

RESUMES

Purpose of resume vs. curriculum vitae

A resume is a *marketing document designed to demonstrate how your experiences, strengths and skills fit the needs of a particular opportunity*. The goal the resume is to get an interview, not provide an autobiography. Resumes are used in most business and industry positions. They are expected to quickly summarize your relevant experience and education.

For every one job posting...

Fewer than a **quarter of applicants** make it past the initial resume screen

Average of **22.7 applicants**



Recruiters spend **6-15 seconds** per resume

The information you include on your resume is dependent on what you are applying for. Consider your most relevant qualifications: education, experiences, academic activities or projects, extracurricular involvement, leadership and more. Employers want to know what have you been doing, not just what you have been paid to do. *Reflect on how you have spent your time and built your skills over the past few years.*

A **curriculum vitae** is used to apply for positions in academia and research, and for grants. Resumes are the preferred documents in business and industry. *For more information on writing a CV, visit the Graduate Student resources page at careers.uw.edu/graduate-students.*

Formatting and what to include

- Resumes should be one page (2 pages for those with professional experience)
- Font size can range from 10 to 12 point with margins between 3/4 and 1 inch
- Use white space on your resume so it doesn't look overly crowded with text!
- Do *not* include references on your resume. It's common practice to provide references as a separate document.

Curriculum vitae (CV)

a document used for academic or research positions. Includes a full list of publications and presentations; length may be several pages.

How to market your skills

Demonstrate how you have used your skills (transferable and discipline-specific) through descriptions of experiences. When you are writing these descriptions, stay focused on action, contribution and impact. *See the box to the right for strategies on how to do this.*

Use verbs emphasizing how you used skills in your experiences. For example, an employer might be seeking someone with strong communication and teamwork skills. You can tell them that you: *Communicated with a team of 6 to identify barriers to access and recommend improvements to design.*

Required resume information

1. **CONTACT INFORMATION:** Include your name, phone and email always. Mailing address, LinkedIn or portfolio URL are optional.
2. **EDUCATION:** Always include the name of the institution, the city-state location, the degree you are pursuing, (intended) major and minor(s), and expected graduation date. GPA, Study Abroad, Relevant Coursework and Honors are optional.
3. **EXPERIENCE:** Can be paid or unpaid, but always include the name of the organization, your position title or role, the city/state location and the date range of your involvement.

Tips for resume writing

Write descriptions of your experiences using this format:

Action + Task + Result.

- Begin with a verb describing your action ("communicated with a team")
- Share the task you completed ("to identify barriers")
- End with the result ("recommend improvements").

Quantify or use numbers (*percentages, sizes, dollar amounts, frequency, etc.*) whenever possible to show the scale or scope of responsibility and demonstrate the impact you made.

RESUME ACTION VERBS

Analytical & Financial		Validated	Supplied	Authored	Edited	Advised
Accelerated	Creative	Composed	Supported	Clarified	Executed	Appraised
Adjusted		Conceptualized	Volunteered	Collaborated	Generated	Coached
Administered		Condensed		Communicated	Implemented	Communicated
Allocated		Constructed		Composed	Incorporated	Conducted
Analyzed		Created		Consulted	Maintained	Coordinated
Appraised		Designed		Contacted	Monitored	Critiqued
Assessed		Edited		Convinced	Obtained	Developed
Audited		Entertained		Corresponded	Operated	Educated
Balanced		Established		Debated	Organized	Enabled
Budgeted		Formulated		Defined	Planned	Encouraged
Calculated		Illustrated		Demonstrated	Prepared	Evaluated
Clarified		Initiated		Described	Processed	Facilitated
Collected		Integrated		Directed	Provided	Focused
Compared		Introduced		Discussed	Recorded	Guided
Computed		Modeled		Drafted	Registered	Individualized
Conserved		Originated		Edited	Reserved	Informed
Controlled		Performed		Explained	Responded	Instructed
Decreased		Photographed		Familiarized	Restructured	Motivated
Determined		Revised		Formulated	Reviewed	Simulated
Developed		Revitalized		Illustrated	Scheduled	Stimulated
Estimated		Shaped		Incorporated	Screened	Taught
Evaluated				Informed	Set up	Tested
Examined	Interpersonal			Interpreted	Submitted	Trained
Experimented				Interviewed	Supplied	Tutored
Explored				Marketed	Standardized	
Extracted				Mediated	Synthesized	
Forecast				Moderated	Updated	
Formulated				Outlined	Unified	
Gathered				Participated	Validated	
Identified				Persuaded	Verified	
Interpreted				Presented		
Interviewed				Promoted		
Investigated				Proposed		
Managed				Published		
Marketed				Reconciled		
Maximized				Recruited		
Measured				Referred		
Minimized				Reinforced		
Organized				Reported		
Planned				Responded		
Prepared				Solicited		
Programmed				Specified		
Projected				Summarized		
Proved				Synthesized		
Purchased				Translated		
Reconciled				Wrote		
Reduced						
Researched						
Retrieved						
Screened						
Searched						
Solved						
Specified						
Studied						
Summarized						
Surveyed						
Systematized						
Tested						
	Communication					
		Addressed		Approved		
		Represented		Arranged		
		Resolved		Catalogued		
		Simplified		Centralized		
				Classified		
				Collected		
				Compiled		
				Coordinated		
				Corrected		
				Corresponded		
				Distributed		
	Teaching					

RESUME EXAMPLE #1

EMILY TAN



EMILY@UW.EDU



253-221-1111



LINKEDIN.COM/IN/EMILYTAN

SKILLS

Proven skills in written and oral communication to convey ideas

Commitment to public service and working with diverse populations

Strong research and editing skills

Microsoft Office Suite

Mac and Windows OS

Social media platforms (Facebook, Instagram, SnapChat, Twitter)

MEMBERSHIPS

Tau Alpha Omega
Sept. 2017-present

Husky Marching Band
Sept. 2017-present

Facilitating International Understanding Through Students (FIUTS), Sept. 2017-present

EDUCATION

B.A. - INTENDED HISTORY MAJOR / JUNE 2021

University of Washington, Seattle

Dean's list, Winter 2018

DIPLOMA - LINCOLN HIGH SCHOOL / JUNE 2017

National Honor Society

EXPERIENCE

UW RESIDENTIAL COMMUNITY STUDENT ASSOC.

