FOR GRADUATE STUDENTS IN DESIGN

EFFECTIVE RESUMES FOR DESIGN STUDENTS

TABLE OF CONTENTS

RESUME GUIDE
IMPORTANCE OF A GOOD RESUME

An effective resume, together with a design sheet or portfolio for some design fields, can win you an interview because it will illustrate that you have the relevant knowledge and skills for the job or internship that you are applying to. *Most employers glance at resumes only briefly before deciding which to study further.* Use this time to your best advantage by being concise, creating a strong visual impression in the mind of the reader, and emphasizing the most relevant information by putting it first and devoting the most space to it.

The guide is most helpful to graduate students interested in careers in architecture, landscape architecture, city planning, historic preservation and urban spatial analytics. This guide provides an overview of some key sections to use in your resume, and provides examples of what to avoid (and why), along with recommended best practices. Prior to submitting your resume to employers for jobs and internships, please review this guide, make necessary updates to your resume, and then reach out to an advisor in Career Services for feedback. We look forward to working with you!

BASICS
WHERE TO START?

PURPOSE OF A RESUME

Resumes are a summary of your selected professional experiences in the context of where you want to go next. They are not meant to be a comprehensive list of your every activity or accomplishment. Resumes serve as a marketing tool, meaning you select the "message" of accomplishments that will show you are qualified for a particular job or internship. The skills you illustrate in your resume should match the requirements of the job. If you are applying to multiple types of jobs or multiple types of employers, you will likely find more success in your job applications by creating multiple versions of your resume. We recommend that you customize every resume that you submit.
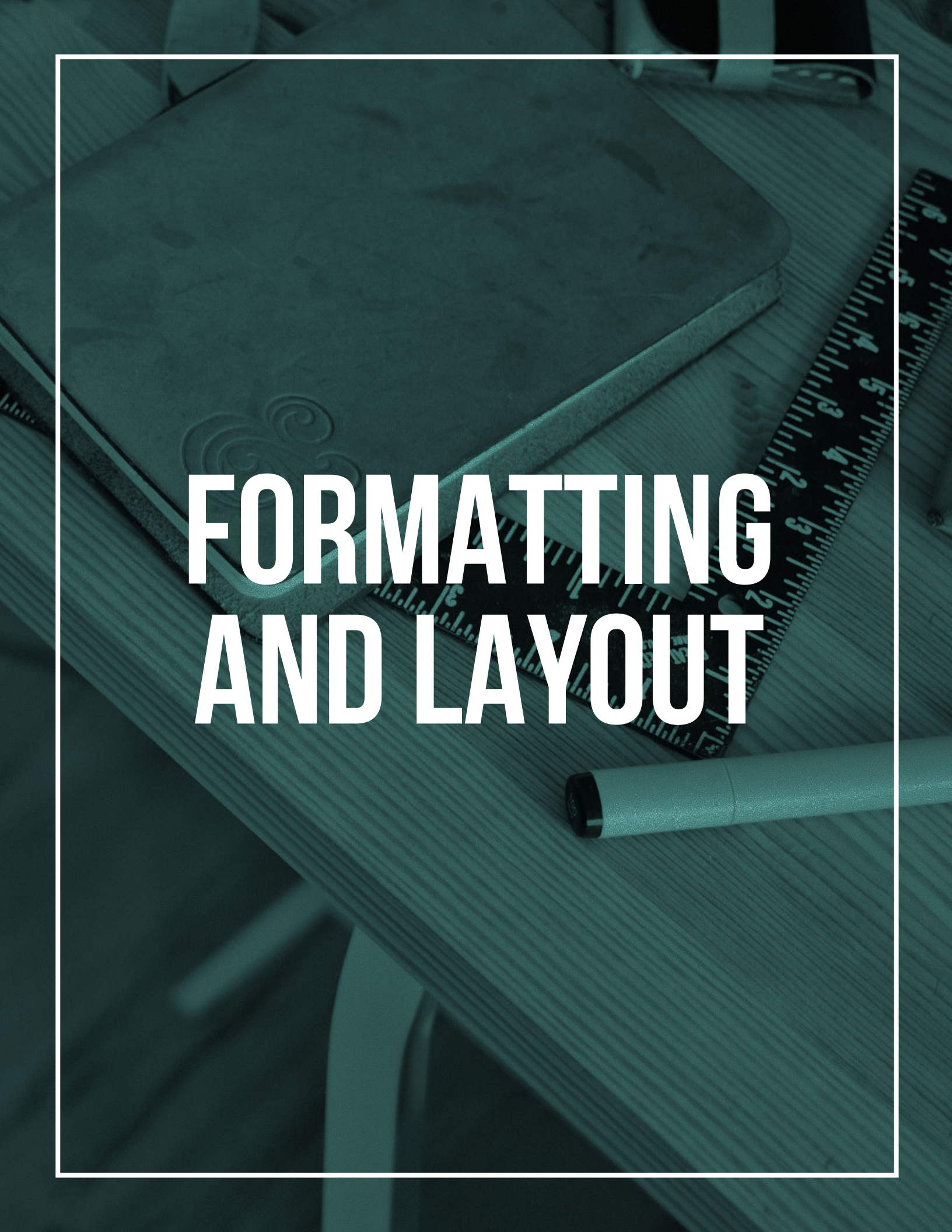
FAMILIARIZE YOURSELF

Because a resume concisely summarizes your experience, education, and skills as they relate to a specific career field or job, it is important that you are familiar with the industry, career field and organizations that interest you. You will write a more effective resume if you do this research and are informed about potential employers.

REACH OUT

Reaching out to alumni working at organizations that interest you to learn more about them is a great approach to take, and something you can do as soon as you start at Penn. See Career Services' Career Guide on Informational Interviews for more information on how to make the most of interactions with alumni.

WORK WITH CAREER SERVICES!

Most design-related jobs and internships in the United States require a resume rather than a CV and employers will refer to this document as a resume. This resume guide is designed to help you get started in creating a new resume. Once you have a solid draft put together, the next step is to have it reviewed. Career Services can help with this – you can come to our walk-in hours or make an individual appointment through Handshake.

FORMATTING AND LAYOUT

FORMAT AND LAYOUT
GENERAL TIPS

NO SINGLE FORMAT WORKS FOR EVERYONE – the only "rule" is that you need to be honest, factual and relevant.

ONE PAGE IS IDEAL (especially for internships) but does not work for everyone – Career Services can help you determine if you need more than one page.

LIST EVERYTHING IN REVERSE CHRONOLOGICAL ORDER – start with your most recent experience or education and then work backwards.

USE A LEGIBLE FONT SIZE – and keep font size readable and consistent through the resume except for titles/sub-titles. For most fonts, 11 point is a good size.

LIST DATES ON RIGHT HAND SIDE OF PAGE – this way your degrees and experience are prioritized instead of when you did them.

1 COLUMN IS BETTER THAN 2 – when you have two columns, the reader may jump around and miss key information.

USE PORTRAIT LAYOUT not landscape.

NO ICONS OR IMAGES as these distract from the resume and cannot be read by applicant tracking software. Refer to page 27 for more information on Applicant Software Tracking software best practices.

USE BLACK AND WHITE TEXT as opposed to grayscale or colors – many employers will print your resume on paper, and the document may not appear as you intended if printed black & white.

NO REFERENCES NEEDED on resume – UNLESS an employer explicitly asks for them.

