

RESUME WRITING

Tips for resume formatting and content, with samples from alumni



A resume is a brief, concise document that presents, and effectively sells, your most relevant and positive credentials for employment, admission to graduate school, consideration for a scholarship or fellowship, or other professional purpose.

An employer will usually spend 15 to 30 seconds reviewing your resume, so the content of your resume must be clear, concise, and targeted to the type of job for which you are applying.

Preparation

Resumes should highlight skills and accomplishments that meet employer qualifications, excluding irrelevant information and experiences. Well-designed resumes will be visually appealing and free from any spelling, typographical, punctuation, or grammatical errors. All resumes should be written concisely in an organized format that presents the most important information first.

Employers who read individual resumes spend very little time on each resume. Many large employers now use software programs (Applicant Tracking Systems) to assist them with this initial review.

If your resume has a typo or grammatical error, it will probably jump off the page to an employer, and this is a way to weed you out of a candidate pool. Your resume may be the only chance you get to make an impression, so make it a good one.

Constructing Your Resume

Contact information

Begin your resume with your name by capitalizing and using bold type.

- Include street address, city, state, and zip code.
- Include a phone number(s) where you can be reached.
- Include your e-mail address.

Objective (Optional)

The purpose of the objective statement is to inform the employer of your career goals and targeted interests. Objectives are no longer as widely used as they once were, as employers expect you to cover the same information in more detail in the cover letter. If you would like to include an objective, review the samples on the last page of this handout.

A career/job objective may be advantageous when:

- You want to specify your interests and where you would fit in the organization.
- You want to present the impression of a focused, self-confident person.

A career/job objective is not advantageous when it is:

- Too broad and meaningless, reflecting indecision.
- Too exclusive, eliminating you from jobs for which you might be considered.

Qualifications or Experience Summary (Optional)

A summary of qualifications can condense an extensive background by emphasizing experiences and accomplishments in brief keyword phrases. The qualifications summary is accomplishment-oriented and provides an overview of your work experience. It can also serve to summarize relevant academic, volunteer and leadership experience for those who have limited work experience. A summary is most appropriate for someone with substantial experience, someone who is changing careers and wants to demonstrate transferable skills, or someone with a varied background. They're most often used by graduate students and working professionals.

Education

If your education relates to your objective and is within the past three years, it should be the first section. If not, education should follow the work experience section of your resume.

In reverse-chronological order, this section includes the schools you have attended, dates of graduation or dates of attendance, as well as degrees sought or completed. Other information that might be included: related coursework, scholarships and honors, and special projects (e.g. research projects, teaching).

- Start with your most recent degree or the program in which you are currently enrolled. List other degrees or relevant education in reverse chronological order.
- Highlight key info by using bold type or capital letters.
- Most students begin with the university, followed by the location, degree, and graduation date. You can consider listing your degree before the name of the university as well.
- Should I include my GPA? If you are uncertain about including your GPA, ask a Career Services advisor for recommendations based on your individual circumstances.

Within this section, you may also want to highlight coursework, research, or a study abroad experience.

- Consider listing relevant coursework under the appropriate degree.
- You may want to describe thesis, research or design projects (Note: You may want to have a separate "Related Course Projects" section – see examples in this handout).

Chronological Format

In the chronological resume, job history is organized chronologically with the most recent job listed first. Job titles and employers are emphasized and duties and accomplishments are described in detail.

- Begin with your current/most recent position and work backward, chronologically.
- Devote more space to relevant employment/experiences.
- If your job titles relate to your current job objective, start each position description with job titles. If not, begin with the organization.
- Follow job title and organizational information with the organization's city and state.
- Use the first and last month (or semester terms, such as Fall, Spring, and Summer) and year to describe dates of employment.
- Describe experiences related to the position you're applying for in detail. Summarize earlier positions unless relevant to your objective. Within each listed position, stress the major accomplishments and responsibilities that demonstrate your competency

Resume Checklist

The following checklist has been designed to assist you in writing your resume. This checklist reflects the expertise of the Career Center staff developed through critiquing thousands of resumes, discussing selection criteria with numerous employers, and gathering input from a wide range of career professionals.

Appearance

- Is it inviting and easy to read; not too much information uses appropriate font styles (sans serif fonts are often recommended but the serif font Times New Roman is accepted) and font sizes (10-12 pts.)
- Incorporates enough white space between sections to facilitate skimming; adequate margins creates visual impact (minimum is .5in on all four sides); using bullets; boldface, italics, and font sizes to emphasize key words (for scannable resumes, use boldface only)

Organization and Format

- Presents strongest qualifications first
- Appropriate length: For most cases, one page for undergraduates, more for those with advanced degrees for several years of post-grad work experience (2-3 pages)

Writing Style

- Begins phrases with powerful action verbs

- Short bullets (1-2 lines) with 2-6 bullets per experience (depending on how related it is to the opportunity you seek); you can list an experience without listing bullets if you want the employer to know about your involvement but it's not directly related to the position
- Brief, succinct language; no unnecessary words
- Absolutely free from grammatical, spelling, punctuation, usage, and typographical errors

CONTENT:

Contact Information

- Address, current and permanent (if necessary – otherwise just choose one)
- Telephone number

Objective (Optional)

- Briefly indicates the sort of position, title, and possible area of specialization sought
- For management or supervisory positions, indicates level of responsibility sought
- Language is specific, employer centered not self-centered; avoids broad or vague statements

Summary of Skills, Accomplishments, or Expertise (Optional)

- Identifies 3-6 key achievements that support the objective
- Summarizes relevant work experience and accomplishments that support the objective

Education

- Highest level of attainment is listed first; work from most current degree backward degree in progress or most recently completed degree; include name of university, location of university, type of degree and major, date of graduation, list of other degrees, relevant higher education coursework, continuing professional education or training
- Courses, and study abroad
- Second major, minor, or areas of concentration
- Omit high school if you have completed more than two years of college unless referencing impressive honors or relevant extracurricular activities
- Relevant courses, papers, projects; include paper or project titles
- GPA, honors, awards, scholarships

