

Resume Writing for Graduate Students

1. **Resume is a snapshot**
 - a. Contains highlights, but not the whole story; you have 20-30 seconds for first read
 - b. Used for industry, non-profit organizations, government
 - c. Focuses on skills relevant to job applying: management, communication, technical
2. **General Formatting**
 - a. 2 pages max
 - b. Font size = 10/11; margins = .7"
 - c. No narrative; all bulleted items
 - d. If 2 pages, add name and page number to footer or header—smaller, italics
3. **Contact Information**
 - a. Save space by putting all on one line, with a symbol between sections
 - b. Use only one mailing address and one email address, plus phone; may include website
4. **Categories**
 - a. *Expected*: Education, Experience, Skills
 - b. *Optional*: Research, Community Service, Leadership, Industry Experience, Publications/Presentations, Summary of Skills/Qualifications, etc.
 - c. *Research*: use this category for research-heavy positions—they still want to know about your research accomplishments
 - i. Include achievements/improvements
 - ii. Focus on applied part of research—writing skill, presentations, lab/tech skills
 - iii. Lab management, or supervising others, can go with research, if it was used in a lab setting
 - d. *Publications/Presentations*: use no more than 2-3 and call it Selected Publications/Presentations
 - e. *Relevant Projects*: if your most relevant skills come from academic projects (often the case with master's degrees), use this category
 - f. *References*: not included on resume; but need 3 for most application forms
5. **Keep Your Audience in Mind**
 - a. What is most important to your potential employer?
 - i. Read the job description carefully; mirror it in your resume and letter—use their terminology to describe your skills
 - ii. Look at their website
 - iii. They are seeking skills and experience that match the position they need to fill
 - iv. They read 100's of resumes—make yours pleasing and easy to read
6. **Read, re-read, and have someone else proofread**
 - a. Don't give them a reason to take yours out of the "maybe" pile
 - b. Words in all caps: don't depend on spell-check—it won't catch them



PENNY A. LANE

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College Town, ST 99999

(101) 555-5555
penny.lane@email.net

EDUCATION

Research One University, College Town, ST
Ph.D., Communication, 20XX

Private Church-Related University, Big City, ST
Master of Science, Speech Communication, 20XX

University of Southeast, Tri-City, ST
Bachelor of Arts, Education, 19XX

PROFESSIONAL EXPERIENCE

Research One University- College Town, ST – 20XX–20XX

Graduate Teaching Assistant - Department of Communication

- Created and led exercises to teach public speaking, group problem solving, effective listening, negotiation skills, and interviewing skills
- Evaluated student performance, provided feedback, and assigned grades for 50-60 students per semester

Private Church-Related University – Big City, ST - 20XX – 20XX

Adjunct Faculty - Communication Studies Department (20XX-20XX)

- Taught two sections of Business and Professional Communication
- Created and led exercises to teach public speaking, group problem solving, effective listening, interviewing skills, and leadership skills
- Evaluated student performance, provided feedback, and assigned grades for 64 students per semester

Business Communication Coach (20XX-20XX)

- Coached individuals and teams in presentation delivery skills for the School of Business, both undergraduate and graduate students
- Developed online courses for business presentation delivery skills, communication styles, and business writing skills

Graduate Teaching Assistant (20XX-20XX)

- Created and led exercises to teach public speaking, group problem solving, effective listening, and interviewing skills

Southeast State University- Tri-City, ST – 20XX-20XX

Research Associate - Contract

- Gathered, compiled, and analyzed textual, interview, and secondary data for undergraduate assessment office; information used to measure student adjustment for retention purposes
- Wrote executive summaries for faculty and administration

Faith-Based Non-profit Organization, Inc. – Southern City, ST – 19XX-20XX

(\$381 million multi-national, non-profit organization, which operates in 191 countries through 26,000 staff)

Leadership Development Specialist – Southern City, ST

- Designed and implemented a multi-phase plan of action for addressing the current and future needs for leadership development in the organization
- Developed competency model to coach current leaders, as well as identify and develop emerging leaders, which resulted in filling critical leadership positions.
- Helped restructure organizational system for 15 leadership development conferences, which increased available leadership positions by 30%
- Planned, coordinated, and directed leadership development training of new managers
- Consulted with regional teams regarding the effectiveness of team functions
- Pioneered a women's networking group for the organization

