



# Your CV/Resume

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CARA MITNICK

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DEVELOPMENT, URI

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# In Brief – Put in Chat What About You?

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1. Name, PhD/MS/MA
2. Field of Study
3. Teaching? Industry?  
Government? Non-profit?





## Your CV/Resume Knowledge


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What are 3 things you know about an effective CV or an effective resume?

# Top 10 CV/Resume “Do’s”

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1. Length: Resume: 1-2 pages | CV – Multiple pages
2. 11-12 point font
3. .7”-1” margins all around
4. Reverse Chronological Order 
5. Consistent font, spacing, organization
6. Education section at/near top for students
7. Use **bullets** for Experience descriptions
8. Weave “keywords” from *each* job listing throughout – hard skills in Skills section and in Experience; soft in Experience
9. Provide examples of success (best if quantified) – **emphasize achievements, not tasks or responsibilities**
10. Use Active Verbs! Highlight *your* contributions

# Goals of Resume and CV

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## YOUR GOALS

- ✓ Get your resume read by a human (get through ATS)
- ✓ Feature relevant content
- ✓ Strategically feature academic qualifications, skills, strengths, experience and knowledge
- ✓ Show your alignment with the position
- ✓ Obtain an interview

## AN EMPLOYER'S GOALS

- Compare you to other applicants
- Understand your alignment with position
- Narrow the pool of applicants
- Consider you for an interview

# “You Shouldn’t Be Your Own Surgeon. You Shouldn’t Edit Your Own CV/Resume.”

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Who Can Give you Feedback on  
Your  
CV or Resume?

**Advisor, Faculty**

**Mentors**

**Other Students**

**Alumni**

**Career Professional**



Rule #1:  
Be Awesome

Rule #2:  
Don't Not Be Awesome

If You Could Tell An Employer Only 3 Things About You, What Would You Want Them to Know?

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What are your strongest “selling points”?

- Skills & Techniques
- Achievements/Awards
- Experience
- Professional Qualities

*(Hint: Compliments from a professor or supervisor?)*

Take a minute now to jot them down

# Writing the CV or Resume



**If you are applying to 5 internships/jobs, how many CVs or resumes are you creating?**

**5**



# Use Key Words from Job Description in Your Resume

Job Description

Description:

We are looking for an entry-level Marketing enthusiast to help our internal clients better **understand consumers and how to connect with them** across markets and channels. This individual will be responsible for optimizing our marketing processes and integrate our processes across the enterprise in order to maximize the opportunities of **data analytics** and marketing outcomes while also planning and creating marketing and **branding** materials for internal clients on an as-needed basis.

Requirements/Qualifications:

- 0-2 years of experience within a **digital** Marketing Role
- Bachelor's Degree in a Marketing or Business Administration

Responsibilities:

- Research and assist in developing a **brand and communication strategy**, standards and practices-company-wide that elicit the behavior, emotion and recognition objectives of the company.
- Development of key messages for all audiences to **communicate our core brand identity**.
- Research and leverage **customer insight data to refine brand messaging**.
- Assist in creating **digital content**, including the **writing** of press releases, copy for marketing materials, customer cases, videos, news releases, and other related material.
- Provide design and direction for collateral, **books**, product packaging, and other **visual communications media** for the company.
- Identify, develop and execute **communications strategy** for key media contacts and customer references.
- Conduct extensive **social media outreach**.

City

Metropolitan

State



## RESUME



2) When saving your resume, what do you name it as?

**Last, First\_Resume**

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**Penelope Hampton**

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1 Main Street, New Cityland, CA 91010  
Cell: (555) 322-7337  
example-email@example.com

**Summary**  
Warehouse General Laborer with seven years' experience in industrial warehouse environments. Extensive background in receiving, moving, and shipping merchandise. Track record of exceeding expectations while working quickly and safely.

**Highlights**

- OSHA regulatory compliance
- Dependable independent worker
- Excellent schedule comprehension
- Troubleshooting
- Equipment maintenance
- Inventory counts
- Merchandise staging
- Documentation
- Tracking items
- Reliable and flexible

**Experience**

Gage Supply Company March 2011 to Current  
**Warehouse General Laborer**  
New Cityland, CA

- Pick, pack, receive, and restock products with forklift, lift truck, and stock picker.
- Oversee proper packaging of products for delivery.
- Tag incoming items and place in correct storage locations.
- Follow work orders for item movement and delivery preparation.
- Record inventory numbers when unloading shipments.
- Install bracing, padding, and strapping as needed to ready items for transport.

Industrial Jobbers October 2009 to April 2011  
**Warehouse General Laborer**  
New Cityland, CA

- Handled end-processing of customer orders including hand loading trucks and removing shipping totes from conveyor system.
- Unloaded incoming inventory and placed products onto shelves.
- Maintained record accuracy by using work order reporting system.
- Utilized facility tracking system to keep accurate records of completed repairs.
- Notified supervisors of faulty operations and defective materials.
- Managed work with little supervision.

JC Logistics January 2007 to September 2009  
**Warehouse General Laborer**  
New Cityland, CA

- Cleaned, wrapped, and labeled outgoing orders.
- Processed work orders and prioritized jobs.
- Counted and verified orders picked to ensure accuracy.
- Upheld safe and clean working environment.
- Reviewed work orders and communicated with prior shift to assess work needs for the day.
- Volunteered to train in additional areas and on diverse equipment.

# 🔑 Why are key words important?

- 75% of employers use Applicant Tracking Software in hiring process
- 94% of recruiters say **ATS systems** have positive effect on hiring process
- 70% of resumes never see human eyes



**ATS**

Do Not Use:

- Tables
- Borders
- Columns

Be sure:

- LinkedIn up-to-date
- Keywords

## Now, Use the STAR Method to Describe those Achievements

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STAR =  
SITUATION  
TASK  
ACTION  
RESULT

i.e., Reviewed 40,000 data items, and used R and Pivot Tables to analyze and draft analysis, used in publication *The Food We Eat*, [citation in proper form].

# Examples that transform task-based statements into accomplishment-based statements

## Damore-McKim Northeastern Resume-Cover Letter Guidelines

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- Before: Managed contracts and change orders on each construction project.
  - After: Managed contracts and change orders on construction projects, ensuring they were completed on time, and within budget.
  
- Before: Headed various marketing projects delegated to intern staff.
  - After: Managed market research project to assess customer service needs; made two recommendations for service improvements, which were implemented and increased customer satisfaction scores by 34%.
  
- Before: Created and dispersed “e-blasts” – marketing advertisements sent to the association members by email.
  - After: Created and sent “e-blasts” to association members resulting in a 30% “open” rate, exceeding the standard, average rate.
  
- Before: Actively managed all online advertisement billing.
  - After: Managed \$7 million of receivables for online advertisements.

## Bullet Point Statement – Formula for Resumes and Industry CVs

*Action Verb + Quantification (optional) + Purpose/Achievement*

Action Verb	Quantification	Purpose/Achievement
Developed		Code for GPS receiver using Mathematica now utilized by company
Facilitated	12 programs per semester	to promote student academic success and social transition to college
Collaborated	With a team of 4	To create concept, design, and program of a video game that entered prototype stage
Measured		Performance of a company server and made recommendations implemented by managers to improve efficiency by 10%
Authored	5 articles on correlation between atoms and perception of physical spaces	Published in 2019 <i>IEEE Journal</i>

# Resume vs. CV



## RESUME

1. **Length:** 1-2 pages
2. **Advisor Name:** not unless famous
3. **References:** Nope
4. **Publications:** Only if relevant (i.e., “Selected Publications”)
5. **Bullets:** Yes
6. **Purpose:** concise snapshot of professional identity, touts achievements, advocates – for jobs outside research

## CV

1. **Length:** Multiple Pages with more headings
2. **Advisor Name:** Name dropping common
3. **References:** Yes. Name, title, institution, phone, email
4. **Publications:** Yes!
5. **Bullets:** Optional but preferred
6. **Purpose:** Establish a scholarly, research focused identity and demonstrate scholarly potential

# Optional Qualifications or Profile Section for Resume or CV for Industry

## Qualifications

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- 6+ years of experience in applied research informing public policy
- Proficient in data analysis with programming knowledge in R and Python
- Specific expertise in engaging with external stakeholders
- Skilled in monitoring and analyzing policy research in the area of economic rights

OR

## Profile:

- Molecular geneticist and bioinformatics expert with 5+ years experience in inflammation research
- Co-PI on 2 independent grants (\$125k)
- Author of 6 publications in peer reviewed journals including 3 first author papers
- Interdisciplinary collaborator with experience working in clinical and translational settings

### Note:

1. Summarize primary accomplishments
2. Supplement with soft skills
3. Quantify using numbers wherever possible

Common on a Resume: Be strategic and change qualifications to reflect priorities in job posting!

