very best work.
  - If it contains mistakes, what will your normal everyday work look like?
- List your expected graduation date and all your classes so we know:
  - How far along you are.
  - How you are diversifying outside your primary field.
- To list grades and GPA or not? Ideally yes.
  - Very helpful for us, but we put it in context and look at the whole picture.
  - High GPAs (high school, too) should of course be mentioned.
  - For significant scholarships, explain criteria.
- Work experience: Even if not career-related, any is good to see. We prefer not to be your first boss.
  - Don't list duties! List **accomplishments**. Explain *the purpose* of your work.
  - Convey how it relates to the NWS mission and reflects the words in bold above.
- Don't forget unpaid work and special school projects:
  - Volunteer internships are vitally important.
  - Explain large, challenging class projects that might be relevant.
- A meteorology degree will mean nothing; your competition will all have (or soon be getting) one!
  - What have you done above and beyond the degree?
  - Strong skills in IT, programming, GIS, hydrology, research, and writing are attractive.
  - Don't just list skills; describe how you applied them at work or on a school project.
- Extracurricular activities:
  - Memberships mean little. What did you lead? What did you accomplish?
  - What *role* did you play? How much time was devoted?
- How long should it be? Is "one-page" still desired? Not necessarily.
  - Organization is key and also reflects on your abilities.
  - Make the most of each page, leaving little white space.
- Include quantitative information whenever possible: How many? How often?
- Get someone to review, proofread, edit, and offer suggestions. Then get someone else to do the same.
- Cover letter? Could also be part of resume or an email to which resume is attached.
  - Highlight your uniqueness; avoid generalizations that anyone might write.
  - Make it a chance to display your strong writing skills.
  - Explain why you want *that* specific position.

Peeves

- "Proficient" but what have you done? Skills/potential that don't match accomplishments.
- "Familiar"   "Experience with"   "Mission-orientated" [sic]   "Energetic" "Motivated"
  "Team environment"   "Personable" "Proficiency with" very basic applications and software.
- Career objective and personal profile -- Prefer "highlights" or "key achievements"
- I   I   I   I - use of first person is annoying, so don't do it.
- Self-description as conclusions ("You'll love working with me!")
- Sharing an activity but not the overall result.

- Stuff that reads like a position description.