

Resume Guide

What's a resume and why do I need one?

A resume is a concise summary of your professionally oriented experiences. It is (usually) a one-page description of what you have done so far as it relates to the opportunity you are applying for, so that your potential employer can better understand your background.

For most jobs or professional opportunities, a resume is a required first step in an application process. It is used as a screening tool, a first impression, and a reference tool for employers. As a result, it is usually a good thing to have. And further, as you get more skilled in resume writing, it is important to edit for the specific positions or industries you may apply to in the future.

How is this guide going to help me?

This guide will walk through each step of resume design so you can step into an application process or informational interview (if you are asking what that is, we have a guide for that too) ready to go. While this guide is a resource to get you started with your resume and resume tailoring, it does not fully supplement getting someone else to look before submitting one. In addition to using this guide, we recommend scheduling a 1-1 appointment with a Career Advisor or attending a resume workshop to get your resume professionally reviewed.

My employer or grad school is not asking for a resume, they are asking for a CV—what should I do?

A CV or curriculum vitae serves a similar purpose to a resume but is formatted a bit differently. CVs are most used in countries outside of the U.S., in academia, healthcare professions, and research. If you are applying to a role that requires a CV instead of a resume, this guide has you covered on that!

Now that that's out of the way, let's get started.

Clear form

Print form

Step 1: Getting Started—Know your stuff.

Answer these questions to get the information you need for your resume.

- **Education**

- Where do you currently attend college?
 - What's your major? Write your prospective major if you have not declared, even if it might change in the future.
 - Any minors or other studies like certificate programs?
 - Is your GPA over 3.5? Write it down __
 - Are you working on a senior thesis? Feel free to add the name of the thesis
 - What classes have you taken that align with the jobs you are looking for? List them here but don't include course numbers
 - EX: Macroeconomics, Organic Chemistry, Chicanx Movements
- Did you study abroad? What was that program?
- Have you received any national or larger state-based awards/recognitions during college?
- If you are a First- or Second-year student, you may include your high school though it is not required. Third and fourth years, generally, it's time to take high school off!
- Finally, if you have taken classes at another two- or four-year college, you are welcome to list this school in this section and note the degree you were enrolled in or the courses taken.

- **Work Experience**

- In this section list the professional activities (could include internships, research assistantships, on-campus jobs, service industry jobs, tutoring, etc.) that you have participated in in the past two to six years. These may include high school if you are in your first or second year of college OR if it is a particularly significant or relevant experience.
- For each activity, add a small description of what you did for the job. This does not need to be in sentence form.

Experience name: _____

My job was called: _____

Usually my job required me to:

Experience name: _____

My job was called: _____

Usually my job required me to:

Experience name: _____

My job was called: _____

Usually my job required me to:

Experience name: _____

My job was called: _____

Usually my job required me to:

Experience name: _____

My job was called: _____

Usually my job required me to:

Experience name: _____

My job was called: _____

Usually my job required me to:

- **Volunteer/Co-Curricular/Community Engagement Experience**

- In this section list the extracurricular or community-based activities (could include student clubs, athletics, volunteering, part-time roles such as survey collection, advocacy positions, etc.) that you have participated in in the past two to six years. These may include high school if you are in your first or second year of college OR if it is a particularly significant or relevant experience.
- For each activity, add a small description of what you did for the job. This does not need to be in sentence form

Experience name: _____

My job was called: _____

Usually my job required me to:

Experience name: _____

My job was called: _____

Usually my job required me to:

Experience name: _____

My job was called: _____

Usually my job required me to:

Experience name: _____

My job was called: _____

Usually my job required me to:

Experience name: _____

My job was called: _____

Usually my job required me to:

Experience name: _____

My job was called: _____

Usually my job required me to:

- **Skills**

- Technical Software: Highlight or circle all the software you are at least familiar with from the list below. You can also add a code to each as (n=novice, p=proficient, e=expert). If you are familiar with software not listed, add it in the blank space.
 - Microsoft Office Suite: Excel ___ Word ___ PowerPoint ___ Outlook ___
 - Google Suite: Sheets ___ Docs ___ Gmail ___
 - Workday ___
 - Handshake ___
 - Hootsuite ___
 - Slack ___
 - Canva ___
 - Adobe Creative Suite: Photoshop ___ Illustrator ___ InDesign ___ Premiere Pro ___ Express ___
 - Additional: _____
- Languages: Do you speak language(s) other than English? List them here. Add a code for yourself to note your level of familiarity (n=novice, i=intermediate, a=advanced, na=native)
 - Language 1: _____ proficiency ___
 - Language 2: _____ proficiency ___
 - Language 3: _____ proficiency ___
- Optional: Lab Skills, Interests

Step 2: Plug it in.

For this section you will input the information and experiences listed above + additional information like the title you held, dates you worked there, where the organization is based and what it was.

Pick a template from this library or create your own. Make sure your resume follows these guidelines.

Basic Format Checklist

- ✓ Margins are between 0.5-1.0 inches
- ✓ Font:
 - Legible style, for example: Times New Roman, Calibri, Cambria, Arial
 - Header is between 12 pt-16 pt font size (depending on the font)
 - Content areas of resume use font between 10 pt-12 pt
 - When applicable, bolding, italicizing, or underlining are used to highlight headings, subheadings, and/or titles
- ✓ Contains a 'header.' A section at the top that notes your name, contact information (email, phone number), location (city and state), and, if desired, pronouns and LinkedIn profile link
- ✓ Headings are used to separate sections of resume (in most this will include: education, experience, skills)
- ✓ Individual experiences include: name of the organization, name of position, location of experience, and dates participated
- ✓ Fills one page without overcrowding

Step 3: Add your descriptions.

Earlier you wrote down a rough description of your previous experiences, now we are going to tailor these to be more resume appropriate. Because of the little amount of time employers spend reviewing resumes, it is important that your experiences are described concisely and specifically.