STUDENT REPRESENTATIVE

January 2018 – Present

- Attend weekly Hall Council and RCSA meetings to maintain open communication with students in residence halls
- Advocate on behalf of peers living on 50-resident floor for access to diverse programming and events

SAFEWAY

CUSTOMER SERVICE ASSOCIATE

May 2016 – August 2017

- Provided excellent customer service by taking initiative, completing tasks ahead of schedule and with efficiency
- Managed variety of responsibilities in a busy environment with reliability and enthusiasm
- Answered customer questions and directed to products

LEADERSHIP & VOLUNTEER EXPERIENCE

TACOMA YOUTH ADVISORY BOARD

BOARD MEMBER

October 2015 – March 2017

- Observed City Hall meetings and made suggestions to plan and publicize programs for increase engagement
- Acted as liaison between Parks and Recreation Department and high school youth

LINCOLN HIGH SCHOOL BAND

SECTION LEADER

September 2015-January 2017

- Lead section of 15 in daily warm-ups and marching drills
- Coordinate and communicate administrative information and instructions from band leadership to section members

As a first-year student, Emily indicates her intended major and chooses to include experiences from high school as well as her new involvement at UW.

It is fine to include high school activities on your resume like Emily did. As she gains more experience at UW, she will eventually replace her older (high school) activities.

RESUME EXAMPLE #2

VAN AVERMAET

CELL (253) 999-1234

EMAIL avermaet@uw.edu

Education	University of Washington, Seattle WA <i>B.S. in Molecular, Cellular, & Developmental Biology</i> Minor: Diversity Cumulative GPA: 3.67 Dean's List: 5 quarters	Expected graduation 6/2018
Study Abroad: Andes to Amazon: Biodiversity, Conservation and Sustainability in Peru, August -September 2017		
Healthcare Experience	Physassist Scribe, Seattle, WA • Work alongside medical providers to input information into patients' medical charts at 2 Seattle hospitals • Utilized EPIC health record software to document patient history and exams • Communicated patient questions and requests to hospital staff as needed	7/2016 – Present
	Undergraduate Researcher, Ochowicz Lab, UW • Kept clear and organized records of daily protocols • Performed column chromatography, PCR, DNA cloning, DNA purification, and Excel data analysis	4/2016 – 7/2016
	Volunteer, Healthcare Alternative Spring Break, Omak, WA • Observed family doctors and nurses in rural Washington clinics • Gained insight into community health and structural poverty • Interacted with patients and learned about presenting health problems	3/2015
Volunteering	Patient Services Volunteer, UW Medical Center, Seattle, WA • Communicate with patients and family members to offer assistance during stay • Supervise and play with children and siblings of patients while family met doctors	5/2017 – Present
	Volunteer, University District Food Bank, Seattle, WA • Partner with staff and volunteers to unload food deliveries and ensure deliveries meet safety specifications • Bag groceries and serve individuals and families with dignity and respect	5/2015 – Present
Shadowing	UW Medicine Northwest Hospital, Seattle, WA • Dr. Brailsford, Orthopaedics (6 hours), Dr. Nguyen, Podiatry (3 hours) • Increased personal awareness of sports medicine injuries	
	Group Health Cooperative, Seattle, WA • Dr. Vaughters, Family Medicine (25 hours), Dr. Williams, Obstetrics (6 hours), Dr. Ross, Psychiatry (8 hours) • Gained greater appreciation for value of physician-patient interactions	
Lab skills	<i>Proficient in:</i> DNA cloning, PCR, Southern blot, Western blot, enzyme assaying, cell cultivation and counting, protein synthesis-purification, acid-base titration <i>Familiar with:</i> Spectrophotometric and potentiometric analysis, NMR, MS, IR	
Other Experience	Cashier, Etc. Market, UW • Processed purchases and provided superb customer service in a fast-paced express market serving hundreds of customers per shift	1/2015 – 6/2015

Van chose to organize their experiences into sections that are both descriptive and indicative of how they are relevant to their career goals. They combine experiences by type rather than separating by paid or unpaid experience.

RESUME EXAMPLE #3

SANJUANA MARTINEZ

Seattle, WA | sanmartinez@uw.edu | (206) 555-3281 | linkedin.com/in/sanjuananmartinez

