

Career Center

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Career Center

The purpose of your resume is to get you an interview.

Think of your resume as a dynamic and constantly changing document. Format and target your resume(s) to market your best qualifications for specific jobs. Lead with your **STRENGTHS** and **SKILLS**. Include the education, experience and skills that will be of greatest interest to the employer at the forefront of the resume and make those areas the most detailed and prominent. From the top down, list the best of what you have done based on where you are going. Make it easy for an employer to see that you are a qualified candidate who should be invited in for an interview. Resumes must be typographically and grammatically perfect, honest and verifiable, targeted and results oriented. **PROOFREAD!** Spell check does not catch proper names, homophones, or homonyms. Some employers scan resumes to determine qualifications. Include industry or occupation specific **KEYWORDS** as they relate to your skills and experience.

Spend the appropriate amount of time on your resume. It can take time to pull together all of this information and organize it in an appropriate manner. Be sure you know your audience. Consider the employer, department, and position when writing your resume. You may want to create an "everything resume" which includes a record of everything you have done. Then when you write a one-page document you can pull from your most pertinent experiences for the current opportunity you are targeting.

FORMATTING GUIDELINES:

- Most undergraduate resumes should be one page long. You can change the margins and font size to accommodate your information.
- Use appropriate white space on the page - you can leave blank lines in between headings or job listings - this can make your resume easier to read.
- Fonts should be from 10-12 point, except your name, which can be larger.
- Do not use smaller than ½" margins all the way around the page.
- Do not use a template when writing your resume. Recruiters see so many of these - make your resume unique. Use only black fonts.

Triple check your spelling and grammar. A simple mistake or typographical error may negatively influence your ability to get an interview. Get several opinions on your resume. Each person who reviews your resume will have a different opinion. Take all of the information you receive and decide what pieces of advice work best for your situation. This is your document.

RESUME CATEGORIES:**HEADER:**

- Name - you might want to use bold, all capital letters, or a different font to make this stand out - you may not want to use nicknames here"
- Street Address, City, State ZIP - you may want to include both a local and permanent address"
- Telephone Number - use the one you want employers to call - consider who will answer the phone and whether or not you will get a reliable message - also be sure that your voicemail message is professional"

- Email - use your JHU account or a professional sounding account - avoid email addresses that give away something personal about you"
- Website - could be useful if you have an online portfolio or something similar"

OBJECTIVE:

- Optional Category
- If you include an objective, make sure it is an effective, specific statement. If you choose not to include an objective, make sure that your cover letter is compelling.
- One or two concise, easy-to-read statements focusing on the type of position you are seeking, the skills you want to use, and/or the tasks in which you want to become involved.
- AVOID clichés or jargon, such as, "To contribute to the profitability of an employer" or "A challenging position offering opportunity for growth and advancement."

SUMMARY:

- Optional Category
- A brief summary of your key skills, research, and years of experience"
- List computer, technical, or language skills if applicable"
- Include a career goal statement here if appropriate"
- A good place to include anything that does not easily fit into another category on your resume"
- Your experience sections must show evidence to support your summary; do not repeat information"

EDUCATION:

- List degrees in reverse chronological order—most recent first. Keep the information easy to read. Be sure to include your degree, major, school, city, state (or country), and date of graduation for each school. Do not list the range of dates you have been in school.
- If you are a freshmen or sophomore, include high school. If you are a junior or senior, it is time for high school information to come off your resume.
- You may want to include details related to the job you are seeking, such as relevant coursework, special projects, a minor or area of emphasis, certifications, etc. - this is a great way to get more keywords on your resume if you do not have much experience outside the classroom.
- You can list Study Abroad or international experiences here or under their own category.
- You can also list a relevant coursework subheading in this section that lists 3-5 relevant course titles you have completed at Hopkins"
- Include your overall or major GPA if it is a 3.0 or higher.

EXPERIENCE:

- Be sure to include paid employment (full and part time), internships, volunteer activities, community service, leadership, research, class projects, etc.
- Reverse chronological order is expected, but if you have a mixture of experiences, you can break this into two categories, such as RELATED EXPERIENCE and WORK HISTORY in order to put the most relevant items together. Be sure to include job title, company, city, state (or country), and dates of employment for each position.
- Give details of your accomplishments and responsibilities rather than a general list of duties.
- Quantify your accomplishments. Numbers make strong statements and can enhance credibility; these numbers can show volume, percentages, and dollar amounts. If you

have worked with people, include their age or grade level and how many people you interacted with on a project.

