



Anthony L. Ferrara  
Career Services Center

## *Resume Packet*

**Contact Career Services at:**

**[careerservices@dunwoody.edu](mailto:careerservices@dunwoody.edu)**

**612-381-8227**

**Career Center Hours:**

**Appointments preferred**

## **Resumes Do's:**

Use Times Roman font size 11-12

Use a 14 size font in bold for your name

Use upper and lower case rather than all capitals

Make sure to update your email and phone number when appropriate

Check your email often after applying for a job

Have your resume proof read for clarity use spell check

Send a cover letter when sending your resume

A cover letter is not necessary when hand delivering your resume, only if mailed, faxed or emailed.

When emailing your resume, the cover letter is the actual email and the resume is the attachment

Use resume paper for mailing or hand delivery

List a webpage if you have one

Use past tense even if current

Use action words to describe your experience

Make sure your degree is listed correctly

List honors and awards

List professional associations

List certificates and licenses

List a class project or award you received such as Skills USA

## **Resume Don'ts:**

List high school because you are now in college

Use graphics or pictures on your resume

Use underlining or bullets other than round

Go over one page unless you have relevant experience

Go back more than 10 years of employment

Use colored paper only white or off white

Use the word "I" on your resume

Add reference information on your resume: that should be a separate document

List inaccurate information

List a school where you took classes unless you graduated from the program or school state is as you did the degree from Dunwoody

**Elizabeth B. Jobseeker**  
5555 Lakewood Road  
Minneapolis, Minnesota 55403  
[elizjobseeker@email.com](mailto:elizjobseeker@email.com)  
(555) 555-5555

**Objective**

Seeking a position as a Mechanical Engineer in the field of hydraulics  
(Use the title in the job posting)

**Education**

Dunwoody College of Technology, Minneapolis, MN  
**Associate of Applied Science, Automated Systems & Robotics, 2014**

**Professional Skills**

Electronics Drafting & Design	Machining
Welding	200 hours AutoCAD
CAM	PLC's
Electronics	Maintenance

**Professional Experience**

**Tool Incorporated, Minnetonka, MN**

Design Engineer Month Year – Month Year

- Assisted with designing a plant layout for the shipping department
- Developed a multi-step shipping process improvement plan

**Engineering Consultants, St. Paul, MN**

HVAC Consultant Month Year – Month Year

- Prepared building and equipment bid specifications
- Evaluated HVAC equipment options
- Incorporated EPA and OSHA regulations into safety procedures
- Created working drawing on AutoCAD Rev. 1

**Other Experience**

**College Police Department, Minneapolis, MN**

Supervisor 2Month Year – Month Year

- Supervised more than 50 student security personnel
- Maintained security accounts and budgets
- Interviewed, hired, trained and conducted performance appraisals
- Prepared 25-page monthly report

**Building Management Co., Northwood's, MN**

Manager Month Year – Month Year

- Maintained and performed building improvements
- Processed repair and work orders

**Certifications**

Boilers License

# James Johnson

2121 5<sup>th</sup> St. S.E. Minneapolis MN. 55414 / (612) 555-2222 / jamesjohnson2121@Hotmail.com

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## Objective:

Seeking a position in Aircraft Maintenance.

## Education:

Dunwoody College of Technology, Minneapolis, MN  
**Associate of Applied Science, Machine Tool Technology**, June 2011  
GPA 3.6

United States Navy and Air National Guard  
**Aircraft Mechanic Program**, 2009

## Professional Skills:

Sheet metal fabrication	Safety
Inspection	Documentation
Precision Measurement	Troubleshooting electrical/mechanical
100+ hours logged flight time	

## Class Projects

Designed and built chip compactor for recycling purposes  
Manufactured machinist tools  
Designed and built plastic injection mold

## Professional Employment:

Air National Guard, St. Paul, MN

**Staff Sergeant**, September 2005 – Present

- Fabricated and painted aircraft parts
- Repaired and maintained squadron of C-130 aircraft

Navy Reserves, CVA-63 Kitty Hawk

**Petty Officer 3<sup>rd</sup> Class**, April 2004 – September 2005

- Participated in on board maneuvers

United States Navy

**Supervisor, Aircraft Sheet Metal Shop**, September 2000 – March 2004

- Repaired and painted all aircraft sheet metal surfaces
- Detected and treated corrosion problems
- Serviced and maintained hydraulic systems
- Performed airframe changes, daily preflight, post flight, and periodic inspections

## Licenses:

Airframe and Power Plant Mechanic

**Jack Jobseeker**  
3535 Hennepin Ave  
Minneapolis, MN 55403  
612-399-1212 / [jack.jobseeker@somewhere.com](mailto:jack.jobseeker@somewhere.com)

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### **Objective**

Seeking an entry level position in Architectural Drafting and Estimating.