NO OBJECTIVE STATEMENT NEEDED if you are applying for a specific job or internship, as your objective is to get the role you are applying for.

SAVE AS PDF and be sure to have a version that stands alone and is not incorporated into your portfolio. Also make sure to put your name as the file name.

YOU CAN CREATE DIFFERENT VERSIONS based on your career interests and what employer you are applying to.

SHOULD I INCLUDE PERSONAL INFORMATION ON MY RESUME?

Unlike the CV you might create for a job outside the United States "American style" resumes do not include personal details. You should not include your date of birth, gender, health or marital status; in fact employers are not allowed to hire (or not) based on these qualities. Do not include a picture of yourself.

List U.S. citizenship or permanent residency if you have it. If you your visa status gives you permission to work in the US, then this can be an advantage when applying for jobs in the US as an international candidate. You can include a brief, but accurate, statement at the bottom of the resume. For example: "3 years of work authorization included in visa status."

DO I NEED TO DESIGN MY RESUME TO SHOWCASE MY DESIGN SKILLS?

Resumes are the best place for you to showcase your skills and experience that will be interesting to employers. Simple and clean resumes which are easy to read are the most helpful for employers in finding out if you have the background they are looking for. Where appropriate, portfolios and design sheets are the better place to illustrate your design skills.

Student Name
Home Address • Philadelphia, PA • 19104 • (555)555-5555 • email@design.upenn.edu

EDUCATION

University of Pennsylvania — Expected May 20xx
Master of Science in Historic Preservation, Concentration: Preservation Planning — *Philadelphia, PA*
- Selected Relevant Courses: Research, Recording and Interpretation, Preservation Through Public Policy, Social Justice Seminar, Modeling Geographical Space, Modeling Geographical Objects
- Thesis: Preservation Approaches to Preserving Sites of Chinese American Heritage in New York City

Peking University — July 20xx
Bachelor of Engineering in Urban Planning — *Beijing, China*

EMPLOYMENT EXPERIENCE

New York City Landmarks Preservation Commission — June 20xx-Aug.20xx
Adolf Placzek Fellow — *New York, NY*
- Researched 24 suffragists using public libraries, historical societies, and other online and offline resources, determined 35 significant Women's Suffrage Sites in New York City, and recorded 20 sites with photographs, resulting in the release of *NYC Landmarks and The Vote at 100: An Interactive Story Map* online
- Identified key information including architectural style, building material, and building type of 658 historic buildings from 3 historic districts based on designation reports
- Entered building data into ArcGIS database, contributing to an enhanced NYC Landmarks Interactive Map with detailed information of nearly 34,000 buildings

The Centre for World Heritage Studies, Peking University — Sept. 20xx-Nov.20xx
Research Assistant — *Beijing, China*
- Summarized government reports and documents on 2 World Heritage Sites in China
- Drafted 2 reports for evaluation of preservation work based on heritage value, economic and social benefits, and current issues, supporting a final report assessing the development of UNESCO's World Heritage Sites in China

Beijing Tsinghua Urban Planning and Design Institute — July 20xx-Oct.20xx
Preservation Planner Intern — *Beijing, China*
- Investigated social history through in-depth interviews
- Surveyed building conditions, character-defining features, and adaptability of 302 historic buildings in 15 villages

EXAMPLE OF A CLEAR AND EASY TO READ DESIGN

- KEEP IT SIMPLE
- FOCUS ON THE CONTENT OF INTEREST TO EMPLOYERS

STUDENT NAME

email@design.upenn.edu

267-555-5555

Street Address
Philadelphia, PA, 19104

Chinese and English

Illustrator, InDesign,
Photoshop

Microsoft Word,
Excel, Powerpoint

AutoCAD, ArcGIS

SketchUp, V-ray

Rhino

EDUCATION

University of Pennsylvania, Philadelphia, PA: 20XX
Candidate for Masters of City Planning, School of Design, Urban Design Concentration

North China University of Technology(NCUT), Beijing, China: 20xx
Bachelor of Science in Urban Planning

Georgia Institute of Technology, Atlanta, GA: 20xx
Exchange Student in Architecture

PROFESSIONAL EXPERIENCE

Beijing Urban Construction Design & Development Group Co., Ltd, 20xx
- Assisted with the rezoning, subdivision, and site plan review of Zhuozhou
- Participated in the design team of commercial area around the Changyin subway station
- Performed demographic and market research, and analysis for multi-family development in Liangxiang, Beijing

Beijing Municipal Institute of city Planning & Design, 20xx
- Responsible for the transportation load planning and achieved the research of Operation Effects of Tide Lane in Beijing

Beijing Institute of Architectural Design, 20xx
- Created conceptual digital drawings and diagrams for Huilonguan residential area design
- Produced site analysis and building survey of historic district in Wuxi

ACADEMIC EXPERIENCE

The Bogotá Sustainable Urbanism Studio. 20xx
- Worked on the design of the new community hub Peace Park.
- Researched and programed community service for the new neighborhood hub

Academic Research on building qualified public streets under big data environment. 20xx
- Utilized ArcGIS, Adobe design software, and research skills to established a new evaluation index system for Beijing historic streets

EXAMPLE OF AN OVERDESIGNED RESUME

- THE ICONS ON THIS RESUME CANNOT BE READ BY APPLICANT TRACKING SOFTWARE
- THE ICONS ALSO TAKE UP ALMOST HALF THE PAGE, SPACE THAT COULD BE BETTER DEVOTED TO ILLUSTRATING RELEVANT SKILLS AND EXPERIENCES

20XX
Lisbon
Portugal

Internship – 20xx-20xx
GFX Architects
- Collaborated with project engineers on pavilion design
- Coordinated façade design using Revit
- Involved in all aspects of design phase

Internship – 20xx-20xx
MTB Architects

Lisbon
Portugal
- Collaborated on Expo and Museum competitions
- Initiated designs and construction drawings for Bank Headquarters in Abu Dhabi

20XX
Paris
France

Internship – 20xx-20xx
Xavier Architects
- Participated in different competition projects
- Developed firm website design

20XX
Architect – 20xx-20xx
CMP Architects and Engineers
- Managed and supervised projects from preliminary design to construction phase
- Organized site visits and worked closely with clients
- Assisted in a high school design competition

20XX
Lisbon
Portugal

Architect – 20xx-20xx
Urban Park Design Competition
- Commissioned by the Rotary Club and in collaboration with the Lisbon City Municipality
- Produced the design, detailing, construction drawings and collaborated with the Municipality's Park Engineers