- Include specific information and skills that relate to the position you are seeking.
- Consolidate information when possible; avoid repetition and excessive details in describing experiences.
- Use bulleted statements that begin with POWER WORDS, do not use paragraphs. Power words are verbs that demonstrate action (see the list on **page 1'**).
- Think about your accomplishments, points of pride, and the outcomes of your work.
- Be specific. Write in fragmented bullet points that begin with strong action verbs, not sentences.
- Avoid jargon and acronyms (consider your audience).
- Do not be discouraged if you have never had employment in your field. Instead, focus on your strengths, skills, and accomplishments.
- You may organize professional experience into separate categories by type of position (i.e. marketing experience, research experience, etc.)
- Use present tense verbs for things you are still doing and past tense verbs for things you are no longer doing.

ACTIVITIES:

- List the most relevant activities and offices held first. Include college, community, volunteer, professional, cross-cultural, and occasionally, outstanding high school activities.
- Include relevant activities and volunteering especially as related to your field.
- For each activity list: title, organization name, city, state or country, and dates.
- You can add brief explanatory details of the position and your accomplishments.
- Include hobbies and interests only if they are relevant to your objective or if they reveal characteristics or skills important to the job.
- This section can add individuality and flavor to your resume, so you may want to include unusual or interesting items.

HONORS/AWARDS:

- Optional category
- Include honors, scholarships, fellowships, grants, or patents here. Only use this section if you have several items to list.
- If you have only one or two honors, you can include them in a combined ACTIVITIES/HONORS section.

SKILLS:

- You may want to consider a special skills section to highlight skills you have on specific computer hardware or software, foreign languages, or machinery required for performance on the job.
- Certifications, licensure, or patents could also be placed in this category.
- It might be useful to include research or lab skills here. Consider listing techniques, procedures, equipment, software, etc. as related to your field.
- Remember that employers are looking for skill sets.

PROFESSIONAL ORGANIZATIONS

- List any relevant professional associations you belong to"
- Include membership dates and any leadership or committee positions you have held"

REFERENCES:

- Avoid using "References Available Upon Request"
- Prepare a separate reference page and include your own contact information.
- For each reference list: name, title, company, complete mailing address, email, phone, and fax. If it is not obvious, include how the person knows you.
- Only ask people who can give you a positive reference and who know you well.
- Be sure to give a copy of your resume to each potential reference. You may also want to let them know when a company may be calling. You can provide a copy of the job description to your references.
- Be sure to thank you references and let them know when you receive a job offer!

WHAT NOT TO INCLUDE:

- Pictures or graphics
- Anything handwritten
- Personal information such as date of birth, SSN, marital status, children, etc.
- Unrelated hobbies and interests
- References

SAMPLE RESUMES TO FOLLOW:

IMA FINANCE STUDENT

123 Main Street
Mt. Laurel, NJ 08054

856-555-5555
istudent99@jhu.edu

If you are interested in finance, many employers expect to see your GPA and SAT scores on your resume.

EDUCATION

The Johns Hopkins University

Bachelor of Arts in Economics, Minor in Entrepreneurship & Management
Overall GPA: 3.8 SAT M:720 V:750 W:700

Baltimore, MD
May 2011

Relevant Courses: Econometrics, International Monetary Economics, Economic Forecasting, Statistical Analysis, Financial Markets & Institutions, Corporate Finance, Applied Economics & Finance, Real Estate Finance, Financial Economics, Managerial Economics & Business Strategy, Quantitative Research Practicum, Futures Market Research, Financial Statement Analysis

EXPERIENCE

Wachovia Securities

Summer Management & Marketing Analyst Intern

Marlton, NJ
June – August 2010

- Prospected potential clients with a minimum of \$10 Million in annually invested assets culminating in a Tax-Free Investing seminar attended by 40 potential clients
- Evaluated client portfolios relative to their investment objectives and risk tolerances using Goldman Sachs X-Ray software
- Created comprehensive retirement plans for current and potential clients using Wachovia's Envision Program
- Initiated the branch's transition from paper statements to E-statements saving the branch \$90,000 annually