PROFILE	Passionate social justice advocate dedicated to creating sustainable programs addressing community health and wellness needs among underserved populations. Strong work ethic and time management skills demonstrated by balancing competitive play as Division 1 student-athlete for 2 seasons with deep campus and non-profit community involvement.		
EDUCATION	University of Washington <i>Bachelor of Arts in Gender, Women and Sexuality Studies</i> <ul style="list-style-type: none">Minor in Nutritional Sciences	Seattle, WA Expected June 2018	
	Highline College <i>Associates of Arts</i>	Des Moines, WA June 2016	
EXPERIENCE	University of Washington Recreation <i>Yoga Instructor</i> <ul style="list-style-type: none">Lead weekly yoga class for college students of diverse backgrounds and skill levelsDevelop and adapt yoga sequences and teach proper techniques	Seattle, WA January 2018-Present	
<p>Sanjauna demonstrates the transferable skills she gained from her athletic activities.</p>			
	University of Washington Health & Wellness <i>Peer Health Educator</i> <ul style="list-style-type: none">Facilitate 1-5 workshops per week on health related topics including nutrition, exercise, and stress managementCollaborate with 5 team members to organize, coordinate, and market 20+ eventsDisseminate information regarding health resources available to students through presentations and tabling	Seattle, WA March 2017-Present	
	University of Washington Volleyball Team <i>NCAA Division 1 Student-Athlete</i> <ul style="list-style-type: none">Supported team success through 15 hours per week of training and competitionDeveloped communication plan regarding team nutrition and hydration goalsLed tours of campus and athletic facilities for prospective students and familiesServed as student-athlete panelist during visit programs	Seattle, WA June 2016-December 2017	
<p>For students with multiple roles at the same organization, they can follow this "split experience" format to differentiate the various positions and dates without repeating the organization name.</p>			
	America SCORES Seattle <i>Lead Youth Team Mentor</i> <ul style="list-style-type: none">Developed and presented culturally relevant lesson plans to educate and inspire 200 program participants to lead healthy lifestylesEncouraged inclusive behavior among studentsTrained and oversaw five Youth Team Mentor volunteers on basic health education, effective mentor techniques and coaching strategies	Seattle, WA April –June 2017	
	<i>Youth Team Mentor</i> <ul style="list-style-type: none">Mentored and built relationships with 16 at-risk students at local schoolCoached team on volleyball techniques and teambuilding exercisesAssisted staff to increase literacy by leading one-on-one writing sessions	April-June 2015 & 2016	
ADDITIONAL EXPERIENCE	Student Public Health Association, Member Latino Student Union, Member Starbucks, Barista	September 2016-Present February 2017-Present January 2013-March 2016	

RESUME EXAMPLE #4

Jazmin Garcia

jfg@email.com

(206) 999-9876

jazmingarcia.com/github

Seattle, WA

If you take extra classes outside of the UW, make sure you include them!

Education

University of Washington, Seattle, WA

B.S. in Applied and Computational Math Sciences

Relevant UW coursework: Multivariate Statistical Methods, Applied Regression, Introduction to Machine Learning, Computational Methods for Data Analysis, Computer Programming I and II

expected March 2019

Additional coursework - Coursera: Introduction to Data Science, Computational Methods for Data Analysis

Relevant Campus Involvement

DubHacks, University of Washington, Seattle, WA

October 2015-present

Logistics Director (2016), Team Participant (2015)

- Coordinated with 2 other directors all logistics for a 24-hour event including power supplies, refreshments, seating, and first aid, ensuring that over 75 participants had a successful experience
- Collaborated on design and writing code with 3 UW students to build an app that matches students to study groups based on strengths and academic needs

Work Experience

UW Housing & Food Services, Seattle, WA

January 2015-present

Systems Assistant, UW Dining

- Track, reconcile, and ensure accuracy of more than 350 purchasing orders and vendor reports
- Research product nutritional information through vendor inquiries and USDA research and work with registered dietitian to develop streamlined nutritional reporting process
- Standardize nutritional packaging information and present updates to UW Dining staff
- Run reports on trends in product nutrition and visualized data through Excel charts and tables

Additional Campus Experience

UW Latinx Student Union, University of Washington, Seattle, WA

November 2015-present

Member

- Recruit new members and support outreach efforts through staffing booths at fairs around campus
- Organize supply and toy drive events and market through Facebook and email announcements resulting in over 65 UW community members participating

First Year Programs, University of Washington, Seattle, WA
Dawg Daze Volunteer

September 2016, 2017

- Ensure that incoming freshmen students have a memorable experience and meet people while staffing 9 events out of more than 200 total events during Dawg Daze
- Assist event leaders including seating, answering student questions, and distributing materials and supplies so that each event runs smoothly and successfully

Technical Skills

Statistical Software and Programming Languages: SQL (proficient); SAS (basic knowledge of); R (proficient); Java (proficient)

Additional skills: Excel, HTML

It's a good idea to indicate proficiency level of skills like Jazmin did here.

Jazmin doesn't have any internship experience, but she shows off how her involvement and activities have built her skills and qualifications.

RESUME EXAMPLE #5

As a student seeking design work, Jennifer includes a URL for employers to see her portfolio of work online.

PORTFOLIO: jackdouglass.com // CELL: 206.554.2233 // EMAIL: jackd@uw.edu

JACKSON DOUGLASS

ASPIRING UX/UI DESIGNER // FRONT-END DEVELOPER

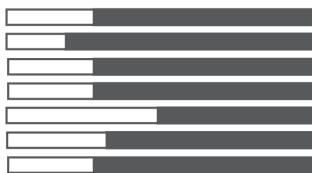
EDUCATION

BACHELOR OF SCIENCE IN HUMAN CENTERED DESIGN & ENGINEERING

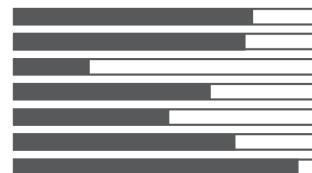
University of Washington - Seattle // Sept. 2016 - Present

3.45 GPA // UW Dean's List, 3 quarters // Interdisciplinary Honors Program

SKILLS & TOOLS



Adobe PhotoShop
Adobe InDesign
Sketch
InVision
Axure
Rapid Prototyping
Usability Testing



Wireframing
User research
HTML
CSS
Javascript
Storyboarding
Social Media

Jennifer is pursuing a career path that requires design skills, so she uses her resume as a demonstration of those abilities.