Employment Experience and/or Related Projects

- Include all paid, volunteer, intern, or other experiences that are relevant to your objective
- Start with most recent experience if using chronological format
- Title held, organization name, city, state, or country location (if not U.S.A.)
- Dates position held; if several positions for one employer, list employer once responsibilities listed in order of each item's relative value to the future employer; indicate transferable skills and adaptive abilities used on the job
- Accomplishments on your job; what problems did you face?; what solutions did you find?
- Contributions to the organization, i.e., ways your work helped increase profit, membership publicity, funding, motivation, efficiency, productivity, quality; saved time or money; improved programs, management, communication, information flow etc.
- Quantitative or qualitative indicators that describe the results of your contributions or accomplishments, i.e., "increased sales by \$50,000"; "reduced staff turnover by 25%"; "significantly improved staff's ability to access data"
- Learning/training that took place on the job that is relevant to your job objective (optional); describe accomplishments in jargon of the field

Skills

- Computer skills: software applications, languages, hardware, operating systems
- Language skills: specific level of fluency and ability to read and write as "basic," "intermediate," or "advanced" or "fluent"
- Other
- Students often share this section after Education or as the last section.

Extracurricular Activities, Community Service, Professional Associations

- list of significant positions of responsibility; include title, name of organization or team, dates leadership roles, achievements, and transferable skills that are relevant

Additional Resume Categories

To add relevant information to your resume that focuses on special knowledge or skills, consider the following resume headings:

EDUCATION	HONORS	PRESENTATIONS
RELATED PROJECTS	ADDITIONAL EXPERIENCE	PUBLICATIONS
RELATED EXPERIENCE	SCHOLARSHIPS	TRAINING
TECHNICAL SKILLS	LANGUAGES	PROFESSIONAL ASSOCIATIONS
LEADERSHIP EXPERIENCE	INTERESTS	TRAVEL
VOLUNTEER EXPERIENCE	SKILLS	
ADDITIONAL EXPERIENCE	QUALIFICATIONS	
ACCOMPLISHMENTS	SUMMARY	

Proofread, Proofread, Proofread!

Does your resume:

- Include only relevant information?
- Use action verbs?
- Stress skills and accomplishments over duties?
- Make qualifications evident?
- Include specific info: figures, dates, numbers?
- Support your purpose/objective?

Evaluate Appearance:

- Attractive layout?
- Headings in bold?
- White space?
- Style appropriate?
- Font size readable?
- Length appropriate?
- Important items stand out through spacing and/or bold?
- Consistent placement of information (e.g. dates)?

KEY PHRASES

The following phrases and words may help with writing your resume statements. They convey involvement and accomplishments and make your resume more effective.

Interacted with...	Acted as liaison for/between...
Established..	Formulated...
Edited...	Handled...
Initiated...	Implemented...
Managed...	Assigned territory consisting of...
Maintained...	Promoted to/from...
Instrumental in...	Recipient of...
Remained as...	Innovation resulted in...
Honored as...	...amounting to a total savings of...
Recommendations accepted by...	Administered...
Adept at...	Analyzed/Assessed...
Assisted with...	Arranged...
Coordinated...	Counseled...
Created....	Designed...
Delegated...	Conducted...
Directed...	Demonstrated...
Developed...	Advised...
Consulted..	Delivered...
Budgeted...	Drafted...
Evaluated...	Gathered...
Installed...	Improved...
Instructed...	Investigated...
Negotiated...	Organized...
Planned...	Performed...
Presented...	Recommended...
Recognized as...	

Action Verbs By Skill Category

Tip: Circle all of the words relevant to your experiences, and then use them in your resume!

Communicative

address	enlist	present
arbitrate	express	promote
arrange	follow-up	publicize
author	formulate	publish
brief	influence	question
communicate	inform	read
compose	interpret	reconcile
confront	interview	recruit
contact	lecture	refer
convince	market	report
correspond	mediate	rewrite
describe	meet	speak
develop	moderate	suggest
direct	motivate	summarize
document	negotiate	talk
draft	network	translate
edit	persuade	write

Creative

act	execute	pilot
broaden	explore	pioneer
compose	fashion	plan
conceive	forge	redesign
conceptualize	found	rehearse remodel
conduct	illustrate	renovate
create	imagine	replace
design	improvise	revitalize
develop	institute	shape
direct	integrate	sketch
discover	introduce	spearhead
draft	invent	start
dramatize	market	stimulate
draw up	modernize	strategize
entertain	originate	transform
establish	perform	

Financial

account for	budget	market
adjust	calculate	monitor
administer	compute	plan
allocate	control	procure
analyze	develop	project
appraise	estimate	purchase
audit	finance	reconcile
balance	forecast	research
buy	manage	transfer

Helping

advise
advocated
aided
anticipated
assessed
assisted
care for
clarify
coach
counsel
demonstrate
diagnose
educate
enable

encourage
enlist
ensure
evaluate
expedite
facilitate
familiarize
forecast
foster
guide
handle
harmonize
moderate
observe

orient
predict
prescribe
protect
provide
reconcile
rectify
refer
rehabilitate
represent
serve
support
utilize
volunteer

Management

administer
account for
analyze
appoint
approve
assign
assume
attain
chair
choose
contract
consolidate
consult
decide
delegate
determine
develop
devote
direct
dispatch

dispense
employ
evaluate
execute
formulate
handle
head
hire
leverage
manage
maintain
orchestrate
order
organize
oversee
plan
perfect
preserve
prioritize

produce
propose
protect
realize
recommend
recruit
regulate
review
revitalize
reward
save
set goals
schedule
supervise
terminate
unify
withdraw

Organizational

approve
arrange
catalogue
classify
collaborate
collect
compile
conserve
consolidate
cut
diagram
dispatch
distribute
enlist
execute
expedite
extract
generate

identify
implement
inspect
integrate
interface with
join
list
log
monitor
operate
organize
pinpoint
prepare
prioritize
process
record
reshape
reorganize
retrieve

revamp
revise
schedule
screen
set up
shape
specialize
specify
streamline
stretch
substitute
systematize
tabulate
target
update
validate