Morgan Stanley

Marketing and Sales Intern

Mt. Laurel, NJ
June – August 2009

- Researched potential client information to widen group's client base
- Conducted research for existing clients by using Smith Barney's updated software applications
- Organized, marketed and directed a retirement investment seminar for 75 potential clients
- Attended an Exchange Traded Funds seminar sponsored by Barclays, PowerShares, and Vanguard to improve and broaden firm's client services

Legg Mason Capital Management

Equity Research Intern

Baltimore, MD
August 2008 – May 2009

- Increased research coverage of Private Placements investments valued at \$200M by +15%
- Valued Ralph Lauren equity in original research report using DCF and EVA methods
- Reconciled Legg Mason share price estimates for private companies to those of sell-side analysts
- Analyzed company fundamentals and modeled future cash flows for senior research analysts

Numbers help quantify a resume. Include dollar amounts, number or age of people, and percentages.

LEADERSHIP & COMMUNITY SERVICE

Marshal L. Salant Student Investment Team

Co-Chair

Baltimore, MD
March 2009 – present

- Co-manage an endowment of \$140k with profits providing scholarship funds
- Apply valuation techniques in the research and investment decision making process including discounted cash flows and key ratio comparisons within sectors

Johns Hopkins Organization for Finance and Investment

President

August 2007 – present

- Promote financial awareness and investment skills to student body through educational events
- Collaborate with students, faculty, staff, and alumni to bring 4 speakers a year to campus

Pen Lucy Youth Partnership

Mentor & Tutor

Baltimore, MD
October 2007 – May 2008

- Tutored young, underprivileged students in Mathematics and English
- Organized activities and games to promote and emphasize teamwork

COMPUTER SKILLS

Bloomberg Terminal, SPSS, Microsoft Word, Excel, Outlook, Access, PowerPoint

BLUE JAY

bluejay@comcast.net – Cell: 240 123-4567

School Address: Charles Commons #999– 3301 N. Charles St. – Baltimore, MD 21218

Home Address: 12345 Old Barn Dr. – Bethesda, MD 20814

EDUCATION

Johns Hopkins University

Bachelor of Science in Civil Engineering; Minor: Entrepreneurship & Management

Major GPA: 3.5

Strong Computer Skills: Excel, Word, PowerPoint, Matlab, and Mastan

Baltimore, MD

Expected May 2013

Midtown High School

High School Diploma

Cumulative GPA: 3.7 with an extremely rigorous curriculum, including 5 AP courses in senior year

National Honor Society – inducted sophomore year for academic excellence

AP Scholar Award With Honors conferred September 26, 2008 by College Board

Barnes Leadership Award, June 2007

Washington, DC

May 2009

Athletics can enhance a resume if you do not have related jobs. Remember that employers are looking for transferrable skills.

ATHLETICS

Personal Training

ACE, CPR, & First Aid Certified Personal Trainer (May 2010-present)

- Develop and implement training plans to help clients reach their health and fitness goals

January 2010- Present

Johns Hopkins Varsity Football

Defensive Lineman

- 2009 Centennial Conference champions and schools second appearance in NCAA Division III playoffs
- Starting two-year letter winner
- Committed 25 hours per week to football, while maintaining a good GPA

Baltimore, MD

2009-present

Midtown High School Football Team

Offensive & Defensive Lineman

- Four year letterman and **team captain**, 2009
- **1st Team, All Conference Offensive Lineman**, Washington Catholic Athletic Conference, 2007
- Awarded Midtown High School **Most Valuable Defensive Player**, 2007

Washington, DC

2004-2009

Golf

- Member of the Bethesda Country Club Junior Interclub Team of the Mid-Atlantic PGA
- First runner-up, 2005 Bethesda C.C. Junior Club Championship (18-Hole division)

1998-2005

WORK HISTORY

YMCA Summer Program

Sports Coordinator

- Planned and executed large-scale events for over 200 campers
- Delegated responsibilities such as individual station planning to 20 camp counselors
- Trained assistant counselor staff to plan successful activities, deal with difficult campers, and exhibit proper role model behavior
- Managed end of summer special events which included group tournaments and awards ceremony

Baltimore, MD

Summer 2009

Bethesda Country Club

Caddy

- Educated golfers on the intricacies of the golf course and recommended shot strategy and club selection
- Communicated and interacted with many successful local business executives and celebrities
- Organized and cleaned members' equipment to ensure proper storage and care

Bethesda, MD

Summers 2007-2008

INTERNATIONAL STUDIES

999 Old Oak Avenue * Arlington, VA 12345 * 443-555-5555 * irelations@jhu.edu

If your GPA is above a 3.0, you may want to include it in your Education section.