Consider how you can visualize content on your resume rather than just listing (ex. Skills).

RESEARCH PROJECT

VISUALIZATION OF LARGE TEXT DATA SETS - Directed Research Group, UW HCDE // Sept. 2017-Present

Purpose: Develop a survey focused on the ways students at the UW informally communicate via text

Skills used: Perform user research for collaborative qualitative coding program, Aeonium. Build and test visualization prototypes in Javascript and D3

INTERNSHIP EXPERIENCE

DESIGN INTERN - BELLEVUE CHAMBER OF COMMERCE // June 2017-Sept. 2017

Managed and collaborated in the design of the tourism website and all social media projects.

Designed all print and web marketing materials using Adobe PhotoShop and InDesign

Identified key users of the website and design interactions that best support those user demographics

Increased social media followers by +3,000 in the first 3 months across all platforms.

SOCIAL MEDIA INTERN - MOLLY MOON'S HOMEMADE ICE CREAM // June 2016-Sept. 2016

Curated content for Facebook, Twitter, Instagram, and LinkedIn to develop brand awareness and increase customer connections by 30% over 6 months

Produced ads, infographics, and videos consistent with company branding

Significantly increased Instagram followers and 'likes' within one month of strategic plan implementation

EXTRACURRICULAR INVOLVEMENT

MEMBER, HCDE Undergraduate Student Association, UW // Sept. 2017-Present
WEB ASSISTANT/MEMBER, IEEE, UW // Jan. 2017-Present

RESUME EXAMPLE #6

Sun highlights his strengths as an international student, including his experience in different countries and language skills

SUN HUANG

shuang@uw.edu | (206) 345-6767

Seattle, WA | www.linkedin.com/in/sunhuang

SUMMARY OF QUALIFICATIONS

- Business-minded global leader with living, travel and work experience in 4 different countries
- Collaborative team member with experience working on cross-functional teams in professional market research project and case competition experience
- Analytical professional with strong attention to detail and creativity
- Proficient in Tableau, SPSS and Microsoft Office (Excel, Access, Word, PowerPoint)
- Tri-lingual (native Mandarin, expert English, fluent Cantonese) with comfort in multicultural environments

EDUCATION

University of Washington, Seattle

Expected June 2019

Bachelor of Arts in Economics

Relevant Coursework: Microeconomics: Methods and Applications, Industrial Organization and Price Analysis, Econometric Applications, Global Business, Consumer Behavior, and Multicultural Marketing and Business Development

Sun gained great experience through his Greek fraternity and wanted to show it off. When writing about it on his resume, he used transferable language to avoid sounding too "Greek".

RELEVANT EXPERIENCE

Participant, Global Business Case Competition, Seattle, WA

February 2018

- Researched and analyzed global and U.S. automotive market trends and strategies of companies rebuilding corporate reputation after ethics scandal
- Coordinated with 4 other team members' findings to determine total and type of costs resulting from scandal; articulated assumptions underlying calculations
- Consulted client by presenting high-level strategy recommendations including product and technology use, geographic focus, and US market specific responses in order to regain trust of customers and increase sales

Market Research Analyst Intern, Penn Schoen and Berland, Bellevue, WA

October 2017-January 2018

- Assisted team to develop deep understanding of client needs to create research proposal
- Examined and researched potential sales of new Microsoft product through questionnaire development and fieldwork
- Collaborated with cross functional project team to analyze data, formulate product launch strategy recommendations, and present findings to client board
- Wrote content and designed PowerPoint presentation and two page final summary report

Treasurer, Alpha Sigma Phi Fraternity, Seattle, WA

January 2016-January 2017

- Maintained annual budget of \$600,000 and appropriation of funds among 3 bank accounts
- Managed 35 expense accounts, internally and with contracted services, with no accounting errors
- Conducted fundraising research for a \$7 million house renovation project by applying knowledge of segmentation strategy and position statement writing
- Partnered with Philanthropy Chair to implement annual giving commitment from fraternity budget towards charities

ADDITIONAL WORK & LEADERSHIP EXPERIENCE

Facilitator, Unite UW, Seattle, WA

September 2017-Present

Marketing Intern, Bank of China, Shanghai, China

June 2017-September 2017

Rikkyo-Yonsei-Keio-Fudan Student Leadership Forum, South Korea, Japan, China

June 2015-September 2015

To save space while still showing other activities, Sun listed his other positions without descriptions.

RESUME EXAMPLE #7

Summary

- Motivated to pursue experiences for making a positive impact in global security, diplomacy and mediation.
- Calm and focused in stressful situations offering multiple perspectives to solve problems.
- Recognized as leader who builds effective teams with clear communication and focus on exceeding goals.
- Strong research, writing and presentation skills.
- MS Project, GIS (basic), Prezi, Google Docs, social media, Microsoft Office (Excel, Word, PowerPoint, Outlook).

Education

University of Washington, Seattle, WA
Bachelor of Arts, Political Science (International Security Option)
Minor: International Studies

June 2018

Whatcom Community College, Bellingham, WA
Associate of Arts and Sciences, Direct Transfer Degree

June 2016

Transfer students like Emerson should include all of their degrees!

As a veteran, Emerson used transferable language to "translate" their military jargon into civilian terminology.

Related Experience

Northwest Model United Nations

Seattle, WA

Assistant Logistics Secretary

November 2016

- One of 5 leaders managing most administrative and logistical info and processes for the largest collegiate simulation of the UN in the Northwest.
- Facilitated external relations for NWMUN included arranging guest speakers, resource fair co-ordination and solicited sponsors/donors raising \$350+.