STUDENT NAME

**Address,
Philadelphia, PA 19104
(267)555-5555
Website
email@upenn.edu**

EDUCATION
**M.ARCH 20XX
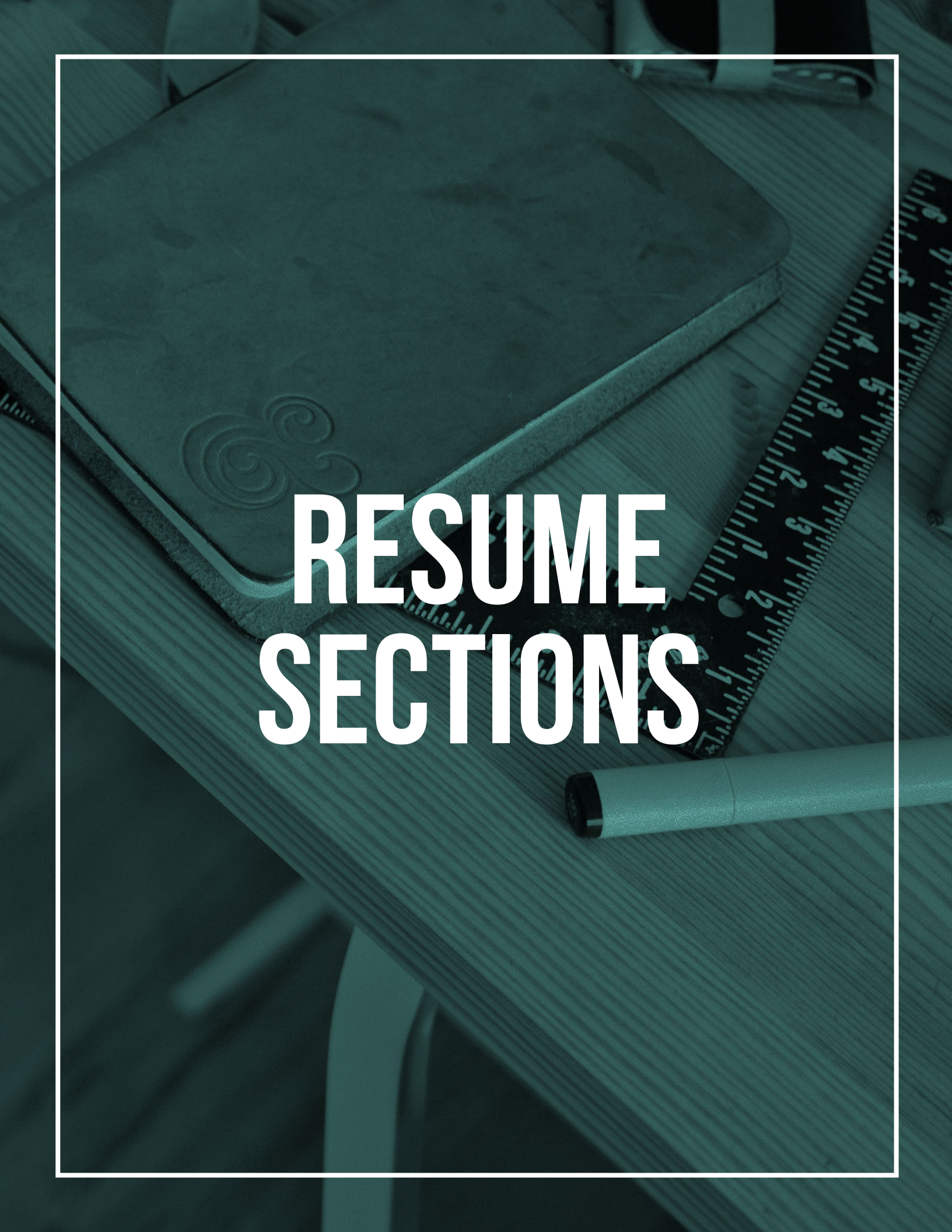University of Pennsylvania**

**B.ARCH 20XX
University of Pennsylvania**

SKILLS

EXAMPLE OF AN OVERDESIGNED RESUME

- DON'T INCLUDE ANY PHOTOS OR ICONS
- APPLICANT TRACKING SOFTWARE WOULD BE UNABLE TO PROCESS THIS AND COULD POTENTIALLY KEEP EMPLOYERS FROM SEEING RELEVANT SKILLS

RESUME SECTIONS

RESUME BREAKDOWN
1. CONTACT INFORMATION

Your name and contact information should be at the top of the resume. An email address and phone number are crucial as that is how employers will reach out to you. You should only provide one address, or could just include "Philadelphia, PA." A complete address might be helpful to include if you are from a different part of the country and are applying for jobs there – providing your home address will show employers that you have a connection to the area. Here are some general tips:

- Include only one professional email address. Your Penn address is preferred while you are a student, and will remain active until 90 days after your graduation.
- Do not include photos/birth date/citizenship/country of origin, or logos of any kind.
- Links to your portfolio or github sites are helpful, as is a link to your LinkedIn profile. Be sure to customize your LinkedIn profile link so it is easy to find.

EXAMPLE 1.1: GOOD ILLUSTRATION

- THIS CONTACT INFORMATION TAKES UP A SMALL AMOUNT OF SPACE, WHILE PROVIDING ALL OF THE NECESSARY INFORMATION

STUDENT NAME

CONTACT | 267-555-5555 ‖ email@gmail.com ‖ email@design.upenn.edu
www.linkedin.com/in/link ‖ personal website

EXAMPLE 1.2: STILL NEEDS WORK

- THE PENN SHIELD SHOULD NOT BE INCLUDED AS IT IS DISTRACTING AND TAKES UP SPACE. IT IS UNREADABLE BY RESUME SCANNING SOFTWARE AND MAY PREVENT A RESUME FROM BEING READ FULLY.
- HEADERS ARE NOT NEEDED FOR ADDRESS, EMAIL AND PHONE

STUDENT NAME

Add: Street Address
Philadelphia, PA 19104-6107
Email: email@design.upenn.edu
Mobile Phone:267-555-5555

Resume
STUDENT NAME

Male
Born in Beijing, China
February 18th

Street Address
Philadelphia, PA 19104

+1.215.555.5555
xxx@design.upenn.edu
English & Chinese

EXAMPLE 1.3: STILL NEEDS WORK

- INFORMATION ABOUT NATIONALITY, CITIZENSHIP, OR AGE SHOULD NEVER BE INCLUDED ON A RESUME

2. QUALIFICATIONS, PERSONAL SUMMARY, OR PROFILE (OPTIONAL)

This optional category can follow or substitute for an objective in a resume. A well-written "Qualifications" section can focus the reader's attention on your strengths while also sharing your goals. Writing a good one requires you to think carefully about exactly what you have to offer. You will want to think about 3 components of this statement:

1.   Who are you
2.   What do you have to offer (in the form of specific skills or experiences)
3.   What are you looking for

The above can be in 3-5 bullet points or sentences, whichever format you prefer and should echo the skills, competencies and experiences that are demonstrated throughout your resume. Summary statements should be written after a resume has been customized for a specific job, and should represent the conclusions that you want the reader to take away from the resume.

Objective:
Seeking an entry level position in an architecture and/or consultant firm. Utilizing the skill set developed in analyzing and designing a climate responsive, energy efficient structures for maximizing thermal comfort.

- THIS OBJECTIVE IS TOO GENERAL AND IS FOCUSED ON TWO VERY DIFFERENT JOBS (ARCHITECTURE AND CONSULTING). IT WOULD BE BETTER TO LEAVE OFF THE OBJECTIVE IF APPLYING TO SOMETHING SPECIFIC, OR TO CREATE DIFFERENT VERSIONS OF THE OBJECTIVE TO BE TAILORED TO THE JOB.

EXAMPLE 2.2:
GOOD ILLUSTRATION

PROFILE
Master of City Planning candidate with four years of experience in energy efficiency and one year of experience in the financial and regulatory aspects of real estate development. Seeking full-time opportunities in urban development consulting and research to transform cities into vibrant and sustainable cores.

- THIS PROFILE IS CLEAR AND PROVIDES THE READER WITH AN OVERVIEW OF HOW THE STUDENT IS QUALIFIED, AS WELL AS WHAT THEY ARE LOOKING FOR.

