

Sample Resumes/CVs

Chronological Resume (from *Landing Your First Job*)

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Career Objective (See note 1)

Outline your career objective (relate it to the available position).

Education (See note 2)

9/00-6/02 MS Physics, Sommerfield University
9/96-6/00 BS Physics, Ohio State University (*magna cum laude*)

Experience (start with the most current experience)

9/01-6/02 Research Assistant, Department of Electrical Engineering, Sommerfield University
Briefly describe the scope and responsibilities of the job you currently hold. Be sure to include any major accomplishments that demonstrate your suitability for the job for which you are applying. You may use bullet or paragraph format.

9/00-6/01 Teaching Assistant, Department of Physics, Sommerfield University
Again, briefly describe the scope and responsibilities of the position. Emphasize these accomplishments that relate to the job for which you are applying.

6/00-9/00 Internship, Digital Atomics, Columbus OH
Include a sentence describing your responsibilities.

Other Accomplishments:

List honors or awards outside of educational or other achievements. You may also want to list memberships in professional organizations. Be brief.

Note 1: If your career objective connects rather directly with the position you are applying for, a career objective statement is an option to consider.

Note 2: Either education or experience can be the lead entry. If you have experiences that have prepared you for the position you seek, lead with experiences rather than education.

Chronological Resume (from *Landing Your First Job*)

Name

Address

City, State, Zip

Phone Number

E-mail Address

Objective

Insert the type of work you want to do. Customize for each job opening.

Experience

Company/Laboratory Name

Job Title, Department/Division, Dates

- * Emphasize results, accomplishments and performance.
- * Don't list only job description and duties - show how you made a difference.
- * List each accomplishment statement in order of importance.
- * Use an action verb as the first word for each bullet.
- * Keep to one or two lines.
- * Be honest. Be positive. Be specific. Be brief.
- * Be quantitative whenever possible, *i.e.* increased by 30%.

Job Title, Department/Division, Dates

- * Omit detailed descriptions of nonrelevant earlier jobs.
- * Use a consistent format.
- * Account for lengthy time gaps (*i.e.* school, self-employed).
- * One page maximum (two for advanced degree). Attach publications separately.

Company/Laboratory Name

Job Title, Department/Division, Dates

- * Keep a one-inch margin on all four sides.
- * Print on top-quality resume paper - white, cream or gray.
- * Proofread until there are absolutely no errors; have several other people proofread it.

Education and Training

List in the following order: degree, major, school, city, and state, year of graduation. If recent and relevant to the position, put this section before "Experience"; if not, include here. Include any training that supports the job you seek. Incorporate any other credentials or certificates.

Optional:

Technical skills, military service, awards, professional associations.

Functional Resume (from *Landing Your First Job*)

Name

Address

City, State, Zip

Phone Number and e-mail address

Professional Summary

Briefly describe your employment history, highlighting key accomplishments or areas that you want to sell to a prospective employer.

Areas of Effectiveness (Be very specific in this listing)

Number 1 skill

Latest and Best Example of use of this skill. Can include one assignment or part of your current or last job.

Next Best Example of use of this skill. Can be made up of a job element, an assignment, or major accomplishment.

Next Best Example of use of this skill. Can be an older example, a significant accomplishment or achievement.

Number 2 skill

Best Example of use of this skill. Can be made up of single events, assignments or parts of jobs that you enjoyed or did well.

Next Best Example of use of this skill. Earlier, older or less significant events.

Number 3 skill

Best Example of use of this skill. Sometimes involves hobbies, non-paid work activities or may be derived from less important work skills.

Employment History

Latest or current job: Title, Organization & Dates

Previous job: Title, Organization & Dates

Previous job: Title, Organization & Dates

Education

Begin with highest and latest degree OR educational accomplishment, then work backward.
List DEGREE/DIPLOMA, SCHOOL, DATE.

Other Professional Accomplishments:

Honors or awards, superior achievements, memberships in professional organizations, *etc.*

Functional/Skill Resume (from *Landing Your First Job*)

Name
Address
City, State, Zip
Phone Number
E-mail Address

Objective

This statement answers the question, “What are you seeking?” In one or two sentences, address the type of position, title, or area you seek. Include the level of responsibility and two or three personal characteristics or skills needed on the job you have targeted.

Summary

Include a descriptive summary of yourself in three or four sentences. This should contain how many years of experience you have, the environment in which you worked, your areas of expertise, and brief descriptions of your most salient professional or scientific characteristics. This should give a quick image of your overall qualifications and invite the employer to continue.

Areas of Accomplishment

Key Skill

- * Cluster your experience under major skills areas.
- * Incorporate your strongest skill first.
- * Focus on accomplishments in functional or technical areas.
- * Select and organize key skills to support your objective statement.

Key Skill

- * Describe your acquired capabilities that match with the employer’s job qualifications.
- * Feature the skills that are essential to succeed on the desired job.
- * Emphasize transferable skills that relate to the positions you seek.
- * Use action verbs.

Key Skill

- * This resume should be used when changing careers or to explain erratic employment.
- * Use functional resumes when trying to increase your level of responsibility.
- * Use this format when trying to expand your breadth.

Employment History

2001-Present	Job Title	Place of Employment
1998-2001	Job Title	Place of Employment

Education and Training

List in the following order: degree, major, school, city, and state, year of graduation. If recent and relevant to the position, put this section before “Experience”; if not, include here. Include any training that supports the job you seek. Incorporate any other credentials or certificates.

Optional: Technical skills, military service, awards, professional associations.

Chronological CV (from *Landing Your First Job*)

Edward T. Physicist

Department of Physics
Ohio State University
Columbus, OH 43210
(614) 292-5713 (work)
(614) 888-8888 (home)
me.1@osu.edu

OBJECTIVE

To perform research and analysis working as an environmental scientist.

EDUCATION

BS Physics, Ohio State University, Columbus, OH, Phi Beta Kappa, Thesis
Completion (Anticipated) June 2006, (Thesis Title ?)

EXPERIENCE

8/05-present: Research Assistant, Department of Physics, Ohio State University.
Computational work involving the modeling of the night side ionospheres of Venus
and Mars, including data analysis of Pioneer Venus orbital data.

8/04-6/05: Grader, Department of Physics, Ohio State University.
Graded exams for Advanced Mechanics and instructed undergraduates in problem
solving techniques.

8/03-6/04: Laboratory Assistant, Department of Physics, Ohio State University.
Setup and tested laboratory experiments for freshman physics classes.

HONORS and AWARDS

Schroedinger Society Student Award, 2006.
Outstanding Physics Junior Award, 2005.
Wal-Mart Foundation Scholarship, 2002.

PROFESSIONAL MEMBERSHIPS

Member, American Physical Society
Member, American Astronomical Society
Member, American Association for the Advancement of Science

COMPUTER SKILLS

Proficient with PC (Linux and Windows XP operating systems) and MacIntosh computers with knowledge of C++, Basic, LATEX, WORD, EXCEL, ILLUSTRATOR and PHOTOSHOP.

OTHER EXPERIENCE

Astronomy Programs. Conducted and assisted astronomy observations and lectures for area school systems, clubs and the public.

Customer Service, K-Mart Inc. Columbus, OH. Handled initial customer problems.

PUBLICATIONS

“Arguments for Day-to-Night Transport at Low Solar Activity,”
H.L. Streamer, *et al.*, Phys. Lett. **B13**, 523 (2006).