



Undergraduate Resume Guide

Your resume is an important tool to market your experiences to prospective employers. It is a professional written document that communicates your education, work experiences, and skills related to the type of position you are seeking.

TO GET STARTED:

- 1) Make a list of experiences you've had: Education and training, jobs, internships, research, projects, volunteer work, leadership, student organizations, etc.
- 1) Think about what you contributed, what skills you used and developed, and your significant achievements.
- 2) Begin to craft your resume by organizing these experiences into sections (examples below).

A resume should always include your contact information, education, and experience. Additional resume categories described below are common sections that may enhance your resume. Keep in mind that the resume you use to apply for a particular position should address the skills and qualifications outlined in the job description, therefore your resume is a fluid document that should continually change.

CONTACT INFORMATION:

Include your name, present and/or permanent address, telephone number, and email address.

Example of Contact Section:

Goldy Gopher

7890 West Sixth Avenue

Anytown, MN 55698

444-444-1234

goldy@umn.edu

OBJECTIVE:

A brief statement that indicates what type of position you are seeking. It may also include key skills you bring to the position, which type of industry you want to work in, and/or what company you want to work for. When applying for a specific position, tailor your objective to match the qualifications of the job description and address the company's needs. If an employer requests a resume and cover letter, an objective statement is probably unnecessary as you are addressing your qualifications through the cover letter you submit. If you chose to include an objective statement, make sure that it is well written and enhances your resume.

Examples of Objective Statements:

Objective: To obtain the mechanical engineering internship with XYZ company that will utilize my design experience and technical skills.

Objective: Seeking a research and development internship with a biomedical company that will allow me to use my skills in communication, analytical thinking, and problem solving

EDUCATION:

Include all institutions you have attended and are currently attending in reverse-chronological order (most recent first). Include: The degree you are seeking, university name, college name, city and state of the university, your expected graduation date, and GPA. Coursework, academic awards, and study abroad programs may also be included in this section. It is not necessary to include high school information unless there is something pertinent to the position you are applying for or you do not yet have a college GPA.

Example of Education Section:

Bachelor of Mechanical Engineering, Expected May 2015

College of Science and Engineering, University of Minnesota-Twin Cities, Minneapolis, MN

Cumulative GPA: 3.144

Coursework includes: Computer Aided Engineering, Materials in Design, Design and Manufacturing

SKILLS:

Include any tangible skills, such as language, technical, and laboratory skills. Consider including your level of proficiency.

Example of Skills Section:

Programs: Microsoft Word, Excel, PowerPoint, Matlab, Mathematica, AutoCAD

Computer Languages: Java, C++

Languages: Fluent in German

EXPERIENCE:

For each experience (paid or volunteer) include your title, organization name and location, and dates of employment. Then create a bulleted skills statement, following this formula: **Action Verb + Details + Result** (when applicable).

To format, begin with a bullet point, then use an action verb (see. Pg. 4 for list) that describes the skill used (e.g. “created,” “researched,” “analyzed,” etc.) and summarize your duties, accomplishments, and projects. Whenever possible describe the results of your efforts.

Example of Skills Statement: Demonstrates Management Skills:

- Weak Skills Statement: “In charge of front desk”
- Strong Skills Statement: “Supervise five front desk workers which includes managing projects, creating schedules, and conducting performance evaluations”

Avoid using personal pronouns such as “I” and make sure your verbs are in the correct tense (past tense for past experiences and present tense for current experiences). List your experiences in reverse chronological order (most recent first). Consider creating specific experience sections to highlight different types of experience, such as “Related Experience,” “Research Experience,” “Leadership Experience,” etc.

Examples of Experience Sections:

WORK EXPERIENCE

Assistant Manager, XYZ Restaurant St. Paul, MN May 2013-present

- Supervise staff of sixteen including cooks, waiters, and hostesses
- Track and order weekly inventory equaling more than \$2,000 in merchandise
- Ensure customer satisfaction by communicating with customers about their dining experience

RELATED EXPERIENCE

Intern, XYZ Company Rochester, MN Jan. 2014-present

- Assist engineers in designing, building, fixing, and testing prototype light engines, flexible circuit boards, and light guides
 - Facilitate meetings with project teams to help drive decision making for application development
 - Produce and review diagrams to assist and support the requirements gathering process
-

PROJECTS:

Describe individual or group work you have done to demonstrate your ability to apply learning to real-life problems.

Example of Project Section:

Household Chemicals Project, Chemical Principles I Laboratory Fall 2013

- Collaborated with a team of four students
 - Researched various aspects of the chemical chosen, such as molecular formula, properties, and environmental effects
 - Presented information about a household chemical to design team and classmates
-

ACTIVITIES:

Include involvements with student organizations, volunteer experience, and professional associations. Include the organization name, dates of participation, and possibly a bulleted statement to explain a leadership role or accomplishment.

Examples of Activities Sections:

Secretary, Science and Engineering Student Board, Fall 2013-present

Captain, Intramural Hockey, Fall 2012-Fall 2013

Member, Engineers Without Borders, Spring 2013

Graduate, LeaderShape Institute, January 2014

- Participated in a week long leadership camp that focused on “Leading with Integrity”

Treasurer, Innovative Engineers, Fall 2013-present

- Manage a budget of \$10,000

TRANSFERABLE SKILLS:

As you begin your search for a career and/or job, it is important to know your qualifications and communicate these skills to an employer through your resume, cover letter, and interview. Over the years you have developed many skills through your coursework, extracurricular activities, and life experiences. Review the list below and identify which transferrable skills you have and reflect on how you acquired these skills. Use this information when creating your resume to describe your experiences and the skills gained from these experiences. For example, if you have researched a topic for class and then wrote, edited, and presented a final research paper in front of your peers, you have used skills (gathering information, writing, problem-solving, presenting) which are not limited to that specific academic discipline, but are transferable to many occupations.

Communication	Research and planning	Human relations	Organizing, management and leadership	Work survival
The skillful expression and interpretation of knowledge and ideas.	The search for specific knowledge and the ability to conceptualize future needs and solutions.	The use of interpersonal skills for resolving conflict, relating to and helping people.	Ability to supervise and guide individuals and groups in the completion of goals.	The daily skills that assist in promoting effective production and work satisfaction.
Speaking effectively	Predicting	Developing relationships	Initiating new ideas	Implementing decisions
Writing effectively	Creating theories and ideas	Being sensitive	Handling details	Cooperating
Listening attentively	Identifying problems	Listening	Coordinating tasks	Enforcing policies
Expressing ideas	Imagining alternatives	Conveying feelings	Managing groups	Being punctual
Facilitating discussions	Identifying resources	Providing support	Delegating responsibility	Managing time
Negotiating	Gathering information	Motivating	Teaching	Attending to detail
Persuading	Solving problems	Sharing credit	Coaching	Meeting goals
Perceiving non-verbal messages	Setting goals	Counseling	Advising	Enlisting help
Presenting information	Extracting information	Cooperating	Promoting change	Accepting responsibility
Describing feelings	Defining needs	Delegating with respect	Selling ideas or products	Setting and meeting deadlines
Interviewing	Developing evaluations	Representing others	Decision making with others	Organizing
Editing	Creating spreadsheets and databases	Perceiving feelings, situations	Managing conflict	Making decisions
	Calculating results	Asserting		

ACTION VERBS:

Action verbs are an effective way to begin a skills statement. They help to catch the readers attention and demonstrate both technical and transferable skills you have used in your experiences.