EXAMPLE 2.3:
STILL NEEDS WORK

Professional Summary:
Passionate and equity-driven Transportatiopn Planner working in Philadelphia, PA. Specialties include geometric modeling & design, multi-modal access; GIS mapping and cartography; graphic design, Javascript Programming, and statistical analysis. Excellent written, verbal, and presentation skills, as well as project management and leadership experience.

- THIS PROFESSIONAL SUMMARY DOES A GOOD JOB OF INCLUDING RELEVANT SKILLS. INCORPORATING A GOAL AS WELL COULD BE HELPFUL.
- ADDITIONALLY, THEY COULD PROVIDE SOME CONTEXT, E.G. "...FROM 3 INTERNSHIPS AND LEADERSHIP OF STUDENT-RUN CITY PLANNING GROUP"

3. EDUCATION

If you are currently a student, this should be the first section after an objective or summary. This may drop to the bottom as your career progresses.

In reverse chronological order, list all your degrees, beginning with your graduate work in the Weitzman School of Design and continuing back to your undergraduate degree. Do not include high school/secondary school. List the name of the institution and the date degrees were awarded; the start date is not needed. List the date you expect to receive the degree for the program you are currently in. Only include study abroad or summer academic experiences if they demonstrate relevant interests and skills and make sure these are not given equal weighting to actual degrees - See example 3.1

You can choose to list awards/honors and GPA if you choose, but it is not required information. Relevant coursework can also be listed under each degree, but only if you feel you have taken courses which would be unexpected to an employer and if these courses have increased your skill level in your field of interest.

EXAMPLE 3.1: STILL NEEDS WORK

- THIS RESUME LISTS THE DATES OF ATTENDANCE FIRST; THE DATES SHOULD BE TO THE RIGHT SO THE READER FIRST SEES THE SCHOOL AND DEGREE, WHICH ARE THE MOST INTERESTING BIT OF INFORMATION. THIS STUDENT SHOULD REMOVE THE SUMMER SESSION AT UCLA; THIS INFORMATION IS NOT HELPFUL TO EMPLOYERS WITHOUT CONTEXT. IF IT WERE TO BE INCLUDED, BECAUSE FAMILIARITY WITH WORKING ON THE WEST COAST IS A POSSIBLE BENEFIT, IT SHOULD BE A BULLET UNDER THE BACHELOR'S INSTITUTION.

Education

08/20XX - 05/20XX	**University of Pennsylvania**
	Wharton School: *Certificate in Real Estate Development*
	School of Design: *Master of Architecture*
08/20XX - 05/20XX	**Zhejiang University**
	Bachelor of Architecture
08/20XX - 09/20XX	**UCLA Summer Session C**

EXAMPLE 3.2: STILL NEEDS WORK

- THIS RESUME HAS THE DATES ON THE LEFT HAND SIDE, AND THE STUDENT DOES NOT INDICATE WHEN THEY WILL COMPLETE THEIR DEGREE. THIS IS CRUCIAL INFORMATION SO THAT AN EMPLOYER KNOWS WHETHER THEY ARE SEEKING AN INTERNSHIP OR FULL-TIME JOB, AS WELL AS WHEN THEY MAY BE AVAILABLE.
- NOTE THE DIFFERENT HYPHEN SIZES. ATTENTION TO DETAIL IS ALWAYS IMPORTANT.

EDUCATION

Sep 20XX - Now	University of Pennsylvania, United States
	Master of Architecture I
Sep 20XX – Jul 20XX	University of Liverpool, Liverpool, United Kingdom
	Bachelor of Arts

EXAMPLE 3.3: GOOD ILLUSTRATION

- THIS EDUCATION SECTION IS CLEAR AND FOCUSES ON EDUCATIONAL EXPERIENCES AND AWARDS WHICH ADD TO THE STUDENT'S CREDENTIALS. DEPENDING ON THE LEVEL OF EXPERIENCE, SOME OF THESE BULLETS COULD BE MOVED TO THE EXPERIENCE SECTION.

EDUCATION

University of Pennsylvania, *Philadelphia, PA*   *Expected May 20XX*
Master of City Planning, Concentration in Land Use and Environmental Planning
- Participated in the 20XX ULI Hines Student Competition and proposed a mixed-use, transit-oriented development in Midtown Atlanta. Reviewed Atlanta's zoning code to confirm development suitability.
- Received a $10,000 grant from the University of Pennsylvania to implement an interactive exhibit focusing on climate change mitigation in coordination with a local museum.

Hamilton College, *Clinton, NY*   *August 20XX - May 20XX*
Bachelor of Arts, Concentration in Public Policy
Awards: Public Policy Prize, Dean's List – Spring 20XX
Senior Honors Thesis: The Effect of Congestion Pricing on New York City's Carbon Footprint
- Explored the effects of a congestion pricing charge on the carbon footprint of New York City.
- Pulled data from London's congestion scheme to extrapolate forecasted results for New York.
- Presented literature reviews on London's scheme and the effects of CO_2 from transportation, and discussed policy implications of the reduction of CO_2.

4. EXPERIENCE

This is the part of your resume that employers will be most interested in. The most obvious kind of experience is work experience, but this section can encompass anything that you did that is relevant, whether it was an internship, full-time work, class project, volunteer work, or as the leader of a student organization. Sometimes one general heading called "Relevant Experience" works, or you may want to subdivide this section by function ("Internship Experience", "Academic Projects") or by topic ("Sustainability" and "Transportation").

Describe each experience to give an overview of what you did and the skills you used, with an emphasis on what you were able to accomplish. Use action verbs taken from the job or internship description to describe your skills in action, and to quantify your experiences when possible. Think about the skills that you have and where you got them – describing the experience is more important than listing skills. A good tip for writing bullet points is to focus on Skill, Context and Outcome.

Here are some examples of how to illustrate Skill, Context and Outcome when describing experiences:

- Situation (design project competition)
- Skill (2D and 3D modeling and collaboration)
- Outcome (won second prize)
- "Collaborated with 5-person team to create 2D and 3D perspective drawings of a multi-use urban space using Rhino and Grasshopper, resulting in a second prize award in competition"

EXAMPLE 4.1: STILL NEEDS WORK

- IN THE FIRST EXAMPLE, EXPERIENCE IS DESCRIBED IN BROAD AND GENERAL TERMS. THIS IS LESS HELPFUL TO AN EMPLOYER WHO IS TRYING TO EVALUATE WHETHER THE CANDIDATE HAS THE SKILLS NEEDED. ALWAYS REMEMBER THAT YOU HAVE MORE KNOWLEDGE ABOUT THE EXPERIENCE THAN THE READER, SO A SHORT BULLET POINT WITH FEW WORDS IS LIKELY NOT GOING TO BE ENOUGH TO DESCRIBE YOUR SKILLS IN ACTION.

C&S Architects   Philadelphia, PA
Architecture Intern   05/20XX - 09/20XX
  - Researched and selected materials
  - Created drawings
  - Worked on public exhibit
  - Gave presentation

- IN THE REVISED EXAMPLE BELOW, AN EMPLOYER CAN GET A MUCH BETTER SENSE OF WHAT SKILLS AND EXPERIENCE THE STUDENT HAS. STRONG ACTION VERBS ARE ALSO USED, WHICH CAN BRING AN EXPERIENCE TO LIFE.