Research

acquire
amplify
analyze
calculate
chart
clarify
collect
compare
conduct
critique
diagnose
design

determine
disprove
evaluate
examine
extract
formulate
identify
inspect
interpret
interview
investigate
locate

modify
organize
process
review
research
study
summarize
survey
systematize
test
trouble-shoot

Results

achieve
accelerate
accomplish
add
advance
attain
augment
award
complete
compound
contribute
decrease
double
effect
eliminate
enlarge
establish

exceed
excel
expand
extend
fortify
improve
increase
initiate
introduce
launch
lower costs
map
maximize
measure
obtain
pioneer
prove

reduce
re-establish
resolve
restore
selected as
stabilize
standardize
succeed
transform
trim
triple
validate
widen
won

Teaching

accept	educate	modify
adapt	elaborate	motivate
advise	elicit	observe
actively	emphasize	organize
analyzes	enable	persuade
apply	encourage	ponder
appraise	evaluate	postulate
assess	excite	praise
assign	explain	provoke
attend	explore	question
calm	facilitate	reinforce
categorize	focus	rephrase
challenge	generate	reward
choose	guide	set goals
clarify	hypothesize	set standards
coach	identify	simplify
command	implement	solicit
communicate	incorporate	speculate
compliment	indicate	state
consider	infer	stimulate
cooperate	inform	structure
coordinate	initiate	synthesize
correct	inquire	systematize
define	instruct	teach
demonstrate	interact	tell
designate	integrate	thank
develop	investigate	theorize
direct	judge	train
discipline	listen	tutor
doubt	model	

Technical

activate	exhibit	sell
assemble	fabricate	service
began	install	solve
build	maintain	supply
calculate	navigate	train
compute	operate	upgrade
construct	overhaul	
contrive	participate	
convert	program	
deliver	rehabilitate	
design	remodel	
detect	repair	
devise	resolve	
display	retrieve	
engineer	screen	

(Monstertrak)

Many thanks to the students and alumni who shared their resumes for this handout!

JENNIFER ROSE

jr@virginia.edu

School Address: 234 Balz, Charlottesville, VA 22904

Cell: (751) xxx-xxxx

Permanent Address: 40xx Street, Richmond, VA 22033

OBJECTIVE

To gain experience through an internship in information technology or information systems utilizing work and leadership experiences, strong communication, problem solving and interpersonal skills.

EDUCATION

University of Virginia, School of Engineering and Applied Science Charlottesville, VA
Candidate, B.S. Anticipated Major Civil Engineering May 20xx

BRIDGE Program, School of Engineering and Applied Science Charlottesville, VA
Calculus I, Science Technology & Society, Chemistry I Lab Summer 20xx

- An intensive six-week summer program providing academic, personal and professional development

RELEVANT INTERNSHIPS, PROJECTS & COURSEWORK

ENGR 1620 – Intro to Engineering, Robot Lab

- Designed and built a semi-autonomous, basketball shooting robot for the robot games with a team

TECHNICAL SKILLS

Microsoft Office, experienced in Autodesk Inventor, C/C++, Java, MathCAD, Mathematica, and Eclipse

WORK EXPERIENCE

Lynn's Hallmark Richmond, VA
Sales Assistant Summers 20xx, 20xx

FedEx Office Richmond, VA
Retail Consultant Summer 20xx

- Assisted in consulting on special projects, and operating office equipment

Scott & Stringafellow Richmond, VA
General Assistant June 20xx-December 20xx

- Assisted in processing time sheets, at front desk as secretary, and IRA department in special projects

LEADERSHIP, HONORS, AND EXTRACURRICULAR ACTIVITIES

National Society of Black Engineers, Member Fall 20xx-present

Society of Women Engineers, Member Fall 200xx-present

House Council Fall 20xx-present

- Floor Representative

Impact Christian Organization Fall 20xx-present

First Year Seminar, Facilitator Fall 20xx

Undergraduate Recruitment Committee, Engineering Student Council, Member Fall 20xx

Club Cross Country, Member Fall 2008-Spring 20xx

Sinai Scholars Jewish Fellowship Society, Student Fall 20xx

Day in the life program: Zion Union Baptist Church, Tutor Spring 20xx

School Address

10 Rotunda Way
Charlottesville VA 22903
434-xxx-xxxx

Permanent Address

Route 20, Monticello
Charlottesville VA 22940
434-xxx-xxxx

EDUCATION**University of Virginia, School of Engineering and Applied Science**

Charlottesville, VA

B.S Major Systems Engineering, B.A Major Economics, B.S Minor Computer Science

May 20xx

- **Systems Engineering GPA 3.96**
- **Overall GPA 3.7**
- Deans List 20xx, 20xx
- Intermediate Honors – Top 20% in class

Thomas Jefferson High School For Science and Technology

Alexandria, VA

Thomas Jefferson Diploma

June 20xx

- GPA 3.75
- SATS: Math I – 800, Verbal I – 660, Math II – 800

RELATED WORK EXPERIENCE**Northrop Grumman IT Commercial, State and Local**

Chantilly, VA

Managed Services Solutions Intern

Summers 20xx & 20xx

- Developed a Rough Order Magnitude Tool for Managed Services (Helpdesk, Deskside Support, Network, Storage, etc)
- Implemented Tool to Web using PHP/mysql/HTML

Winter 20xx

Northrop Grumman IT Commercial, State and Local

Richmond, VA

Enterprise Architecture Intern

Summer of 20xx

- Member of 15 person team tasked with Enterprise Architecture for acquisition of VITA
- Designed Overview PowerPoint displaying in-scope transformations for NG/VITA Partnership

RELATED PROJECTS AND COURSEWORK**SYS 323 – Human Machine Interface**

20xx

- Developed Syllabus Creator for teachers using PHP, MySql, HTML, Adobe Dreamweaver

