

# Resume Writing and Samples

## WHAT IS A RESUME?

An application document that presents your education, experience, and skills in an easily understandable way. The resume should emphasize your most relevant qualifications when directly responding to a specific job or company.

## WHAT TO INCLUDE:

### MUST HAVE

**Contact information:** Name, phone, and email address. Mailing address is optional. Can include url to professional website or profile such as LinkedIn.

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

**Experience:** List relevant roles and experiences, including position/title held, location, and dates. This can include professional roles, internships, volunteer positions, and assistantships (research and teaching). Research projects without a designated or formal role, such as an independent thesis or dissertation project, can be included as experience. Use bullet points to describe your experience and highlight specific skills, tasks, and accomplishments.

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

### MIGHT HAVE

**Projects:** Project sections can include relevant and significant course activities. Consider using a project title and/or name of the course in place of a position title. Use bullet points to describe the skills and accomplishments of your specific contribution to each project.

**Publications and Presentations:** List any relevant publications and presentations using the appropriate citation format for your field.

**Skills:** List of skills gained through experiences as it pertains to the job, including technical, coding & programming, language fluency, laboratory & research skills, and software knowledge.

**Honors and awards:** Scholarships or notable scholastic awards

**Volunteer and Activities:** List activities, campus or professional organizations, and leadership positions held. You can demonstrate these roles the same way you would professional experience including using bullet points to highlight skills and accomplishments.

### DO NOT INCLUDE

**Citizenship:** Unless indicating U.S. work authorization

**Personal Information:** Social Security number, age, marital status, sex/gender, hobbies.

**Picture**

## **PRINCIPLES OF STRONG APPLICATION MATERIALS**

### **KNOW YOUR AUDIENCE**

Before you start writing, answer the following questions:

- Who will be reading your documents?
- What skills, experiences, or values are most important to them? Read the job description carefully and research their organization.
- How can you connect your experiences with their needs?

### **HIGHLIGHT RELEVANT EXPERIENCE**

- Select a format that emphasizes your most relevant experience.
- Why are you applying for this position? Make connections that show how your experience is relevant. Don't make the employer guess!
- For less relevant experiences, highlight the transferable skills that are used in both positions.

### **ARTICULATE YOUR VALUE**

- Demonstrate what you did and emphasize your skills using specific examples.
- Show the impact of your work and what sets you apart from other applicants.
- Use action verbs that draw attention to *your* role.

### **MAKE IT VISUALLY APPEALING**

Hiring organizations receive many documents and scan them quickly. To make a strong impression in a short amount of time:

- Choose a simple layout with white space and clear fonts.
- Put important information in highly visible locations—at the top or left side.
- Use bold, italics, and capitalization strategically.
- Keep it clear and concise.
- Proofread, proofread, proofread until the document is flawless.

## SAMPLE 1

# JORDAN MICHAELS

(888) 888-8888 · jmstudent@illinois.edu · www.linkedin.com/jordan-michaels12345

## EDUCATION

### **MS in Political Science**

May 20XX

University of Illinois at Urbana-Champaign

- GPA: 3.68/4.00

### **BS in Sociology**

May 20XX

University of Illinois at Urbana-Champaign

- Minor: Civic Leadership
- GPA: 3.92/4.00, *summa cum laude*

## RELEVANT PROJECTS

### **Voter Turnout Quantitative Research Project**

Spring 20XX

Course: *Campaigning To Win*

- Examined and catalogued over 50 publicly available records of voter turnout data for presidential elections across 5 counties in the state of Illinois
- Used Excel to devise forecasting model of future voter turnout behavior considering variables associated with area unemployment and job growth trends
- Reported original findings through poster presentation at department research symposium

### **Lobbying Innovation Qualitative Research Project**

Fall 20XX

Course: *Collective Action & Interest Groups*

- Conducted focus group and individual interviews with 4 professional lobbyists about communication and persuasion strategies involving highly technical topics
- Coded and analyzed over ten hours of recorded audio interviews using topic modeling and text mining methods
- Developed database of persuasive messaging keywords and created dynamic data visualization dashboard using Tableau
- Documented findings in white paper accessible at [www.lobbyinginnovation20xx.com](http://www.lobbyinginnovation20xx.com)

## EMPLOYMENT EXPERIENCE

### **Marketing Intern**

Summer 20XX

*Business Strategies Inc., Chicago, IL*

- Updated records and compiled contact information to generate new business leads
- Maintained company marketing calendar including writing original content for eight company events
- Designed custom portfolio covers for client sales meetings using Adobe InDesign

### **Client Services Associate**

Fall 20XX-Present

*The Campus Technology Store, Champaign, IL*

- Provided assistance to customers by explaining specifications of various technical products
- Corresponded with over 100 external clients via email and telephone to troubleshoot hardware and software problems to improve customer experience

## SKILLS

- *Data Visualization & Design:* Tableau, Adobe Creative Suite (Photoshop, InDesign, Illustrator)
- *Data Analysis:* Python, SQL, Excel
- *Project Management:* Trello, Slack

# 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 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 2 CONT'D

- 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

### LEADERSHIP AND SERVICE

- 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

- 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

- 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

- 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

### LANGUAGES

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

Claudia Russo | 2

## SAMPLE 3

### David D. Davidson

dddavidson@gmail.com | (847) 847 - 8478

333 Street Avenue | Urbana, IL 61801

#### EDUCATION

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##### 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

#### SKILLS

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*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

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**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 lab 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
- Contributed to 5 consulting projects with both start-up and established companies

#### LEADERSHIP & VOLUNTEER EXPERIENCE

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**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 March 20XX - Present

- Fundraise and assist in planning for community volunteer events to raise awareness
- Mentor elementary-age children and provide consistent experiences through positive activities

## SAMPLE 4

### Emma S. Lee, PhD

emmaslee@gmail.com | (217) 222 - 2222

#### SUMMARY

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- 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

#### EDUCATION

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**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)**

#### RESEARCH EXPERIENCE

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**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 4 CONT'D

### INDUSTRIAL PATENT

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

### SELECTED PEER-REVIEW PUBLICATIONS (4 OF 8)

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**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 6)

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**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 (2 OF 5)

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**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

### LEADERSHIP EXPERIENCE

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#### Society for the Advancement of Hispanics and Native Americans in Science

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

#### American Chemical Society (ACS)

|  |                |
|--|----------------|
| East Central Illinois Section  | 20XX - Present |
| • <i>Public Relations Chair</i> : Publicized scientific events to general public | 20XX           |
| Florida International University Student Affiliates Chapter                      | 20XX - 20XX    |