Accomplishment	lectured	revised	authorized	studied	grossed
achieved	listened	revitalized	cataloged	suggested	increased
completed	marketed	shaped	centralized	tailored	inventoried
decreased	mediated	solved	charted	tracked	maximized
expanded	moderated		classified		multiplied
exceeded	negotiated	Helping	collected	Problem Solving	netted
improved	observed	aided	commissioned	alleviated	profited
increased	outlined	accommodated	committed	analyzed	projected
oriented	participated	advised	confirmed	brainstormed	purchased
pioneered	persuaded	alleviated	contracted	collaborated	quantified
reduced (losses)	presented	assisted	coordinated	conceived	rated
resolved (issues)	promoted	assured	customized	conceptualized	reconciled
restored	proposed	bolstered	delegated	created	recorded
spearheaded	publicized	coached	designated	debugged	reduced
succeeded	reconciled	continued	designed	decided	totaled
surpassed	recruited	cooperated	determined	deciphered	
transformed	referred	counseled	developed	detected	Technical Skills
won	reinforced	dealt	devised	diagnosed	adapted
	reported	eased	dispatched	engineered	applied
Communication	resolved	elevated	established	foresaw	assembled
addressed	responded	enabled	evaluated	formulated	build
advertised	solicited	endorsed	facilitated	found	calculated
arranged	specified	enhanced	forecasted	investigated	computed
articulated	spoke	enriched	formulated	recommended	conserved
authored	suggested	familiarized	housed	remedied	constructed
clarified	summarized	helped	identified	remodeled	converted
collaborated	synthesized	interceded	implemented	repaired	debugged
communicated	translated	mobilized	incorporated	revamped	designed
composed	wrote	modeled	instituted	revitalized	determined
condensed		polished	issued	satisfied	developed
conferred	Creative	prescribed	linked	solved	engineered
contacted	adapted	provided	logged	synthesized	fabricated
conveyed	began	protected	mapped out	theorized	fortified
convinced	combined	rehabilitated	observed		installed
corresponded	composed	relieved	obtained	Quantitative	maintained
debated	conceptualized	rescued	ordered	accounted for	operated
defined	condensed	saved	organized	appraised	overhauled
described	created	served	planned	approximated	printed
developed	customized	sustained	prepared	audited	programmed
directed	designed	tutored	prioritized	balanced	regulated
discussed	developed	validated	procured	budgeted	remodeled
drafted	directed		programmed	calculated	repaired
edited	displayed	Planning & Organizing	recruited	checked	replaced
elicited	established	acquired	rectified	compiled	restored
enlisted	fashioned	activated	researched	compounded	solved
explained	formulated	adjusted	reserved	computed	specialized
expressed	founded	administered	retrieved	conserved	spearheaded
formulated	illustrated	allocated	revised	converted	standardized
furnished	initiated	altered	routed	counted	studied
influenced	integrated	anticipated	scheduled	dispensed	upgrade
interacted	introduced	appointed	selected	dispersed	utilized
interpreted	invented	arranged	secured	earned	
interviewed	modeled	asssembled	simplified	enumerated	
involved	modified	assessed	sought	estimated	
joined	performed	assigned	straightened	figured	
judged	planned		strategize	financed	

FORMATTING YOUR RESUME:

- The length of your resume will depend on your level of experience and qualifications. Generally, a bachelors level candidate should stick to a one-page resume. If your resume is two pages, only print on one side of the paper, and your second page should include your name and “Page 2.”
- Avoid using a resume template. This does not allow the opportunity to personalize and to make changes—and your resume is an ever changing document.
- Your resume should be well organized, without spelling errors, and easy to read. An employer spends an average of 20-30 seconds scanning your resume—it is imperative that the employer clearly sees the most important qualifications.
- To organize your resume, you may choose to use bold, italics, all caps, indenting, and bullets. You will want to use these sparingly to emphasize the most important information. Avoid pictures, graphics, non-black ink, shading, and symbols instead of traditional, round, solid bullet points.
- It is a good idea to start with a one-inch margin on each side. You can expand the margins if need be. Your font size should be between 10-12 point, and you will want to choose easy-to-read font styles, such as Times New Roman, Arial, or Garamond. Keep your font size and style consistent throughout your resume (except for your name, which should be a larger size).
- Present your resume on quality bond paper (20 pound)—stick with white and off-white to ensure your resume is easy to read.
- If you are filling out an online application where you cannot upload your resume directly, keep the format simple when filling in the required information.
- If you are requested to submit your resume via email, save your resume and cover letter (if applicable) as attachments. Include a brief note in the body of the email stating your purpose.

TIPS FOR RESUME WRITING:

- Make sure that your resume is a unique and personal document. It is a great idea to look at examples of resumes but also important to make it your own. Please see the “Resume Examples Binder” in the Resource Center.
- There are some suggestions that we provide when writing a resume, but there are also options and room for choice. If you give your resume to several people, they may all give you different feedback. Beyond some of our strongly suggested guidelines, resumes are subjective.
- Be 100% honest and factual. Avoid abbreviations.
- Organize your resume so the most relevant information is at the top.
- Do not include a work history. Rather, include your most related experiences or those where you demonstrated a high level of skill.
- Personal information, such as marital status, age, height, weight, etc. should not be included.
- Avoid personal pronouns (I, my, we) and complete sentences to describe your experiences. Start your statements with action verbs.
- References are a separate document from your resume. Reference documents should include your contact information as it appears on your resume. List the name, title, company name, address, phone, and email of each reference (see example on Pg. 9).
- Always proofread your resume. Do not solely rely on spell check. Some employers may eliminate candidates based on errors.
- It is suggested to tailor your resume to the job description. You may have more than one version of your resume depending on the positions you are applying for. Employers may do a key word search of the resumes submitted to find those that meet the job requirements.
- Remember that your resume is YOUR marketing tool. Many times it is an employer’s first impression of you. It is also a work in progress that you will continually revise.

