

SAMPLE RESUME GUIDELINES

Objective statement or summary sections are optional especially if space does not permit. It may not be necessary to include both an objective statement and a summary

NAME

Address, City, State, Zip, Email, Phone

OBJECTIVE

Concise unique statement highlighting your relevant skills and/or education history and career goals in which you hope to apply or obtain in the position

SUMMARY

- Two to five bullet points highlighting your greatest strengths and skills as emphasized in your resume

EDUCATION

University of Maryland, Baltimore County, (UMBC) Baltimore, MD

Bachelor of Science, Major

Minor and/or Certifications

GPA: (if above a 3.00)

Graduation Date

Community College, City, State

Associate of Arts (If earned), Major

GPA: (if above a 3.00)

Graduation Date or Dates Attended

CERTIFICATIONS/LICENSES

Title of Certification/License

Date Received

RESEARCH, PUBLICATIONS AND PRESENTATIONS

Title of Presentation, Place/Organization Presented (Type)

Date

RELEVANT PROJECTS

- Title of Class and Project (without course number) Semester Year
- One to two bullet points about your role, actions, and results of the project; use action verbs
- Gained experience with _____ to _____
- Mention what you learned from the project

RELEVANT COURSEWORK (OPTIONAL)

- Bulleted list of the most applicable classes
- List major and minor courses relevant to the position applying
- Include no more than three lines of course work

SKILLS

Laboratory:

Computer:

Quantitative/Analytic:

Interpersonal:

List laboratory tools used, procedures and techniques; e.g., Isothermal Titration Calorimetry (ITC), Cell Fractionation, Chromatography
JAVA, HTML, Python, SQL Server, MS Visio/SharePoint
Data analysis, Polymath, Minitab, MATLAB
List adaptable or transferable skills

Can group all skill types together or use subcategories

If you are a first-year student, you may include work and activities from high school. Once you enter your second year, only college activities and work should be included

Indicate where the presentation or publication was presented and what type; i.e. research poster, paper, or oral presentation

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Use subcategories to list technology skills

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TECHNICAL SKILLS

Programming: JAVA, C++, C, HTML

Operating Systems: Windows Server 2008 R2/2008/2003, Windows 7/Vista/XP

Software: MS Office 2010 Suite + MS Visio/Project/SharePoint, Exchange, Group Policy

DESIGN SKILLS

Advanced: MS Office Suite, Adobe Illustrator, Adobe Photoshop

Proficient: iMovie, Adobe InDesign, Dreamweaver

Novice: Adobe Flash

LANGUAGES

Spanish (conversational), Russian (basic), French (fluent)

PROFESSIONAL EXPERIENCE

Position Title, Company/Organization, City, State

Start Date-End Date

- Two to five action statements highlighting your achievements, contributions, and tangible work accomplishments

ADDITIONAL EXPERIENCE

Position Title, Company/Organization, City, State

Start Date-End Date

- One to three action statements describing your work
- Highlight achievements, contributions, and tangible work accomplished

HONORS AND AWARDS

Organization, Award

Date Received

ACTIVITIES/INTERESTS

Role, Organization/Club

Start Date-End Date

- One to three achievement orientated tasks about your work with the organization; use action verbs

SERVICE EXPERIENCE/COMMUNITY ENGAGEMENT

Organization, Role

Date/s Involved

Can also list as a subcategory in the skills section

(Jobs/internships related to position - can title "Experience" (Leadership/ Technical/ Research/ Scientific/ Management)

Add additional experience that is not related to the position applying for

Activities directly related to the position applying for may also be listed under "Relevant" or "Professional Experience"

PREPARE YOUR DOCUMENTS