United States Army

Fort Lewis, WA & Various Locations

Infantry Fight Vehicle Operator / Communications Specialist

2006 - 2011

- Operated and maintained equipment vital to the success of the organization; oversaw daily operations, policy compliance and standard operating procedure compliance of all aspects of tracked vehicle.
- Prepared and briefed daily analysis reports to division commander. Daily duties required long range communications that were consistent and accurate.
- Conducted operations with foreign forces, displaying ability to effectively communicate with diverse populations.
- Ten-month deployment, Afghanistan (2010).
- Army Achievement Medal (February, 2010).

Additional Employment

Cashier, Costco Wholesale, Bellingham, WA

2012-2016

- Process customer purchases (400+ customers in a standard 7.5 hr shift) and provide effective customer service in a high volume, fast paced environment.
- Received staff recognition award for working plus attending college full time.
- Started as cashier assistant and promoted to cashier in only 8 months due to attendance and customer service skills.

Activities & Interests

Husky Veterans; Husky Snow(boarding) Club; CrossFit, Tough Mudder, Half Marathons

If you have extra space, you may include activities and interests. It's not required or necessary.

RESUME EXAMPLE #8

Mohammad's study abroad experience is significant to his career plans, so he put it in a standable section to add emphasis.

In addition to activities on campus, Mohammad created his own freelance work as a blogger and included it with his other paid experience.

Mohammad Khan

1500 S King Street, Seattle, WA 98125
mkhan@uw.edu || 206.222.3344

Objective

Liberal arts, interdisciplinary problem solver seeking summer internship in project-based environment to utilize and enhance skills in writing, project management, business and team collaboration.

Summary of Skills

Global business experience	Collaborative team player	Entrepreneurial attitude
Fluent in Arabic & English	Strong written communication	Comfort in multicultural environment
Conversational Turkish	Editing & copywriting skills	Familiar with design thinking

Education

University of Washington || Seattle, WA
Bachelor of Arts, English, concentration in language & rhetoric || Expected June 2019
Minor in Near Eastern Languages & Civilization

Study Abroad

Istanbul University || Direct Exchange Student || Istanbul, Turkey || August-December 2016

- Study Turkish language and culture while enhancing knowledge of near eastern literature
- Demonstrate independence and adaptability in new and constantly changing environment

Project Experience

Ideathon Participant || UW Center for 21st Century Liberal Learning (C21) || Seattle, WA || May 2017

- Collaborate with interdisciplinary team of 5 liberal arts students in weekend intensive workshop
- Utilized design thinking to address question of enhancing engagement of UW humanities students
- Conducted in-depth interviews with current students and coded responses to identify themes
- Assessed findings and wrote and presented recommendations to university administrators

Student Consultant || Zain Iraq Telecommunications || Baghdad, Iraq || March 2015

- Collaboration between national telecommunications company and students from local high school to conduct market research assessing student and youth perception of new cellular technologies
- Conducted research, wrote summary of findings and presented to board of directors

Experience

Writing Tutor || Odegaard Writing Center || Seattle, WA || September 2017-Present

- Meet 10-30 students per day in one-on-one setting to assess grammar and presentation of ideas
- Provide critical feedback in constructive manner to students from all academic disciplines

Blogger || BooksoftheWorld.com || Seattle, WA || July 2016-Present

- Create and maintain blog reviewing new literature from global authors addressing cultural themes
- Write and publish posts in English and Arabic for global audiences
- Earn status as "verified reviewer" on Amazon.com

Customer Service Representative || Iraqi Airways || Baghdad, Iraq || June – September 2015, 2016

- Communicated with international customers to ensure smooth and pleasant travel experience

Honors

UW + Amazon Mentor Program || March 2017-Present
Husky Leadership Initiative Student Advisory Board || September 2017-Present

RESUME EXAMPLE #9

Keisha showed her personal brand and career goals through both a header and a narrative-style summary section

KEISHAJONES

• VISUAL ARTIST | PHOTOGRAPHER
COMMUNITY ORGANIZER | DESIGNER



206.123.9876



keishajones
@uw.edu



keishajones
.com

experience

• INTERN, ARTIST TRUST | SEATTLE, WA | OCT. 2017 - NOW
I provide training for artists in the grantmaking process.
While supporting the 8 grant programs at Artist Trust,
I developed relationships with art administrators
across the Washington arts service sector and honed
organization and writing skills through research
projects and updating online resources.

FREELANCE PHOTOGRAPHER & EDITOR | SEATTLE, WA
MAY 2016 - NOW

I preserve moments in time. Clients hire me for
event photography, portraiture and business
marketing purposes. Additionally I specialize in nature
photography, especially around the Puget Sound.

ART STUDENT | SEATTLE, WA | SEPT. 2015 - NOW

As a student in interdisciplinary visual arts, I use a
variety of mediums including painting, drawing and
digital painting to express ideas related to societal
injustices and the need for creative expression to
invigorate lasting change in communities.

projects

GAP GRANT - SEATTLE STREET BEAUTY | JUNE 2017

Collaborated with street artists and Greenwood
Neighborhood Association on public art creation

*Skills learned: community organizing, spraypaint and street
art techniques, public art permitting*

WEBSITE DESIGN - SOMART.COM | MAY 2017 - NOW

*Skills learned: digital painting, storyboarding, wireframing,
writing for web content*

technical & design skills

Adobe CSS: Photoshop, Illustrator, InDesign

Final Cut Pro

After Effects

Wordpress

ALL YOU NEED TO KNOW ABOUT ME

I am an artist in love with all forms of creative expression. Much of my time has been spent doing art-making and studying how art enhances cultures, public spaces and encourages social engagement. I am interested in bringing my **skills in photography, design, digital art, creative communication and grant-writing** to an organization dedicated to **community engagement and improvement**.