# Optional Resume or Industry CV Section: Summary, Qualifications, or Profile

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**Summary:** highlight most significant capabilities, achievements & personality traits

**Adjective that describes you:** forward thinking and entrepreneurial

**Job Function or Role:** mechanical engineer

**Relevant Experience or Skills:** experience at iRobot, in lab, with MATLAB

**Achievements:** Won 1<sup>st</sup> place in robotics competition by leading interdisciplinary collaboration

**Something personal:** Blends drive for excellence with humor and teamwork.

“Forward-thinking and entrepreneurial mechanical engineer with lab experience.  
Achieved 1<sup>st</sup> place in robotics competition by leading interdisciplinary collaboration.  
Blends drive for excellence with humor and teamwork.”



# Action Verbs\* to Use on Your Resume or CV

## When you created or wrote something...

Acted, Adapted, Combined, Composed, Conceptualized, Condensed, Created, Customized, Designed, Developed, Devised, Directed, Displayed, Entertained, Established, Fashioned, Formulated, Founded, Illustrated, Initiated, Instituted, Integrated, Introduced, Invented, Modeled, Modified, Originated, Performed, Photographed, Planned, Revised, Revitalized, Shaped, Solved.

## When you were a research machine...

Analyzed, Clarified, Collected, Compared, Conducted, Critiqued, Detected, Determined, Diagnosed, Evaluated, Examined, Experimented, Explored, Extracted, Formulated, Gathered, Identified, Inspected, Interpreted, Interviewed, Invented, Investigated, Located, Measured, Organized, Researched, Reviewed, Searched, Solved, Summarized, Surveyed, Systematized.

## When you managed a project or group...

Accomplished, Administered, Advanced, Analyzed, Appointed, Approved, Assigned, Attained, Authorized, Chaired, Considered, Consolidated, Contracted, Controlled, Converted, Coordinated, Decided, Delegated, Developed, Directed, Eliminated, Emphasized, Enforced, Enhanced, Established, Executed, Generated, Handled, Headed, Hired, Hosted, Improved, Incorporated, Increased, Initiated, Inspected, Instituted, Led, Managed, Merged, Motivated, Navigated, Organized, Originated, Overhauled, Oversaw, Planned, Presided, Prioritized, Produced, Recommended, Reorganized, Replaced, Restored, Reviewed, Scheduled, Secured, Selected, Streamlined, Strengthened, Supervised, Terminated.

## When numbers and figures are your thing...

Administered, Adjusted, Allocated, Analyzed, Appraised, Assessed, Audited, Balanced, Budgeted, Calculated, Computed, Conserved, Controlled, Corrected, Decreased, Determined, Developed, Estimated, Forecasted, Managed, Marketed, Measured, Netted, Planned, Prepared, Programmed, Projected, Qualified, Reconciled, Reduced, Researched, Retrieved.

## When you creatively brought an idea to life...

Acted, Adapted, Combined, Composed, Conceptualized, Condensed, Created, Customized, Designed, Developed, Devised, Directed, Displayed, Entertained, Established, Fashioned, Formulated, Founded, Illustrated, Initiated, Invented, Modeled, Modified, Originated, Performed, Photographed, Planned, Revised, Revitalized, Shaped, Solved.

## When you helped with a project...

Adapted, Advocated, Aided, Answered, Arranged, Assessed, Assisted, Clarified, Coached, Collaborated, Contributed, Cooperated, Counseled, Demonstrated, Diagnosed, Educated, Encouraged, Ensured, Expedited, Facilitated, Familiarized, Furthered, Guided, Helped, Insured, Intervened, Motivated, Prevented, Provided, Referred, Rehabilitated, Represented, Resolved, Simplified, Supplied, Supported, Volunteered.

## When you needed to explain technical expertise...

Adapted, Applied, Assembled, Built, Calculated, Computed, Conserved, Constructed, Converted, Debugged, Designed, Determined, Developed, Engineered, Fabricated, Fortified, Installed, Maintained, Operated, Overhauled, Printed, Programmed, Rectified, Regulated, Remodeled, Repaired, Replaced, Restored, Solved, Specialized, Standardized, Studied, Upgraded, Utilized.

## When you were the teacher...

Adapted, Advised, Clarified, Coached, Communicated, Conducted, Coordinated, Critiqued, Developed, Enabled, Encouraged, Evaluated, Explained, Facilitated, Focused, Guided, Individualized, Informed, Installed, Instructed, Motivated, Persuaded, Simulated, Stimulated, Taught, Tested, Trained, Transmitted, Tutored.

# Recommended Fonts



University of Chicago Graduate School  
U of Chicago Grad School Resume and  
CV Guide

Not recommended:

- Times New Roman
- Calibri
- Cambria
- Comic Sans

## **Serifs:**

Garamond

Georgia

Palatino Linotype

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## **Sans**

Gotham Light/**Bold**

## **Serif:**

Helvetica Neue Light

Century Gothic

Trebuchet MS

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## **Size:**

11 - 12



# What is a Curriculum Vitae (CV)?

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Detailed, comprehensive description showcasing your educational background, intellectual and academic accomplishments, research and teaching

**When to Use:** when **applying for teaching, research, international positions, fellowships, grants, post-docs**, even industry interested in your research

**Audience:** **employers interested in your academic and educational history and achievements**

# What can a CV include?

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Name & Contact Info

Education

Experience:

- Research
- Teaching

Professional Experience – Academic and Non-Academic

Academic Service

Technical/Specialized Skills

Conferences

Presentations

Publications

Grants, Honors, Awards, Fellowships

Professional Memberships

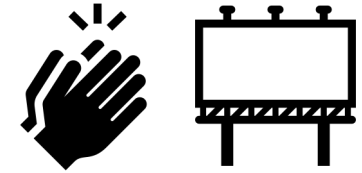
Professional Certifications, Workshops

Field Experience

References

PRO TIP: The CV order should reflect the most impressive and salient parts of your academic and professional career, after Name and Education. If you have a highly prestigious fellowship or publication, lead with that section.

# Understanding Your Audience



## For industry or non-academic positions:

Who will you work with and work for?

- Are you the only PhD? Many PhDs?



What is mission/goal of department or institution?

## For academic positions:

Is job teaching or research focused?

- What course offerings are similar to those you have taken or taught?
- What are the faculty's research and publication interests?
- What opportunities and expectations exist for research and publication?



Microsoft Word ribbon: File, Home, Insert, Design, Layout, References, Mailings, Review, View, Help. Font settings: Times New Roman, size 12, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, highlight color, font style gallery. Paragraph settings: bulleted list, numbered list, decrease/increase indent, decrease/increase spacing, line and paragraph spacing, paragraph style gallery. Styles: Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Subtle Emphasis, Emphasis, Intense Emphasis, Strong, Quote, Intense Quote, Subtle Reference, Intense Reference, Book Title.

MARIA MARINESCIENCE  
Graduate School of Oceanography, University of Rhode Island  
Narragansett, RI 02881  
maria\_marinescience@uri.edu | (555) 555-5555 |

EDUCATION

**University of Rhode Island, Kingston RI**  
Ph.D. Candidate in Chemical Oceanography Expected Dec. 2020  
*Dissertation Topic:* Radionuclides and Stable Isotopes in the Oceans  
*Advisor:* Stephanie Smith, Ph.D., Department Chair

**University of Delaware, Newark, DE**  
M.S., Marine Science, Physical Oceanography July 2016  
*Thesis:* Distribution and Cycling of Rare Earth Elements and Other Trace Metals

**University of Tampa, Tampa, FL**  
B.S., magna cum laude, Marine Biology Major, Chemistry Minor May 2014

RESEARCH INTERESTS [For a Teaching Intensive Institution Switch to TEACHING INTERESTS]

Tracing pathways of anthropogenic emissions through the oceans  
Satellite based instruments and air-sea exchange  
Global carbon cycle and climate

RESEARCH & TRAINING EXPERIENCE

**Graduate Research Assistant**  
**Graduate School of Oceanography, Narragansett, RI** Sept. 2018 - Present  
• Use observations, satellite data, and model output to characterize dynamics and quantify the contribution of the Gulf Stream region to the air-sea CO<sub>2</sub> flux

**Research Assistantship in Chemical Oceanography**  
**Graduate School of Oceanography, Narragansett, RI** Apr. 2018 - Aug. 2018  
• Carried out sample collection, cruise preparation, instrumental analyses, method development  
• Lab and instrument maintenance/troubleshooting  
• Significant contributions to grant writing efforts.