EDUCATION

Johns Hopkins University

Bachelor of Arts in International Studies, GPA 3.5

Baltimore, MD

May 2010

Phillips Exeter Academy

High School Diploma, Graduated with Honors

Exeter, NH

June 2005

You can group similar kinds of experiences under the same heading. This is best used when the experience is directly related to the jobs you are applying for.

INTERNATIONAL EXPERIENCE

Study Abroad

American University in Cairo

Cairo, Egypt

Fall 2008

Courses: Modern Movements in Islam, Middle East Politics, Political Readjustment in the Middle East and North Africa

Study Abroad

Institut D'Etudes Françaises D'Avignon Avignon, France

Summer 2006

Courses: French Theater, Culture, and Language taught in French; GPA: 3.65

English Teacher

Travel to Teach

Pai, Thailand

Fall 2005

- Designed a curriculum, created lesson plans and instructed 2nd through 6th grade classes in a rural elementary school
- Relied on organizational skills, management, and creativity as the sole adult in classes with 15 to 25 students

Extensive Travel Experience

- Developed an open-minded world-view and adventurous spirit while travelling for periods ranging between 3 weeks and 3 months in Egypt, France, Laos, Mongolia, Nicaragua, Peru and Thailand and for durations under 3 weeks in Belize, Costa Rica, Dominican Republic, Guatemala, Israel, Jordan, Mexico, Panama, Philippines and Spain

VOLUNTEER EXPERIENCE

Family Mentor

International Rescue Committee

Baltimore, MD

Spring 2009, Spring 2010

- Provided general office aid and currently assist one local refugee family in the transition and acculturation process

Student Volunteer

National Student Partnerships

Baltimore, MD

November 2007-March 2008

- Counseled indigent clients in obtaining housing, employment and access to other services at a drop-in resource center
- Worked with clients who often struggled with mental health disorders, disability, substance abuse or constraints related to prior incarceration

Volunteer

Crow Canyon Archaeological Center

Cortez, CO

June 2004

- Coordinated mass mailing for annual fund-raising efforts and provided clerical aid in data entry and filing

EMPLOYMENT EXPERIENCE

Divemaster

PADI, Scuba Diving

Various

2006-2008

- Organized and led overseas diving trips for various dive companies
- Managed emergency situations
- Provided guidance in regard to further certification and equipment

SKILLS & CERTIFICATIONS

- Intermediate French
- MS Office, Basic Adobe Bridge and Adobe Photoshop, Digital Photography
- PADI Open Water SCUBA certification (2005 – present)

RESEARCH STUDENT

Local Address
Street
City, State Zip

cell phone
email address

Home Address
Street
City, State Zip

OBJECTIVE

To obtain a summer 20XX internship position in the field of medical devices

Using a section like related coursework can show academic skills in many different areas. Try to limit the number of courses you list and make sure to tailor the list for every job you apply for.

EDUCATION

Johns Hopkins University, Baltimore, MD Expected 20XX
Bachelor of Science in Biomedical Engineering GPA 3.75

Related Coursework:

Introduction to Programming in Java
Circuits Systems and Controls
Models and Simulations
Electromagnetic Nanodevices
Electrical & Computer Engineering Lab

Statistical Mechanics Differential Equations
Mechatronics
Digital Systems Fundamentals
Control Systems
Thermodynamics Honors Biomedical Instrumentation

ENGINEERING DESIGN EXPERIENCE

Biomedical Engineering Design Team 20XX – 20XX

- Granted U.S. Government Provisional Patent (99/999,999)
- Awarded 1st place at 20XX Biomedical Engineering Design Day Competition
- Received 20XX NCIIA Grant: \$15,500 - Dynamic Ankle-Foot Orthosis (AFO)
- Presented Linda Trinh Memorial Award for best exemplification of a BME Design Team
- Engineered a more resilient, therapeutic, easily fitted, and economical AFO than current products on the market
- Performed market research and IRB approved human trials to assess and address limitations of current AFO
- Developed 3-D computer models for stress testing, mechanical/material analysis, and manufacturing
- Created and evaluated working prototypes and current products via IRB approved human trials and strength tests
- Managed four underclassmen members and guided them through the design, research, and manufacturing process

Research Assistant, Johns Hopkins Department of Computer Integrated Surgery, 20XX-20XX

- Write complex computer programs to aid surgeons in neurosurgeries
- Presented work with supervising graduate student at regional conference on robotics in health care

PUBLICATIONS

Student, R. (in press). Therapeutic dynamic ankle-foot orthosis. *Journal of NeuroEngineering and Rehabilitation*

If you have published or presented your research, be sure to include it and use the citation style of your field (i.e. Chicago, MLA, APA, etc.). If you are not the first author, you can use a bold font for your name.

TECHNICAL SKILLS

Software: ProEngineer; MATLAB; MiniTab; InDesign; AutoCAD; LABVIEW; Simulink

Laboratory Equipment and Techniques: Mask Aligner; Evaporator; Electrodeposition; Fluorescent Microscopy; Clean Room Protocol; Plasma Cleaner; Spinner; Thin Film Etching Protocol; Sputtering Chamber; SQUID; VSM; XRD

MEDICAL SCHOOL

123 Main Street • Stony Brook, NY 12345 • (631) 123-4567 • mschool11@jhu.edu

EDUCATION

Johns Hopkins University; Baltimore, MD

Bachelor of Science in Public Health Studies (pre-med)

May 20XX

Minor in French Cultural Studies

GPA 3.75/4.0

La Sorbonne, Paris, France

Fall 20XX

Cours de Civilisation Française (Study of French Culture and Civilization)

CLINICAL INTERNSHIPS

Medical Assistant, Contemporary Women's Care; Smithtown, NY

Summer 20XX

- Entered patient information into computer system using OmniDoc Software
- Arranged room and prepared patient for doctor visit
- Measured blood pressure, computed height and weight, and administered urine tests to patients
- Drew blood and requested laboratory analysis of tests given to every patient
- Assisted with and observed procedures including: colposcopy, hysteroscopy, IUD insertion/removal, cryo ablation, and punch biopsies

King Edward Memorial Hospital Pune; India (NGO)

Summer 20XX

Department of Pediatrics, Obstetrics & Gynecology, and Surgery

- Volunteered full-time in the Neonatal ICU, Children's Ward, Labor Room, and Operation Theater
- Researched the social, clinical, and economic aspects of about 100 different patients and their families over the course of one month
- Obtained hands-on experience in pediatric surgery including: anesthetics, dressing, and suturing
- Trekking to neighboring urban slum areas and rural villages to deliver medical supplies
- Participated and contributed in counseling sessions and health education programs for the rural populations served by the hospital

MEDICAL SHADOWING EXPERIENCE

Dr. David Klekotka, MD, PhD – Dermatologist, Stony Brook, NY

January 20XX

- Accompanied on clinic rounds during research internship

Dr. Anna Portnoff, MD - Dermatologist, Smithtown, NY

January 20XX

- Observed Mohs Surgery - skin cancer removal

Dr. Edward Lubniewski, MD – Ophthalmologist, Stony Brook, NY

January 20XX

- Month-long Internship
- Observed corneal replacement surgery and cataract removal surgery

VOLUNTEER EXPERIENCE & ACTIVITIES

Project Health, Center for Social Concern, Baltimore, MD

September 20XX – Present

- Collaborate with physicians and JHU to make state and local resources more accessible to the Baltimore community through one-on-one consultations at the Harriet Lane pediatric clinic

Sirens (a cappella group)

September 20XX – Present

- Organize concerts, schedule guest groups and create promotional materials

SKILLS

Language: Moderate reading, speaking, and writing ability in French

Computer: OmniDoc Software, Microsoft Office Suite

Education**The Johns Hopkins University, Baltimore, MD**GPA 3.79. Bachelor of Arts Latin American Studies, Bachelor of Arts East Asian Studies May 2011