### **Education**

Dunwoody College of Technology, Minneapolis, MN  
**Associates of Applied Science, Architectural Design & Estimating, 20\_\_**

Lawrence Community College, Hinckley, MN  
**Certificate, Carpentry, 1998**

### **Professional Skills**

Developing cost effective construction plans	AutoCAD/Design CAD
Hands on construction background	Supervising construction site
Interpreting architectural plans	Creating project proposals
Writing project specifications	Surveying and Drafting
Blue print and schematic reading	Carpentry
Securing zoning and building permits	Working with budgets and time limits

### **Employment History**

McHale Construction, Edina, MN

**Construction Manager**, April 2007 – August 2009

- Supervised interior construction sites of residential and commercial sites.
- Coordinated work schedules for sub-contractors.
- Solicited bids, finalized contracts and managed budgets.

Guild Builders, Minneapolis, MN

**Journeyman Carpenter**, March 2000 – March 2007

- Assisted residential builder specializing in remodeling projects.
- Completed all projects within budget and deadline and to client's satisfaction.

Evans & Sons, Plymouth, MN

**General Laborer**, June 1998 – February 2000

- Handled general construction responsibilities for home builder.
- Operated heavy machinery.
- Delivered materials to job sites.

### **Associations**

CSI Construction Specifications Institute

NAHB National Association of Home Builders

## Resumes for X-ray Tech's:

### Objective:

While writing your objective, avoid descriptive statements. Be concise and to the point instead. Here's a good example:

*“ARRT-registered radiologic technologist with four years of experience conducting diagnostic imaging procedures for Buckingham Teaching Hospital. Expertise in fixed and mobile radiography, CTs, MRIs and fluoroscopic procedures.*

*Committed to providing high-quality radiologic services and catering to patient needs during exams. Proficient user of radiology management and hospital information systems. CPR certified”.*

### Employment history:

In this section, describe how you qualify for each minimum requirement listed. Provide number of years of experience and spell names correctly and verify dates of employment. Give brief but complete job descriptions, focusing on past duties which may be helpful in the radiology job position that is being offered. Don't forget to include these important points:

- Work setting like acute care, ER, etc
- Equipment and technology used
- Types of patients and caseload managed
- Types of procedures administered
- Involvement in committees or task forces
- Accomplishments like improvements in patient care, quality control, safety, cost reduction

Here's another good example that can be used for reference while describing your professional experience in your radiology job resume:

Fellow, interventional Radiology:

- Performed procedures in vascular and venous percutaneous interventions that include uterine artery embolisations, varicose vein embolisation, and stent grafts
- Work with the teaching staff; make daily rounds in patient care

### Skills

Include a comprehensive list of skills that are relevant to your career goal. Include core job and technical skills, equipment knowledge, languages and any other skills. Here's an excerpt from a good sample:

Skill Name Skill Level Last Used/Experience  
Diagnostic imaging Expert Currently used/4 years  
Magnetic resonance imaging (MRI) Intermediate Currently used/4 years  
Computerized tomography (CT) scans Intermediate Currently used/4 years  
**RMS / IDX Care cast / TDS Order Entry Expert Currently used/4 years**  
**Fluoroscopy** procedures Intermediate Currently used/4 years  
Ultrasounds Expert Currently used/4 years  
X-rays Expert Currently used/4 years  
Radiation protection Expert Currently used/4 years  
Film evaluation Expert Currently used/4 years

**Related Activities and Interests:**

Include additional activities and interests that will give potential employers a fine idea of your competence as an employee for your preferred radiology job, by indicating your special areas of expertise. This list may be helpful in highlighting your strengths and talents:

- Honors and Awards
- Language Competencies
- Community Involvement
- Computer Skills
- Avocations and Interests
- Leadership Activities
- Memberships and College Activities
- Travel or Study Abroad
- Scholarships

**Keywords that may be included:**

In your radiology job resume, include radiology-related keywords to make sure your resume is found when making an electronic scan. Job titles: radiologic technologist, diagnostic medical sonographer; skills or areas of specialty: nuclear medicine, ultrasound, fluoroscopic procedures; and credential: ARRT certification, CRT, CPR