To get started, try and have 2-3 bullet points under each experience you held that describes what you did. Resume bullets should highlight a skill and use data and impact language to show how you actually used it. Some career programs call these action or impact statements. The formula is this:

Action verb + Data in the middle + Outcome at the end

For example,

- Supported 10 students with resumes over the course of the week resulting in 100% of participants leaving with completed resume
- Planned social event for baseball team with successful attendance of 26
- Organized student protest with 40 attendees leading to three to five demands being met by administration

And don't worry if that formula doesn't always work out when it comes to having data or an outcome. A strong resume bullet can look like:

- Managed register including applied math calculations for tips
- Provided resources such as homework guides to 10 students per week
- Researched previous applications of belonging in college by reviewing articles using Google Scholar

Picking Action Verbs

If you don't know what words to use, try this common resume verbs handout—pick different verbs ideally for each bullet point.

Frequently Used Verbs List

Planning

Example: Developed and implemented a training program that resulted in a 45% increase in employee satisfaction

Administered	Determined	Evaluated	Identified	Prepared	Reserved	Studied
Anticipated	Developed	Forecasted	Observed	Prioritized	Revised	Tailored
Commissioned	Devised	Formulated	Planned	Researched	Strategized	

Organizing

Example: Coordinated weekly office schedule for eight employees

Acquired	Assessed	Committed	Established	Logged	Retrieved	Suggested
Activated	Assigned	Confirmed	Facilitated	Mapped out	Routed	Tracked
Adjusted	Authorized	Contracted	Housed	Obtained	Scheduled	
Allocated	Catalogued	Coordinated	Implemented	Ordered	Secured	
Altered	Centralized	Customized	Incorporated	Organized	Selected	
Appointed	Charted	Delegated	Instituted	Procured	Simplified	
Arranged	Classified	Designated	Issued	Programmed	Sought	
Assembled	Collected	Designed	Linked	Recruited	Straightened	

Executing

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates, and billing procedures

Acted	Completed	Entered	Input	Operated	Prospected	Sold
Administered	Conducted	Exercised	Installed	Processed	Proved	Stocked
Carried out	Displayed	Forwarded	Labored	Produced	Performed	Transacted
Collected	Distributed	Handled	Merchandised	Proofed	Shipped	

Supervising

Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%

Adjusted	Controlled	Examined	Licensed	Overhauled	Reviewed	Supplied
Analyzed	Corrected	Explored	Maintained	Oversaw	Revised	Tightened
Apportioned	Correlated	Graded	Measured	Policed	Screened	Traced
Assessed	Developed	Inspected	Modified	Prohibited	Set	Updated
Certified	Discovered	Indexed	Monitored	Refined	Scrutinized	
Compared	Established	Judged	Officiated	Regulated	Supervised	

Leading

Example: Trained 20+ new employees in computer procedures over a two-year period

Accelerated	Directed	Encouraged	Influenced	Mentored	Recognized for
Assumed	Disproved	Enlisted	Initiated	Motivated	Set goals
Caused	Elected	Envisioned	Inspired	Originated	Spearheaded
Chaired	Employed	Fostered	Involved	Pioneered	Stimulated
Changed	Hired	Founded	Led	Promoted	Strengthened
Conducted	Empowered	Guided	Managed	Raised	Supervised

Getting Results

Example: Increased student participation by 25% over a six-month period

Accomplished	Completed	Enlarged	Finalized	Innovated	Obtained	Reduced (losses)
Achieved	Consolidated	Enjoyed	Fulfilled	Integrated	Joined	Rejuvenated
Added	Constructed	Enlisted	Gained	Introduced	Orchestrated	Renovated
Advanced	Contributed	Ensured	Generated	Invented	Overcame	Realized
Attained	Delivered	Eclipsed	Grew	Improved	Prevailed	Restored
Augmented	Demonstrated	Excelled	Guaranteed	Launched	Produced	Targeted
Boosted	Diminished	Expanded	Hastened	Lightened	Qualified	
Built	Earned	Expedited	Heightened	Minimized	Opened	
Combined	Eliminated	Extended	Increased	Modernized	Received	

Problem Solving

Example: Streamlined ordering through the use of computer technology, decreasing wait time from six days to two days

Alleviated	Conceived	Decided	Engineered	Investigated	Resolved	Solved
Analyzed	Conceptualized	Deciphered	Foresaw	Recommended	Revamped	Streamlined
Applied	Crafted	Detected	Formulated	Remedied	Revitalized	Synthesized
Brainstormed	Created	Determined	Found	Remodeled	Revived	Theorized
Collaborated	Debugged	Diagnosed	Gathered	Repaired	Satisfied	

Quantitative

Example: Converted files from COBAL to JAVA in order to increase compatibility with current systems

Accounted for	Calculated	Converted	Estimated	Maximized	Quantified	Totaled
Appraised	Checked	Counted	Figured	Multiplied	Rated	
Approximated	Compiled	Dispensed	Financed	Netted	Reconciled	
Audited	Compounded	Dispersed	Grossed	Profited	Recorded	
Balanced	Computed	Earned	Increased	Projected	Reduced	
Budgeted	Conserved	Enumerated	Inventoried	Purchased	Tabulated	

Communicating

Example: Presented to groups of 30+ transfer students on a weekly basis concerning university policies and procedures

Acted	Closed	Drafted	Indicated	Persuaded	Settled	Surveyed
Adapted	Communicated	Dramatized	Inferred	Presented	Shaped	Synthesized
Admitted	Composed	Edited	Informed	Publicized	Smoothed	Systematized
Addressed	Consented	Educated	Instructed	Queried	Specified	Tested
Allowed	Concluded	Elicited	Interpreted	Questioned	Spoke	Taught
Amended	Convinced	Explained	Interviewed	Referred	Sold	Translated
Arbitrated	Consulted	Extracted	Justified	Reinforced	Solicited	Transmitted
Argued	Corresponded	Fabricated	Lectured	Related	Submitted	Verified
Ascertained	Critiqued	Fashioned	Marketed	Rendered	Substantiated	Welcomed
Attested	Dedicated	Greeted	Mediated	Reported	Suggested	Wrote
Briefed	Defined	Highlighted	Moderated	Represented	Summarized	
Clarified	Deliberated	Illustrated	Negotiated	Revealed	Supplemented	
Cleared Up	Demonstrated	Improvised	Perceived	Sanctioned	Supported	

Helping

Example: Provided academic support for 30+ at-risk primary school students through comprehensive after-school program

Aided	Assured	Counseled	Endorsed	Interceded	Provided	Saved
Accommodated	Bolstered	Dealt	Enhanced	Mobilized	Rehabilitated	Served
Advised	Coached	Eased	Enriched	Modeled	Relieved	Sustained
Alleviated	Continued	Elevated	Familiarized	Polished	Rescued	Tutored
Assisted	Cooperated	Enabled	Helped	Prescribed	Returned	Validated

Reference list adapted from Braven

Step 4: Check it out—first round of revisions.