C&S Architects   Philadelphia, PA
Architecture Intern   05/20XX - 09/20XX
  - Researched and selected planting and paving materials for university office entrance design
  - Created concept diagrams, planting plan, detailed CAD drawings, and 3D perspective drawings using AutoCAD, Rhino, and Photoshop
  - Produced hand drawings, illustrator diagrams, and Grasshopper renders for public exhibit attracting over 200 people
  - Designed and delivered PowerPoint presentation for 30 university administrators and local government officials and developers

EXAMPLE 4.2: GOOD ILLUSTRATION

- THIS EXAMPLE BREAKS THE EXPERIENCE INTO TWO SECTIONS — "ACADEMIC RESEARCH EXPERIENCE" AND "RELEVANT WORK EXPERIENCE." THIS DRAWS ATTENTION TO THE MORE RELEVANT SKILLS AND INTEREST IN HISTORIC PRESERVATION, WHILE STILL ACCOUNTING FOR OTHER EXPERIENCES.

ACADEMIC RESEARCH EXPERIENCE

Penn Preservation Studio—Pienza, *Student Collaborator*   Spring 20XX
  - Researched relevant municipal, regional, national and UNESCO regulations governing change in built fabric
  - Used qualitative and quantitative methods to assess levels of heritage opportunity
  - Created a series of recommendations focused on conservation and long-term economic development

Penn Preservation Summer Praxis—Myanmar Preservation Planning, *Student Collaborator*   Summer 20XX
  - Traveled to Yangon, Myanmar to create a preservation led plan with development strategy
  - Collaborated with local city planning officials to create methodology concerning long term sustainability
  - Implemented strategic plan using local policy incentives

Mapping Greek Villages, *Hackman Summer Scholar*   Summer 20XX - Fall 20XX
  - Devised a methodology to study the historical routes of Greek villages.
  - Conducted field survey work on villages and domestic houses stemming from the Byzantine period through early 20th century.
  - Analyzed results with the intent to develop publishable results using QGIS and pre-existing literary material.

RELEVANT WORK EXPERIENCE

John Doyle Real Estate Advisors LLC, *Real Estate Consulting Intern*   Summer 20XX - Fall 20XX
  - Conducted survey work and research for complex commercial appraisal and market studies
  - Determined highest and best use for adaptive reuse on historic tax credit projects

EXAMPLE 4.3: STILL NEEDS WORK

- THIS EXAMPLE DOES NOT INCLUDE A DESCRIPTION OF THE INTERNSHIP, WHICH LEAVES THE EMPLOYER TO DRAW THEIR OWN CONCLUSIONS ABOUT THE WORK THAT WAS DONE.

Professional Experience

New Jersey Department of Environmental Protection, Trenton, NJ   20XX -present
        GIS Mapping Intern, Historic Preservation Office

EXAMPLE 4.4: STILL NEEDS WORK

- THIS EXAMPLE LISTS PROJECTS WORKED ON AS A JUNIOR ARCHITECT, BUT DOES NOT ELABORATE ON SKILLS RECEIVED FROM THE WORK. WITHOUT DESCRIPTION OF SKILLS, THE READER IS LEFT TO ASSUME WHAT SKILLS WERE GAINED FROM THE EXPERIENCE. RATHER THAN LISTING THE SPECIFIC PROJECTS (WHICH THE READER LIKELY IS NOT FAMILIAR WITH), THE STUDENT SHOULD INSTEAD WRITE ABOUT WHAT THEY DID FOR THE PROJECT.

Guangzhou Residential Architecture Design Institute, China   20XX.08 - 20XX.05

JUNIOR ARCHITECT
-- Prepared schematic design, permits sets, and drew construction documents
Projects: Yangji Primary School, Guangzhou, China
                Yangji Kindergarten, Guangzhou, China
                Chapel of Marriot Hotel, Lingshui,Hainan, China
                Coffee House of Puteri Cove Residences, Johor Bahru, Malaysia
                Renovation of General Zhang's Villa, Huizhou, China
-- Created concept design and strategy
Projects: Commercial Streets of Huadu Residential Community, Guangzhou, China
                Master Plan of 107-Acre Residential Community, Guangzhou, China

EXAMPLE 4.5: GOOD ILLUSTRATION

- THIS RESUME ILLUSTRATES SPECIFIC AND HANDS ON SKILLS GAINED IN THEIR PRESERVATION EXPERIENCE. FOLLOWING THIS FORMAT MIGHT MAKE SENSE IF YOU ARE LOOKING TO UTILIZE THESE SPECIFIC SKILLS IN FUTURE WORK.

PRESERVATION EXPERIENCE

The Woodlands Cemetery: *Philadelphia, PA*   **May 20XX– present**
Cemetery Conservation Technician
The Woodlands is a 54 acre National Historic Landmark: Home to William Hamilton and a 19th century rural cemetery.
- Provided ongoing cemetery conservation services including documentation, cleaning, replacing corroded pins, resetting stones, mixing and applying mortar and epoxies.

Technological Institute of Athens: *Crete, Greece*   **May 20XX– July 20XX**
Conservation Technician sponsored by the Global Heritage Fund
- Assessed conditions of rubble and earth walls at Mochlos and Pseira, Bronze Age archaeological sites.
- Mixed and applied conservation mortar to archaeological walls at Mochlos to prevent further collapse/loss.

Grand Teton National Park: *Moose, Wyoming*   **July – August 20XX**
Wood Conservation Technician sponsored by the University of Pennsylvania
- Treated 19th century log cabins, including log replacement, structural stabilization, and Dutchman repairs.

EXAMPLE 4.6: GOOD ILLUSTRATION

- THIS RESUME HAS VERY SPECIFIC DESCRIPTIONS OF THEIR WORK AS A MASTER'S CANDIDATE IN SPATIAL ANALYTICS. THE READER GETS A GOOD SENSE OF NOT ONLY HOW THEY GAINED THESE SKILLS, BUT WHY THEY WERE USING THEM IN THEIR ACADEMIC PROJECTS. THIS FOLLOWS THE GUIDANCE OF "SKILL, CONTEXT AND OUTCOME" WELL.

EXPERIENCE

Participant, LadyHacks III – A hackathon for women*, Philadelphia PA   **March 'XX**
- Project goal: to develop a database of programming/tech resources for underserved youth in Philadelphia
- Worked in a team of 3 to develop a basic website to share resources. Responsible for developing a Google Fusion table map linked to a Google form, so that potential hosting sites could submit their location and automatically be added to the embedded map on the website

M.S. Candidate, Urban Spatial Analytics – University of Pennsylvania, Philadelphia PA   **Sept 'XX – Present**
- Analyzed indicators of community participation in Philadelphia for correlation and spatial clustering using multivariate regression and the "Local Indicators of Spatial Association" (LISA) tool in ArcGIS with team
- Developed multiple site suitability and cost analysis models using the Spatial Analyst ArcGIS extension
- Utilized the ArcGIS Business Analyst extension to assess the siting criteria of current IKEA locations in the continental US and propose a location for continued expansion using Demographic Analysis, Segmentation Analysis, Competitive Analysis and Market Analysis
- Wrote a set of Python-based tools for ArcGIS to automate the analysis of neighborhood change over time
- Created a web-based routing map with Google Maps API to find Philadelphia farmers' markets that accept SNAP nearest to an input address. Output includes sidebar details and directions when marker is clicked
- Designed and implemented environmental audit and business survey of 393 parcels around 52nd St. with teammates
- Carried out commercial corridor asset assessment, SWOT analysis of Lancaster Ave and housing & retail market analysis of the West Powelton neighborhood