SYS 201 – Systems Engineering Concepts

20xx

- Analyzed the current Bowl Championship Series ranking system of College Football teams and designed a better alternative

Robotics Lab

20xx

- Designed and built semi-autonomous robot to perform multiple tasks on a field

Courswork: Microeconomics, Macroeconomics, Engineers as Entrepreneurs, Deterministic Decision Modeling, Stochastic Decision Modeling, System Evaluation, Discrete Event Simulation

LEADERSHIP, ACTIVITIES AND AWARDS**Sikh Student Association**

Fall 20xx – Present

- Vice President (20xx) & Treasurer (20xx)
- Educated UVA community about Sikh religion and culture

University of Virginia Club Soccer

Fall 20xx – Present

UVA Di Shaan – Collegiate Bhangra Dance Team

Fall 20xx – Present

Thomas Jefferson High School Varsity Soccer MVP

20xx

Virginia Soccer All-State Team Honorable Mention

20xx

State Olympic Development Soccer Team 20xx

20xx

TECHNICAL AND OTHER SKILLS

Applications: Java, PHP, mysql, HTML, C++, Matlab, Adobe Dreamweaver, Mathcad

Languages: Fluent in Punjabi

Wendy Wahoo

(212) xxx-xxxx | wahoo@virginia.edu
456 Street, City, State ZIP

OBJECTIVE

To obtain a position in consulting utilizing my strong academic background in engineering, demonstrated teamwork abilities, market analysis experience and excellent problem solving skills.

EDUCATION

University of Virginia, School of Engineering and Applied Science

Charlottesville, Virginia

Bachelor of Science, Biomedical Engineering

May 20xx

- Cumulative Index: 3.32/4.0 after the third year, Dean's List
- ACT Score: 34

Semester at Sea, Study Abroad Program: Peru, Ecuador, Panama, Belize, Costa Rica Summer 2012

INTERNSHIP EXPERIENCE

Henry Schein

Melville, New York

Intern

May-August 20xx

- Analyzed sales data for the Medical Marketing division to determine which medical specialties generated the most profit
- Determined which level of the "Privileges" Rewards Program was the most appealing to key members in order to maintain strong, positive relationships between Henry Schein and consumers
- Created presentations for the Medical Marketing Division to graphically depict changes in growth and profits of sales in various medical specialties

EXPERIENCE

The Feinstein Institute for Medical Research

Manhasset, New York

Visiting Scholar

May-August 20xx

- Selected to serve as a member of the "Development of intestinal flora and its changes in preterm infants during stay in Neonatal Intensive Care Unit" project
- Designed graphs to represent acquired data and presented findings to fellow researchers

Cycloptics

Charlottesville, Virginia

Founding Team Member, Grant Writing Committee Co-Chair

January 20xx-April 20xx

- Collaborated with a team to design a medical teaching device to aid residents in the Neonatal ICU
- Constructed a working prototype of the product and successfully tested it for functionality, practicality and user-friendliness
- Researched the potential market for the product and the patenting process and proposed a plan for entry into the existing market
- Strengthened communication skills as a leader in the process of acquiring funding
- Gained experience in market research and product testing

SKILLS

Computer: Mathcad, Matlab, Excel, PowerPoint

Languages: Conversational in Italian

LEADERSHIP, PROFESSIONAL, AND VOLUNTEER ACTIVITIES

Guilford Biomedical Research Lab Volunteer, Biomedical Engineering Society and Peer Mentoring Program, Semester at Sea Student Representative (**Global Ambassadors**), Alpha Delta Pi Sorority (**Merchandise Chair, Round Robbins Committee**), Society of Women Engineers (**Publicity Committee**), Day in the Life Tutoring Program

HONORS

Phi Eta Sigma Honor Society, Dean's List, Intro to Engineering "Instructor's Choice" Award

James Jefferson

(xxx) xxx-xxxx | jjefferson@virginia.edu

333 Street, City, State ZIP

OBJECTIVE Seeking experience in a full-time consulting position. Areas of expertise include product design & testing, data collection, data analysis, team based problem solving, technical writing, and computational skills

EDUCATION

University of Virginia, School of Engineering and Applied Science
Bachelor's of Science in Biomedical Engineering

Charlottesville, VA
May 20xx

EXPERIENCE

University of Virginia School of Medicine, Department of Neurology
Biomedical Engineering Capstone Design Course

Charlottesville, VA
DATE RANGE

- Managing and planning the design process of a device for chronically implanted catheter sterilization to reduce infection risk. This will be followed by a series of testing procedures for the prototype
- Analyzing existing approaches to infection reduction in chronic infusions, and performing patent searches, financial analyses, managing marketing strategies for different preliminary designs
- Applying analytical and critical thinking skills for problem solving in a team-oriented setting
- Conducting international and national client research in order to manage design implementation strategies

University of Virginia Health System
Volunteer Services

Charlottesville, VA
DATE RANGE

- Handling patient intake at the Emergency room, Dialysis unit, outpatient surgery center, and palliative and geriatric care center, and facilitating the physician- patient communication
- Identifying problems and analyzing innovative strategies to manage the triage system of the Emergency room
- Collaborating with the administrative staff to solve regulatory problems of the system

University Research Network (URN), UVA
Member of the Workshop Committee

Charlottesville, VA
DATE RANGE

- Collaborating with professors and graduate students from various departments to arrange symposiums to promote research based on innovative solutions and coherent business plans
- Serving as an advisor for undergraduate students in order to help them identify and approach the research area that correlates best with their experiences and skills

School of Engineering and Applied Sciences, University of Virginia
Introduction to Nanoscience and Technology Course
Advisor: Dr. John C. Bean

Charlottesville, VA
DATE RANGE

- Conducted in depth research on the use of ferromagnetic materials in Neural Imaging especially in the case of intracerebral tumors, and on the therapeutic use of iron oxide nanoparticles involving Magnetic Resonance Imaging, Focused Ultrasound, and Thermotherapy
- Wrote a research paper which is submitted for review by the journal of undergraduate research publications at the University of Virginia

