

First and Last Name

Street Address – City, State ZIP

Telephone Number – Email Address

Professional Summary (can incorporate your objective)

Your professional summary is your persuasive sales pitch that introduces you to potential employers and **allows them to place you in context based on their hiring needs**. Compose three to five sentences touting your key abilities and unique experience, with an emphasis on results. This section focuses on a combination of hard and soft skills. **Tie your qualifications to the type of position you're seeking.**

EDUCATION

University Name (bold)

Ph.D. / M.A., degree focus YEAR

University Name (bold)

B.A., degree focus YEAR

- Usually GPA only if it is **above 3.5**, Honors Received (e.g. *magna cum laude* or Dean's List), impressive **academic** recognition

Study Abroad

YEAR

SKILLS/QUALIFICATIONS

- This optional section can be used to enhance your summary and experience (**especially if you lack substantial or relevant experience**) while highlighting **specific qualifications** that **match the job's posted requirements** that are either required for a particular job or are unique about you.
- (Note: If you're in a technology field, this section **should definitely appear near the top** of your resume under your Education or under a "Technical Skills" summary).

EXPERIENCE or RESEARCH EXPERIENCE

Most Recent Job Title (bold), Company/Institution name, City, State

(Month/Year – Month/Year)

Brief overview of the position's responsibilities, including an explanation of the organization – if it is not well known

- Outline your most impressive **accomplishments** using bullet points. **Focus on the results of your actions**, not **just your responsibilities**. Include industry buzzwords and **tangible numbers** to support your experience. The eye is drawn to figures, especially on a sales resume
- Focus on leadership roles and demonstrate how you've found solutions to challenges
- Start every bullet with an impressive **action word**, and vary words throughout your resume

Previous Job Title, Company/Institution, City, State

(Month/Year – Month/Year)

- Keep position summaries short and relevant. A potential employer is **scanning** your resume to see if you merit an interview – clear and concise is ideal
- Don't try to include your whole life story. Outline your most important and impressive **accomplishments**, not a complete menu of every task you've ever performed
- As a general rule, the amount of information – both summaries and bullets – beneath each position should **decrease** as you move toward older assignments

Earlier Job Title, another Company/Institution, City, State

(Month/Year – Month/Year)

- Earlier jobs require minimal information, though they are important to demonstrate **career advancement**

MEMBERSHIP/AFFILIATIONS

- Professional memberships and volunteer work show your **commitment** to your industry and community. Mention **leadership** positions and briefly note **relevant achievements**.
- This is especially valuable for recent grads and career changers to demonstrate that you're making an effort to establish yourself in a new field.

Other possible headings that **can set you apart** form the competition:

TEACHING EXPERIENCE

PUBLICATIONS

PRESENTATIONS/CONFERENCES

CERTIFICATIONS

ASSOCIATIONS

AWARDS

CITIZENSHIP

CONSULTING

VOLUNTEER

PATENTS

RELEVANT COURSEWORK (bulleted and usually follows **EDUCATION**)

Pointers for Perfection:

Don't use silly names or inappropriate terms in the email address on your resume.

Avoid generic or vague phrases such as "looking for a position at a well-known company with room for growth." Use the space to tout specific goals and accomplishments, and to tout your desire to work in a specific field.

Don't rely on spell-check to proof your resume. While it is a great tool, it will not pick up mistakes such as "and" when you meant "an," which is a very common resume error.

Tailor your resume for each position by **tweaking** your QUALIFICATIONS, most relevant responsibilities and accomplishments based on the needs of the opening you're seeking to fill.

Don't use your marketing-focused resume for an IT position. Have multiple versions if you're pursuing **several** different options.

Skip marbled, fancy paper. Plain white is still the best option.

Try to limit your resume to one page: However, advanced degree holders, especially PhDs applying to positions that require a PhD (i.e. bench work, research & development positions), current graduate students and professionals with 8-10 years or more experience may expand to two pages. Beyond that, seek a **second opinion** to determine if your expertise justifies any more space.

Ask friends and colleagues to thoroughly review your resume: They should easily be able to tell you what position you are looking for and a few of your most impressive qualifications. It may seem obvious to you, but are your goals clear to others?