education

UNIVERSITY OF WASHINGTON - SEATTLE
BACHELOR OF ARTS, JUNE 2019

Major: Interdisciplinary Visual Arts

Minors: Art History and Comparative
History of Ideas

*Coursework across studio art, digital arts,
education and critical inquiry into a variety of
cultural, political and historical contexts*

study abroad

LYON, FRANCE, AUG. - SEPT. 2017
PROGRAM: Thinking Visually, Seeing Critically:
Making Art Work in Lyon, France

Visited numerous public art sites to
examine the role of art in shaping public
space and urban environments. Created
visual installation in educational art studio
space in collaboration with Musée des
Beaux-Arts.

accomplishments & exhibitions

June 2017 | \$1500 Grant for Artist Projects
(GAP) recipient | *Seattle Street Beauty*

Mar. 2017 | Strange Coupling Jacob
Lawrence Gallery | *Loneliness*

Dec. 2016 | Manifest Gallery International
Photography Annual | *Scenes from the
Pacific Northwest*

additional talents

drawing & painting

calligraphy

storyboarding

pencil & paper

digital painting

street art and spraypaint as a medium

As an art student, Keisha included jobs, internships and student experience and projects to highlight her work and talents.

RESUME EXAMPLE #10

HALEY W. HENDERSON

1234 Roosevelt St, Seattle, WA 98121 – 123-123-4557- hhenderon@uw.edu
[LinkedIn.com/in/haleyhenderson](https://www.linkedin.com/in/haleyhenderson)

As a career changer, Haley uses a special type of Summary to highlight skills relevant to the field she is trying to enter. She highlights specific examples from her experiences under subheadings addressing requirements of positions she is seeking.

Summary of Qualifications

Graduate student in Mechanical Engineering interested in design and production in the medical industry. Seeking to transition career of 6+ years in management into engineering role utilizing natural sciences and technology background. Strong research and design background evidenced by assistantship, projects and internship. Skills include:

Technical Product Design: Experienced designing and developing SolidWorks models for 3D printing. Designed diagrams and value maps indicating time and cost savings achieved by utilizing 3D technology. Completed core design courses for mechanical engineering, including: Introduction to Mechanical Design and Mechanical Engineering Design.

Research and Evaluation: Completed two years of research on various prosthetic design and engineering focused projects. Created proof showing 3D technologies can decrease turnaround time of prosthetic fabrication process.

Leadership and Communication: 6+ years managing 15-member food service and retail store as well as team lead on prosthetic hand design research and officer of Associated Students of Mechanical Engineering (ASME). Developed relationships with various clinics and hospitals in Seattle area for collaborative research.

Education

Master of Science in Mechanical Engineering

University of Washington, Seattle, WA

Anticipated June 2019

Relevant Coursework: Engineering Innovations in Medicine, Introduction to Biomechanics

Bachelor of Science in Chemistry, minor in Biology

Central Washington University, Ellensburg, WA

June 2010

Skills & Tools

- Highly proficient in MATLAB, AutoCAD, SolidWorks, Adobe Systems, Microsoft Systems
- Working knowledge in Qualisys, ANSYS, Arduino

Experience

Prosthetics Research Assistant, UW Department of Rehabilitation Medicine

Jan. 2017 - Present

- Collaborated with 8 employees from Seattle Children's Hospital and Cadence Biomedical to develop product.
- Took from design iteration through prototyping of prosthetic foot using 3D parts printed from my Solidworks designs.
- Analyzed motion capture data to further developing and adapting novel prosthetic foot.

Voice Controlled Prosthetic Hand, Mechanical Engineering Design Course

Sept. 2017 - Dec. 2017

- Designed voice controlled prosthetic hand using 3D printed parts in collaboration with biomedical engineering department.
- Analyzed effectiveness of device through 3 stages of testing and wrote final report detailing findings.

Store Manager, Seattle Coffee Works

June 2010 – Mar. 2016

- Managed hiring, schedules and compensation for 15-member store serving 300+ customers per day
- Trained and provided feedback to new team members and seasonal employees over 6 years

Intern, Seattle Children's Hospital

Sept. 2009 - June 2010

- Perform intake interviews to gather and record detailed medical information of clinical trial patients
- Communicate with parents and guardians about research requirements and explain scientific information about the trial in easily understandable language

Even though she shared about skills in her Summary, Haley should still describe briefly what she did in the positions she lists in reverse-chronological order.

Involvement and Activities

Officer (Spring 2018-Present), Member, Associated Students of Mechanical Engineering

Fall 2017 - Present

- Organized industry guest speaker events for ASME as well as recruited 30 new students to join organization.

Member, Society of Women Engineers

Fall 2016 - Present

Volunteer, American Red Cross

Nov. 2012 – Mar. 2016

Volunteer, UW Medical Center

Jan. 2015 - Sept. 2017

RESUME EXAMPLE #11

Rajdeep Gupta

360-222-5555 ■ rajdeep@uw.edu ■ 1500 S. 1st Ave, Seattle, WA 98103

PROFILE

- 3+ years of experience in environmental education and marine conservation
- Focused on the intersection of public policy and natural sciences
- Excellent quantitative analytical skills and strong policy analysis background
- Ability to facilitate communication between managers, lawyers, and scientists
- Skills in GIS, environmental impact assessment, regulatory requirements, water quality testing

The bullet points in Rajdeep's Profile pull together a big picture of his experiences to get the employer curious to know specifics further down the resume, while highlighting his unique strengths and qualifications for the role he is applying.

