

# **NEUPATH**

## *Engineering opportunities.*

Here are some resume tips...

- 1) Summary/objective should be short paragraph with one or two “wows”. Things you are proudest of, biggest contribution to the bottom line. You must have 1 or 2 “wows” in your summary/objective, something to compel a hiring manager or HR person to continue reading about you. \$\$ Savings, % Efficiency improvement, cost avoidance, PPM/FTQ quality improvement etc. **YOU HAVE TO STAND OUT!**
- 2) Use a “bulleted” format with a past tense “ed” verbs as the first word after the bullet - led, managed, created, wrote, initiated, drove, achieved, analyzed, tested, etc. “Verified software”, “developed requirements”, “created Automation programs” etc. Don’t use the same verb in same section. Use Thesaurus.
- 3) Quantify, quantify, quantify – in almost every bullet, how much \$ savings, cost avoidance, efficiency improvements %, lines of code, customers, products, requirements, programs, and anything else you can tie to the “bottom line”. Almost every bullet should have some quantification. Make best estimate if you don’t know exact number.
- 4) List GPA if good, list years of degrees unless you choose not to, ongoing education, certifications, etc
- 5) No more than 2 pages
- 6) List e-mail and phone number, (ideally cell phone) as well as address
- 7) Job dates aligned to the far right of the job title – Right justified. Experience prior to 1985, consider listing as “prior experience includes...”
- 8) Can eliminate the “references available”, hobbies, interests. Should not put these on unless an officer/leader in a club etc

**Don McCreary – dmccreary@neupath.net 765-438-4889**  
**Bill Gray - wrgray@neupath.net 765-438-8627**