

**Resume Suggestions for Students**  
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**Suggestions:**

- **You are trying to sell yourself.**
  - We are looking for potential, not expecting much in the way of experience.
  - You must communicate your education, skills, work ethic, leadership, intelligence, 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?
- **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, explain criteria.
- **Work experience even not career-related; any is good to see. We prefer not to be your first boss!**
  - Don't list duties! List accomplishments. 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.
- **More than a meteorology degree (which you will soon be getting)**
  - What have you done above and beyond the degree?
  - Strong skills in IT, programming, GIS, hydrology, research, and writing are attractive.
  - Don't just list skills; describe how you applied them at work or on a school project.
- **Extracurricular activities:**
  - 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 necessarily.**
  - Organization is key and also reflects on your abilities.
  - Make the most of each page, leaving little white space.
- **Include quantitative information whenever possible: How many? How often?**
  - Have a couple people review, proofread, edit, and offer suggestions.
- **Cover letter? Could also be part of resume or an email to which resume is attached.**
  - Highlight your uniqueness; avoid generalizations that anyone might write.
  - Make it a chance to display your strong writing skills.
  - Explain why you want that specific position.

**Watch Out For:**

- "Proficient", "Familiar with", "Experience with", but what have you done?
- "Team environment", "Personable", "Proficiency with" very basic applications and software.
- Career objective and personal profile -- Prefer "highlights" or "key achievements"
- "I" "I" "I" "I" - use of first person; try to avoid it or at least overuse of it.
- ● Self-description as conclusions ("You'll love working with me!")
- ● Sharing an activity but not the overall result.