At this stage, you should have a basic resume complete. This means it is time to revise. Follow the guidelines on this checklist to make sure you are meeting the formatting and content recommendations.

Category	Criterion
Education	<ul style="list-style-type: none"> ✓ University name and location (city, state) ✓ Expected graduation date ✓ Degree names of your major and minor (if applicable) ✓ GPA (if 3.5 or higher) ✓ Honors society (if applicable) ✓ Include any additional college experience or degrees from a different school if applicable (ex: if you are a transfer student). ✓ Relevant coursework that applies directly to an opportunity you are planning to apply for. ✓ High school education (only if you're a first or second-year)
Experience	<ul style="list-style-type: none"> ✓ Name of the organization or company ✓ Locations of involvement (city, state) *international students: use Claremont, CA if applying to U.S. jobs, use local country if applying international ✓ Dates of involvement (months, years) ✓ Role title ✓ Bulleted impact statements anchored by action verbs (e.g. monitored, pitched) and demonstrating quantitative or qualitative results (e.g. served 200 customers daily) ✓ No experiences listed will spur questions about your commitment

Category	Criterion
Leadership & activities/volunteer/co-curricular	<ul style="list-style-type: none"> ✓ Name of organization (i.e., company, club, fraternity) ✓ Location of involvement (city, state) ✓ Dates of involvement ✓ Leadership role title (e.g., president, volunteer, group leader, organizer, assistant, etc.) ✓ Bulleted impact statements anchored by action verbs (e.g. monitored, pitched) and demonstrating quantitative or qualitative results (e.g. wrote 50-page conflict resolution curriculum)
Languages	<ul style="list-style-type: none"> ✓ e.g. Spanish (intermediate), Arabic (native/bilingual), etc.
Skills and/or interests	<ul style="list-style-type: none"> • Skills (technical skills, e.g. Excel, HTML) • Interests: What do you spend your free time doing? (optional)
Formatting	<ul style="list-style-type: none"> • Fills one page (generally, doesn't go over without good reason) • Easy to read and spot information • Consistent formatting • Clear section headings • Header that includes name, email, and phone number (Link to LinkedIn profile is optional) • No spelling or grammatical errors

Your final product should look kind of like the samples attached in the appendix of this guide.

Spotlight: Frequent Editing Challenges

It's more than one page! A common challenge for students with a lot of experience is that their central resume exceeds a page in length. Unfortunately, it is a pretty common rule for employers to only consider one-page length resumes for entry level candidates. Given this context a few things you can try:

- Review the language you use for your bullet points, are there any words that can be removed or edited for conciseness?
- Review your roles, are there any jobs that were from five years ago that you only kept on there just in case? Anything that you feel is irrelevant information?
- Review formatting, can you make your font smaller? Can you change the margins to .5?
- After you've tried those options, consider keeping a centralized resume copy with all your experience and... moving on to step 5.

I have nothing to write about. If you find yourself thinking 'I haven't done anything, so what do I put on my resume?' or 'I haven't done enough things to fill the space', there are a few things you can try to boost your resume strategically.

- Build out a longer list of software or lab skills you've used
- List out relevant coursework
- If you are an athlete, describe your sport as a job and pull forward leadership and teamwork skills you use
- Pull from the past—high school is okay in this case!
- Add an interests section to your skills—list anything that you do for fun—sports, hobbies, interests, topics you explore

Step 5: Tailor it!

A pro tip in getting the job you want is making sure that your materials not only summarize your relevant experience but summarize the most relevant experience. Here are a few ways you can ensure this:

1. Use headings to break down categories. While you should follow reverse chronological order on your resume (most recent things are the first in the category), you can create new categories with headings to prioritize what's most important even if it happened further in the past. For example, rather than having just an 'Experience' section, create 'Relevant Experience' and 'Additional Experience' sections.
2. Change your bullet points or prioritize the ones that matter most. In describing a specific experience, try and adjust the language (most importantly the verbs) you use to match the language used for the job you are seeking. You may also reshuffle your points to prioritize what's most relevant to the job description or remove unnecessary information.
3. Remove unnecessary experiences. Running out of space on your resume or have stuff on there from years ago? Go ahead and remove it. You want to prioritize what is relevant as much as possible.

Spotlight: Frequent Tailoring Challenges

The job description says basically nothing. Some companies/organizations really are not the best at drafting descriptions of the roles they are seeking and others are intentionally vague. If you run into this challenge with tailoring, try:

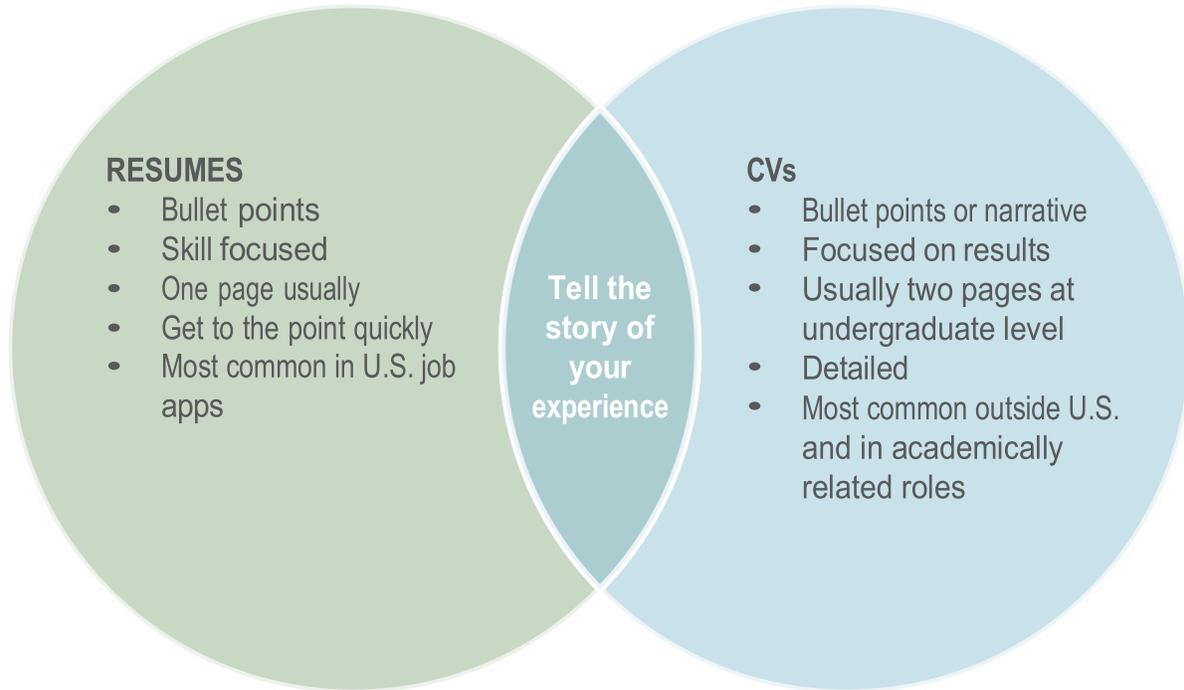
- Check to see if there is another similar role at another company and tailor to the type of work that position entails
- If it's an internship, see if a full-time position in the same area at the company is posted with a full job description
- Do some LinkedIn stalking and googling—see who works there and how they describe their roles, look up the company and some of the main qualities they look for in their mission statement
- Conduct an informational interview with someone at the organization or within the industry you are applying to—ask them about what skills they use on the job
- Check in with Career Services—certain industries like consulting are vague in job descriptions, but we have general knowledge of how to write resumes for these spaces

You work in the arts and are having a hard time describing your projects on a resume. If you have not done so already, consider creating a digital portfolio website to showcase your work. Link this website in the header of your resume.

Not a Resume but a Curricula Vitae (CV)

CVs are like resumes that allow you to expand a little more. While resumes are all about skills first and being short, sweet, and to the point, CVs are about sharing all the things you have done and giving them space for depth.

Basically:



The steps for CV writing are basically the same as above. However, STEM and academia CVs may also include space for you to list out:

- Professional Summary (a short narrative description of your background and professional goals)
- Research Experience
- Presentations, Speeches
- Accomplishments
- Courses Attended or Taught
- Affiliations
- Lab-Based Skills
- References

For reference, see the CV examples in the appendix.

APPENDIX A
Resume Samples

SAGEHEN G. PITZER

Claremont, CA • XXX-XXX-XXXX • sagehen@gmail.com
www.linkedin.com/in/

EDUCATION

Pitzer College, Claremont, CA 08/2020 – 05/2023

- Pursuing a Bachelors of Arts in Economics / GPA: 3.89

New York University, New York, NY

- Major: Mathematics and Education / GPA: 3.80 08/2019 – 05/2020

PROFESSIONAL EXPERIENCE

Pitzer College, Claremont, CA

Career Fellow 08/2022 – Present

- Advise Pitzer students on resumes, cover letters, networking correspondence, elevator speeches, career-related electronic resources, etc.
- Promote resources, programs, events, and opportunities provided by Career Services to Pitzer students
- Conduct research for Career Services using survey programs to further develop the First Destination Survey Project and collaborate with other Career Fellows to promote Career Services programs to various affinity groups on campus for an Affinity Group Outreach Project

Microeconomics Course Facilitator & Tutor 01/2021 – 12/2021

- Facilitated 2 office hours tutoring sessions per week in Microeconomics by reviewing problem assignments and led discussions on test taking strategies for 80+ students
- Instructed around 3 - 5 individual tutoring sessions per week
- Graded 80+ problem sets per week

Amazon, Shirley, NY

Area Manager Intern 06/2022 – 08/2022

- Oversaw and coached approximately 80-100 associates on strategies to enhance performance and improve customer relations at the DAB8 delivery station
- Researched and implemented a safety project to help combat the high Reported Injury Rate (RIR) and All Injury Rate (AIR) which lead to a decrease in the RIR from 14.04 to 9.59 and the AIR from 32.76 to 25.57
- Planned a safety water bottle decorating engagement event for 200+ associates to encourage hydration and safety procedures at DAB8 which was later implemented at all delivery stations in the New York Metropolitan area

Lang's Young Language Studio (랭스영 종로), Seoul, South Korea

English Tutor 02/2022 – 05/2022

- Instructed approximately 4 Korean students with their English language learning skills to improve their conversation abilities every day

GoodWallet, San Francisco, CA

Marketing Associate 06/2021 – 08/2021

- Initiated contact with 100+ various nonprofits to grow the company's network via video calls and email marketing campaigns
- Identified and conducted research on various competing browser extensions and potential consumers via various online surveys to collect user data and summarize and analyze the data to advise the ideal sales strategy with a results oriented mindset

LEADERSHIP EXPERIENCE

Pitzer College Asian Pacific American Coalition, Claremont, CA 07/2021 - 01/2022

Sponsor and Chair of Social Committee

- Planned and executed various events for 100+ APIDA identifying students on campus
- Guided and mentored 25 new APIDA identifying students through planned events and regular check in meetings

SKILLS

- Proficient in Python, Stata, and Microsoft Office Suite

Jerrold Sagehen

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<https://www.linkedin.com/in/jerrold-sagehen/>

EDUCATION

Pitzer College – Claremont, CA **May 20XX**
Bachelor of Arts, Political Studies and Sociology **GPA: 3.5**

- **Activities and Societies:** Pitzer College Student Senate (Vice President of Internal Affairs), NCAA Basketball (Team Captain), Admission Fellow, ACLU Claremont Colleges (Founder and President).

EXPERIENCE

Jumpstart, Tutoring Fellow, Claremont, CA **Jan 20XX – Apr 20XX**

- Lead 1:1 and small-group math and English tutoring sessions for 3 low-income 6th graders at Aspire Academy 3x/weekly.
- Planned daily lessons that target specific student metrics and aim to deliver measurable improvement.
- Fostered student socio-emotional development through whole-student education approach (games, non-hierarchical partnered learning, check-ins) and community collaboration.

The American Civil Liberties Union, Summer Intern, Washington, D.C. **May 20XX – Aug 20XX**

- Executed research, outreach, and administrative tasks for the Judicial and Media/Tech teams to influence federal policy to protect and promote civil and human rights.
- Drafted memos and planned community roundtables addressing judicial reforms, technology in the criminal-legal system (risk-assessment, bail, reentry), and equitable internet access.
- Created policy toolkits circulated to 30+ civil rights organizations to increase internet access in marginalized communities.

Public Advocacy Project, Policy and Legal Intern, Oakland, CA **Feb 20XX – May 20XX**

- Performed legal research and synthesized anecdotal stories supporting PAP housing and labor rights litigation in NYC.
- Constructed a data algorithm that determines the probability of District Attorneys collaborating with PRP to facilitate affirmative civil rights litigation in their communities.

K Street, Northwest Regional Fellow, Oakland, CA **Feb 20XX – May 20XX**

- Optimized donor and community engagement through regression analysis on Salesforce and outreach based on the model.
- Advanced J Street's policy positions and mission within Northern California Jewish clergy through community organizing.
- Planned attendee sessions with congresspeople for J Street's 2021 National Conference (Reps. Lee and Bera attending).

New America Foundation, Policy Intern, Washington, D.C. **May 20XX – Jan 20XX**

- Wrote introduction and solution sections for *What Democracy Looks Like*, a 180-page policy report concerning federal government transparency, accountability, separation of powers, and voting rights reforms.
- Researched police union lobbying, campaign contributions, and political influence.
- Composed freedom of information (FOIA) requests to state and federal agencies regarding pandemic protocols and 2020 use of force occurrences against protestors.

Oregon Inmate Families' Association, Advocacy Intern, Austin, TX **Aug 20XX – Dec 20XX**

- Proofread correspondences with the Texas state legislature about prison conditions and reforming DOJ IG.
- Interviewed former inmates for an article about Texas prison conditions and redemption.
- Presented preliminary findings to 300+ legislators, lobbyists, and activists at a reform summit.

Help Out, Substance Abuse Prevention Intern, Upland, CA **Sep 20XX – Dec 20XX**

- Analyzed efficacy of local public health and criminal-legal policies by utilizing NIH databases.
- Created substance abuse policy solutions guided by federal, state, and local legislation.
- Organized community and information events for at-risk high school youth.

Welcoming Arms, Legal and Human Trafficking Intern, Sacramento, CA **Jun 20XX – Aug 20XX**

- Crafted legal orders for review by department attorneys and presentation to judges.
- Completed pro bono naturalization applications on behalf of political refugees.
- Communicated with clients over the phone, email, and in-person.

SKILLS & INTERESTS

-
- **Quantitative Skills:** Excel, R, and SQL.
 - **Language Skills:** Spanish, and Hebrew (conversational).

APPENDIX A
Consulting

Matt Smith

student@wharton.upenn.edu | (919) 555-1212

School Address: Harnwell College House, 3820 Locust Walk MB 261, Philadelphia, PA 19104

Permanent Address: 11 Palm Lane, Umm Suqeim 3, Dubai, U.A.E.

EDUCATION

-
- University of Pennsylvania, Jerome Fisher Program in Management and Technology** Philadelphia, PA
- *School of Engineering and Applied Science*: BSE in Computer Science, Minor in Mathematics May 20xx
 - *The Wharton School*: BS in Economics, Concentrations in Finance and Management May 20xx
 - *Cumulative GPA*: 3.72/4.00 | *Honors*: Wharton Dean's List & Engineering Dean's List (May 20xx)
- Dubai College (High School)** Dubai, U.A.E.
- *SAT Scores*: Math 780 | Writing 760 | Reading 730 June 20xx
 - *A Levels*: Mathematics A* (581/600), Physics A* (597/600), Chemistry A* (594/600), Economics A* (396/400)
 - *AS Levels*: Further Mathematics A (290/300)

PROFESSIONAL EXPERIENCE

-
- Wharton Small Business Development Center, Consultant**, Philadelphia, PA October 20xx - Present
- Consulted for real estate appraisal management software company (\$7MM annual sales revenue) and identified potential growth opportunities for diversification in revenue streams
 - Analyzed market space for commercial real estate appraisal management software industry and estimated an upper bound for potential revenue generation for new product in this space (\$30MM annual revenue)
 - Developed Excel interactive sales tool to communicate economic value to customer given set of inputs, such as cost of appraisals and cost of Full Time Equivalents (FTEs)
- Management & Technology Summer Institute, Residential Teaching Assistant**, Philadelphia, PA July 20xx - August 20xx
- Supervised 50 high-achieving high-school students through completion of college course in Engineering Entrepreneurship that involved thinking of a technology-related business idea and creating an associated market plan
 - Advised students on appropriate business plans for their product concepts and discussed getting to market strategies for prototypes
 - Facilitated successful construction of product prototypes by acting as technical resource in lab

LEADERSHIP EXPERIENCE

-
- Penn Cricket Club, Vice-President**, Philadelphia, PA August 20xx - Present
- Elected by other board members to promote growth and success of club at Penn
 - Coordinated weekly training sessions to develop players' skills and assisted with team selection
 - Worked to increase campus awareness of club and gain recognition for its achievements as Penn's most successful sports club between 20xx and 20xx
- Dubai College, Deputy Head Boy**, Dubai, U.A.E. May 20xx - May 20xx
- Elected by 100 staff and 120 students as leader of Senior Student Body due to outstanding academic achievement, social involvement, and sporting excellence
 - Managed multiple administrative duties and was highly involved with academic changes in school, particularly those involving student life
- UAE U-19 National Cricket Team, Vice-Captain**, Dubai, U.A.E. February 20xx - May 20xx
- Selected by coaching staff to assist captain with on-field leadership
 - Supported captain with organizational duties and input for tactical decision-making
 - Captained Dubai College Senior Cricket Team involving tactical decision-making and motivational abilities

HONORS AND AWARDS

-
- PennApps, 'Best Use of Plaid API' Prize Winner**, Philadelphia, PA September 20xx
- Developed back-end of *Pava*, an interactive website that displays bank statements based on importance and interest of transactions rather than chronology, with two other team members
 - Employed Stochastic Gradient Descent on training set of data to predict interest level of new transactions
- Penn Cricket Club**, Philadelphia, PA August 20xx - Present
- Selected as MVP American College Cricket Ivy League Championship (20xx)
- Dubai College Cricket**, Dubai, U.A.E. January 20xx - May 20xx
- Recognized 4x MVP DC Senior Team (20xx-20xx), UAE U-17 National Cricket Team Player (20xx)

SKILLS AND INTERESTS

Language: Conversational French

Computer Skills: Fluent in Java; proficient in C, OCaml and Arduino; familiar with Python; proficient in Microsoft Office Suite

Interests: Basketball | Squash | Soccer | Badminton | Gaming

LEE BIO

biostudent@sas.upenn.edu | 5555 Hamilton Ave. | Philadelphia, PA 19104 | (988) 555-5555

EDUCATION

University of Pennsylvania
College of Arts and Sciences

Philadelphia, PA
May 20xx (expected)

- Candidate for Bachelor of Arts in Biological Basis of Behavior
- Cumulative GPA: 3.20/4.00

Study Abroad

King's College London, University of London, England

Fall 20xx

SKILLS

- **Laboratory:** Primer Design, PCR, Restriction Enzyme Digestion, Agarose Gel Electrophoresis, ELISA, ELISPOT, Lymphoproliferation Assay, Flow Cytometry, Intramuscular Immunizations, Retro-Orbital Bleeds, Tissue Harvest
- **Computer:** Microsoft Office (Word, Excel, PowerPoint, Access); Peoplesoft; Internet proficiency; talent for organizing spreadsheet data; skilled at organizing large amounts of data for presentations and group meeting

RESEARCH EXPERIENCE

Laboratory Assistant Philadelphia, PA

Department of Otorhinolaryngology, University of Pennsylvania School of Medicine

Spring 20xx – Fall 20xx

- Performed image capturing of Purkinje neurons in postmortem tissue of Alzheimer patients
- Participated in animal research section of laboratory by assisting in immunizations and tissue harvest
- Organized and filtered large amount of data generated from experiments for publication

Clinical Research Assistant Philadelphia, PA

Violence Intervention Project, Children's Hospital of Philadelphia

Summer 20xx

- Assisted in health surveillance program that refers violently injured youth to appropriate community organizations
- Conducted follow-up interviews with patients from 3 major Philadelphia hospitals
- Created and organized precise database using MS Excel and Access

OTHER EXPERIENCE

Hospital Volunteer, Philadelphia, PA

Children's Hospital of Philadelphia

Summer 20xx – Present

- Interact with patients in their rooms at bedside and at activity center
- Provide sensitivity and positive reinforcement to hospitalized children and families

Mentoring Program Coordinator, Kensington, PA

Inner-City Missions

Spring 20xx – Spring 20xx

- Coordinated weekly tutoring and mentoring program
- Developed activities incorporating multiple learning styles
- Compiled statistics and integrated computer data for reports evaluating program's success

House Manager (Community Service/ Public Relations/ Recreation) Philadelphia, PA

King's Court English College House, University of Pennsylvania

Fall 20xx – Fall 20xx

- Assisted House Board in planning events for 350 residents
- Established relations with neighboring businesses and found sponsors for house events

PERSONAL

- Traveled to Guinea, West Africa for Summer Missions Exposure – provided basic medical assistance
- Active member of Journey Christian Fellowship and volunteer with Amigos de las Americas
- Worked as Kaplan SAT teacher

APPENDIX B
CV Samples

Science CV. This student was applying to graduate school 2 years after graduating from college. This type of CV is also good for research assistant jobs, fellowships, and other science-related opportunities.

Name

Address, contact info

Education

- Summer 2015 University of Washington, Friday Harbor Laboratories, WA (*GPA: __)
Ecology Between and Below Pacific Tides with Scientific Diving
- Fall 2014 University of Washington, Friday Harbor Laboratories, WA (*GPA: __)
Pelagic Ecosystem Function (PEF) Research Apprenticeship
- 2009-2013 _____ College, Claremont, CA (*GPA: __)

**Putting your GPA is optional.*

Note that dates could be on the right side rather than the left.

Honors and Awards

- 2015 *Honorable Mention, Student Presentations, *PERS Conference (*spell out abbreviations)*
- 2013 *Outstanding Poster Presentation, WCBSUR Conference*
- 2012 *REU Summer Intern, University of Delaware*
- 2011 *Barry M. Goldwater Scholarship Nominee*
- 2011 *McKenna International Internship Fellow*

Research Experience

- August 2015 *Student, Friday Harbor Laboratories, City, State*
(Consider adding the title of your project here)
Performed field and lab work on eelgrass wasting disease prevalence and severity in subtidal eelgrass throughout the San Juan archipelago. Completed AAUS Scientific Diving and PADI Rescue Diver certifications. Research Advisers: *names here*
- July 2015 *Fisheries Science Support, U.S. Forest Service, City, State*
Conducted fieldwork in support of fisheries research along the Entiat River; snorkeled and seined for juvenile Chinook, steelhead, and Coho salmon; performed mark and recapture studies with juvenile salmonids. Research Adviser: *name here*
- June 2015 *Laboratory Technician, Friday Harbor Laboratories, City, State*
Assisted with seagrass wasting disease field and laboratory analyses; wrote a literature review of seagrass wasting disease; prepared media for seagrass epidemiology studies. Managed and analyzed large water quality data sets for inter-annual report for the National Park Service; helped organize a *Zostera marina* (eelgrass)/Sulfide Workshop. Research adviser: *names here*
- Fall 2014 *PEF Research Apprentice, Friday Harbor Laboratories, City, State*
Spatiotemporal variation in Pacific sand lance (*Ammodytes hexapterus*) Abundance and demographics in the San Juan Channel. Research advisers: *names here*

- 2012-2013 *Senior Thesis Research, Joint Science Department of the Claremont Colleges*
The effects of urban noise on the flight initiation distances in black phoebes (*Sayornis nigricans*). Research adviser: *name here*
- 2011-2013 *Research Assistant, Joint Science Department of the Claremont Colleges*
Studied local populations of black phoebes by conducting experimental trials to examine behavior and flight initiation distance (FID). Research adviser: *name here*
- 2012 *Summer REU Intern, University of Delaware: College of Earth, Ocean, and Environment*
An examination of the abundance of juvenile horseshoe crabs (*Limulus polyphemus*) in Delaware's Inland Bays. Research adviser: *name here*
- 2011 *Summer Internship, Track of the Tiger, Chiang Mai, Thailand*
Researched the condition of Asian elephants (*Elephas maximus*) and the plight of their caretakers (*mahouts*) at the Mae Ping Elephant Camp; raised awareness by writing informational booklets and signs; received sponsorship through the McKenna International Internship Program.

Teaching Experience

(Depending on your experiences and the position you are applying for, you might not have a separate teaching section)

- 2015 *Swim Coach, Olympic Cascade Aquatics (OCA)*
Wrote and lead swim practices for young swimmers.
- 2013-2014 *English Teacher, Kan-onji, Japan*
Independently developed and taught private and small group English classes for young children, adolescents, and adults.
- 2011 *English Teacher, Chiang Mai, Thailand*
Planned and carried out lesson plans for elementary school children.

Publications

List if any. Otherwise omit this section.

Presentations

List if any. Otherwise omit this section. International, national, regional, and local conferences as well as senior thesis presentation all count. Do not include in-class presentations.

Professional Affiliations *(Omit this section if not applicable)*

- Present *Member, Pacific Estuarine and Research Society (PERS)*
- Present *Member, Coastal and Estuarine Research Federation (CERF)*

Present *Member, Society for Integrative and Comparative Biology (SICB)*

Other Experiences

Choose the experiences most relevant to the position or that show you have been employed, involved in leadership, etc.

- Present *Social Media Coordinator, PERS*
Helps PERS maintain a social media presence (LinkedIn) by informing members of relevant news and updates
- May 2015 *Volunteer, R/V Thompson G. Thompson*
Volunteered on the University of Washington's School of Oceanography 274 foot research vessel, on a 3-day research cruise off of the Washington coast. Assisted with pre-cruise and at sea duties including: preparing buoys for deployment with sensors, collecting and analyzing nutrient and chlorophyll samples, conducting CTD casts
- Summer 2015 *Sandwich Partner, Homegrown*
Worked in a fast-paced environment to make local, organic sandwiches and salads; utilized professional communication skills when interacting with guests
- August 2013 *Summer WorldWide Opportunities on Organic Farms (WWOOF), France*
Volunteered as a farmhand on an organic farm in southwestern France; assisted with caring for plants and flowers, planting crops, making bread, and selling produce at markets; further developed French language skills
- 2012-2013 *Resident Assistant, ____ College*
Oversaw student life and safety of ____ Hall residents, organized and hosted social events; counseled students; enforced the Basic Rule of Conduct and other residential policies, such as those for alcohol; was on-duty to respond to campus emergencies, ranging from student injuries to potential natural disasters
- 2011-2013 *Animal Caretaker, Joint Science Department*
Provided care for laboratory animals, including fish, amphibians, reptiles, birds, and rodents

Upper Division Courses

Animal Behavior	Ethical Issues in Science and Engineering
Biogeography	Genetics
Biostatistics	Marine Ecology with laboratory
Comparative Physiology with laboratory	Pelagic Ecosystem Functions (PEF)
Ecology Below and Between Pacific Tides	Process of Environmental Policymaking
Evolution	Vertebrate Anatomy with laboratory

Techniques and Skills

Proficient**

Nutrient and chlorophyll analyses
Water quality measurements (CTD)
Van Veen grabs
Plankton netting and splitting
Culturing crab larvae
Seine netting
Sediment coring
Taking fish biometric measurements
Global positioning system (GPS)
Topographical and nautical map use
PNW marine bird and mammal identification
SPSS statistical software
SigmaPlot statistical software

Somewhat proficient**

ArcGIS
Making and plating agar media
Banding and collecting blood samples from birds
Mist netting
PNW marine invertebrate and algae identification

***List only skills that are relevant and use categories like "proficient" or "familiar" wisely.*

Certifications and Licenses

AAUS Scientific Diving Certified
PADI Rescue Diver Certified
SSI Nitrox Certified
American Red Cross CPR/First Aid and Lifeguard Certified
Washington and Delaware Boater's Licenses
University of Washington Animal Care Certified

Name Contact info

Education

_____ College September 2012 - Present

Post-Baccalaureate studies; *GPA: ____

- Awarded "Outstanding Chemistry Student" in Fall 2012 and Spring 2013 for Organic Chemistry

**Putting your GPA is optional.*

_____ College September 2007 - May 2011

BA: Human Biology, minor in Anthropology.

- Graduated with honors (GPA: ____)
- Senior Thesis titled:
- Studied abroad: Ecuador (Spring 2010), Nepal (Fall 2009), Japan (Summer 2009)
- Global Local Scholar: One of six freshman chosen to study anthropology and conduct ethnographic research in Nepal (Summer 2008)

Professional Experience

Private Tutor August 2012 - Present

- Provide instruction and assistance to students in organic chemistry, physics, English, and math

Aspen Medical Group, Inc. Office Assistant August 2012 - July 2013

- Updated, maintained, and created new electronic medical records
- Organized and maintained various office documents
- Recorded patients' medical history and vital statistics
- Assisted and chaperoned OB/GYN doctors and PAs during examinations when needed

Pitzer College in Nepal Hospitality Project Intern September 2011 - July 2012

- Assisted villagers from remote regions of Nepal to receive appropriate and affordable medical treatment
- Explained laboratory test procedures and results to ensure patients understood their conditions, took appropriate doses of medicine, and followed other necessary precautions to the best of their ability
- Counseled villagers in remote areas about illness, prevention, and treatment possibilities
- Learned to recognize, identify, and treat some common tropical and contagious diseases

_____ College Summer Conference Assistant May 2011 - August 2011

- Performed various administrative duties such as: staffing the front office, answering phone calls, updating task books and duty logs, as well as recording and reporting room damage
- Answered and assisted guests with transportation concerns and general questions regarding the college and surrounding area
- Helped maintain facility security while also providing on-call emergency assistance to residence hall occupants
- Supervised pool area and performed lifeguarding duties
- Assisted with equipment set-up and take-down

Keck Science Dept. Vertebrate Physiology Tutor/ Teaching Assistant **January 2011 – May 2011**

- Set up and prepared all lab equipment, materials, and lab stations
- Explained basic concepts and helped students successfully conduct experiments
- Facilitated communication between students and professor
- Held bi-weekly tutoring sessions helping students with assignments and exam prep

Community Service/Volunteer Work

(You could organize your experiences and label them in other ways than shown here. Other possible headings include Clinical Experience, Leadership Experience, or Research Experience.)

Huerta del Valle Community Organic Garden Volunteer **October 2013 – Present**

- Perform basic garden maintenance
- Care for the community compost pile
- Create posters to inform and remind community members about the garden's mission, which is to promote community empowerment and health by establishing a space where Ontario residents can grow their own organic crops, create meaningful work, build lasting skills, and develop strong relationships with other members of the community

Ludoteca **February 2010 – May 2010**

- Responsible for organizing and directing biweekly practices for K-8 youth
- Taught basic running, jumping, throwing, and relay skills
- Provided specialized instruction to all long and triple jumpers
- Supervised athletes at various track meets

Claremont Cougars Track and Field Coach **February 2004 – May 2011**

- Responsible for organizing and directing biweekly practices for K-8 youth
- Taught basic running, jumping, throwing, and relay skills
- Provided specialized instruction to all long and triple jumpers
- Supervised athletes at various track meets

Alternative Gift Christmas Market Volunteer **November 2003 – Present**

- Assist in market set-up and take-down
- Educate visitors on various local and international outreach programs
- Work various booths as needed so that visitors can make charitable donations to specific projects
- Distribute holiday cards with project descriptions so that donors have the option of giving the "gift of giving" to friends and relatives in lieu of buying material gifts

Publications

List if any. Otherwise omit this section.

Presentations

List if any. Otherwise omit this section.

International, national, regional, and local conferences as well as senior thesis presentation all count.

Do not include in-class presentations.

Skills and Languages

Microsoft office (Word, Excel, PowerPoint)

Nepali (intermediate oral fluency), **Spanish** (basic conversational fluency)

Skills-based resumé used in application for lab technician. Student lacked intensive research experience, and so focused on skills gained in coursework. Note that you do not want to oversell skills you had minimal exposure to through courses. See footnote in Skills section below.

Name

Contact information

SUMMARY

Recent graduate from ___ College, practiced in cell-based assay development, molecular biology and genetics, as well as drafting corresponding technical and research documents seeks a position to gain valuable experience in the fields of pharmacology/pharmaceutical biotechnology.

SKILLS*

- | | |
|--|--|
| ❖ RNA isolation knowledge | ❖ Column, Gas Chromatography |
| ❖ PCR, qPCR | ❖ R and Python |
| ❖ In-vivo transcription | ❖ Microsoft Office (Word, PowerPoint, Excel) |
| ❖ Protein isolation | ❖ Alignment tools (BLAST, CLUSTAL OMEGA, CLUSTALW) |
| ❖ Western Blotting | ❖ Statistical analysis |
| ❖ Preparation of plasmid DNA | ❖ Adaptable learner |
| ❖ Primer Design | ❖ Motivated self-starter |
| ❖ Bioassays (b-galactosidase, DH) | ❖ Creative problem-solving |
| ❖ Spectroscopy | ❖ Quality focused |
| ❖ Separation and purification techniques | |
| ❖ Extraction | |
| ❖ Distillation | |

*You should indicate your proficiency with each skill

WORK HISTORY

Customer Service Associate, August 2012 to May 2013

Sallie Tiernan Field House – Claremont, California

- ❖ Ran field house (gym, pool and private rooms), and addressed patrons' questions and concerns.
- ❖ Greeted customers entering the store to ascertain what each customer wanted or needed.
- ❖ Earned management trust by serving as a key holder, responsibly opening and closing facility.

Administrative Intern, May 2012 to June 2012

651 ARTS – New York, New York

- ❖ Oversaw running of the office, answering calls and questions for patrons.
- ❖ Managed the production of several shows and award ceremonies.
- ❖ Co-created the positions of Administrative, Marketing and Media Intern at 651 ARTS.

EDUCATION

Bachelor of Arts: Organismal Biology, May 2017

___ College – Claremont, CA

___ GPA Putting your GPA is optional.

- ❖ Coursework in Cell and Molecular Biology (with Lab), Biostatistics (with Lab), Ecology (with Lab), Organic Chemistry (with Lab), Genetics (with Lab), Genomics (with Lab), Bioinformatics, General Physics (with Lab), Animal Behaviour, Virology, Research Tools for Organismal Biologists, Evolution, Vertebrate Physiology (with Lab), Plant Biology (with Lab), Senior Thesis in Organismal Biology
- ❖ Emphasis in **Cellular and Molecular Biology, Genomics and Bioinformatics**
- ❖ Recipient of Top Achievers Scholarship through the Government of the Republic of Botswana

PRESENTATION

Presentation title: **Keck Science Spring Senior Thesis Poster Session**

APPENDIX C

Templates

Please follow this link to find editable templates: https://drive.google.com/drive/u/0/folders/1tEXI3B97pRPw6xcg9bqlj1e-pt_2QSbc

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Notes

Notes