- National Collegiate Scholar, Dean's List
- Study Abroad-Universidad de Buenos Aires, *Buenos Aires, Argentina* Spring 2010
- 1450 SAT score: 730 Verbal/720 Math, 780 SAT II Writing

Relevant Experience**Associate/Manager**, Hopkins Tech Commercialization Agency, *Baltimore, MD* February 2009 – Present

- Managed the nation's first student-run technology transfer agency.
- Produced financial statements. Hired, trained, and managed a team of up to eight research associates.
- Devised turnaround strategy, which resulted in a return to profitability within first semester of management. As a result, company operates with net profit 40% of revenues.
- Broadened service offerings to include business plan writing and market research for independent inventors.
- Built and maintained relationships with representatives of local invention groups, intellectual property lawyers, and representatives of local business incubators.

Management Intern, Alliance Lab, *Washington, DC* Summer 2009, June 2010 – Present

- Collaborated with management to develop the winning business plan for the 2010 Washington DC Economic Partnership PremierPlan Business Plan Competition. Awarded \$100,000 investment, which will allow company to expand to a second location.
- Developed Filemaker CRM database to streamline sales, billing, and customer management.
- Advised management on marketing and client incentive programs for expansion location.
- Identified, proposed, and executed projects to improve office efficiency, such replacing a paper-based conference room scheduler with an online system.
- Served as primary point of contact for potential clients.

Research Assistant, Provincial Bank Foundation, *Buenos Aires, Argentina* February 2010–May 2010

- Conducted research and compiled report on the role and changing character of Non-Governmental, Non-Profit Organizations in relation to both Government and Business-run aid organizations in Argentina.
- Assisted in organizing health education fairs for families from underdeveloped villages.

Intern, Council for Emerging National Security Affairs, *Washington, DC* Winter 2009

- Collaborated with leadership to rewrite organization's business plan.

Recruiting/Web Assistant, Johns Hopkins Admissions, *Baltimore, MD* September 2007 – A Uni&SS,

- Maintained admissions website and represented office at parent and student events.

Leadership**Workforce Development Intern**, Asian American Civic Association Intern, *Plano, TX* Summer 2008

- Taught English and key job skills as part of a government approved program to unemployed workers who had emigrated from China

Debater/Treasurer, JHU Debate Society, *Washington, DC* August 2006 – May 2007

- Recognized by league as one of the top ten novice debaters of the year.
- Supervised team finances and processed registration fees for over fifteen tournaments.

Eagle Scout, Boy Scouts of America April 2007**Skills****Computer:** Excel (Intermediate-Advanced), PowerPoint, FileMaker, LexisNexis, Dreamweaver.**Language:** Native English speaker, fluent in Spanish, basic knowledge of Chinese.

Sophomore Writer

123 Forest Circle
Carmichael, CA 95608

916-555-5555
swriter@jhu.edu

Education:

Johns Hopkins University, Baltimore, MD

Bachelor of Arts in Writing Seminars and English (double major)

May 20XX

Cumulative GPA: 3.53

Journalism Experience:

News-Letter **Staff Writer** **Baltimore, MD** **Sept 20XX - present**

- Write and edit articles for the student-run, weekly newspaper
- Archives available here: <http://www.jhunewsletter.com/home/archives/>

Thoroughfare **Prose Committee** **Baltimore, MD** **Jan 20XX - present**

- Select the prose pieces that would comprise the literary magazine
- Collaborate on publicity for submissions and readers, involving announcements, fliers, and social networking

Blogger.com **Writer** **Online** **July 20XX - present**

- Write weekly entries in personal blog
- Archives available here: <http://sophomorewriter.blogspot.com/>

National Public Radio **Assistant** **Washington, DC** **Jan 20XX**

- Assisted reporter on field assignments

The Sacramento Bee **Intern** **Sacramento, CA** **Summer 20XX**

- Assisted reporters with research and fact-checking
- Learned crucial editing skills and how to write business letters

The Weekly Talon **Editor in Chief** **Carmichael, CA** **Sept 20XX - May 20XX**

- Wrote opinion and news articles for each edition of high school newspaper
- Edited all articles in paper weekly
- Organized, designed, and managed layout
- Coordinated with cartoonists and photographers

Volunteer Experience:

JHU Tutorial Project **Tutor** **Baltimore, MD** **Oct 20XX - present**

- Tutored Baltimore City elementary school children in writing and math

Eagle High School **Tutor** **Carmichael, CA** **Oct 20XX - Dec 20XX**

- Tutored local elementary school children in reading

Technical Skills:

MS Office, InDesign, PageMaker, PhotoShop, Twitter, Social Media, Type 90 wpm

When applying for jobs in creative fields, you can choose non-traditional fonts as long as the document still looks professional.