**Research Stay at Scripps Institution of Oceanography/UCSD**  
**La Jolla, California** Oct. 2017 - March 2018  
• Analyzed unique samples from highly exposed birds vs unexposed birds  
• Assessing emerging PFASs using high resolution mass spectrometry  
• Developed non-target analysis skills, including interpretation of ESI- mass spectra  
• Identification of fluorinated fragments using mass defect patterns  
• Use of Thermo Xcaliber and Compound Discoverer software suites

**Shorebird Monitor**  
**National Estuarine Research Reserve, Rehoboth, DE** Apr. 2015 - Aug. 2015  
• Collected and summarized data on shorebird colonies on NC barrier island  
• Served as boat operator for turtle monitoring operations, 2 days/week  
• 20 hours/week, 5 months

**Intern**  
**Stormwater Services, Tampa, FL** Sept. 2013 - Aug. 2015  
• Worked closely with City personnel to improve GIS capability of the City stormwater system.  
• Updated watershed boundary delineation, identified key fish spawning wetland habitats, created visual education products, and assessed impervious cover in watershed.

TEACHING EXPERIENCE

**Chemical Oceanography Instructor of Record** University of Rhode Island - GSO  
Fall 2019 - Present  
• Developed curriculum, syllabus, exams taught weekly lessons to 35+ students per semester  
• Student evaluation average 4.5/5 every semester

**Coastal Oceanography Teaching Assistant** University of Delaware  
Spring 2016  
Instructors: Dr. Robert Lawrence, Dr. Cynthia Johnson

**Guest Lecturer, Marine Science Teaching Assistant** University of Delaware  
Fall 2015  
Instructor: Dr. Lester Tremaine

**GIS Design and Application I & Laboratory Lab Instructor** University of Tampa  
Spring 2013  
Instructor: Dr. Janice Simpson

HONORS, AWARDS, AND FELLOWSHIPS

NOAA National Seabird Program Research Grant, \$15,000 2020

Society for Environmental Toxicology and Chemistry Student Travel Award 2019

University of Rhode Island Graduate School of Oceanography Alumni Association Award 2019

University of Rhode Island Graduate School of Oceanography Alumni Association Award 2018

PEER REVIEWED/SELECTED PUBLICATIONS

Cite publications here, bolding your name as an author or contributor

PRESENTATIONS AND CONFERENCES

Cite posters and presentations

FIELD EXPERIENCE

**Rhode Island Endeavor Program** March 20-30, 2019  
R/V Endeavor, EN630  
10-day cruise from and returning to St. George's, Bermuda. Solely responsible for leading all Underway CTD operations including training other scientists on board.

MENTORSHIP

**Mentor for Undergraduate Research – University of Rhode Island** 2018-Present  
Mentored five undergraduate students. Three students published in peer-reviewed journals.  
• Brandon Davis – B.S., Oceanography  
• Janine Allegro – B.S., Environmental Sciences  
• Samantha Smith – Environmental Sciences

SERVICE AND LEADERSHIP

Vice President, Society for Women in Marine Science, 2020-2021  
• Organized annual symposium – developed topics, arranged speakers, solicited sponsorship for 250+ attendee program  
Contributor, Ocean Science Consortium, 2018-Present  
• Regular contributor to ocean science media group, [link to published article/s]

RELEVANT SKILLS

**Computer and software skills:** ArcGIS, R, Waters ~~Mass Lynx~~, Agilent ~~ChemStation~~ ~~MassHunter~~, Thermo ~~Xcaliber~~, Thermo ~~Compound Discoverer~~, Mendeleey, Microsoft Office Suite, WordPress site management

**Analytical skills:** liquid chromatography-mass spectrometry (LC-MS), extraction and clean-up of environmental and biotic matrices for trace analysis, gas chromatography-mass spectrometry

**Field skills:** University certified independent boat operator, Red Cross Adult CPR + First Aid (current)

**Language skills:** intermediate Spanish

**Diving certifications:** NAUI Open Water Scuba Diver, NAUI Rescue Diver, AAUS Scientific Diver

**MARIA MARINESCIENCE**  
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**EDUCATION**

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B.S., *magna cum laude*, Marine Biology Major, Chemistry Minor May 2014

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Tracing pathways of anthropogenic emissions through the oceans  
Satellite based instruments and air-sea exchange  
Global carbon cycle and climate

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**Graduate School of Oceanography, Narragansett, RI** Apr. 2018 - Aug. 2018

Oceanography CV - Academic (1) (1) (2) - Saved to this PC

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- Carried out sample collection, cruise preparation, instrumental analyses, method development
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**Stormwater Services, Tampa, FL** Sept. 2013 - Aug. 2015

- Worked closely with City personnel to improve GIS capability of the City stormwater system.
- Updated watershed boundary delineation, identified key fish spawning wetland habitats, created visual education products, and assessed impervious cover in watershed.

**TEACHING EXPERIENCE**

**Chemical Oceanography** University of Rhode Island - GSO

Page 1 of 4 747 words

Focus

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11:02 AM 2/11/2021



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Clipboard Font Paragraph Styles Editing

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Cite posters and presentations

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• Janine Allegro - B.S., Environmental Sciences
• Samantha Smith - Environmental Sciences

SERVICE AND LEADERSHIP

Vice President, Society for Women in Marine Science, 2020-2021
• Organized annual symposium - developed topics, arranged speakers, solicited sponsorship for 250+ attendee program
Contributor, Ocean Science Consortium, 2018-Present
• Regular contributor to ocean science media group, [link to published article/s]

RELEVANT SKILLS

Computer and software skills: ArcGIS, R, Waters MassLynx, Agilent ChemStation/MassHunter, Thermo Xcaliber, Thermo Compound Discoverer, Mendelev, Microsoft Office Suite, WordPress site management

REFERENCES

John Smith, Ph.D.
Professor Physical Oceanography
Department Chair
Graduate School of Oceanography
Narragansett, RI 02888
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(401) 874-5555
jsmith@uri.edu

Hannah Ship, Ph.D.
Associate Professor
Department of Marine Science
University of Rhode Island
Narragansett, RI 02888
(401) 874-5551
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Deborah Waverunner
Senior Research Analyst
Wave and Current Department
Scripps Institution of Oceanography
La Jolla, CA 92120
(858) 555-5555
dwaverunner@scripps.edu

# JUAN GARCIA

(217) 123 - 4567 • jgarcia@illinois.edu

## EDUCATION

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<b>Doctor of Philosophy in Civil and Environmental Engineering</b> University of Illinois at Urbana-Champaign <i>Dissertation title: "Visualizing Geotechnical Engineering Principles"</i> <i>Advisor: Professor Ted S. Visor</i>	Expected Fall 20XX
<b>Bachelor of Science in Civil Engineering</b> Universidad Nacional de San Juan, San Juan, Argentina (UNSJ)	May 20XX

## RESEARCH INTERESTS

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Investigations to improve seismic force-resisting systems through simulations and various visualization techniques.

## RESEARCH EXPERIENCE

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**Graduate Research Assistant** 20XX - Present

*Department of Civil Engineering, University of Illinois*

- Design and execute small-scale testing to validate control algorithms derived to simulate seismic force-resistance.
- Contribute to multi-disciplinary project aimed at developing visualizations and simulations to predict seismic force damage to various materials.
- Collaborate and coordinate with faculty, staff scientists, and fellow graduate students across departments.

**Undergraduate Consultant** 20XX

*Departamento de Ingeniería, UNSJ*

- Selected by the General Director of the City Planning Department of San Juan, to participate in the structural analysis and seismic assessment of the Dr. Guillermo Rawson Hospital, one of the largest construction projects to date in the most hazardous seismic area in Argentina.
- Collaborated with two other members of a team to carry out a nonlinear static analysis of the structure - primary objective and main focus of the project - in agreement with FEMA 356 Pre-standard for the Seismic Rehabilitation of buildings.