EXAMPLE 4.7: STILL NEEDS WORK

- THIS FIRST EXAMPLE HAS SOME GOOD DESCRIPTIONS – BUT THEY COULD USE SOME QUANTIFYING IN ORDER TO SHOW THE IMPACT THAT THE STUDENT HAD ON THE PROJECT.
- SEE BELOW FOR A REWRITTEN EXAMPLE:

RELEVANT EXPERIENCE

Montgomery County Planning Commission, *Norristown, PA*   November 20XX – Present
Community Planner
- Assisted municipalities by identifying and applying for grants related to transportation and park-improvement
- Developed comprehensive plans for municipalities by conducting research, coordinating with officials and stakeholders, identifying goals, recommendations and implementation steps, managing community outreach, and preparing analytical reports on a range of subjects including housing, transportation and land use
- Represented the County at municipal meetings, providing recommendations for development projects and guidance in updating regulations to reinforce each community's vision as detailed in its planning documents

PennPraxis, *Philadelphia, PA*   June 20XX – October 20XX
Intern
- Coordinated research efforts across multiple organizations, developed graphics, organized the layout and provided written content for a report on the Grays Ferry Avenue corridor, used as a briefing for local stakeholders participating in a series of healthy corridor workshops

Community Planner
- Assisted 10 municipalities by identifying and applying for grants totaling $5,000 related to transportation and park-improvement.
- Developed comprehensive plans for municipalities by conducting research, coordinating with officials and stakeholders, identifying goals, recommendations and implementation steps, managing community outreach, and preparing analytical reports on a range of subjects including housing, transportation and land use. Plans resulted in a 15% increase in efficiency.
- Represented the County at municipal meetings, providing recommendations for development projects and guidance in updating regulations to reinforce each community's vision as detailed in its planning documents. Successful arranged for an additional $10,000 in funding.

5. SKILLS

This is a crucial and important section for any design student, as employers will be interested in understanding what types of technical skills you would bring to their organization. Below are some tips and examples of how to list the skills you may want to include on your resume:

- You can have subcategories depending on experience – i.e., languages and technical skills. In most cases technical skills should be highlighted first.
- It is often helpful to break your skills into categories, so employers can easily find what they are looking for
- Microsoft Office is a good skill to include, but as most employers will expect that you have these skills, list of the end of your skills, rather than at the beginning
- "Soft" skills (such as communication, team work, oral presentations) are best described in context of experience, and should not be included in a skills section
- Do not "rate" your technical skills – it is an arbitrary scale which isn't helpful to employers
- Use words not logos/abbreviations to list skills, as application tracking software cannot process graphical elements
- Prioritize the list of skills to ensure that the ones more relevant to the reader come first in the list
- The key skills listed in the Skills section should also be illustrated in the experience section.

EXAMPLE 5.1: STILL NEEDS WORK

- THIS EXAMPLE HAS A SCALE TO PRESENT TECHNICAL SKILLS. THIS IS NOT HELPFUL TO EMPLOYERS AS CANDIDATES MAY UNDERSELL THEIR OWN ABILITIES. IT IS MUCH BETTER TO SIMPLY LIST THE SKILLS. THE ICON NEXT TO "SKILLS AND EXPERTISE" SHOULD ALSO BE REMOVED, AS IT WILL NOT BE READ BY APPLICANT TRACKING SOFTWARE.

SKILLS AND EXPERTISE

Microsoft Office	▬	Illustrator	▬	SketchUp	▬	Grasshopper	▬	Spanish	▬
Photoshop	▬	InDesign	▬	Rhino	▬	GIS	▬		

EXAMPLE 5.2: STILL NEEDS WORK

Competencies & Skills

ArcGIS	● ● ● ● ○		MS Excel	● ● ● ○ ○
Illustrator	● ● ● ● ○		HTML/CSS	● ● ● ○ ○
InDesign	● ● ● ● ○		JavaScript	● ● ○ ○ ○
Photoshop	● ● ● ○ ○		Rhino3D	● ● ○ ○ ○
R Studio	● ● ● ○ ○		Grasshopper	● ● ○ ○ ○

1 = beginner // 5 = expert   1 = beginner // 5 = expert

- THIS IS ANOTHER EXAMPLE OF RATING SKILL LEVELS — THIS IS BEST LEFT FOR EMPLOYERS TO EVALUATE.

EXAMPLE 5.3: STILL NEEDS WORK

- THIS EXAMPLE DOES A NICE JOB OF CATEGORIZING SKILLS, BUT THE DESIGN LEAVES AN EXCESS OF BLANK SPACE TO THE RIGHT OF THE TEXT. IT IS BEST NOT TO INCLUDE "VOLLEYBALL" AS A SKILL AS IT IS NOT RELEVANT TO THE DESIGN POSITION. IT WOULD BE FINE TO LIST THIS UNDER AN "INTERESTS" SECTION IF DESIRED.

SKILLS

3D Modeling
 Rhinoceros, Autodesk Maya, Sketchup

2D Visualization
Auto CAD, Revit, Adobe Suite (Illustrator, Photoshop, Indesign, Premier)

Rendering
Vray, Maxwell

Physical Model Making
Laser Cut, 3D Printing

Others
Microsoft Word, Powerpoint, Excel
Piano (certificate of grade 9 in piano out of 10)
Volleyball

EXAMPLE 5.4: GOOD ILLUSTRATION

- THIS SHOWS A NICE WAY TO ORGANIZE AND TO CATEGORIZE SKILLS

Specializations / Skill-set (Academic Coursework + Professional Experience)

• Geo-Spatial Analytics	Satellite Imagery ‖ Google Earth Engine ‖ Environmental Modeling ‖ Agent Based Modeling
• Statistical Analytics	Predictive Modeling in R ‖ Classification and Regression based analysis ‖ Machine Learning
• Database	Neo4j / Neo4j Spatial ‖ SQL ‖ Hadoop ‖ PostGIS ‖ PostGreSQL
• Data Visualization	d3 ‖ Node.js ‖ HTML/ CSS / Javascript ‖ Carto ‖ Mapbox GL
• Data Wrangling	Data Manipulation in R ‖ Web Scraping ‖ Twitter API ‖ Google Big Query
• Urban Planning	Urban Design ‖ Large Scale Development ‖ Urban Economics and Finance
• Architecture	Design & Project Management ‖ AutoCAD ‖ Revit ‖ Ecotect ‖ Adobe Suite CC

6. LEADERSHIP & ACTIVITIES

Many employers are interested in what students do outside the classroom. Volunteer work with charitable organizations, student groups, alumni associations, or civic or political groups is of interest. Usually you do not need to provide detailed descriptions of these activities; however, descriptions can be useful if they show transferable skills. Be sure that your experience section is larger than this section, as employers are most interested in the experience that you have which is relevant to what you are applying for. Be sure to include outside experiences which are relevant and recent – activities you were involved with many years ago may be less important to include.

EXAMPLE 6.1: GOOD ILLUSTRATION

- **THESE DESCRIPTIONS ARE SOLID AND QUANTIFIABLE AND INDICATE THE LEVEL OF IMPACT THAT THE STUDENT HAD IN THESE EXPERIENCES.**

LEADERSHIP EXPERIENCE

Chinese Christian Fellowship, *President*   September 20XX – May 20XX
- Coordinated Executive Team meetings and activities for 80+ member fellowship.
- Developed new mentorship pilot program.
- Vision-casted and ensured adherence to mission goals.