Regional Director – Tri-City, ST

- Led and coached 15 management teams in the development, implementation, and evaluation of their strategic plans which resulted in meeting and surpassing goals of the overall organization
- Led 200 staff in a 4 state region and 3 international sites
- Identified and coached emerging leaders
- Developed and packaged training curriculum for employees
- Handled employee relations by developing positive and proactive employee relations practices, effective communication strategies, and created an environment for participative management
- Facilitated regional director meetings
- Analyzed and facilitated resolution of personnel grievances
- Created budget and allocated resources accordingly

Associate Campus Director – Chilly City, ST

- Led, directed, and trained campus staff and student volunteers
- Directed campus wide educational and outreach programs which involved 60-120 university students
- Developed, packaged, and delivered programming for fraternities, sororities, residence halls, and regional student conferences
- Led international summer intern program for university students
- Assisted in the planning of Freshman Orientation

University Representative – Midwestern Town, ST

- Planned and implemented leadership development event for residence halls, fraternities, and sororities; provided programming for residence halls and sororities.

AWARDS

Glasscock Center Graduate Student Conference Travel Grant – 20XX

Outstanding Graduate Student: Private Church-Related University, Department of Speech Communication – 20XX

GRADUATE ADVISING

University of Metro Area

- *Maria Gonzalez* (M.A., Communication, committee member, 20XX)

ASSOCIATIONS

National Communication Association- member (20XX-present)

COMMUNITY INVOLVEMENT

Women in the Workplace (non-profit)- member; presented “Managing Conflict in the Workplace” seminar (20XX)

Young Entrepreneurs (non-profit) - coach (20XX)

Youth Speaker’s Tournament – judge (20XX)

PROFESSIONAL DEVELOPMENT

Birkman Consultant – Birkman International, Houston, TX, 20XX

Interpersonal Skills Seminar – International Training Partners, Orlando, FL, 20XX

Listening Skills Seminar – EMI Inc., Cincinnati, OH, 19XX

Communication Center – CCC International Inc., Ft. Collins, CO, 19XX

Firstname Lastname

111 Residential Street ♦ City, ST 99999 ♦ C: (999) 555-1234 ♦ *firstname.lastname@emailprovider.com*

EDUCATION

Enormous State University, College Town, ST

Ph.D., Sociology

Expected May 20XX

M.S., Sociology

December 20XX

Small Regional University, Small Town, ST

B.A., Sociology (summa cum laude)

May 20XX

RELEVANT EXPERIENCE

Department of Sociology, Enormous State, College Town, ST

August 20XX – present

Assistant Undergraduate Advisor/Graduate Assistant (2010 - present)

- Provided advising for 200+ undergraduate sociology majors about appropriate degree progress; interacted with Registrar's Office and College of Liberal Arts on students' behalf; interpreted university policy to students
- Answered questions about sociology and careers; recommended that students conduct informational interviews with professionals and/or explore graduate programs; retained contact with former students to obtain information about their careers
- Assisted with internship program: job development, student placement and information dissemination
- Met with Sociology Club to talk about using their major in a career; helped secure alumni speakers
- Fully trained to use SIMS database system to enter official data into student records
- Created Excel documents with data on student interactions; demonstrated growth of program and secured departmental approval for 10 additional hours per week to meet student demand

Graduate Assistant, Teaching & Non-Teaching (2005 - 2006; 2009 - 2010)

- GAT: Held sole responsibility for Intro to Sociology course for 65 students; wrote and presented 3 lectures per week; answered student questions in and out of class; evaluated student performance
- GANT: Held office hours for individual student consultations about grades and homework; wrote exam questions; graded exams, including essay questions

SERVICE TO THE UNIVERSITY

Graduate Student Quality of Life study, Research Committee member 20XX- 20XX

- Co-created one portion of survey; helped sort and classify extensive qualitative data

College of Liberal Arts Dean's Office, Committee on Advising, member 20XX – 20XX

- Offered feedback on advisor training, staff morale to associate dean

Sociology Dept Undergraduate Curriculum Committee, member 20XX – 20XX

- Served as sole graduate representative on faculty committee to evaluate undergraduate requirements in the department

Aggie Allies, member 20XX - present

- Working to create a welcoming atmosphere for all students

PROFESSIONAL AFFILIATIONS

Southwestern Social Sciences Association

American Sociological Association

RESEARCH EXPERIENCE

Organizational Analysis/Dissertation: "Factors Leading to the Success of a Non-Profit Health Clinic"

- Interviewed 20 principal actors in organization's founding and ongoing maintenance
- Utilizing comparison case study, comparing successful clinic with 2 unsuccessful ones