Department of Biomedical Engineering and Neonatal intensive care unit (NICU)
Biomedical Engineering Design and Discovery Course
Advisors: Dr. Peirce-Cottler and Dr. Kaufman

Charlottesville, VA
DATE RANGE

- Designed a device with a team of biomedical engineers that provided real-time feedback of the intubation procedure
- Developed a deliverable solution that integrated the concepts of design validation, patent filing, FDA regulation, and market analysis

University of Virginia Bookstore
University of Virginia

Charlottesville, VA
DATE RANGE

- Worked as a cashier at the Front End Desk and attended to concerns in the customer services department

Crystal Cavalier

10xx Wertland St, Apt xxx • Charlottesville, VA 22903 • 703-xxx-xxxx • ccavalier@virginia.edu

EDUCATION

University of Virginia, School of Engineering and Applied Science
Bachelor's of Science in Biomedical Engineering, Minor in Engineering Business
GPA of 3.715 on a 4.0 scale

Charlottesville, VA
May 20xx

EXPERIENCE

SRA International
Capability Centers, Corporate Growth
Senior Intern

Fair Lakes, VA
June 20xx-August 20xx

- Collaborated with CTOs, Business Developers and Portfolio Managers to monitor, improve and target business capture efforts through strategic pipeline planning and technology lifecycle analysis.
- Worked closely with senior Business Developers and Capture personnel to articulate the value of various IT offerings and services, as well as support cross-company communication to facilitate capture efforts.
- Completed Proposal Fundamentals training, including hands-on, small team breakouts to develop creative strategies for solutioning, storyboarding and proposal writing, critical skills to winning and supporting projects.

Laboratory for Cell-Signaling Bioanalysis
Department of Biomedical Engineering, University of Virginia
Undergraduate Researcher

Charlottesville, VA
January 20xx-May 20xx

- Developed MATLAB code for tumorous cell classification, in collaboration with a graduate research student, and presented results to the Principal Investigator.
- Supported a large-scale, breast cancer cell-line project through the implementation of cell culture and Brightfield microscopy techniques, which revealed novel insights and fostered creative insights into tumor morphology.

United States Patent and Trademark Office
Technology Center 3700, Art Unit 3762
Patent Examiner Extern

Alexandria, VA
May 20xx-August 20xx

- In tandem with Junior, and Supervisory Patent Examiners, I analyzed pending patent applications, classified as light, thermal or electrical applications of surgery.
- Communicated regularly with examiners, developed innovative parallels between pending and patented technologies, and scrutinized prior art.
- Constructed office actions, written communications between examiners and inventors, notifying patentability.
- Participated in appeal conferences concerning examiner and attorney, a process implemented to resolve issues of patentability through open lines of communication and discussion.

Arlington Free Clinic
Laboratory Assistant

Arlington, VA
June 20xx-August 20xx

- Worked with and supported physicians, nurses and lab technicians to update confidential medical records, assist with routine laboratory tests, and foster communications with patients, often requiring bilingual translations.

LEADERSHIP AND ACTIVITIES

Biomedical Engineering Society (BMES)

Spring 20xx-Present

- Served as BMES Publicity Chair and participated regularly in BMES Mentorship Program

Society of Women Engineers

Fall 20xx-Present

Women's Club Ultimate Frisbee

Fall 20xx-Present

- Supported team collaboration, communication and strategy through positions including Alumni Relations Chair, Apparel Chair and Winter League Captain.

SKILLS

Computer: MATLAB, MATHCAD, Microsoft Excel, Microsoft PowerPoint, Microsoft Word

HONORS

A. Thomas Young Scholarship Recipient

20xx

Parents' Committee Internship Grant Recipient

20xx

Jefferson Scholar Nominee

20xx

CHRISTOPHER CAVALIER

name@virginia.edu | phone number

School Address:

Permanent Address:

EDUCATION

UNIVERSITY OF VIRGINIA, SCHOOL OF ENGINEERING AND APPLIED SCIENCE Charlottesville, VA
B.S Electrical Engineering, concentration in controls: Cumulative GPA: 3.0 Major GPA: 3.4 May 20xx
Related Coursework: Electronics, Computer Architecture, Power System Fundamentals, Electromagnetic Fields, Signals and Systems I & II, Linear Control Systems, Computer Networks, Electrical Engineering Projects

RELATED WORK EXPERIENCE

UVA CENTER FOR APPLIED BIOMECHANICS Charlottesville, VA
Project Assistant/Summer Intern, Summer 20xx – Present

- Researched magneto-rheological fluids and their effectiveness in high impact force dampers and decelerators.
- Used research knowledge and principles taught in ECE classes to design an electromagnet to house and manipulate the MR fluid to intricate specifications.

US NAVAL RESEARCH LAB, CENTER FOR SPACE TECHNOLOGY Washington D.C
Intern Winter 20xx

- Explored the lab; exposure to cutting edge research and development.
- Worked with a team that established the longest free-space laser communication link over the Chesapeake Bay Detachment.

UVA AUTO SAFETY LABORATORY (Bio-Impact Mechanics/Aerospace Engineering lab) Charlottesville, VA
Project Assistant/Summer Intern Summer 20xx

- Managed and aided in the modeling and conduction of the Fluid Percussion Brain Injury Project in relevance to non-lethal weapons/projectiles.
- Modeled an impact interface using a high impact ultra low friction piston/cylinder for the projectile to the brain simulator.
- Performed preliminary analysis of brain impact data.
- Installed and configured project related computer hardware for testing and data collection.