CURRICULUM VITAE (CV):

- A CV is a type of resume most commonly used to apply for research or faculty positions in an academic setting.
- A CV is typically longer in length and provides more detail than a resume. In addition to the basics that you would include on a resume, it is common to include publications, presentations, research and teaching experiences, grants, fellowships, and awards.

ADDITIONAL RESOURCES:

- Visit www.cse.umn.edu/career to view our Resume Writing Workshop
- Visit the Resource Center to view our Resume Examples Binder and related books
- Have your resume reviewed by a CSE Career Counselor. You can email it to csecareer@umn.edu. If you would like to meet with a CSE Counselor to discuss, you can make a 30-45 minute appointment or stop by during Drop-In Advising and Career Counseling hours (paper copy only; no laptops).

RESUME EXAMPLES:

Parker Programmer

1234 College Avenue
Minneapolis, Minnesota 55414
612-612-6112
parker@umn.edu

EDUCATION

Bachelor of Science, Computer Science, Expected May 2015
College of Science and Engineering, University of Minnesota-Twin Cities, Minneapolis, MN
GPA: 3.24

COURSEWORK

Introduction to Numerical Computing, Formal Languages and Automata Theory, Introduction to Operating Systems, Software Engineering (in progress)

SKILLS

Languages: Assembly, BASIC, C, C++, HTML, Java, Scheme
Operating Systems: UNIX, DOS, Windows, Macintosh
Software: Dreamweaver, CAD, Adobe Acrobat, MATLAB, Mathematica
Foreign Language: Fluent in Spanish

RELEVANT EXPERIENCE

IT Personal Computer Support Intern, May 2014-present
The XYZ Company, Minneapolis, MN

- Resolved hardware and software issues for Dell laptops, desktops, and iPads for 500 employees
- Spearheaded the end user transition phase of a server migration for 700+ employees
- Secured data from 100 desktop and 150 laptop computers before safely recycling them
- Created a strong base of technical documentation for the installation of software applications

Technical Aide, January 2013-May 2014
The ABC Company, St. Paul, MN

- Gained laboratory experience in a corporate research and development setting
- Contributed to the development of new coatings to be used in display films
- Designed experiments and recorded data in a technical notebook
- Developed the ability to problem solve quickly and efficiently

LEADERSHIP

Secretary, Students Today Leaders Forever, September 2013-present
University of Minnesota-Twin Cities, Minneapolis, MN

- Write and organize meeting minutes and distribute to members and constituents
- Manage the events and announcement section of website
- Collaborated with a team of 50 people to build five new houses over spring break 2014

ACTIVITIES

Member, Association of Computing Machinery, Fall 2012-present
Member, Ballroom Dance Club, University of Minnesota, Fall 2012-present
Captain, Intramural Softball Team, University of Minnesota, Spring 2010-Spring 2011

Michael Anical

1000 Gopher Avenue #12
Minneapolis, MN 55414

651-000-1212
mechanical@umn.edu

OBJECTIVE

To obtain a mechanical engineering position that will utilize my technical skills and leadership experience

EDUCATION

Bachelor of Mechanical Engineering

College of Science and Engineering, University of Minnesota-Twin Cities

GPA: 3.41

Coursework Includes: Systems Dynamics and Control, Engineering Materials and Manufacturing,, and Thermal Science

Expected May 2015
Minneapolis, MN

Study Abroad: Science and Engineering in South Korea

Spring 2014

SKILLS

MatLab, Mathematica, Pro-E, MotionLab Software, Microsoft Word, PowerPoint, Excel

INDUSTRY EXPERIENCE

Engineering Intern

The XYZ Company, Minneapolis, MN

May 2013-August 2013

- Researched and developed a solution to manufacturing problems that include ergonomics, structural failures, flow impedances, and quality issues
- Justified the purchasing of new office equipment through the use of statistical analysis and presented findings to the supervisor and other interns
- Improved the manufacturing of modular enclosures through the implementation of lean manufacturing and six sigma capability studies
- Collaborated with four other interns on a variety of projects and improved my teamwork and communication skills