COMMUNITY LEADERSHIP

Regional Non-Profit Organization

20XX - present

Vice-president

- Serve on executive board for multi-state organization for 70+ local organizations

Local Non-Profit Organization

19XX - present

Moderator (Board Chair; 2 terms), (20XX – 20XX; 20XX – 20XX)

- Served as executive of 8-member board: called meetings, set agenda, oversaw implementation of plans
- Coordinated development of \$200,000 budget with Treasurer, Trustees Chair, and committee chairs
- Ensured that staff were annually reviewed; evaluated salaries, in light of budget restrictions

Search Committee Chair, (20XX – 20XX)

- Coordinated activities of 7-member committee; fostered extensive and complete communication within committee; evaluated and interviewed candidates for professional position

Capital Campaign Coordinator (20XX)

- Coordinated responsibilities for 7-member team during 6-month planning stage; raised \$230k for debt reduction

Food Pantry, Volunteer; Family Promise (outreach to families without homes), Volunteer; County Voter Registrar, Volunteer

HONORS & AWARDS

Jacob Javits Fellow, US Dept of Education

20XX – 20XX

Organic Chemist

001 First St., Apt. 01
Big City, ST 99999

organic.chemist@emailprovider.com

Work: (999) 555-9876
Cell: (999) 555-5432

OBJECTIVE:

Seeking a position in research and development using background in experimental and theoretical organic chemistry.

SUMMARY OF QUALIFICATIONS

- Highly proficient in mechanistic and kinetic analysis of organic reactions
- Expertise in optimization of organic reactions for the measurement and interpretation of ^{13}C kinetic isotope effects (KIEs) at natural abundance using NMR spectroscopy
- Experienced in synthesis of organic molecules and characterization methods: NMR, IR, GC, HPLC
- Strong experience in theoretical modeling using DFT and *ab initio* methods

EDUCATION

Ph.D. in Organic Chemistry, Huge University, Middletown, ST, August 20XX (Expected)

- GPA 4.0

B.S. in Chemistry, University of Country Abroad, Small City, Country, 20XX

Thesis: Isolation of Bioactive metabolites from *M. anisopliae*

- Graduated *cum laude*

RESEARCH EXPERIENCE

Department of Chemistry, Huge University, 20XX-present

Graduate Research Assistant, Dr. Brilliant Researcher

Dissertation: Non-statistical Dynamics in 1,3-Dipolar Cycloaddition Reactions

Research completed:

- Non-Statistical Dynamic Effects in Common Organic Reactions: probed ozonolysis of simple alkenes to understand product selectivities that do not rely on traditional statistical theories. Used required synthesis of several alkenes and obtained evidence for the minor product.
- Mechanistic Studies on Baeyer-Villiger Reactions in Water, using natural abundance NMR spectroscopy and computational studies: employed starting material intermolecular, product intermolecular and intramolecular kinetic isotope effects as mechanistic probes.
- Computational screening of reactions for novel physical effects.
- Utilized dynamic simulations to study non-statistical dynamic effects.
- Computational experience: extensive use of Gaussian09, PROGDYN, RRKM and POLYRATE.

Department of Chemistry, University of Country Abroad, 20XX-20XX

Undergraduate Research Assistant, Dr. Wonderful Mentor

- Isolated bioactive metabolites from the entomopathogenic fungi, *M. anisopliae*.

SELECTED PUBLICATIONS

Organic Chemist and Brilliant Researcher. "Title of Article." J. Am. Chem. Soc., 20XX, xxx, xxxxx - xxxxx.

HONORS AND RECOGNITION

- Research and Presentation Grant, Huge University, Spring 20XX
- Travel Award, Phi Lambda Upsilon Travel Award, Spring 20XX

AFFILIATIONS/SERVICE

Member, *American Chemical Society (ACS)*

Board Member, *Women in Science and Engineering (WISE)*, 20XX - present

President, *Phi Lambda Upsilon (PLU) Chemistry Honor Society*, 20XX-20XX

Organic Division Representative, *Graduate Student Association of Chemistry (GSAC)*, 20XX-20XX

President, *Philippine Society of Youth Science Clubs, Inc.*, 20XX-20XX

- organized national science camps for high school and grade school science enthusiasts

SELECTED POSTER PRESENTATIONS

239th ACS National Meeting, San Francisco, CA, March 21-25, 20XX

- Dynamic Effects on Product Selectivity in Ozonolysis Reactions. **Organic Chemist** and Brilliant Researcher.