## TEACHING AND MENTORING EXPERIENCE

---

**Teaching Assistant, Introduction to Structural Engineering** Spring 20XX - Present

*College of Engineering, University of Illinois*

- Prepared lectures and class activities focusing on the analysis of determinate and
-

## TEACHING AND MENTORING EXPERIENCE

---

Teaching Assistant, Introduction to Structural Engineering Spring 20XX - Present  
*College of Engineering, University of Illinois*

- Prepared lectures and class activities focusing on the analysis of determinate and indeterminate structures for 15-25 freshman and sophomore level undergraduates.
- Created and graded course assessments to ensure students understood material and stayed on track.
- Recognized as *List of Teachers Ranked Excellent by Their Students*.

Instructor, Latino/a Culture Spring - Fall 20XX  
*Anthropology Department, University of Illinois*

- Integrated multimedia approaches and used instructional technology to enhance pedagogical approach.
- Explained challenging concepts using planned lessons, assignments and targeted discussions for 75 freshmen and sophomore students.

Graduate Mentor, Illinois Summer Research Opportunities Program Summer 20XX, 20XX  
*The Graduate College, University of Illinois*

- Mentored two undergraduate students in data collection and analysis to visualize the properties of various geotechnical materials.
- Guided the students in preparation and presentation of research findings.

## TEACHING AND MENTORING EXPERIENCE CONTINUED

---

Graduate Mentor, Illinois Summer Research Opportunities Program Summer 20XX, 20XX  
*The Graduate College, University of Illinois*

- Mentored two undergraduate students in data collection and analysis to visualize the properties of various geotechnical materials.
- Guided the students in preparation and presentation of research findings.

## HONORS AND AWARDS

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Fulbright Scholarship to pursue a PhD 20XX

- 20 scholarships awarded in Argentina that year

Phi Kappa Sigma Member

20XX

## GRANTS

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Granting Agency, "Title of Grant", \$00,000

20XX - 20XX

## PUBLICATIONS

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García, J., other authors. (Year). Title. *Journal, Volume (Issue)*, page numbers. doi:.

García, J., other authors. (in press). Title. *Journal, Volume (Issue)*, page numbers.

García, J., other authors. (Year produced). Title. Manuscript submitted for publication.

García, J., other authors. (Year draft produced). Title. Manuscript in preparation.

## CONFERENCE PRESENTATIONS

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### ORAL PRESENTATIONS

García, J., other authors. (Year, Month). *Title*. Minisymposium on subject, Meeting, City, State.

García, J., other authors. (Year, Month). *Title*. Meeting, City, State.

### POSTER PRESENTATIONS

García, J., other authors. (Year, Month). Title. Poster session presented at Meeting, City, State.

García, J., other authors. (Year, Month). Title. Paper presented at Meeting, City, State.

## PROFESSIONAL EXPERIENCE

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Civil Engineer at consulting firm

*TOSS Ingeniería, La Paz, Peru*

20XX - 20XX

- Engineer in charge of the implementation of seismic validation at La Paz Central hospital.
- Developed extensive modeling and visualization algorithms to expedite validation.

## UNIVERSITY SERVICE

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Facilitator

*College of Engineering, University of Illinois*

July 20XX

- Participated in the organization of the Principal's Scholars Program 20XX GEAR UP College Bound Summer Program, where a group of minority children from elementary and middle school visited the college to learn about different paths in engineering.
- Prepared a bridge design competition using popsicle sticks and glue, where the children demonstrated their skills and their creativity.

Student Assistant

*Office of International Student and Scholar Services (ISSS), University of Illinois*

July 20XX

- Assisted with check-in procedures for incoming international students.
- Helped incoming international students with information on procedures and resources for their successful arrival on campus.

# Pro Tip: Show Achievement, Not Just Task!

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## Research Experience

**Graduate Research Assistant, Dept. of Civil Engineering**      May 2019-Present  
University of Rhode Island, Kingston, RI

- Examined and categorized particles on electron microscopes resulting in journal articles in two national publications
- **Accomplishment formula: Action verb + accomplishment + result**

## Teaching and Mentoring Experience

**Teaching Assistant, Introduction to Structural Engineering**      Jan. 2018-May 2019  
College of Engineering, University of Rhode Island

- Prepared lectures and class activities focusing on the analysis of determinate and indeterminate structures for 15-25 undergraduates
- Created and graded courses assessments
- *Recognized as Teacher of the Year by Students*

# Guidance and Sample CVs

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1. [https://grad.uchicago.edu/wp-content/uploads/2018/03/CV-Guide\\_0.pdf](https://grad.uchicago.edu/wp-content/uploads/2018/03/CV-Guide_0.pdf)
2. <https://careerhub.students.duke.edu/resources/curriculum-vitae/>
3. <https://careeradvancement.uchicago.edu/files/docs/cv-guide-rw-2015.pdf>

## Faculty CVs:

- <https://careerservices.upenn.edu/application-materials-for-the-faculty-job-search/cvs-for-faculty-job-applications/>
- <https://career.ucsf.edu/sites/g/files/tkssra2771/f/wysiwyg/ResearcherAcademicCVTips.pdf>
- <https://career.ucsf.edu/gsp/faculty-samples>

1. Scroll down to where you see “Annotated examples” -- these are examples of CVs that have been highlighted with certain sections to help guide you as you craft your CV

# Additional Sample CVs

## Humanities

<http://www.grad.illinois.edu/sites/default/files/pdfs/cvsamples.pdf>

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<https://studentaffairs.duke.edu/sites/default/files/users/mwilson%40duke.edu/CV%20Example%20PhD%20English.pdf>

<http://cahss.umbc.edu/files/2014/08/CVformat.pdf>

## Sciences

<https://career.ucsf.edu/sites/g/files/tkssra2771/f/wysiwyg/SampleCVAnnotatedUCSFOCPD.pdf>

<https://grad.msu.edu/phdcareers/sample-cv>

<https://cdn.uconnectlabs.com/wp-content/uploads/sites/5/2020/08/Sample-CV-PhD-Mechanical-Engineering-.pdf>

<https://mitcommlab.mit.edu/be/wp-content/uploads/sites/2/2016/08/BE-CommKit-CV-annotated.pdf>

[http://www.vpul.upenn.edu/careerservices/files/vitatemplate\\_sme\\_1345060409.pdf](http://www.vpul.upenn.edu/careerservices/files/vitatemplate_sme_1345060409.pdf)



# Resume



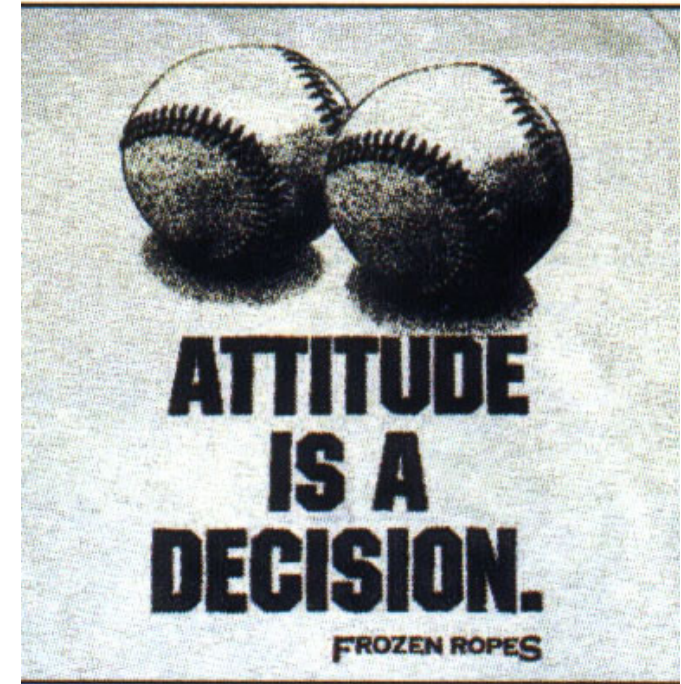
## What:

- Short (1-2 page) document describing your RELEVANT education, work history, service, leadership, awards
- Shows selected ACHIEVEMENT - evidence of what you can do
- Persuasive document showing accomplishments
- Bullet points with *active words to describe skills, tasks, responsibilities*

*Resume has “attitude”*

**When to Use:** *business, industry, research, non-profit, government*

**Audience:** employers interested in how you show your skills, past success and accomplishments can help achieve their goals/profits



# RESUME PURPOSES:

- Establish a professional identity
- **Advocacy piece.** Show skills and achievements to succeed
- Results oriented. Use measurable achievements to show you're the one.
- **Essential Information:** relevant transferrable skills and experiences
- **Show (don't *tell*) what you can do for employer.**
  - Match your skills with their needs.
  - Your experience is evidence of your transferrable skills.

# What Can Your Resume Include

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## REQUIRED:

Name & Contact Info  
Education  
Awards, Honors  
Professional Experience  
Technical/Specialized Skills  
Languages, Computer Skills

## OPTIONAL:

Coursework  
Publications/Presentations  
Research (unless research position)  
Community Service, Leadership  
Summary, Core Competencies or  
Areas of Expertise  
Activities

File Home Insert Design Layout References Mailings Review View Help Search

Clipboard Font Paragraph Styles Editing

Clipboard: Paste, Cut, Copy, Format Painter

Font: Arial, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color

Paragraph: Bullets, Numbering, Indentation, Paragraph Spacing, Line and Paragraph Spacing, Styles

Styles: Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Subtle Emphasis, Emphasis, Intense Emphasis, Strong, Quote, Intense Quote, Subtle Reference, Reference, Intense Reference, Book Title

Editing: Find, Replace, Select

## STUDENT NAME

Providence, RI (401) 555-5555 studentname@uri.edu www.linkedin.com/in/studentname

**PROFILE:** MBA Candidate with marketing specialization. Recognized for digital marketing abilities using Python, R, & Excel. Highly organized, with demonstrated ability to work well individually and as part of a team.

### EDUCATION

**UNIVERSITY OF RHODE ISLAND, KINGSTON RI**  
**Master of Business Administration** Expected May 2021  
Specialization: Marketing. GPA: 3.60/4.00

**Certification, Cyber Security** Expected May 2021  
GPA: 3.70/4.00

**Bachelor of Arts, Business Administration** May 2018  
GPA: 3.80/4.00

### HONORS & AWARDS

- 1<sup>st</sup> Place Deloitte Recruiting Digital Marketing Hackathon, 2019
- URI MBA Alumni Scholarship, 2020

### EXPERIENCE

**CONSUMER PRODUCTS, INC., Providence, RI**

**Marketing Intern** Sept. 2020 - Present

- Maintained department tracking report for 50+ product lines.
- Compiled monthly data to create competitive intelligence analysis reports and drafted executive summary Chief Marketing Officer used to determine marketing campaign strategy.
- Analyzed sales data using Excel and Pivot tables; created charts and graphs presented to Senior VPs.

**UNIVERSITY OF RHODE ISLAND COLLEGE OF BUSINESS, Kingston, RI**

**Teaching Assistant, Introduction to Marketing** Sept. 2016 - May 2019

- Tutored for class of 500+ students on principles of marketing. Provided targeted feedback and advice.
- Collaborated with professor to develop case study assignments; conceived 2 scenarios used in class.
- Based on performance, only TA of group of 12 TAs invited to return for 3rd year of service

**HONORS & AWARDS**

- 1st Place Deloitte Recruiting Digital Marketing Hackathon, 2019
- URI MBA Alumni Scholarship, 2020

**EXPERIENCE**

CONSUMER PRODUCTS, INC., Providence, RI

**Marketing Intern** Sept. 2020 - Present

- Maintained department tracking report for 50+ product lines.
- Compiled monthly data to create competitive intelligence analysis reports and drafted executive summary Chief Marketing Officer used to determine marketing campaign strategy.
- Analyzed sales data using Excel and Pivot tables; created charts and graphs presented to Senior VPs.

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- Collaborated with professor to develop case study assignments; conceived 2 scenarios used in class.
- Based on performance, only TA of group of 12 TAs invited to return for 3rd year of service

BECKER'S RESTAURANT, North Kingstown, RI

**Assistant Manager** June 2014 - August 2015

**Server** January 2014-May 2014

- Analyzed company's expenses and revenues and organized them in Excel, uncovering opportunities to decrease food and liquor sourcing costs by 12%. Awarded \$5,000 bonus in recognition.
- Managed team of 10 servers, 3 hosts; interviewed, hired, trained, instructed on protocols;

**RELEVANT PROJECT EXPERIENCE**

**Student Project Manager, Analytical Comparison of Digital vs. Traditional Marketing in Athleticwear**

- Poster and oral presentation to [50 person](#) cohort and faculty. Received "A" grade on project.

**LEADERSHIP & ACTIVITIES**

- Vice President Marketing Club – organized 1st annual COB marketing poster competition
- Habitat for Humanity – helped build home in rural Georgia

**SKILLS**

Microsoft Office (Excel, PowerPoint, Access, and Word); Data/Financial modeling; R; Python; SQL; C++; SAS

# Gemma Gaining

## MBA Candidate

**Address:**  
Kingston, RI 02881  
**Phone:**  
401-555-1234  
**Email:**  
gemmagaining@uri.edu



### Education

University of Rhode Island, Kingston, RI  
**Master of Business Administration** Anticipated: May 2023  
• Concentration: Management

Assumption University, Worcester, MA  
**Bachelor of Arts, *magna cum laude*, Government** May 2022  
Minor in Spanish  
• GPA: 3.84  
• Dean's List  
• Presidential Scholarship  
• Psi Chi International Honor Society

### Relevant Coursework and Projects

*Coursework:* Finance, Strategic Management, Accounting, Managerial Marketing, Organizational Decision Making and Design, Human Resource Development

*Capstone Project:* "The Role of Cultural Differences in Management"

### Experience

**Graduate Assistant** Aug. 2022 - Present

- Statistics Department, University of Rhode Island, Kingston, RI
- Assist faculty with the delivery of STA 501 "Statistics for Management" course
  - Independently develop case study assignments applying statistical skills learned in the classroom to real world business situations
  - Provide feedback to 35 undergraduates in office hours and with written assignments

**Marketing Intern** May - Aug. 2022

- Global Products Corporation, Boston, MA
- Maintained department tracking report for more than 40 product lines
  - Compiled bi-monthly data in analysis reports and presented the findings to executives
  - Analyzed sales data with Excel, created charts and graphs to be used in annual progress report

**Undergraduate Teaching Assistant** Jan. - May 2021

- Political Science Department, Assumption University, Worcester, MA
- Tutored a class of 20 students on the principles of political theory
  - Graded assignments and assisted with faculty research on the nexus between public administration theory and practice

# Gemma Gaining

## MBA Candidate

**Address:**  
Kingston, RI 02881  
**Phone:**  
401-555-1234  
**Email:**  
gemmagaining@uri.edu

### Leadership and Activities

**Mentor** Jan. 2022 - Present

- Boston Library English Tutoring Program, Boston, MA
- English mentor offering weekly remote tutoring sessions for recent immigrants for whom English is a second language

**Member** Sept. 2019 - May 2022

- Hispanic Business Student Association, Assumption University
- Attended monthly meetings to coordinate annual promotional events
  - Raised an average of \$1,000 per semester to fund attendance at national undergraduate business conferences

**Volunteer** Jan. 2020 - May 2021

- Admissions Department, Assumption University
- Practice interviewer for the Assumption University's Practice Interview program, working with Worcester youth in college preparation

### Honors

- Career Advantage Competition, 2<sup>nd</sup> place team, April 2022
- Recipient of Assumption University Political Science Alumni Association Scholarship, Oct. 2021

### Skills

- Microsoft Office, SAS, SAP, Adobe Photoshop, Java, Tableau
- Fluent in Spanish
- Tableau Essential Training Certificate, April 2022

File Home Insert Design Layout References Mailings Review View Help

Clipboard Font Paragraph Styles Editing

Share Comments

Find Replace Select

## STACY SEAFARER

Physical Oceanography | Underwater Imaging | Artificial [Intelligence](#) | Product and Team Management  
 Kingston, RI 02882 | [student\\_name@uri.edu](mailto:student_name@uri.edu) | (555) 555-5555 | [www.linkedin.com/in/sseafarer](http://www.linkedin.com/in/sseafarer)

### EDUCATION

**Graduate School of Oceanography, University of Rhode Island, Kingston, RI**  
**Master of Science, Marine Science, Physical Oceanography** Expected May 2021

- **Courses in** Biological, Chemical, Geological, and Physical Oceanography; Marine Microbial Ecology; Underwater Imaging and Acoustics; Bio-Optical Oceanography, Microbial Symbiosis
- **Honors:** Rhode Island Science and Technology Council Phase 0 SBIR Grant for NSF SBIR Application

**Vanderbilt University, Nashville TN**  
 Bachelor of Engineering, Mechanical Engineering May 2015

- **Travel Fellowship:** Won \$25K for independent travel/study, visiting 14 countries from 2013 to 2015
- **Ecosystem Field Studies Research** – [Akumal](#), Mexico, 2014

### RELEVANT PROJECT EXPERIENCE

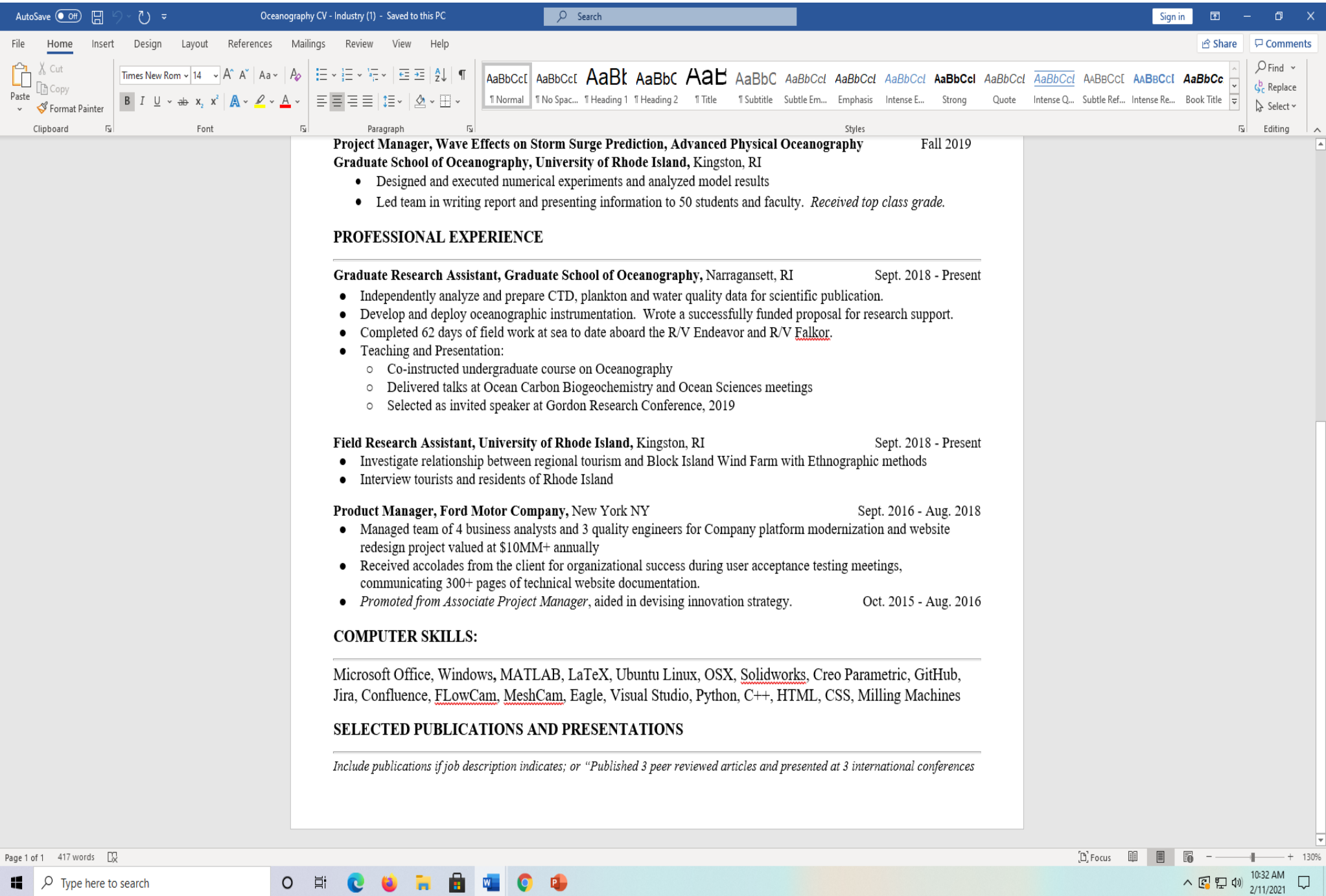
**Project Manager, Wave Effects on Storm Surge Prediction, Advanced Physical Oceanography** Fall 2019  
 Graduate School of Oceanography, University of Rhode Island, Kingston, RI

- Designed and executed numerical experiments and analyzed model results
- Led team in writing report and presenting information to 50 students and faculty. *Received top class grade.*

### PROFESSIONAL EXPERIENCE

**Graduate Research Assistant, Graduate School of Oceanography, Narragansett, RI** Sept. 2018 - Present

- Independently analyze and prepare CTD, plankton and water quality data for scientific publication.
- Develop and deploy oceanographic instrumentation. Wrote a successfully funded proposal for research support.
- Completed 62 days of field work at sea to date aboard the R/V Endeavor and R/V [Falkor](#).
- Teaching and Presentation:
  - Co-instructed undergraduate course on Oceanography
  - Delivered talks at Ocean Carbon Biogeochemistry and Ocean Sciences meetings



**Project Manager, Wave Effects on Storm Surge Prediction, Advanced Physical Oceanography** Fall 2019

**Graduate School of Oceanography, University of Rhode Island, Kingston, RI**

- Designed and executed numerical experiments and analyzed model results
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- Completed 62 days of field work at sea to date aboard the R/V Endeavor and R/V Falkor.
- Teaching and Presentation:
  - Co-instructed undergraduate course on Oceanography
  - Delivered talks at Ocean Carbon Biogeochemistry and Ocean Sciences meetings
  - Selected as invited speaker at Gordon Research Conference, 2019

**Field Research Assistant, University of Rhode Island, Kingston, RI** Sept. 2018 - Present

- Investigate relationship between regional tourism and Block Island Wind Farm with Ethnographic methods
- Interview tourists and residents of Rhode Island

**Product Manager, Ford Motor Company, New York NY** Sept. 2016 - Aug. 2018

- Managed team of 4 business analysts and 3 quality engineers for Company platform modernization and website redesign project valued at \$10MM+ annually
- Received accolades from the client for organizational success during user acceptance testing meetings, communicating 300+ pages of technical website documentation.
- *Promoted from Associate Project Manager, aided in devising innovation strategy.* Oct. 2015 - Aug. 2016

**COMPUTER SKILLS:**

Microsoft Office, Windows, MATLAB, LaTeX, Ubuntu Linux, OSX, Solidworks, Creo Parametric, GitHub, Jira, Confluence, FLOWCam, MeshCam, Eagle, Visual Studio, Python, C++, HTML, CSS, Milling Machines

**SELECTED PUBLICATIONS AND PRESENTATIONS**

*Include publications if job description indicates; or "Published 3 peer reviewed articles and presented at 3 international conferences"*



# SHAWN GEOENG

Numerical Analysis, Computational Fluid Dynamics, Electrochemistry

(617)444-2222 | geoeng.s@husky.neu.edu | shawngeoeng | LinkedIn

## SUMMARY

Civil engineer experienced in Finite Element and Finite Volume Methods for structural analysis and fluid dynamics applications. Developed reactive flow models that accurately represent relevant physical and chemical processes within electrochemical systems to improve organic and/or inorganic contaminant removal efficiency and achieve optimum experimental design. Skilled in machine learning and data driven simulation.

## EDUCATION

### Northeastern University

**Ph.D.** Environmental and Geoenvironmental Engineering, GPA: 3.975 Expected Aug 2020  
**M.Sc.** Geoenvironmental Engineering, GPA: 4.0 Aug 2016

### University of Tehran

**M.Sc.** Environmental Engineering Aug 2014  
**B.Sc.** Civil Engineering May 2013

## TECHNICAL SKILLS

**Computer Languages:** MATLAB, Python, FORTRAN

**Simulation Software:** COMSOL Multiphysics, ANSYS Fluent, AutoCAD, ArcGIS

## RESEARCH EXPERIENCE

**Northeastern University** Sep 2014 – Present  
*Graduate Research Assistant, Computational Simulation*

- Formulated electrochemical module in MATLAB to determine reaction rates at electrode surface; Validated model for time dependent pH variation throughout remediation process achieving 97% accuracy
- Created interface in MATLAB to exchange simulation data between chemical reaction software and electrochemical and transport modules in MATLAB; Validated reactive species transport model for inorganic contaminant
- Performed computational analysis on electrochemical batch reactor to increase production efficiency of hydrogen peroxide using carbon-based cathode; Demonstrated the effect of initial pH as a key parameter to increase hydrogen peroxide production
- Developed an electroanalysis model in COMSOL Multiphysics to obtain mechanistic information on oxygen reduction reaction on carbon based electrode using cyclic voltammetry

## TEACHING EXPERIENCE

**Northeastern University** Jan 2018 – present

*Teaching Assistant, Soil Mechanics Lab*

- Administered undergraduate soil mechanics lab sessions with 10+ students to conduct tests and advised students in 1:1 office hours to challenge and strengthen their analytical skills
- Demonstrated 7 fundamental and commonly used soil mechanics tests according to ASTM standards for students as soil characteristics assessment tool at construction sites
- Delivered presentations on soil mechanics for each lab session emphasizing practical application of theory
- Evaluated lab reports for 45-50 students per semester and provided fair assessment and feedback to improve students' report writing skills

**University of Tehran** Jan 2013 – May 2013

*Teaching Assistant, Introduction to Finite Element Method*

- Delivered recitation classes with more focus on computer programming for 20+ students
- Guided and evaluated students on defining, executing, and analyzing structural analysis projects worth 40% of overall course grade
- Led 1:1 office hours to work closely with students to strengthen programming skills

## PUBLICATIONS

Geoeng, S., et al. *Development of a machine learning model for predicting the removal efficiency of heavy metals from wastewater using electrochemical treatment*, (in progress).

