



Meeting Minutes
Thursday September 1st, 2005
“Resume Writing”



The meeting was called to order at 7:30 pm.

Ice Breaker was “You might have seen me on the Yard, but you don’t know me”. Basically, we got to know each other by going around with a sheet that both had an activity or a title on it and tried to match it with the right person(s). A prize was given away to the person who filled all the slots on the sheet.

Announcements

- Khiem Pham spoke about the United College Negro Fund (UNCF) Walk-a-thon that is scheduled for Saturday Sept. 17th at 7:30 a.m. Macgregor Park. A lot of membership points will be allocated to the people that attend the walk. The PCI and Alumni chapter will also be present at the walk. Furthermore, several company representatives will be present so it will be a great opportunity to network before the Career Fair takes place.
- The facilities clean up will be held on September 2nd from 4:00 pm to 7:00 pm. Membership points will be allocated on an hourly basis. Refreshments will be provided for the volunteers.
- The Career Fair is scheduled to take place September 15th. Over 50 companies will be present. On-site interviews will be conducted. However, it is imperative that you register with Career services first because companies will pull resumes from the website before and after the event takes place. In order to keep order, the Career fair will require volunteers between 5:00 am and 4:00 pm. Membership points will be awarded to the people that sign up, especially for the morning shifts. Volunteering is a good way to get noticed by recruiters.
- The Hospitality Suite will take place on September 14th. It will be an informal setting to meet and chat with recruiters.
- In order to have your resume on a CD to be given to every company present, send an electronic copy to resumecd@yahoo.com by Sept. 11th (11:59 pm). Submit it as word document in following format:
(LastName_FirstName_Classification_Major.doc)
- Volunteers for the Beginning of Semester (BOS) party are needed between 4:00 pm and 10:00 pm on September 15th. It will take place after the Career Fair and will include putting up and dismantling booths and serving food and drinks.
- Fall Regional Conference (FRC) will be in Oklahoma City, OK. Early bird registration ends September 14th. It will take place from October 28th to October 30th. The benefits of attending include the Career fair, workshops, competitions (Academic Tech Bowl) and collegiate parties.

Guest Speaker – Karen Bradshaw, Engineering Career Counselor

The Career Services office is located on the first floor in the Student Services Center 1 building.

Things to Know

- The counselors are happy to inform students about the best career choices.
- State stuff that set yourself apart from other people.
- The GPA is critical to a lot of employers. They generally desire a 3.0 minimum.
- Work experience is very important.
- Be open to relocation.
- Get involved in organizations. Companies see that as being a team player.
- Register with University Career Services. On the website (www.career.uh.edu), you will be able to add as many resumes as possible and also format them.

The Resume

A resume represents you whether you are there or not. It can get you an interview. A resume is generally scanned in about 20 seconds or less. It is important to highlight some things in either italics or bold. Make sure that important information is listed such as relevant internships or coops, leadership experience and skills.

Important Resume Tips

- Make sure your resume does not exceed 1 page. While typing, the font options are Times New Roman or Arial. The font size can range between 10 and 12.
- Put an e-mail address that can be easily remembered.
- Include an objective that is simple and straight to the point.
- Indicate your classification, major and number of hours completed. No abbreviations should be made related to your major.
- Be confident of your GPA regardless of what it is.
- List work experiences obtained in reverse chronological order. While listing, use action words to describe duties performed in each position if you have had multiple internships.
- List course projects performed if you do not have any work experience.
- After sophomore year, do not put any high school information on your resume.
- Do not include references on the resume. A reference is someone that should be able to talk about you regarding work ethic and behavior. Always ask for permission before putting anyone down as a reference.
- Print all resumes on white paper. For the career fair, resume paper is not recommended.

Meeting adjourned at 8:35 pm.

**Next Meeting: Interviewing/Dress Attire
September 8, 2004
UC Bluebonnet (Rm 250)**