TEACHING EXPERIENCE

Department of Chemistry, Huge University, 20XX – 20XX

Teaching Assistant, Physical Organic Chemistry (Graduate Course)

Lab Instructor, Honors Organic Chemistry Lab

Teaching Assistant, General Organic Chemistry Lab

Department of Chemistry, University of Country Abroad, 20XX – 20XX

Lab Instructor, Organic Chemistry

Lecturer, General Chemistry I

James Q. Engineer

22220 Short Ln. ♦ Small Town, ST 99999 ♦ Cell: (101) 555-4321 ♦ JOEngineer@emailprovider.com

OBJECTIVE

Permanent US resident seeking fulltime position, specifically in systems optimization.

EDUCATION

Enormous State University

M.E. in Industrial and Systems Engineering
 • Certificate in Business

City, ST
 Aug. 20XX

Medium State University

B.S. in Industrial Engineering and Mathematics

City, ST
 May 20XX

Local Community College

A.S. in Engineering; A.A. in General Education

City, ST
 Aug. 20XX

INTERNSHIP

Campbell Soup Company

Sr. Project/ Intern

Paris, TX
 Jan. – May 20XX

- Designed optimal manufacturing system/production for a new Juice-line (responsible for 4 new bottle sizes, 45 new products; project cost \$49M; work resulted in \$6M annual freight savings, and \$24M savings via reduction in co-manufacturing).
- Optimized cost, quality, delivery, resource constraints, and storage options for all ingredients and raw materials.
- Used Excel to create a comprehensive system to calculate order amounts, order dates, ship dates, wastes, leftovers, and forklift usage required for all ingredients needed in production.
- Created documents and reports, and presented results to the management team and other employees.

OTHER EXPERIENCE

Industrial & Systems Engineering Dept.

Teaching Assistant, Economic Analysis of Engineering Projects

Enormous State University
 Aug. 20XX – Aug. 20XX

- Assisted with courses in Linear and Non-linear Programming, Stochastic Processes; Network-based Planning; and Heuristic Optimization Methods.

Industrial Engineering and Technology Dept.

Teaching Assistant, Operations Research I & II

Medium State University
 Oct. 20XX – May 20XX

- Taught computer lab sessions on using *Microsoft Excel* to find optimal answers.

Systems Engineering & Engineering Management Dept.

Undergraduate Summer Research Program Participant

Eastern Research University
 May – Aug. 20XX

- One of 3 students selected in a nationwide search.
- Conducted a study on game theory and bilinear programming, especially different ways to find Nash equilibrium for constrained bimatrix games.
- Received commendation for outstanding performance and poster presentation.

COMPUTER SKILLS

- CAD modeling: AutoCAD and Solid-Works.
- Programming Languages: C++, MATLAB, AMPL and CPLEX solver.
- Statistical Software: Minitab.
- Microsoft Office: Excel, Word, and Powerpoint.

RELEVANT COURSES

- Engineering Economics Analysis, Production Systems Operations, Quality Management and Improvement, Statistical Quality Control, and Probability for Engineering Decisions.
- Lean Manufacturing and Six-sigma Tools.

LEADERSHIP & ACTIVITIES

Chief Student Leader, *Faith-based Organization*, Enormous State Univ.

20XX – 20XX

President, *Institute of Industrial Engineers Student Chapter*, Medium State Univ.

20XX – 20XX

Vice President, *Association of International Students*, Medium State Univ.

20XX – 20XX

HONORS & AWARDS

Pathways to the Doctorate Grant Recipient

June 20XX

Top Ten Seniors in the College of Business and Technology

May 20XX

Who's Who Among Students in American Universities and Colleges

Nov. 20XX

Pi Mu Epsilon (National Mathematics Honors Society)

Aug. 20XX

General Cover Letter Format #1

Your Name
Your Address
City, ST Zip

Date

Employer Representative's Name
Employer
Address
City, ST Zip

Dear Mr./Ms. Lastname, **or** Dear Firstname Lastname, **or** Dear Hiring Manager, **or** Dear Sir or Madam,

Paragraph 1:

State what position you are applying for and where you saw the job listing. Note your degree and when you expect to complete it. Tell them why you are interested in the position or the organization/company (draw from the job description or the website).

Paragraph 2:

State what background and skills you possess (technical, research, analytical) specifically related to this job. Focus on the ones that are most important in the job description. Use *their* terminology to describe *your* experience. Highlight those skills most strongly pertinent to this job.

Paragraph 3 (optional):

Discuss ancillary skills—leadership, communication, organizational—that are also important, but not primary. Stick to job description if possible, but can point out others.

