

Resume Suggestions for Students and Entry Level Applicants

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- You are trying to sell yourself.
 - We are looking for **potential** in addition to experience, especially for entry-level positions.
 - You must communicate your **education, skills, work ethic, leadership, 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?
- For students, 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, briefly 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 and results**. 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.
- If a college degree is a prerequisite, all applicants will have (or soon be getting) one!
 - What have you done above and beyond the degree? Highlight complementary skills, e.g.: communication, IT, teamwork, programming, GIS, hydrology, research, writing, etc.
 - Don't just list skills; demonstrate how you applied them at work or on a school project.
- Extracurricular and community activities, even those not necessarily career-related:
 - 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 if it means excluding important information.
 - Organization is key and also reflects on your abilities.
 - Make the most of each page - no need to leave a lot of white space.
- Include quantitative information to add valuable details: 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 a resume or an email to which the resume is attached.
 - Highlight your uniqueness; avoid generalizations.
 - Use it as an opportunity to display your strong writing skills.
 - Explain why you want *that* specific position in that location, and what you have to offer.

Overused or meaningless words and common issues

- "Proficient" but what have you done? Skills/potential that don't match accomplishments.
- "Familiar" "Experience with" "Mission-oriented" "Energetic" "Motivated"
- "Team environment" "Personable"
- "Proficiency with" very basic applications and software like Windows or web browsers.
- Career objective and personal profile -- Prefer "highlights" or "key achievements"
- I I I I - avoid repeated use of first-person.
- Self-description as conclusions ("You'll love working with me!")
- Sharing an activity but not the overall result.
- Verbiage that reads like a position description.

What you must INCLUDE in the resume?

The selection process for student volunteers is less formal, but if you are applying to a NOAA job announcement for a paid position, you must specify the following in your resume as part of your application:

- Your citizenship
- If you are a male born after 12/31/59, whether you have registered for Selective Service
- Information about your paid and non-paid work experience related to the position for which you are applying, including:
 - job title
 - grade level for all Federal service positions held
 - salary
 - duration of employment to include start and end dates (mm/dd/yy – mm/dd/yy)
 - number of hours worked per week (e.g. state '40 hours per week' if applicable)
 - duties
 - accomplishments
 - all colleges and universities attended, including degrees and date degree conferred

Additionally, ensure you specifically address the specialized experience requirements of the job announcement. When the specialists review the applications, they do not access your current position description and rely solely on the information contained in the resume. Also, do not assume that the specialist will understand NWS jargon or system acronyms. It is recommended that you mirror the specialized experience language when explaining your unique qualifications.

What must you LEAVE OUT of the resume?

If you add the items below in your resume, you will be disqualified for the position to which you applied.

Do not include the following types of information in your profile or resume:

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents