

Résumé Writing and Samples

WHAT IS A RÉSUMÉ?

A résumé is a brief summary of your skills, accomplishments, and other relevant information to support your application to a specific job.

Considerations for Writing a Résumé

- Create a positive impression by tailoring your résumé to each position and employer.
- Determine experiences and skills needed for the job.
- Analyze functional and transferable skills.
- Choose a résumé style that highlights your background.

What to Avoid

- Citizenship, unless indicating U.S. work authorization
- Personal information such as Social Security Number, age, marital status, sex/gender
- Picture

SECTIONS TO INCLUDE: THE BASICS

Contact information: Name, phone, email address, and one mailing address

Education: List degrees in reverse chronological order. Include university name, location, and graduation date. Grade Point Average (GPA) is optional.

Employment history: Itemize relevant positions, including information about position/title held, location, dates, and three to five bullet points describing the experience and highlighting your accomplishments.

- Do not use paragraphs or personal language (i.e. "I," "we," or "my").

Other Sections You Can Include

Experiences: Summer internships, publications, presentations, projects, and research

Skills: List of skills gained through experiences as it pertains to the job, including foreign language fluency, technological programming, laboratory skills, and operating systems knowledge

Honors and awards: Scholarships or notable scholastic awards

Activities and interests: List activities, campus or professional organizations, and leadership positions held. Emphasize how these experiences relate to the position.

FORMATTING

- Use standard font styles between 10-14 point in size.
- Clear and consistent formatting creates an easily readable document.
- Start bullet points with action verbs.
- Describe and quantify experiences as much as possible.



FORMATTING (CONTINUED)

- Include key words from the job description.
- Place the most important information at the top of the document.
- Limit to one page at the master's level and two pages at the doctoral level.

FINALIZING YOUR RÉSUMÉ

- Read closely for spelling and grammar mistakes. Avoid slang and excessive jargon.
- Contact our office for a résumé review!

RÉSUMÉ FORMATS

Chronological Résumé

- **Description:** All experiences are presented in reverse chronological order.
- **Uses:** Highlights progressive work experience. This is the most traditional and easiest to construct and understand. Best for those who have significant experience in the field where they are seeking a job.
- **Problems:** Less effective if changing careers, have little work experience or need to draw a connection between an experience and a job that seem unrelated. Older but highly relevant experience can get buried at the end.

Modified Chronological Résumé

- **Description:** Experiences are categorized by type (such as technical experience, research experience, or leadership experience) and are listed in reverse chronological order within these categories.
- **Uses:** Allows a less recent but highly relevant experience to appear near the top. Also, the categories may help the reader contextualize an experience that may initially seem irrelevant.
- **Problems:** May be difficult to categorize experiences.

Functional Résumé - Generally Not Recommended

- **Description:** The descriptions for several different experiences are grouped by skills (such as leadership skills, organizational skills, or management skills), and the actual titles and dates of the experiences are listed at the top or bottom of the résumé.
- **Uses:** Good for job changers, those with little work experience, or those with gaps in employment history.
- **Problems:** Employers often do not like this format. It can be confusing because the relationship between a skill and an experience can be lost.

Combination Résumé

- **Description:** List your past experiences in reverse chronological order but classify the descriptions used within these experiences by sets of skills (for example, leadership skills, analytical skills, or communication skills).
- **Uses:** Excellent for people with 1-3 extensive experiences that used multiple skills. Also very useful in drawing connections between experiences that do not appear relevant but use transferable skills.
- **Problems:** Can be hard to classify skills used within a particular experience.

SAMPLE CHRONOLOGICAL RÉSUMÉ

Jonathan Michaels

888 W. State St. · Urbana, IL 61801 · (888) 888-8888 · jmstudent@illinois.edu

EDUCATION

MS in Environmental Engineering in Civil Engineering **May 20XX**

University of Illinois at Urbana-Champaign

- Concentration: Aquatic Biology & Ecology
- GPA: 3.68/4.00

BS in Natural Resources and Environmental Sciences; BS in Forestry **May 20XX**

University of Illinois at Urbana-Champaign

- Minor: Physics; Concentration: Ecology
- GPA: 3.92/4.00, *summa cum laude*

EMPLOYMENT EXPERIENCE

Graduate Research Associate, University of Illinois *May 20XX - present*

- Develop new 3D capabilities for ArcView software.
- Create Pocket PC wildlife reporting form with GPS support to be deployed at DFW International Airport.
- Provide GIS mapping support to the testing of a prototype radar designed to detect birds.
- Work and collaborate with a variety of people, including administrators, scientists, engineers, managers, and students.
- Supervised and mentored three undergraduate workers and two interns per semester.

Undergraduate Research Assistant, University of Illinois *Fall 20XX - May 20XX*

- Built GIS products, explained their use and demonstrated their functionality to wildlife managers, administrators, and researchers.
- Integrated, improved, and analyzed large databases using both Excel and R.
- Analyzed conflicts between wildlife and airport operations.
- Presented research to both technical and non-technical audiences.

Teaching Assistant, Forestry Field Studies, University of Illinois *Summer 20XX*

- Demonstrated field work techniques and assisted professors with lessons.
- Explained challenging quantitative and biological concepts to 25 students in an intermediate level course.
- Evaluated homework, tests, and field work and held office hours to ensure students understood course concepts.

Lab Assistant, University of Illinois *20XX-20XX*

- Synthesized and analyzed a variety of data for three different researchers.
- Performed chemical and ecophysiological experiments using techniques such as flow cytometry.
- Conducted field work examining the influence of CO₂ on insect herbivory patterns.

RELEVANT SKILLS

- Extensive experience working with PC computers, Macintosh, and GPS
- Adept with MS Project, ArcView 3.x (including 3D Analyst), Visual CE, R, AutoCAD, and SQL
- Skilled in operations and maintaining ArcGIS 10.2, ArcPad, Microsoft Access, basic HTML

SAMPLE MODIFIED CHRONOLOGICAL RÉSUMÉ

Claudia Russo

217-333-5555 | crusso@illinois.edu

EDUCATION

PhD Candidate | Comparative Literature with a focus on Hispanic Cultural Studies *May 20XX*
University of Illinois at Urbana-Champaign
Thesis title: Creative Writing Accusation in Second Generation Hispanic Families in the United States

MA | Hispanic Studies *May 20XX*
Lehigh University Bethlehem, PA

BS | Economics and International Relations *Aug 20XX*
Fairfield University Fairfield, CT
Certificate in Latin American Studies; *magna cum laude*

COMMUNITY COLLEGE TEACHING EXPERIENCE

World Languages Coordinator | Travis County Community College *20XX-20XX*

- Coordinated all non-credit language courses offered through the Continuing Education department
- Provided academic advising to approximately 75 students per semester regarding language placement and course selection
- Served on search committees for all prospective language instructors
- Designed three new courses, including content and curriculum
- Supervised the selection and adoption of all language texts
- Increased student enrollment by 15% through targeted marketing and recruitment within the community

Adjunct Spanish Instructor | Travis County Community College *20XX-20XX*

- Taught introductory Spanish to adults in the Continuing Education Department
- Designed course curriculum for beginner level Spanish I and II and a cultural film studies course
- Facilitated the teaching design of Spanish course curriculum for elementary-aged children

Adjunct Spanish Instructor | Redwood County Community College *20XX*

- Primary FLEX (Foreign Language Experience Program) instructor
- Supervised and managed 7 other instructors
- Educated a culturally and socioeconomically diverse group of middle school children
- Led a Spanish course at Redwood for home schooled children that served about 25 families

UNIVERSITY TEACHING EXPERIENCE

Teaching Assistant | Illinois *20XX-present*

- Primary course instructor for fourth semester, undergraduate-level Spanish
- Aided in developing course content for “Spanish in the Professions”
- Organized and facilitated classroom lessons, activities, and presentations
- Provided weekly individual instruction and guidance through tutoring and mentoring
- Effectively managed and taught up to four classes per semester
- Incorporated the use of multimedia into everyday instruction
- “Outstanding Instructor” for 3 consecutive semesters by Center for Teaching Excellence

Adjunct Spanish Instructor | Lehigh University *20XX*

- Primary course instructor for undergraduate intermediate Spanish
- Developed interactive course activities to engage students and increase participation
- Effectively used course related multimedia technologies including Gradebook and Blackboard

SAMPLE MODIFIED CHRONOLOGICAL RÉSUMÉ (CONTINUED)

- Co-instructor for a Translation Course** | Lehigh University 20XX
- Graded students weekly papers and provided timely and constructive feedback
 - Selected weekly class readings that allowed students to tie together course objectives and increase awareness of contemporary Hispanic issues in the U.S. and abroad
 - Planned and prepared weekly class materials including handouts, lectures, slides and A/V materials
 - Mentored and provided advice to students during their internship at the law school

SELECTED COMMUNITY SERVICE

- Translator and Interpreter** | Lehigh Legal Clinic | Bethlehem, PA 20XX-20XX
- Supported translation and interpretation requests when needed
 - Assisted attorneys with international conference calling and witness interviews
 - Accompanied attorneys and law students on client visits, court hearings and medical appointments
 - Prepared, translated, and organized an 80-page document for the United Nations Council for Refugees and Migrant Workers

- Volunteer** | Bridgetown Memorial Hospital | Bridgetown, PA Summer 20XX
- Volunteered 6-8 hours per week in the Emergency Trauma Center and Hospital Clinic
 - Facilitated bilingual translation for physicians and patients
 - Attended weekly hospital seminars on various issues such as ethics and elderly care

PROFESSIONAL SERVICE AND EXPERIENCE

- Advisor** | Community Cultural Association | Illinois 20XX-present
- Served as a liaison between the university and the Champaign-Urbana Hispanic community
 - Collaborated with four other students to create a Cultural Film Series at Illinois
 - Organized and collaborated various programs across campus including hosting an international coffee hour to promote cultural awareness and diversity throughout the community

- Featured Guest Speaker** | Cultural Film Series | Lehigh University Spring 20XX
- First graduate student invited to be a guest speaker in the program's 25 year history
 - Led a group discussion on The Kite Runner film

- Editor & Co-founder** | Graduate Literary Magazine | Lehigh University 20XX-20XX
- Established, designed, and promoted the creation of an online Spanish graduate student publication featuring samples of creative writing, poetry, short stories, translations, and travel journals

- Treasurer** | Graduate Student Council | Lehigh University 20XX-20XX
- Promoted awareness of student government across campus
 - Secured funding for charities such as Toys for Tots through various campus events
 - Raised awareness and educated the student body about the university's mission statement
 - Budgeted and administered the council's financial statements and records

LANGUAGES

English | Native Speaker
Spanish | Native Speaker
French | Basic speaking and reading knowledge

SAMPLE MODIFIED CHRONOLOGICAL RÉSUMÉ

David D. Davidson

dddavidson@gmail.com | (847) 847 - 8478
333 Street Avenue | Urbana, IL 61801

EDUCATION

University of Illinois at Urbana-Champaign (Illinois)

Master's degree in Biology | GPA: 3.8/4.0

Expected December 20XX

Bachelor's degree in Molecular and Cellular Biology | GPA: 3.9/4.0

May 20XX

LABORATORY SKILLS

Cell Biology: Mammalian Cell Culture, Flow Cytometry, Immunofluorescence

Molecular Biology: Calcium Quantification, PCR, DNA Isolation, Restriction Enzyme Analysis, ELISA

Protein Biology: Protein Purification, SDS-PAGE, Western Blotting

Genetics: Site-Directed Mutagenesis, DNA Cloning, DNA Quantification, Primer Design

Computer: R, SPSS, SAS, GraphPad, HTML

PROFESSIONAL & RESEARCH EXPERIENCE

Graduate Research Assistant, Department of Biochemistry, Illinois September 20XX - Present

- Optimized an experimental assay to fluorescently measure calcium efflux during vacuole fusion, thereby providing improved biochemical analysis
- Designed experiments, problem solved issues and analyzed data for future publications
- Supervised several undergraduates by organizing responsibilities, designing and coordinating experiments, and training them in laboratory techniques, instrumentation, procedures, and daily tasks
- Presented data at bi-weekly joint lab meetings and departmental seminars

Project Manager, Illinois Business Consulting, Illinois January 20XX - Present

- Promoted from consultant to project manager and managed interdisciplinary student-consulting team to provide value-added solutions for start-up
- Participated in 5 consulting projects with both start-up and established companies

Teaching Assistant, School of Molecular and Cellular Biology, Illinois Spring 20XX, Fall 20XX

- Instructed undergraduate intermediate biology lab section of ~25 students throughout each week by designing lectures, leading discussions, demonstrating procedures, fielding questions, and grading student lab reports and presentations
- Ranked by students as Outstanding Teacher in top ten percent across campus for 2 semesters

LEADERSHIP & VOLUNTEER EXPERIENCE

Vice-President, Biology Registered Student Organization, Illinois January 20XX - Present

- Coordinate recruitment of new members and have grown organization by 25% over the past year
- Facilitate student meetings and provide program support to organization sponsored events

Volunteer, Big Brother/ Big Sister Program, Champaign, IL January 20XX - Present

- Participate in community volunteer events to raise awareness for local office
- Mentor elementary-age children and provide consistent experiences through positive activities

SAMPLE MODIFIED CHRONOLOGICAL RÉSUMÉ

Emma S. Lee, PhD

emmaslee@gmail.com | (217) 222 - 2222
222 Road Avenue | Urbana, IL 61801

SUMMARY

- Biochemist with 5 years of experience managing multiple interdisciplinary research projects
- Experienced and effective writer and public speaker with ability to present complex scientific material in a clear and succinct manner
- Extensive mentoring and teaching experience guiding multiple sections of undergraduate and graduate students

EDUCATION

- Doctor of Philosophy in Biochemistry** **20XX**
University of Illinois at Urbana-Champaign (Illinois)
Thesis Title: Topic related to Biochemistry
Advisor: Dr. Phil O. Sophy
- Master of Science in Biology** **20XX**
University of Florida, Gainesville, FL (UF)
Thesis Title: Topic related to Biology
Advisor: Dr. Matt D. Gree
- Bachelor of Science in Chemistry** **20XX**
Florida International University, Miami, FL (FIU)
Thesis Title: Topic related to Chemistry
Advisor: Dr. Kimberly S. Kim

RESEARCH EXPERIENCE

- Postdoctoral Fellow**, Department of Bioengineering, Illinois **20XX - Present**
- Awarded the Ruth L. Kirschstein National Research Service Award (Parent F32) to investigate the use of hydrogel composites for brain tissue engineering
 - Collaborate and coordinate with faculty, administrators, and students across departments to conduct interdisciplinary research
 - Advise and mentor several graduate students to ensure a strong understanding of concepts and successful completion of experiments
- Graduate Research Assistant**, Department of Biochemistry, Illinois **20XX - 20XX**
- Planned and managed multiple research projects investigating the differentiation of regenerative stem cells in planarians
 - Research resulted in one published and one in preparation first author publications in scientific journals and three poster presentations at national and international meetings
 - Advised and mentored 3 graduate students, 5 undergraduate students, and numerous lab rotation students
 - Served on hiring committee for a Senior Staff Scientist and participated in selection and interviewing processes
 - Independently researched and wrote grant for Preliminary Examination after second year of graduate school
- Graduate Research Assistant**, Department of Biology, UF **20XX - 20XX**
- Investigated potential of transplantable stem cells to repair the brain after traumatic injury
 - Managed lab operations including equipment inventory, maintenance, purchasing, and network administration
- Undergraduate Research Assistant**, Department of Chemistry, FIU **20XX - 20XX**
- Investigated efficacy of novel synthetic ligands for the glutamatergic neurotransmitter system in both healthy and diseased brain tissue
 - Engaged in both *in vitro* and *in vivo* (mouse) studies

SAMPLE MODIFIED CHRONOLOGICAL RÉSUMÉ (CONTINUED)

PROFESSIONAL EXPERIENCE

Research Intern, Dow Corning Corporation, Midland, MI **Summer 20XX**

- Optimized quality of thin films by measuring the physical properties as a function of production conditions
- Collaborated with cross functional project team to analyze data, compile reports, and present to leadership
- Research project resulted in industrial patent (patent number)

INDUSTRIAL PATENT

Authors' Last name, First Initials; **Lee, E.S.** Title. Pat. Appl. WO 2003/097877 A2, 20XX

SELECTED PEER-REVIEW PUBLICATIONS (4 OF X)

- Lee, E.S.**, other authors. (Year). Title. *Journal, Volume (Issue)*, page numbers. doi:.
- Lee, E.S.**, other authors. (in press). Title. *Journal, Volume (Issue)*, page numbers.
- Lee, E.S.**, other authors. (Year produced). Title. Manuscript submitted for publication.
- Lee, E.S.**, other authors. (Year draft produced). Title. Manuscript in preparation.

INVITED ORAL CONFERENCE PRESENTATIONS (2 OF X)

- Lee, E.S.**, other authors. (Year, Month). Title. Minisymposium on subject, Meeting, City, State.
- Lee, E.S.**, other authors. (Year, Month). Title. Meeting, City, State.

POSTER PRESENTATIONS (3 OF X)

- Lee, E.S.**, other authors. (Year, Month). Title. Poster session presented at Meeting, City, State.
- Lee, E.S.**, other authors. (Year, Month). Title. Paper presented at Meeting, City, State

PROFESSIONAL ORGANIZATIONS

Society for the Advancement of Hispanics and Native Americans in Science

- University of Illinois local chapter **20XX - Present**
- *Treasurer*: Manage annual budget of \$3000 **20XX - Present**
 - *Webmaster*: Maintain website with regular updates **20XX - Present**
 - *Secretary*: Promoted science careers to minority students **20XX**

American Chemical Society (ACS)

- East Central Illinois Section **20XX - Present**
- *Public Relations Chair*: Publicized scientific events to general public **20XX**
- Florida International University Student Affiliates Chapter **20XX - 20XX**

SAMPLE FUNCTIONAL RÉSUMÉ

Ming Xin

217.555.2135 • xinstudent@illinois.edu

EDUCATION

MS Physics, University of Illinois at Urbana-Champaign

December 20XX

BS Physics, Massachusetts Institute of Technology, Cambridge, MA

May 20XX

WORK EXPERIENCE

- ◆ Independent Physics Tutor, Urbana-Champaign, IL July 20XX - Present
- ◆ Physics Teaching Assistant, University of Illinois at Urbana-Champaign Fall 20XX - 20XX
- ◆ Park Place Condominium Association Board of Managers, Champaign, IL April 20XX - April 20XX
- ◆ Office and Technical Assistant, Public Relations Inc., Savoy, IL Summer 20XX

