

Smarthinking's Tutor Response Form

Your tutor has written overview comments about your essay in the form below. Your tutor has also embedded comments **[in bold and in brackets]** within your essay. Thank you for choosing Smarthinking to help you improve your writing!

Hello, Lydia! I look forward to working with you on this **Resume/Cover Letter Review** to improve your resume today. Let's get started! – Michael G

***Writing Strength:**

You do a good job of using key qualitative and quantitative details to illustrate your skills section. This helps a prospective employer understand what you would bring to their organization.

Focus/Purpose:

Consider revising your resume so that it opens with a summary section rather than an objective section. Most employers expect to see a summary section because it more directly reflects your own experience and the skills and abilities you will bring to a job. Objectives, though, tend to include information your prospective employer already knows, such as what kind of job you are looking for.

A summary section should briefly address your abilities and strengths, which will show the employer that you are qualified for this position. Here's an example:

Educational technologist with skills managing staff and processes in a 24/7 online environment and familiarity with multiple platforms and pedagogical theories.

This summary section sums up key skills in two lines, focusing directly on the potential employee. Many summary sections use an abbreviated sentence structure like this one in order to keep the summary concise but informative.

Let's take a look at what you have in your resume:

CNC machinist wanting a company that I can grow and move up in by utilizing my skills and working close by in a team environment.

To revise, consider using a one- to three-line summary section to touch on the skills that you have learned in your machinist program and in your prior work experience.

- What broad skills, abilities, or aptitudes would you bring to a position? These can include any skills from your previous work experience even though this experience isn't machinist-specific.
- What key technical skills and abilities would you bring to a position based on your educational experience? Consider reviewing your resume to identify such skills, if needed.

***Lydia 9611042 has requested that you respond to the Content Development:**

Your experience section lists two key items of experience, but these two items lack time-based details and other details to help an employer understand the importance of your experience. For example, an employer may wonder about the following key details:

- What month and year did you start the caretaker position, and what month and year did you finish this position? Consider the same information for the workhand position.
- Consider also including details about the locations. For example, were you a caretaker in one location or in several? Did you show up as a workhand at one site or at multiple sites?

These details about where you worked and the length of your employment are valuable. Providing these details allows an employer to understand the chronology and scope of your experience and can help to establish your flexibility as an employee, making you a more attractive candidate.

***Lydia 9611042 has requested that you respond to the Organization:**

Your resume uses one font and one size consistently. However, using different fonts and/or sizes for headings and other key pieces of information can help to important elements in your resume to stand out. For example, a heading should often be set in a slightly larger font than the resume's other text, and it's possible to use bolding or other approaches to emphasize headings. Consider using a resume template in your word processor to create a polished, professionally organized document. This will usually mean that headings and other elements are automatically emphasized. If you don't want to use a template, consider using these approaches to emphasize key parts of your document:

- Use a separate font and/or size to emphasize headings for sections in your resume.
- Use a separate font and/or size to emphasize the titles of schools and employers.
- Currently, your resume uses a non-serif font. To make your resume as professional as possible, consider using serif fonts throughout your resume, as these fonts are common in official documents.

For more help with your resume, see [Chapter 1, Section 2, Lesson 21](#) of the *Smarthinking Writer's Handbook*.

Summary of Next Steps:

- Develop a summary section.
- Add details to your experience section.
- Revise for formatting.

Thank you for submitting your work for a review, Lydia. I enjoyed helping you with this step in the revision process. Have a good day! – Michael G

You can find more information about writing, grammar, and usage in the [Smarthinking Writer's Handbook](#).

Please look for comments **[in bold and in brackets]** in your work below. Thank you for submitting your work to Smarthinking! We hope to see you again soon.

Lydia Silver
435 Sunset Drive
Smithsville, VA

Professional Objective:

CNC machinist wanting a company that I can grow and move up in by utilizing my skills and working close by in a team environment.

Education:

Diploma in Precision Machining Technology
Smithville Community College, Smithville, VA
Expected Graduation Date May 2017

High School Diploma
Chatham High School, Chatham, VA

Graduated [**Consider including a date here (and elsewhere) so the employer understands how your education and experience with the other items in your resume. For instance, when did you graduate?**]

Certifications and Awards:

- NIMS Certified Measurements, Materials, and Safety level 1
- NIMIS Certified CNC turning operator level 1
- NIMIS Certified CNC mill operator level 1
- OSHA 10

[Above, you use a bullet list to illustrate your certifications, but below you use a numbered list to illustrate your skills. Choose one approach and use it when providing illustrative details. Numbers are more appropriate for items in a series, so you will likely want to use bullets rather than numbers.]

Skills:

- 1) Trained in Proper use of Geometric Dimensions and Tolerances (GD&T) and tool selection (HSS and carbides)
- 2) Experienced with Haas CNC Lathe and Haas CNC mill, setting tool offsets and setting work offsets
- 3) Skilled at Precision work-piece set-ups and Calculating Speeds & Feeds
- 4) Proficient at reading and interpreting Machine blueprints
- 5) Efficient with Manual saws, sanders, drill presses, and bench grinders and Measuring instruments (calipers, micrometers, height gages, indicators, etc.)
- 6) Proficient in CNC programming with G-code and M-code
- 7) Experienced with Holding tolerances of +/- .005, +/- .002, +/- .0002"

Career History and Experience:Caretaker (Self-Employed)

Cooking meals

Driving to Doctor Appointments

Cleaning

Laundry

Medication **[What other details will a reader need to know about your experiences? For example, were these full-time or part-time positions?]**

Workhand (Jennings, Inc. Private Contractor)

Hanging sheetrock and mudding

Painting

Framing

Cutting materials

Reference:

Available upon request