EDUCATION

University of Washington, Seattle

expected June 2019

Master of Marine Affairs, Marine and Environmental Affairs

Relevant Coursework: Ocean and Coastal Law, Environmental Law and Policy, Marine Pollution Management and Policy, Governmental Responses to Global Climate Change, and Economics of Living Marine Resources

University of Oregon, Eugene

June 2014

Bachelor of Science in Biology

Independent Project: Geological Analysis of Norwegian Fjords, Oslo, Norway

Spring 2013

INTERNSHIP EXPERIENCE

Seattle Aquarium: Public Affairs Graduate Intern - Seattle, WA, January 2017 - Present

- Assist the Director of Public Affairs with managing the relationships between the aquarium, city and county officials, the hospitality industry, and various organizations in the greater Seattle area
- Engage in discussions and research surrounding policy issues that affect aquarium operations

Alaska Maritime National Wildlife Refuge: Intern - Homer, AK, Summer 2016

- Assisted with the collection of fish samples and oceanographic data aboard a research vessel
- Presented programs on sea-life in the Alaska Maritime National Wildlife Refuge at the Islands and Ocean Visitor Center, developing strong public speaking skills
- Answered questions from visitors about the Alaska Maritime National Wildlife Refuge, increasing interpersonal communication abilities with diverse groups of people

RESEARCH & TEACHING EXPERIENCE

Marine Pollution Course, University of Washington: Teaching Assistant - Seattle, WA, Spring 2017

- Taught two class sections on how scientific understanding informs environmental management
- Helped 50+ students develop a detailed understanding of how pollutants impact marine systems

Coastal Waters Consortium: Marine Educator/Research Assistant - Louisiana, Summer 2014

- Transformed research that investigates the effects of oil spills on coastal ecosystems into educational information and programming for students of all grade levels
- Performed research with principal investigator on projects involving the effects of oil spills on marsh fauna
- Co-ordinated a 6 week-long summer day camp session for over 300 students
- Trained 13 camp counselors in key science concepts, lab experiments, and safety procedures

ADDITIONAL EXPERIENCE

King Tides Program, Sea Grant Washington, UW: Volunteer - January 2017 - Present

College of the Environment, UW: Student Advisory Council Member - Seattle, WA, October 2016 - Present

University of Oregon: Science Outreach Assistant - Eugene, OR, August 2013 – June 2014

INTERESTS

Sustainability issues, governmental affairs and environmental policy, hiking, water sports, diving

Rajdeep uses numbers to quantify and show the impact, scope and scale of the work he did in various roles.

UNDERGRADUATE-LEVEL

Morgan Chen

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mchen1234@uw.edu / 206.555.5555

EDUCATION

University of Washington, Seattle, WA

Bachelor of Science – Psychology, Expected June 2018

- Minors – Anthropology and Law, Societies, & Justice
- University Honors Program - Major GPA, 3.8/4.0; overall GPA, 3.6/4.0
- Course Highlights – *Psychology of Gender; Women and the Law; Feminist Understanding of Victims; Women and Violence; Self-Concept; Race, Gender, and Sexuality in the Media*

Study Abroad – Amsterdam, Netherlands, August 2017

Four-week international experience focused on crime, law, and justice in the Netherlands and the US, sponsored by the UW Honors Program

RESEARCH INTERESTS

- Resilience among female and male targets of violence
- Factors influencing women's decisions to report violence
- Methods of empowering young girls to self-advocate
- Sociocultural factors affecting development of gender role perceptions

An undergraduate student might include research interests to give the potential employer an idea about their future goals.

RESEARCH EXPERIENCE

Research Assistant, September 2017 – Present

Psychology Department, Professor David Duncan Lab, University of Washington

- Coded interviews of parents describing their discipline practices
- Entered data from 60 interviews into SPSS

Lab Tech, January 2017 – March 2017

Psychology Department, Professor Maria Munoz Lab, University of Washington

- Ensured that Stress/Relaxation Lab equipment was continually updated and functioning well
- Calibrated relaxation induction equipment
- Recorded and coded data

RELEVANT PROJECTS

○ “To Report or Not to Report: A Multifaceted Decision-Making Process”

(Directed research with Dr. Sherry Spater, Winter 2017)

- Collaborated with local relationship violence support center
- Interviewed 9 relationship violence victims regarding factors that encouraged or inhibited reporting the violence to law enforcement
- Presented paper at UW Undergraduate Research Symposium

○ “Understanding the Relationships Among Television Exposure, Parenting Style, and Adolescents’ Likelihood to Report Sexual Assaults”

(Final paper for Gender and Violence course, Winter 2016)

- Analyzed national database survey responses from adult women who had experienced at least one sexual assault occurring between the ages of 10 and 20
- Conducted chi square tests on 1238 participants and wrote 19-page paper

Morgan included projects from both formal research settings as well as her academics.

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CURRICULUM VITAE EXAMPLE

TEACHING EXPERIENCE

Peer Advisor, September 2017 – Present

Career Center, University of Washington

- Review students' resumes and cover letters for formatting, content, and clarity
- Facilitate mock interviews with undergraduates applying for jobs and graduate programs

Peer Health Educator, September 2016 – June 2017

Health Education Leadership Program, University of Washington

- Present information on various health-related topics to groups ranging from 5 to 95
- Organize fairs and events that promote healthy choices

Psychology Tutor, September 2015 – June 2016

Center for Learning & Undergraduate Enrichment, University of Washington

- Led one-to-one tutoring sessions regarding introductory psychology courses
- Tutored approximately 6 students weekly

LEADERSHIP & MENTORING EXPERIENCE:

Mentor, September 2016 – June 2017

DREAM Project, University of Washington

- Assisted low-income and first generation high school students in attaining higher education
- Guided 3 students as they completed application forms and financial aid materials

Note-Taker, September 2015 – June 2016

Disability Resources for Students, University of Washington

- Attended each session of the 3-course organic chemistry series
- Scribed notes for two students with disabilities

HONORS & AWARDS:

Dean's List, University of Washington, 9 consecutive quarters

Outstanding Psychology Student, University of Washington, June 2017

Mary Gates Endowment Research Scholarship, University of Washington, November 2016

Advanced Placement Scholar, June 2014

PUBLIC SPEAKING:

Nelson, C. (May 2017). *To report or not to report: a multifaceted decision-making process*. Poster presented at the Undergraduate Research Symposium, University of Washington.