OTHER EXPERIENCE

▪ Private Tutor, French, Biology, and Mathematics (Algebra/Geometry/Calculus)	20xx-present
▪ Volunteer, INOVA Mount Vernon Hospital	20xx-20xx
▪ Volunteer, Yoo's Martial Arts	20xx-20xx

TECHNICAL SKILLS

Highly skilled in Excel, MS Office applications; experienced in Java; familiar with Visio, Access, SQL, php, html

LEADERSHIP

UVa Mentoring – Executive Board, President, Founder, initiated university-wide mentoring program for freshman. Responsible for piloting the program advertising, training mentors, and recruiting mentees.

Tau Beta Pi (Engineering Honor Society) – Executive Board, Social Chair

Engineering Mentoring, Act as a mentor for a younger student. Develop worksheet curriculum for goal setting and progress assessment.

Madison House Volunteering – Buford Middle School; Charlottesville, VA

Frank A. Ichel

97xx Street Name, Fairfax Station, VA 22039 | 703-xxx-xxxx | FrankIchel@gmail.com

EDUCATION

University of Virginia, Charlottesville, VA

Bachelor of Science, Chemical Engineering

Dec. 20xx

Rodman Scholar

- Thesis research and technical report analyzing hydrogen production energy efficiency
- Energy Outlook and Technical Options: Proposed energy outlook scenarios for 2030

Thomas Jefferson High School for Science and Technology

Alexandria, VA

Student Government Class President (2000-2001), Academic Honors, Varsity Tennis Team

20xx

WORK EXPERIENCE

ExxonMobil Research and Engineering

Fairfax, VA

Process Engineering Division Intern, Distillation & Gas Processes Section

Summer 20xx

- Created spray nozzle header design algorithm to optimize liquid distribution in fractionation towers to improve efficiency and reduce maintenance costs
- Constructed Excel tool to automate design algorithms to be used by process designers and software developer, to serve as foundation for proprietary design software (PEGASYS) distributed to EMRE engineers globally
- Analyzed experimental nozzle data, correlating drop-size distribution and pressure-drop to specify nozzle type
- Presented the tool to Distillation Section and incorporated user feedback
- Utilized tool to design spray nozzle headers for two columns in the Joliet Refinery
- Collaborated with software developer and project manager as a technical consultant during PEGASYS testing

ExxonMobil Research and Engineering

Fairfax, VA

Projects Division Intern, Process Design Section

Summer 20xx

- Automated design of 3-Phase Separator Drums and Blowdown Drums in several Excel tools
- Specified Sour Water Stripper Feed Drum design in technical consultation with Chalmette Refinery
- Delivered validated Excel spreadsheet models to software developers to serve as foundation for PEGASYS

College Preparation Tutoring

Fairfax, VA

Private SAT and High School Prep Services

2007–20xx

George Mason University – Krasnow Institute

Fairfax, VA

Research Mentorship

2007–20xx

- Applied computational models of population dynamics to social science research (Complexity)

SKILLS / INTERESTS

Skills: AspenPlus, Laboratory Experience with H₂ Fuel Cell, Profitability Analysis
Very Proficient in Microsoft Excel, Microsoft PowerPoint, and Microsoft Word

Interests: Energy Options and Environmental Sustainability, Ethics, Economics, Sports, Weight Lifting

UVA Poker Club

Co-Founder, Poker Tournament Director

2008–20xx

- Organized and supervised ~50 entrants weekly in Wahoo's Series of Poker tournaments

UVA Green Dining

Student Activist

20xx

- Led Sustainable Community Design Team in developing a recycling strategy to compost used take out boxes
- Aligned private interests and University Recycling to gain approval for On Grounds composting

Erin Engineer

Current Address – 120 Engineers Way, Charlottesville, VA 22903

Permanent Address – 999 Springs Circle, Fairfax, VA 20175

eee@virginia.edu, PHONE **U.S. Citizen**

EDUCATION

University of Virginia – School of Engineering and Applied Science – Cumulative GPA 3.58 Graduation Date: May 20xx

- Bachelor of Science: Electrical Engineering – Major GPA 3.715
- Bachelor of Science: Computer Engineering – Major GPA 3.628

RELEVANT COURSEWORK

- Advanced Digital Design
- Advanced Software Development
- Computer Design Organization
- Operating Systems
- Computer Networks
- Analog Integrated Circuits
- Computer Architecture
- Electronics I and II
- Signals and Systems I and II
- Electromagnetic Fields
- Solid State Devices
- Data Representation
- Digital Logic Design
- Software Development Methods

RELATED WORK EXPERIENCE

The Boeing Company, El Segundo, CA

June – August 20xx

Level-Entry Systems Engineer for Mobile Satellite Ventures (MSV) Program

- Developed XML/Schema files and documented requirements for an Interface Control Document (ICD)
- Learned industrial engineering concepts and tools to understand IDEF0 and sequence diagrams, to use company specified tools, to attend meetings, and to aid group in developing ICD's to meet customer's specifications
- Developed sequence diagrams, spreadsheets, and documents for various aspects of satellite network system

Naval Surface Warfare Center at Carderock Division, Carderock, MD

June – August 20xx

Technical Aid Specialist for engineers and scientists

- Used OrCAD software to design and implement instrumental designs for GPS system
- Programmed sections of code to communicate with serial communication ports (Rabbit3k microcontroller)

RELATED PROJECTS

University of Virginia Senior Thesis Project

Spring 20xx

- Designing, building, and testing an analog and digital control systems for UVa's ROMAC project
- Control system designed to ensure proper suspension of impeller in magnetic bearings of left ventricular assist device (LVAD) prototype

Analog Integrated Circuits Class Project: A/D Converter

Spring 20xx

- Designed and simulated an analog-to-digital converter to meet frequency and input distortion constraints using Cadence under UNIX environment

Electronics II: Operational Amplifier

Fall 20xx

- Designed, simulated, and built an operational amplifier using transistors (MOSFETs and BJTs)

Electronics I: Electronic Temperature Sensor

Spring 20xx

- Designed, simulated and built a diode-based temperature sensor. Exposed to the PSpice for simulation and lab equipments (i.e. oscilloscope) for experimentation