QUANTITATIVE AND TECHNICAL SKILLS

- ◆ As an undergraduate and graduate student:
 - Studied mathematical methods such as nonlinear dynamics, Hamiltonian mechanics, statistical theory applied optics and order of magnitude estimation
 - Experimented with op-amps, small visible lasers, X-ray diffractometers, holography, superconductivity, fiber optics, radioactivity, basic circuit design, and elementary chemical synthesis
 - Programmed in C/C++, Java, Perl, Fortran, Lisp, JEE, and IBM x86 assembly language
 - Analyzed data and equations with Matlab/Octave, Mathematica, Gnuplot, SM and UNIX
- ◆ As a teaching assistant:
 - Assisted students with performance of classical mechanics laboratory experiments
 - Significantly overhauled website and course content for an online physics course
 - Assisted students with programming Java and Perl simulations of complex systems
- ◆ At Public Relations Inc.:
 - Upgraded and maintained computer software and hardware and implemented badly-needed electronic and paper filing systems for this small marketing firm
- ◆ Independently:
 - Assembled and maintained dual-boot Linux/Windows systems in a small home network
 - Contributed to debugging of various Debian Linux packages
 - Provided informal technical support to friends and family

COMMUNICATION AND INTERPERSONAL SKILLS

- ◆ As a teaching assistant and tutor:
 - Lectured, demonstrated labs, evaluated work, and provided small group and one-on-one assistance
 - Wrote extensive and effective exam preparation notes for students
 - Worked with diverse students, from high school to graduate level, including both science and non-science majors
 - Earned student ratings of excellent almost every semester
- ◆ Independently:
 - Provided major editorial assistance and feedback for several publications in computer science and earth science

LEADERSHIP AND ADMINISTRATIVE SKILLS

- ◆ As a member of Park Place Board:
 - Served as Secretary, President, and Treasurer
 - Constructed and implemented an annual budget of nearly \$200,000, collected assessments, responded to maintenance needs, and enforced bylaws
 - Led a successful effort to plan, budget and obtain owner consent to \$180,000 of code-mandated electrical upgrades

SAMPLE COMBINATION RÉSUMÉ

TYLER A. PETERS

555 W. Elm Street Champaign, IL 61820 | tpstudent@illinois.edu | 217.555.1234

EDUCATION

Master of Science in Psychology, May 20xx

University of Illinois at Urbana-Champaign (Illinois)

Bachelor of Arts in Psychology, May 20xx

The Ohio State University, Columbus, OH (OSU)

RELATED WORK EXPERIENCE

Teaching Assistant, August 20xx-Present

Department of Psychology, University of Illinois at Urbana-Champaign

Leadership

- Develop course content and manage all course activities for 100-150 introductory level Psychology students.
- Provide a diverse learning experience for students that includes video clips, group exploration, review games, participant demonstrations, and instructor-led discussions.

Advising and Mentoring

- Meet personally with students to discuss course progress, future career plans, and effective study strategies.
- Work with students to determine study needs and address problems creatively.
- Meet with students weekly to maintain study habits and improve quiz performance as necessary.
- Guide new instructors on all course-related issues, including handling student academic problems, implementing interesting class demonstrations, using course-related technologies, and writing effective test questions.

Communication

- Prepare and present three lectures per week for three course sections using multimedia technologies such as Prezi, video clips, and Blackboard course website.

Assessment

- Develop and grade exams and quizzes that assess student mastery of subject matter.
- Create assignments that provide opportunities to tie theory into students' lives and explore topics on their own.

Human Resources Representative, June 20xx – Present

Macy's, Champaign, IL

Recruiting/Selection

- Serve as point of contact for all applicants.
- Log and track applications and resumes using Oracle PeopleSoft talent management program.
- Communicate with hiring managers to screen applicants and make recommendations concerning possible person-job fit.
- Convey selection decisions to applicants.

Mock Interviewer, 20xx

Career Services, Ohio State University, Columbus, OH

Career Development

- Interviewed undergraduate and graduate students using behavior-based interview techniques.
- Discussed strengths and areas of improvement for developing more effective interviewing skills.