Paragraph 4:

Close up the letter: Make a final case for why you are a good fit for this job. Thank them for their time. Tell them how to reach you. Tell them you're looking forward to hearing from them.

Sincerely,

<Signature—unless sent electronically>

Your Typed Name
Phone and Email (unless included in final paragraph)

General Cover Letter Format #2

Employer Representative's Name
Employer
Address
City, ST Zip

Date

Dear XXXX,

<Text of letter>

Sincerely,

<Signature—unless sent electronically>

Your Typed Name
Address
City, ST Zip
Phone and Email (unless included in last paragraph of letter)

Additional Points:

1. Paragraphs may be set up as left justified, with a line between paragraphs, or first line indented, with no line between paragraphs.
2. Think of the letter as more of a conversation than the formal presentation of a resume, but still professional. What would you tell this person if you met them at a conference?
3. The letter will include some of the same points as on the resume, but they will be presented differently. Don't just cut and paste from the resume.
4. Some recruiters and hiring committees read letters very carefully; others simply glance at them. So you must prepare as if they will read it carefully—make sure you have someone proofread it!

VANDERBILT  Graduate School

Ruth Schemmer, Ph.D.
Assistant Dean for Career Development
411 Kirkland ♦ Appts: (615) 343-2727 ♦ Direct: (615) 322-8088 ♦ ruth.schemmer@vanderbilt.edu

EXAMPLE COVER LETTER ALTERNATE ACADEMIC

Assistant Dean Selection Committee
The Graduate School
Vanderbilt University
411 Kirkland Hall
Nashville, TN 37240

January 9, 20XX

Dear Selection Committee,

I am applying for the position of Assistant Dean for Career Development (Req. #1102134), as listed on Vanderbilt University's employment website. I heard about this opening through the Graduate Career Consortium, an organization of which I am a member. My 8+ years of experience in career services for graduate students (11 years overall), along with a PhD in sociology, make me an excellent candidate for this position. I am excited about the opportunity to establish comprehensive career development services to effectively help students prepare for life after graduate school.

Since 2003, I have been the Associate Director for Graduate Student Services at the Texas A&M University Career Center. As the inaugural holder of my current position, I established comprehensive career services for 8000 graduate students, utilizing a combination of individual advising, workshops on career search strategies and web-based resources. I have found that the best services respond to those requested by students. For example, our graduate students often could not attend one-time workshops. As a result, my graduate assistant and I set a priority of designing and completing online resources that would replicate our workshops; in this manner, students could access the information around the clock. Within the past year, we have completed videos on the Academic Job Application Process and the Academic Interview, among others, which are accessible on the Texas A&M Career Center YouTube channel. This has, without a doubt, increased our reach, as 2 of the videos have received over 600 views—far more than the attendance at any of my workshops!

Your job description indicates a value for collaborative campus relationships. Our services represent an ongoing collaboration between the Career Center and the Office of Graduate Studies and I participate regularly in OGS events. For the past year, I have served on a task force consisting of campus staff who work directly with graduate students. We coordinate events and publicity to more effectively reach the students seeking our services. I have also cooperated with my counterparts in the Bush School of Government, the School of Rural Public Health and the Graduate Business Career Services, to offer all graduate students access to as many resources as possible. In addition, I seek faculty input into how to best prepare students for academic careers and interviews, as those situations may vary by discipline.

The most gratifying part of my job is hearing from recent graduates concerning the help they've received from our office. I draw particular joy in working with international students, who comprise approximately 60% of my appointments. Please allow me to share a small sample of "thank-you's." An American civil engineering Ph.D. student stated: "[Ruth's] advice has had a strong positive impact in my life. I was able to get the tenure-track position...and also make the transition process from a graduate student to an Assistant Professor smoothly." A Chinese student recently shared: "Your workshops, suggestions, encouragement, and especially faith in me bring me to this success. Appreciate for your professional assist and guide with a soft heart and listening ears." While the English is not always perfect, the appreciation is distinct. Knowing that on the best of days, I have the opportunity to positively affect lives drives my dedication to graduate student career development.

In closing, I believe this position would be an excellent fit for my background, skills and experience. I would value being part of a university that places "[t]he professional and personal development of graduate students...at the heart of the educational mission..." as Vanderbilt does. Should you have additional questions, you may reach me at the contact information below. I look forward to hearing more from you about this position. Thank you for your time and consideration.

Sincerely,

Firstname Lastname
Address
City, ST Zip
H: (000) XXX-XXXX; C: (000) XXX-XXXX
name@emailprovider.com