AFFILIATIONS & ACTIVITIES:

Psi Chi, November 2014 – Present

Phi Beta Kappa Honors Society, November 2015 – Present

American Psychological Association (student member), May 2015 – Present

UW Women's Choir, September 2014 – June 2015

UW Ultimate Frisbee Intramural Team, September 2014 – June 2015

Morgan categorized her experience by areas of importance in academia: Research, Teaching and Leadership. This is a good idea for someone using a CV to apply to graduate programs.

Undergraduate students who have published or presented their work should definitely show it off on a CV! Same goes for grants, fellowships and special academic honors.

GRADUATE CURRICULUM

Check with your advisor and department to determine the best format for your Curriculum Vitae.

When citing publications and presentations, use the citation style for your specific discipline.

Greg H. Evans
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Seattle, WA 98195
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greghevans@uw.edu

EDUCATION

Ph.D., Microbiology, University of Washington, Seattle, WA, expected December 2018

Thesis: Regulation of aerobic gene expression in *Escherichia coli*

Advisor: Thomas W. Advisor

B.S., Biology, University of Puget Sound, Tacoma, WA, June 2011

PUBLICATIONS

Refereed Journal Articles

Evans, G.H. and T.W. Advisor, 2016. Structures of the promoter and operator of the *glpD* gene encoding aerobic sn-glycerol 3-phosphate dehydrogenase of *Escherichia coli* K-12. *J. Bacteriol.* 45: 87-98

Advisor, T.W., **G.H. Evans**, A. Colleague, S. Colleague, B. Person. 2015. Purification and characterization of the repressor for the sn-glycerol phosphate regulation of *Escherichia coli* K-12. *J Biol. Chem.* 17:23-52.

Manuscripts in Preparation

Evans, G.H. and T.W. Advisor. Structure of the *glp* repressor and the determination of DNA binding domains. (in preparation).

Abstracts

Evans, G.H. and T.W. Advisor. 2016. Nucleotide sequence of the *glpR* gene encoding the repressor of the *Escherichia coli* K-12. Am. Society of Microbiology, Anaheim, CA.

Advisor, T.W., **G.H. Evans**, A. Colleague, S. Colleague, B. Person. 2015. Tandem operators control sn-glycerol 3-phosphate *glp* gene expression in *Escherichia coli*, Gorden Res. Con., Meriden, NH.

FELLOWSHIPS & AWARDS

2016 ASM Graduate Student Presentation Award

2013 National Institutes of Health Pre-doctoral Fellowship

2012 Department of Biology Fellowship

PRESENTATIONS

"Structure of the *glp* repressor and the determination of DNA binding domains," ASM Microbe, Chicago, IL, June 3-7, 2017

"Structures of the Promoter and Operator of the *glpD* Gene Encoding," ASM Microbe, New Orleans, LA, June 1-5, 2016

VITAE EXAMPLE

Academic positions generally involve teaching, research and university service. For these reasons, it's a good idea to categorize your information accordingly.

RESEARCH EXPERIENCE

Doctoral Research Fellow, Department of Biology, University of Washington, Seattle, WA
August 2014-present

Designed and conducted experiments for the purification and characterization of the repressor for the sn-glycerol phosphate regulation of *Escherichia coli* K-12. Identified structure of the glp repressor and determined DNA binding domains.

Pre-Doctoral Research Fellow, National Institutes of Health, Bethesda, MD
August 2013-July 2014

Synthesized and purified hundreds of oligonucleotides. Synthesized DNA. Constructed a cosmid library from human blood DNA.

Research Assistant, Department of Biology, University of Washington, Seattle, WA
September 2012-August 2013

Performed protein bioassays and prepared tissue cultures. Assisted with DNA preparations for DNA fingerprinting including isolating DNA and gel electrophoresis. Analyzed data.

TEACHING EXPERIENCE

Laboratory Instructor, Department of Biology, University of Washington
September 2014-June 2015

Primary lab instructor for 2 undergraduate introductory microbiology courses.

Teaching Assistant, Department of Biochemistry, University of Washington
September 2013-June 2014

TA for 3 undergraduate biochemistry classes. Advised students.

INDUSTRY RESEARCH EXPERIENCE

Biology Research Technician, ZymoGenetics, Inc., Seattle, WA
June 2011-August 2013

Participated in DNA fingerprinting project, digested genomic DNA with restriction enzymes, Separated digested DNA fragments by electrophoresis through agarose gels and transferred by Southern blotting technique. Prepared buffers, photographed gels, developed autoradiographs.

PROFESSIONAL AFFILIATIONS

American Society for Microbiology, 2012-present

Sigma Xi, the Scientific Research Society, 2010-present

SERVICE & CAMPUS INVOLVEMENT

Volunteer Poster Reviewer, Undergraduate Student Research Symposium, May 2017, 2016

Graduate Student Senate Representative, 2015-present

Chosen as a member of the Husky 100, 2017 cohort