Shen, J., ..., & Geoeng, S., Alsha, N. A., (2019). *Evaluation of a machine learning model for predicting the removal efficiency of heavy metals from wastewater using electrochemical treatment*, *Nature Sustainability*, (under review).

Lhen, C., Lajic, R., Yhao, Z., Ketrick, H., Geoeng, S., Alsha, N. A., ... & Who, Z. (2018). *Development of a machine learning model for predicting the removal efficiency of heavy metals from wastewater using electrochemical treatment*, *Journal of Environmental Engineering and Technology*, 13-98.

Geoeng, S., Lajic, R., & Alsha, N. A. (2018). *Development of a machine learning model for predicting the removal efficiency of heavy metals from wastewater using electrochemical treatment*, *Journal of Environmental Engineering and Technology*, 35, 17-77.

## ACADEMIC PROJECTS AND LEADERSHIP

**Machine Learning Project** Sep 2019 – Dec 2019

*Multimodal Dataset for Wearable Stress and Affect Detection*

- Applied Recurrent Neural Network on WESAD database from UCI Machine Learning Repository to evaluate performance of deep learning networks on affection detection using physiological signals in which 80% accuracy was obtained

**Webinar Organizer**, Northeastern University Nov 2018

*PROTECT Center Training Core, NIH/NIH funded research center*

- Organized professional development webinar on CV/Resume building for 40+ multidisciplinary and multi-institutional PROTECT center graduate student trainees in 5 separate locations

**Research Mentor**, College of Engineering, Northeastern University Jun 2016 – Aug 2017

## Alicia Applicant

123-456-7890

Alicia.Applicant@duke.edu

123 Blue Devil Way, Durham, NC 27708

### Education

#### **Duke University, Durham, NC**

Graduation Expected in December 2012

Master of Engineering in Environmental Engineering GPA: 3.625 / 4.0

- Bio Process, Physical Chemical Process in Env Engineering, Energy Technology, Env Microbiology, Aquatic Chemistry, Business Fundamentals, Chemical Fate of Organic Compounds, Env Transport, Air Quality Management

#### **Blue Devil University, China**

June 2011

B.S.E in Environmental Engineering GPA: 3.3 / 4.0

- Biotechnology in Environment, Water, Air Pollution Control, Solid Waste Material Treatment, Environmental Monitoring, Water Supply & Sewerage Net Engineering, Engineering Design

### Industry Experience

#### **Duke & Associates, Inc., Indianapolis, IN**

May 2012 to present

Engineering Intern / Environmental Consulting

- Participated in drilling, monitoring well installation, excavation
- Performed soil and groundwater sampling, soil characterization, complete field notes on sites
- Prepared tables and figures, boring logs, permitting documents
- Developed subsurface contaminant plume model with computer applications to simulate remediation

#### **Pratt & Co, HongKong, China**

Intern / Carbon Footprint Management Project

Jul-Aug 2010

- Summarized current literature and research, conduct data analysis and presentation
- Measured and kept track of carbon emission and recommended low carbon practices in office operation

#### **Blue Devil Light and Textile Industry Design Institute, China**

Project Assistant / Municipal Treatment Project

Aug 2009

- Used AutoCAD for engineering graphics in wastewater treatment plant

### Research Experience

#### **Department of Environmental Science and Engineering, Blue Devil University, China**

Independent Researcher / Graduation Project

Jan-June 2011

- Conducted total organic analysis, fluorescence excitation-emission matrix (EEM) spectral analysis to investigate the fate of nature organic matter (NOM) fractions in river water by biological aerated filter (BAF)

Independent Researcher / Research Project

Aug-Oct 2010

- Performed soil and groundwater sampling, soil characterization, complete field notes on sites
- Prepared tables and figures, boring logs, permitting documents
- Developed subsurface contaminant plume model with computer applications to simulate remediation

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Independent Researcher / Graduation Project

Jan-June 2011

- Conducted total organic analysis, fluorescence excitation-emission matrix (EEM) spectral analysis to investigate the fate of nature organic matter (NOM) fractions in river water by biological aerated filter (BAF)

Independent Researcher / Research Project

Aug-Oct 2010

- Characterization of extracellular polymeric substances (EPS) in octanol-partition coefficient
- Extracted and partitioned EPS, tested protein, polysaccharide, humic substances in UV-Visible spectroscopy

Research Assistant / Research Project

Dec 2009-Mar 2010

- Partial nitrification bioreactor start-up
- Achieved completely autotrophic nitrogen removal over nitrite in one single reactor

#### **Sun Yat-Sen University, University Of Duke & Durham University of Hong Kong**

Group Member / Research Project

Mar-Apr 2010

- Sediment characterization of benthic habitats at Mai Po
- Conduct field test and lab work to access human activity effect on wetland sustainability and management

### Other Experience

Duke Annual Fund, Student Caller

Oct-Dec 2011

China Blue Devil Company Ltd., Sales Representative

Mar-Nov 2008

### Skills and Expertise

Water Quality Analysis, Contaminant Transport Modeling, Carbon Footprinting, Biological Reactor Start-up, 40hr-HAZWOPER, GeoGraphics, AutoCAD, Matlab, MS Excel, MS Word, MS PowerPoint, Photoshop

# 10 Resume Don'ts!

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1. ATS can't read tables, charts, symbols, images, columns
2. References: Nope, unless job listing requires. NO: "References available upon request."
3. Don't use pronouns and unnecessary words – resumes avoid "I" "we" and eliminate articles (i.e., "a", "an" "the")
4. Stay away from Times New Roman or hard to read fonts. Consider Arial, Garamond, Tahoma, Courier, Verdana
5. Don't include *very* personal information: age, gender, marital status, children, photo
6. Repetitious use of "Responsible for...Duties include" or Bland or generic verbs such as "assist", "support", "aid" – instead use strong action verbs to show what you did
7. No Long narrations.
8. No JPEGs, TIFFs, Animations
9. Avoid jargon or acronyms, especially from a previous career
10. Don't forget to proofread!