Rutgers GlobeMed, *Staff Member*   September 20XX – May 20XX
- Organized "Global Getdown", a student event that raised over $800 for CSSD, a sexual health organization in Phnom Penh, Cambodia.

EXAMPLE 6.2: GOOD ILLUSTRATION

- **THE FORMATTING OF THESE LEADERSHIP ACTIVITIES IS GOOD — DEPENDING ON SPACE CONSTRAINTS, THE DESCRIPTIONS COULD LIKELY BE SHORTENED.**

LEADERSHIP ACTIVITIES

West Campus Council | Atlanta, GA
Student Representative | January 20XX – January 20XX
- Worked with Residence Life and Housing to improve the living conditions and overall experience on West Campus
- Recommended improvements for West Campus, which included sustainability initiatives
- Planned and executed events that helped integrate residents of Emory's Main and West Campus

Zeta Beta Tau | Atlanta, GA
Fraternity House Manager | January 20XX – January 20XX
- Managed maintenance, budgets, and repairs for the Zeta Beta Tau Fraternity House

7. HONORS/AWARDS

This is an optional section. If you choose to include it, be sure that you only include those which are relevant to the field going forward. Include a description if the reader may know the significance of the award. If you have a few awards, they could potentially be listed under your education section.

EXAMPLE 7.1: STILL NEEDS WORK

- THIS STUDENT LISTS HONORS BUT DOES NOT INCLUDE A DESCRIPTION — MANY READERS WOULD NOT UNDERSTAND WHAT THESE AWARDS WERE FOR OR WHY THEY ARE IMPORTANT. MANY ARE ALSO OLDER AND LESS RELEVANT TO THE STUDENT'S FUTURE GOALS. FOR AWARDS THAT WERE GRANTED OVERSEAS, IT IS PARTICULARLY IMPORTANT TO PROVIDE A CONCISE DESCRIPTION IN ORDER TO PROVIDE CONTEXT. THE DATES ARE ALSO ON THE LEFT AND SHOULD BE MOVED TO THE RIGHT.

Honor

20XX	Zhejiang Province Outstanding Graduates (Top 3%)
20XX	The Government Scholarship of Zhejiang Province (Top 5%)
20XX-20XX	Comprehensive Scholarship Second Prize (Top 10%, 4 times)
12/20XX	Excellent Youth League Member, ZJUT
06/20XX	Excellent Investigation Report in Summer Social Practice, ZJUT

EXAMPLE 7.2: GOOD ILLUSTRATION

- THESE DESCRIPTIONS ARE SOLID AND QUANTIFIABLE AND INDICATE THE LEVEL OF IMPACT THAT THE STUDENT HAD IN THESE EXPERIENCES.

Washington University in St. Louis
Sam Fox School of Design and Visual Arts
Bachelor of Arts, May 20XX
Major: Architecture / Minor: Psychology
Honors: Skandalaris Family Foundation Scholarship, Dean's List

8. PUBLICATIONS & COMPETITIONS (OPTIONAL)

This information may or may not be needed – it depends on what type of job you are applying for and whether an employer will be interested in the publication or competition. Employers will be most interested in the work experience that you have and in the skills that you have which may be applicable to their work, so this section may be eliminated in the interest of space. If you choose to include these in your resume, make sure they are fully explained so that an employer will understand their significance and relevance.

EXAMPLE 8.1: STILL NEEDS WORK

- THESE EXAMPLES DO NOT PROVIDE AN EMPLOYER WITH CONTEXT - THEY WOULD NEED ADDITIONAL EXPLANATION TO BE A POSITIVE ADDITION TO THE RESUME

PUBLICATION

20XX	2015 Undergraduate Year book, Liverpool School of Architecture
20XX	Studio 4 collections, Liverpool School of Architecture
20XX	Ubiquity: The Journal of Pervasive Media

EXIBITION

Aug. 20XX	AA Visiting School Shanghai studio exhibition
Feb. 20XX	RIBA visiting board exhibition
Jul. 20XX	LSA Degree Show, University of Liverpool

Autodesk Revit Cup National Design Competition — Guangzhou, China — 20XX
- Name Honored

SCUT Construction Competition — Guangzhou, China — 20XX
- First Prize

COAM PFCs Competition — Madrid, Spain — 20XX
- Finalist

Competition

SUMMARY & RESOURCES

ADDITIONAL RESOURCES

Career Services has lots of resources available to assist students in creating resumes. Check out these online resources which can assist you in creating and perfecting your resume:

RESUMES

CANVAS COURSE ON NETWORKING, RESUMES, AND INTERVIEWING

Get advice on networking effectively, developing customized resumes, and approaching interviewing with confidence in the always - available Canvas course: https://canvas.upenn.edu/courses/1403347

RESUME SCANNING AND APPLICANT TRACKING SOFTWARE

Many employers, especially larger employers, utilize applicant tracking and resume scanning software as a part of their recruiting efforts. These systems allow employers to electronically scan resumes and applications for certain key words, skills, and phrases. This process generates a score for relevance, then the most qualified resumes are forwarded for review by a recruiter. This means that your resume may not be seen by an actual employer if it is filtered out by the system. In order to increase your chances of your resume being seen by a person, you should carefully read the job advertisement and make sure that you are utilizing the same phrasing as used in the ad, and including skills that the employer indicates they are looking for.

You can also run your resume through two resources though Career Services, which can help you to determine how well your resume is matching:

TARGETED RESUME

A career platform powered by Artificial Intelligence that helps you tailor your resume to the job you're applying for. Upload your resume and job posting, and in 10 seconds, this resume scanner will scan the job posting you're applying for and highlight keywords and skills your resume is missing: https://careerservices.upenn.edu/resources/targeted-resume/

JOBSCAN

Jobscan is a tool that gives job seekers an instant analysis of how well their resume is tailored for a particular job and how it can be better optimized for an ATS. Penn students and alums are entitled to FIVE free resume scans: https://careerservices.upenn.edu/resources/jobscan/

INDUSTRY EXPERIENCE

VAULT CAREER INSIDER

Vault.com provides in-depth intelligence on what it's really like to work within an industry, company, or profession—and how to position yourself for the career you want.

NETWORKING

LINKEDIN LEARNING

An online training service that provides instructional videos covering a wide range of software products, technologies, and business topics. http://lynda.upenn.edu

QUAKERNET

A database of Penn graduates that is searchable by industry, employer name, geographical location, major, student clubs, and more. https://quakernet.alumni.upenn.edu

LINKEDIN

An interactive database of >150,000 Penn alumni/students showing their current career fields, and filterable by academic discipline, skills, and searchable by keyword: www.linkedin.com/school/university-of-pennsylvania/people/

INFORMATIONAL INTERVIEWING

Speaking with professionals in fields of interest is one of the best ways you can learn about career opportunities of interest. If you are new to networking, this guide can help you to get started. https://careerservices.upenn.edu/resources/informational-interviewing-for-graduate-students-postdocs/

REAL WORLD EXAMPLE

It is important to make sure that you match the skills and experiences that you have with what the employer is looking for. In the following pages is an example of a real job advertisement and the resume used by a Design student to secure an internship:

KEY NOTES TO LOOK OUT FOR:

IN THE FOLLOWING PAGES WE'VE HIGHLIGHTED KEY AREAS OF THE JOB DESCRIPTION REFLECTED IN THE RESUME:

1 — THIS EMPLOYER WORKS "TO ELIMINATE HOMELESSNESS AND ADDRESS IT'S CAUSES BY PRESERVING, DEVELOPING AND OPERATING SAFE, QUALITY SUPPORTIVE HOUSING." THEY WILL BE LOOKING FOR A CANDIDATE WHO HAS EXPERIENCE WORKING IN AFFORDABLE HOUSING, AS WELL AS GENERAL COMMITMENT TO SOCIAL JUSTICE AND WORKING WITH COMMUNITY PARTNERS. STUDENTS COULD THINK TO WHAT KIND OF PROFESSIONAL EXPERIENCE THEY MAY HAVE, AS WELL AS RELEVANT VOLUNTEER WORK IN THE COMMUNITY.