Software Development Methods Project

Fall 20xx

- Implemented and programmed software that serves as an interface for security cameras. It is a user-friendly software that controls the camera's movement (pan, tilt, and zoom)

COMPUTER SKILLS

Languages and Software:

- Java, C/C++, XML, HTML, VHDL, x86 Assembly
- Eclipse, MathCAD, MATLAB, OrCAD, Cadence Tools, PADS, PSpice, FPGA Advantage, Quartus II, Microsoft Office

Platforms:

- Windows NT/98/2000/XP Professional, Linux/Unix

LEADERSHIP, HONORS AND ACTIVITIES

Vice President, Deafness Education & Awareness for all Students (DEAFS)

Fall 20xx – present

Treasurer, Deafness Education & Awareness for all Students (DEAFS)

Fall 20xx – Spring 20xx

Deafness Education & Awareness for all Students (DEAFS)

Fall 20xx – present

Member of Institute of Electrical and Electronics Engineers, Inc. (IEEE)

Fall 20xx – present

National Society of Collegiate Scholars (NSCS)

Fall 20xx – present

DAVID DARDEN

100 Engineer's Way
P.O. Box 30000
Charlottesville, VA 22904

Home: 434-xxx-xxxx
Work: 434-xxx-xxxx
bbbb@virginia.edu

OBJECTIVE

Mechanical or product development engineering position working on designing and testing cardiac related medical devices.

SUMMARY OF QUALIFICATIONS

Graduate researcher with experience designing and prototyping cardiac assist devices. Proven ability to work well within cross-functional teams. A talent for creative and simple solutions to challenging engineering problems. Some specific skills include:

- Strong analytical and problem solving ability
- Able to create and work from engineering models and CAD drawings (SolidWorks, Catia, and PRO/E)
- Knowledge of manufacturing processes such as machining, casting, molding, etc.
- Excellent technical writing and documentation skills using the Microsoft suite

EDUCATION

Masters Degree in Mechanical and Aerospace Engineering

University of Virginia, Charlottesville, VA GPA 3.8 Expected May 20xx

- Thesis work focused on the mechanical design of a magnetically suspended, axial flow, artificial heart pump
- Designed a test rig to validate CFD model predictions and test the fluid components of a left ventricular assist device

Bachelor Degree in Mechanical Engineering Program

Brigham Young University, Provo, UT GPA 3.6 Apr 20xx

- Solid background in mechanical design and analysis as well as sound understanding of basic electrical and civil engineering principles
- Courses completed in advanced CAD modeling, composites, materials science, machine design, and instrumentation

EXPERIENCE

University of Virginia, Mechanical and Aerospace Engineering Department

Teaching Assistant Jan 20xx -May 20xx

- Developed a deep understanding of mechanics of materials
- Refined skills in communicating engineering concepts through teaching and tutoring

Brigham Young University, Physics Department

Physics Demo Area Assistant Apr 20xx -Apr 20xx

- Gained extensive hands on experience with modeling physical phenomenon from eddy current production to thin film interactions and more
- Designed and built multiple prototypes employing basic manufacturing techniques such as milling, turning, etc.

Team Lead (Senior Design Project)

Sept 20xx -Apr 20xx

- Strong leadership and organization skills developed
- Insight gained into carrying products from conception to production

DANIEL JEFFERSON, PH.D.

Email: djeffersonn@virginia.edu

Office: Department of Biomedical Engineering, University of Virginia

(434) xxx-xxxx

Residence: 47xx Rotunda Road, Richmond, VA 22301

(434) xxx-xxxx cell

OBJECTIVE/SUMMARY OF QUALIFICATIONS

To obtain a research scientist position that utilizes cell biology approaches to engineering design with an emphasis on musculoskeletal tissue interaction with biomaterials.

- Expert at fabrication and characterization of biomaterial structures
- Skilled in cell biology techniques
- Knowledge of procedures related to filing patents

EDUCATION

UNIVERSITY OF VIRGINIA, DEPARTMENT OF BIOMEDICAL ENGINEERING

Charlottesville, VA

Doctor of Philosophy in Biomedical Engineering

20xx

Dissertation Title: Sintered Poly[bis(amino acid ester)phosphazene] Microspheres Imbued with Poly(L-lactide) Nanofibers: Biomimetic Scaffolds for Bone Tissue Engineering

UNIVERSITY OF OKLAHOMA, DEPARTMENT OF CHEMICAL AND MATERIALS ENGINEERING, Norman, OK

Bachelor of Science in Chemical Engineering with special distinction

20xx

FELLOWSHIPS AWARDED

UNIVERSITY OF VIRGINIA, DEPARTMENT OF BIOMEDICAL ENGINEERING

Charlottesville, VA

NIAMS, NIH Sponsored NRSA T32 Training Fellowship

20xx

PRACTICAL EXPERIENCE

UNIVERSITY OF VIRGINIA, DEPARTMENT OF BIOMEDICAL ENGINEERING

Charlottesville, VA

Postdoctoral Fellow

20xx

- Construct model substrates from poly(methyl methacrylate)
- Investigate how focal adhesion assembly is affected by the physical properties of a substrate
- Investigate how signaling cascades are affected by the physical properties of a substrate
- Monitor how cell migration is affected by the physical properties of a substrate

UNIVERSITY OF VIRGINIA, DEPARTMENT OF BIOMEDICAL ENGINEERING

Charlottesville, VA

Graduate Research Assistant

20xx – 20xx

- Synthesize polyphosphazenes
- Fabricate composite nanofiber/microsphere scaffolds
- Characterize physicochemical properties of scaffolds and polyphosphazenes
- Assay osteoblast phenotype progression
- Assay osteoblast transcription factor activity

PATENTS

1. **Brown JL**, Nair LS and Laurencin CT. Solvent/Non-Solvent Sintering Technique for Creating Sintered Microsphere Scaffolds. US Provisional Patent Application Serial No. 60/940,549.
2. **Brown JL**, Deng M and Laurencin CT. Smart Nanosphere Capable of Targeted Cancer Cell Destruction. US Provisional Patent Application Serial No. 60/918,105.