# Resumes

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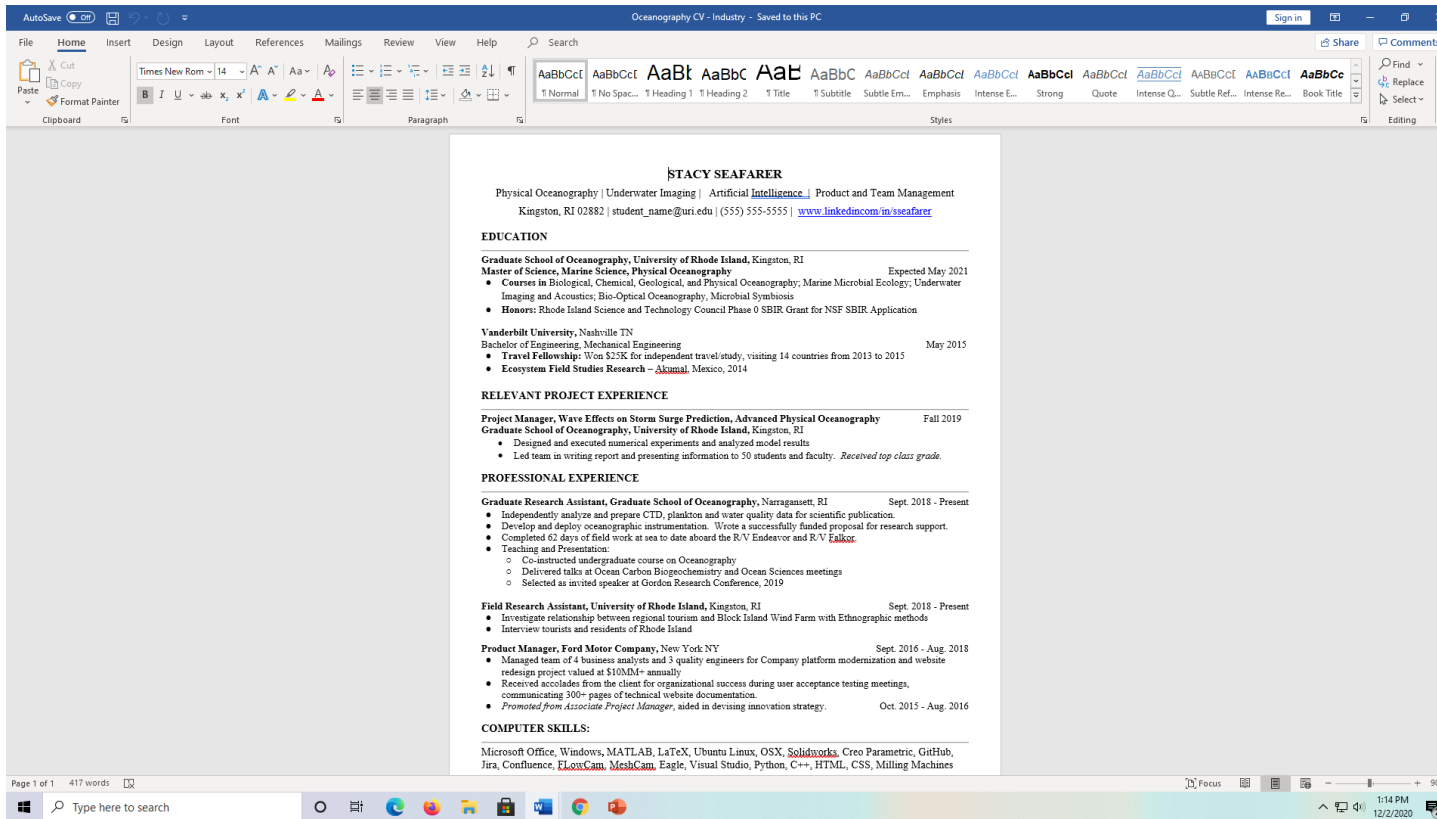
## Resumes

1. <https://careerhub.students.duke.edu/masters-phd-resume-examples/>
2. <https://www.careereducation.columbia.edu/resources/how-write-resume-profile-or-summary-statement>
3. <https://meng.pratt.duke.edu/apply/requirements/resume>

## CV to resume - basic guide

1. <https://icc.ucdavis.edu/materials/resume/cv/convertingcv>

# III. Hybrid CV/Resume



Use to apply for:

non-academic research-oriented position

administrative job at a university

community college position

Cross between resume and CV. 2 pages.

Provides more than a typical resume (research, recent/relevant publications), but shorter and has more measurable achievements

# HYBRID CV/RESUME

Length: 1.5 – 2 pages

Goal: Show how your academic background, achievements, experience and skills prepare you for a particular position

Audience: Employers who value academic experience but also want to see how you can jump in and help:

For Scientists: staff scientist at biotech co.; venture capital firms; market research; consultant for non-profits; technology specialist at patent law firms

✓ For social science: community colleges; libraries; industry research; post-secondary administration

<http://ocs.fas.harvard.edu/files/ocs/files/gsas-just-for-scientists-cvs-resumes.pdf>

[http://www.vpul.upenn.edu/careerservices/files/CV\\_Post\\_DocFellow\\_InstofMed&Eng2011\\_1345061336.pdf](http://www.vpul.upenn.edu/careerservices/files/CV_Post_DocFellow_InstofMed&Eng2011_1345061336.pdf)

# STACY SEAFARER

Physical Oceanography | Underwater Imaging | Artificial Intelligence | Product and Team Management  
Kingston, RI 02882 | student\_name@uri.edu | (555) 555-5555 | [www.linkedin.com/in/sseafarer](http://www.linkedin.com/in/sseafarer)

## EDUCATION

**Graduate School of Oceanography, University of Rhode Island, Kingston, RI** Expected May 2021  
**Master of Science, Marine Science, Physical Oceanography**

- **Courses in** Biological, Chemical, Geological, and Physical Oceanography; Marine Microbial Ecology; Underwater Imaging and Acoustics; Bio-Optical Oceanography, Microbial Symbiosis
- **Honors:** Rhode Island Science and Technology Council Phase 0 SBIR Grant for NSF SBIR Application

**Vanderbilt University, Nashville TN** May 2015  
Bachelor of Engineering, Mechanical Engineering

- **Travel Fellowship:** Won \$25K for independent travel/study, visiting 14 countries from 2013 to 2015
- **Ecosystem Field Studies Research** – Akumal, Mexico, 2014

## RELEVANT PROJECT EXPERIENCE

**Project Manager, Wave Effects on Storm Surge Prediction, Advanced Physical Oceanography** Fall 2019  
**Graduate School of Oceanography, University of Rhode Island, Kingston, RI**

- Designed and executed numerical experiments and analyzed model results
- Led team in writing report and presenting information to 50 students and faculty. *Received top class grade.*

## PROFESSIONAL EXPERIENCE

**Graduate Research Assistant, Graduate School of Oceanography, Narragansett, RI** Sept. 2018 - Present

- Independently analyze and prepare CTD, plankton and water quality data for scientific publication.
- Develop and deploy oceanographic instrumentation. Wrote a successfully funded proposal for research support.
- Completed 62 days of field work at sea to date aboard the R/V Endeavor and R/V Falkor.
- Teaching and Presentation:
  - Co-instructed undergraduate course on Oceanography
  - Delivered talks at Ocean Carbon Biogeochemistry and Ocean Sciences meetings
  - Selected as invited speaker at Gordon Research Conference, 2019

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**Field Research Assistant, University of Rhode Island, Kingston, RI** Sept. 2018 - Present

- Investigate relationship between regional tourism and Block Island Wind Farm with Ethnographic methods
- Interview tourists and residents of Rhode Island

**Product Manager, Ford Motor Company, New York NY** Sept. 2016 - Aug. 2018

- Managed team of 4 business analysts and 3 quality engineers for Company platform modernization and website redesign project valued at \$10MM+ annually
- Received accolades from the client for organizational success during user acceptance testing meetings, communicating 300+ pages of technical website documentation.

• *Promoted from Associate Project Manager, aided in devising innovation strategy.* Oct. 2015 - Aug. 2016

**COMPUTER SKILLS:**

Microsoft Office, Windows, MATLAB, LaTeX, Ubuntu Linux, OSX, Solidworks, Creo Parametric, GitHub, Jira, Confluence, FLOWCAM, MeshCAM, Eagle, Visual Studio, Python, C++, HTML, CSS, Milling Machines

**SELECTED PUBLICATIONS AND PRESENTATIONS**

*Include publications if job description indicates; or "Published 3 peer reviewed articles and presented at 3 international conferences"*



# Example Conversion - Research

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## CV

Contributed to and led multiple research programs on the redesign and synthesis of antitumor anthraquinone pluraflavin A. Working toward completion of the total synthesis of ET-743 as well as additional analogs for biological evaluations and structure activity relationships.

## Resume

Collaborated with two postdocs and three graduate students to ensure successful and timely project completion

Managed lab budget and undergraduate researchers

Designed, revised, and improved lab protocol throughout research

Published research articles on formal synthesis of ET-743 in two peer-reviewed scholarly journals

Presented research at symposium lecture with 300+ attendees



# Sample Description – Teaching a Course!

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When writing your entry, decide which skills you want to highlight and then consider the actions you took and the results!

**Yale Department of Animal Behavior, Lecturer, New Haven, CT (Fall 2016)**

- Created and delivered lectures on animal behavior and evolution twice a week to 50 underclassmen; provided foundational knowledge and taught scientific methods
- Translated topics to students using a variety of multimedia sources, including a course-specific website, videos, and audio samples
- Developed exams and paper topics; provided feedback on students' communication skills and assignments (both quantitative and qualitative)
- *Awarded student-nominated teaching prize for creative interdisciplinary teaching*

# Action Verb List

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<https://hrweb.berkeley.edu/sites/default/files/attachments/action-verbs.pdf>

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