SENIOR PROJECT

Synthetic Jet Cooling

September 2014-December 2014

- Designed and built synthetic jet using Pro-E in a team of three people
- Presented technical information to engineers and peers

LEADERSHIP

Community Advisor

Housing and Residential Life, University of Minnesota-Twin Cities, Minneapolis, MN

September 2012-May 2013

- Supervised 57 students and served as the primary resource for 700 students in Pioneer Hall
- Fostered community by planning and organizing monthly activities and events
- Completed trainings on diversity and social justice

OTHER EXPERIENCE

Sales Associate

Office Company, Roseville, MN

May 2011-August 2012

- Communicated with customers to understand their needs and provided solutions
- Counted cash and assisted with cash register balancing
- Trained new staff members on weekly cleaning, stocking, and taking inventory of merchandise

ACTIVITIES AND HONORS

Member, National Society of Black Engineers

Fall 2012-present

Member, Sky Diving Club, University of Minnesota

Fall 2012-present

North Star Stem Alliance Scholar, University of Minnesota

Fall 2011-present

EDUCATION	Bachelor of Chemical Engineering Bachelor of Science, Chemistry College of Science and Engineering, University of Minnesota-Twin Cities, Minneapolis, MN GPA: 3.36	Expected May 2014
SKILLS	Laboratory Techniques: Acid/base titration, flame tests, solubility tests, computer probes (temperature, electrical conductivity, spectroscopy), recrystallization, compound synthesis, and isolation Technical Skills: MotionLab, MATLAB, Mathematica, and ChemDraw Foreign Language Skills: Fluent in Spanish	
INDUSTRY EXPERIENCE	R&D Intern Engineering Inc., Chaska, MN	Summer 2013
	<ul style="list-style-type: none">Streamlined a key product characterization procedure, improving reproducibility and turn-around time for manufacturingDesigned and implemented comparative studies of various standard operation procedures in order to detect areas of improvementPresented regular data updates at meetings involving multi-disciplinary teams	
RESEARCH EXPERIENCE	Undergraduate Research Assistant NOvA Neutrino Detector, School of Physics & Astronomy, University of Minnesota	September 2013-December 2013
	<ul style="list-style-type: none">Oversaw the quality of neutrino detector modulesCommunicated with several other stations to ensure proper flow of modulesWrote a technical report summarizing data collected	
	Undergraduate Research Assistant Department of Chemical Engineering and Material Science, University Minnesota	January 2013-May 2013
	<ul style="list-style-type: none">Ran experiments in the metabolic engineering of yeast cells to efficiently produce ethanol from plant cell walls as a renewal biofuelAnalyzed data from mass spectroscopy, liquid chromatography, gas chromatography, and used data to determine cell growth and concentrationExhibited initiative and desire to learn new techniques and take on new responsibilities	
SUPPORTING EXPERIENCE	Golf Course Attendant City Golf Course , Maplewood, MN	Summer 2011, Summer 2012
	<ul style="list-style-type: none">Organized and led junior leagues for 300 adolescents four days a weekSupervised staff of six, managed their daily dutiesPlanned charity golf outing, increased participation by 25 percent from previous year	
ACTIVITIES	Secretary, Active Energy Club	Spring 2012-Fall 2013
	<ul style="list-style-type: none">Coordinated monthly guest speakers for meetings	
	Member, College of Science and Engineering Ambassadors	Fall 2011-Spring 2014
	<ul style="list-style-type: none">Promoted the College of Science and Engineering to perspective students	
	Member, Paintball Club, University of Minnesota	Spring 2012-Spring 2014
	<ul style="list-style-type: none">Organized monthly paintball tournaments for 25 participants	

REFERENCES:

Provide references only if you are requested to do so. List references on a separate sheet of paper that matches the format of your resume and cover letter. Include the person’s name, title, organization, address, city, state, zip code, phone number, and email. Sometimes it is beneficial to include the nature of your relationship if it is not obvious from your resume. Before listing someone as a reference, talk to the people you have chosen to be references before you give out their contact information to potential employers. Provide your references with a copy of your resume and keep them updated as you search for jobs.

John Candidate

222 Gopher Street • Minneapolis, MN 55455 • (H) 123-456-7890 • johncandidate@umn.edu

Name
Title
Organization
Address
City, State Zip
Phone
Email

Name
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