2 — A QUALIFIED CANDIDATE WOULD BE ABLE TO SHOW THAT THEY HAD EXPERIENCE WORKING WITH MICROSOFT OFFICE APPLICATIONS. THIS COULD BE DEMONSTRATED THROUGH ACADEMIC PROJECTS, OR PREVIOUS EXPERIENCE IN A JOB OR INTERNSHIP. IT IS ALWAYS BEST TO SHOW HOW YOU GAINED THIS EXPERIENCE, RATHER THAN SIMPLY LISTING THESE TECHNICAL SKILLS WITHOUT A DESCRIPTION OR EXPLANATION.

3 — VERBAL AND WRITTEN COMMUNICATION SKILLS CAN BE SHOWN THROUGH PROJECT WORK OR PREVIOUS EXPERIENCE. IF YOUR WORK HAS BEEN DEMONSTRATED ON A WEBSITE, IT WOULD BE A GOOD IDEA TO PROVIDE A LINK TO THE WORK.

4 — THINK ABOUT WHAT KIND OF ANALYTICAL EXPERIENCE YOU HAVE THAT WOULD BE RELEVANT TO THIS TYPE OF WORK AND HOW YOU CAN SHOW THIS THROUGH YOUR DESCRIPTIONS.

5 — IN PREVIOUS EXPERIENCES, WHO HAVE YOU PARTNERED WITH TO GET PROJECTS DONE? HOW HAVE YOU BEEN ABLE TO CONDUCT INITIAL RESEARCH AND THEN CREATE APPLICABLE RECOMMENDATIONS?

6 — WHEN AN EMPLOYER LISTS A SPECIFIC DEGREE THAT THEY ARE SEEKING, MAKE SURE YOUR EXPERIENCE MATCHES WHAT THEY ARE LOOKING FOR.

EXAMPLE JOB DESCRIPTION:

**PLYMOUTH HOUSING GROUP
JOB DESCRIPTION**

JOB TITLE: **REAL ESTATE DEVELOPMENT ASSOCIATE**
DEPARTMENT: Real Estate
REPORTS TO: Director of Real Estate Development

JOB SUMMARY
The Real Estate Development Associate works with all aspects of planning, development and construction for Plymouth Housing's new construction, rehab, and capital improvement projects. Manages projects, under supervision of the Director of Real Estate, and is responsible for coordination with other departments at Plymouth Housing, funders, neighborhood groups, architects, contractors, and other vendors as needed.

ESSENTIAL JOB FUNCTIONS
(Responsibilities, accountabilities, and competencies; may not include all duties of this job)
- Manages projects and monitors work relations with contractors, vendors, and internal staff.
- Obtains bids and proposals from vendors and contractors and makes an analysis of the bids and proposals submitted.
- Tracks costs and processes draws and invoices.
- Monitors pay applications and construction submittals.

Duties include involvement in the decision process of all facets of:
- Site selection.
- Development of project budgets.
- Preparation of funding applications.
- Design development.
- Underwriting and financing closings.
- Construction management.
- Development closeout.
- Evaluating building needs by researching work history, physical assessments, etc.
- Tracking capital needs and managing capital improvement projects.

ESSENTIAL JOB QUALIFICATIONS
Education: Bachelor's degree in Public Policy, City Planning, Finance, Construction Management, related field, or equivalent experience.
Experience: One to five years of experience in real estate development or construction.
Licensure/Certification: N/A
Other Qualifications:
- Commitment to the mission of Plymouth Housing. ①
- Proficient and experienced with Microsoft Office applications; particularly Word, Excel, and Outlook, and project management software. Must be able to work efficiently and effectively with customized databases and technology and conduct Internet research. ②
- Strong written and verbal communication skills. ③
- Strong analytical skills. ④
- Detail oriented and excellent organizational skills.
- Strong problem-solving, time and project management skills.
- Able to research and make recommendations involving all phases of housing development including federal, state and local programs and regulations regarding the development of affordable housing; principles and practices of the real estate field; and construction and construction budgeting. ⑤

Preferred Qualifications:
Graduate degree within a related field preferred. ⑥

EXAMPLE RESUME:

STUDENT NAME
City Planning and Community Preservation

Address • *Philadelphia, PA 19104*
(267)555-5555
email@gmail.com

EDUCATION

University of Pennsylvania School of Design *Expected May 20XX*
Philadelphia, PA *GPA: 3.950*
Master of City Planning: concentration in Public and Private Development
Master of Science in Historic Preservation

Relevant Coursework: Property Development, Negotiation, Community Engagement, Preservation Economics

Bowdoin College *Received May 20XX*
Brunswick, ME
Bachelor of Art: Art History Cum Laude

MAJOR PROJECTS

Studio: Tactical Preservation in Philadelphia Philadelphia, PA
Graduate Program in Historic Preservation, University of Pennsylvania *August 20XX- December 20XX*

- Designed reuse plans for a vacant school based on local strengths, needs, history, and goals
- Researched case studies, relevant regulations, and funding options to ensure community received feasible plans
- Led collaboration with our community partner, Strawberry Mansion CDC

Studio: Comparative Study of Gentrification and Housing Instability Philadelphia, PA
Department of City and Regional Planning, University of Pennsylvania *September 20XX– December 20XX*

- Conducted community interviews and quantitative analyses to study neighborhood change in Seattle
- Designed local policy toolkit and created a webpage for it using Wordpress; community members can enter neighborhood concerns and attributes to see innovative policies most relevant to them
- Served as project manager, ensuring presentations and reports met deadlines and managing travel budgets
  Visit website at: dealingwithgentrification.org

WORK EXPERIENCE

The McHarg Center for Urbanism and Ecology Philadelphia, PA
Graduate Assistant *September 20XX– present*

- Conduct independent research, including analyzing policy with Excel and ArcGIS
- Co-author and edit environmental policy op-eds with Center's director based on independent research
- Independently organize WikiWomen edit-a-thon and workshop to support women Wikipedia editors

SouthEast Effective Development (SEED) Seattle, WA
Real Estate Intern *June 20XX– August 20XX*

- Analyzed active regulatory agreements and created a matrix of responsibilities for each portfolio property
- Co-led community meetings and developed graphics to help residents visualize proposed rehabilitation
- Researched public art at properties and developed maintenance plans based on age and materials

National Low Income Housing Coalition Washington, DC
Research Intern *May 20XX– August 20XX*

- Completed literature review on the impacts of supply-side and demand-side housing subsidies for internal use
- Summarized complex housing research into memos for general readership
- Performed quantitative research on housing policy as requested by members

HAVE MORE QUESTIONS ABOUT
RESUMES?

MAKE AN APPOINTMENT TO SPEAK
WITH A CAREER ADVISOR.

Penn
CAREER
SERVICES