PUBLICATIONS

1. **Brown JL**, Peach MS, Nair LS, Kumbar SG and Laurencin CT. Composite nanofiber/microsphere scaffolds: bridging nanoscale and microscale architectures to improve bioactivity of mechanically competent constructs. Under Review with Nature Materials

PUBLICATIONS, continued

2. Deng M, Nair LS, Nukavarapu SP, Kumbar SG, **Brown JL**, Krogman NR, Allcock HR and Laurencin CT. Biomimetic, Bioactive Etheric Polyphosphazene-Poly(lactide-*co*-glycolide) Blends for Bone Tissue Engineering. J Biomed Mater Res Pt A. 2009 Jan; Online.
3. Nukavarapu SP, Kumbar SG, **Brown JL**, Krogman NR, Nair LS, Allcock HR and Laurencin CT. Polyphosphazene/Nano-Hydroxyapatite Composite Microsphere Scaffolds for Bone Tissue Engineering. Biomacromolecules. 2008 Jun; 9 (7): 1818-1825.
4. **Brown JL**, Nair LS and Laurencin CT. Solvent/Non-Solvent Sintering: A Novel Route to Create Porous Microsphere Scaffolds For Tissue Regeneration. J Biomed Mater Res Pt B. 2008 Aug; 86B (2): 396-406.
5. **Brown JL**, Nair LS, Bender J, Allcock HR and Laurencin CT. The formation of an apatite coating on carboxylated polyphosphazenes *via* a biomimetic process. Mater Lett. 2007 Jul; 61 (17): 3692-3695.

PRESENTATIONS

1. **Brown JL**, Nair LS and Laurencin CT. Biomimetic Composite Scaffolds for Bone Tissue Engineering. 3rd Musculoskeletal Regeneration Symposium, Charlottesville, (2009).
2. **Brown JL**, Nair LS and Laurencin CT. Composite Microsphere/Nanofiber Scaffolds for Bone Tissue Engineering. World Biomaterials Conference, Amsterdam, (2008).
3. **Brown JL** and Laurencin CT. Poly[(amino acid ester)phosphazene] Sintered Microsphere Matrices: A New Direction in Bone Tissue Engineering. “Brown-bag” Bioresearch Seminar, Norman, (2007).
4. **Brown JL** and Laurencin CT. Polyphosphazene Microsphere Scaffolds: A New Direction in Bone Tissue Engineering. 1st Musculoskeletal Regeneration Symposium, Charlottesville, (2007).
5. **Brown JL**, Meng D and Laurencin CT. Smart Nanospheres for Targeted Cancer Cell Destruction: The Cure for Cancer. Nanonexus 2007, Oak Ridge, (2007).
6. **Brown JL** and Laurencin CT. Solvent/Non-Solvent Slurry Sintering Technique for Preparing Microsphere Scaffolds. BMES, Charlottesville, (2006).

POSTERS

1. **Brown JL**, Nair LS and Laurencin CT. Novel Biodegradable Polyphosphazene Lighter than Water Microsphere Scaffolds for Bioreactor Based Bone Tissue Engineering. Society for Biomaterials 2007, Chicago, (2007).
2. Nukavarapu SP, Krogman NR, Kumbar SG, **Brown JL**, Nair LS, Allcock HR and Laurencin CT. Novel Composite Polyphosphazene Hydroxyapatite Scaffolds for Bone Tissue Engineering. Society for Biomaterials 2007, Chicago, (2007).

JOURNAL REVIEWS

- Artificial Organs
- Journal of Biomedical Materials Research: Part B. – Applied Biomaterials

COMMUNITY INVOLVEMENT

- Fluvanna County Officer of Election

Your Resume Career Objectives

Why list your objectives?

Does your resume speak for itself? Is it clear from your work experiences what you want to be doing in your job or internship? If you are just graduating or looking to make a career change, the answer is probably no, which is why you want an objective on your resume. Let the employer know what you want. Your objective should be as specific as possible so the employer clearly understands what you are looking for. If you are uncertain of what you are looking for, it is best to keep an objective off of your resume rather than creating a generic, vague objective.

Sample Objectives:

- Professional position using teamwork, chemistry knowledge, computer skills, and creative thinking to solve problems related to chemical engineering.
- To secure a full time position that utilizes my engineering education and interests in the fields of technical business and consulting.
- To apply information technology skills to contribute to the success of a leading edge organization.
- To obtain a position in the field of Systems Engineering as well as a knowledge of management and organizational methods.
- Seeking a position as a software engineer, circuit design engineer, or application developer.
- A position within the computer science discipline, preferably concentrating on network analysis or design.
- Seeking a position in the electrical engineering or computer science industry with special interest in communications, networking, digital signals, and microelectronics.
- To gain employment involving the design, development, or testing of technologies in the fields of aerospace and mechanical engineering.
- Position in information technology, network development, or a field related to aerospace/mechanical engineering.
- Position in consulting industry, focusing on e-commerce, internet strategy, and information technology.
- Utilize my civil engineering education and technical skills in a project management position for a construction firm.
- To obtain a summer position related to transportation engineering, focusing on traffic analysis or highway design.
- To gain experience in chemical engineering involving applications of engineering principles such as mass and energy balance, thermodynamics, fluid dynamics, heat transfer, and chemistry with possible exposure to labs and pilot plants.
- A position in consulting with a specialization in computer information systems.
- To gain hands-on experience through an internship in an information technology or information systems division.
- Summer position in computer industry focusing on programming or software development.
- To obtain a summer internship within the field of civil engineering in order to gain hands-on experience while utilizing my academic background and advancing my interest in structural mechanics.
- To obtain a summer position in mechanical engineering focusing on machine design and structural engineering.
- Position in civil engineering specializing in structural or transportation engineering.

Copy and paste your contact information from your resume here.
Use the same font type you did on your resume.

REFERENCES

Name
Title and relationship to you
Address
Phone
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Name
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