Graduate Student

You can include course projects to show the variety of experiences you have had as a student.

One College Ave, Baltimore, MD 12345
Phone: 443-999-9999
Email: gstudent@jhu.edu

EDUCATION Johns Hopkins University Baltimore, MD
MSE, Electrical & Computer Engineering, (GPA 3.9) 20XX

University of Mumbai, Mumbai, India
B.E., Computer Engineering, (GPA 9.1/10, GRE 1580/1600 Quant:800/800, Verbal:780/800) 2002

PROJECT EXPERIENCE **Multithreaded (IM)Chat Server with Peer to Peer Application:** Technology used: C, UNIX Socket Programming
Reliable Multicast over UDP: A multicast engine, which uses Token ring protocol for reliable transfer of multicast messages between group of servers so all of them get messages in an agreed consistent order.
JAVA Communicator: Developed an integrated JAVA application providing communication environment which allows user to hold conference and provide utilities such as white board, chat, presentations in PDF format.
Blue-Fi: Devised and implemented a unique solution in C, enabling remote communication and management of Bluetooth enabled devices overcoming the short range limitation of Bluetooth technology.
Vector Model for Information Retrieval: A vector based Information Retrieval model in PERL for ranking documents on the basis of vector similarity between the two. Extended this project to find word sense disambiguation that occurs in different queries.
Image Search Engine: Created a Vector model Based Search Engine in using Query Expansion and multiple queries input from User. A unique Search Engine that does not store image files but only their links. Created a web robot to crawl the internet to find these links. Technology used: PERL
Mobile P2P networking: Developed P2P file sharing and chat protocols for Nokia N800 tablet PC in C.
Boggle: Developed a version of popular game Boggle in JAVA using MVC pattern and swing classes for GUI.

INDUSTRY EXPERIENCE **Engineering Intern** Google Inc., Mountain View, California USA (Mentor: M. Pasca) 20XX
Contributed in developing a large-scale (using MapReduce) framework for seed-based textual information extraction of class attributes (e.g. make, model, mpg, etc. for the class of cars) from anonymized query logs. Contribution to the codebase was in the form of a checked-in component for computing pairwise similarities of search-signature vectors. Also conducted a preliminary research investigation in automatically extracting comparative statements between two entities from the entire web, and showed a promising direction by identifying high-quality comparative statements via attributes extracted using the above seed-based framework.

TECHNICAL SKILLS **Languages:** C/C++, Java, C#, Shell Scripting, Perl, JSP, PHP, NesC, Assembly, VHDL
Software Platforms: Windows Mobile SDK, ASP.NET, J2EE, Ruby on Rails, Hadoop, OpenMPI, Visual Studio 2008, Eclipse, Matlab, XAMP
Operating Systems: TinyOS, Windows CE, Maemo, MAC OSX, Linux, Windows
Network Protocols: TCP/IP, Ethernet, Wifi, GSM, Bluetooth, RF, Zigbee
Databases: Oracle, MySQL, SQL Server Compact
Hardware: MSP430, ATMega8L, ATS2313, 8085, FPGA programming

If you have a lot of computer skills be sure to list them specifically. Employers look for these key words.

LANGUAGE SKILLS Fluent in Hindi and Gujarati

POWER VERBS:

<u>Supervise</u>	<u>Influence</u>	<u>Evaluate</u>	<u>Tasks</u>	<u>Artistic</u>	<u>Research</u>
Administer	Advise	Analyze	Clean	Act	Answer
Control	Convince	Assess	Deliver	Dramatize	Ascertain
Delegate	Counsel	Calculate	Distribute	Draw	Catalog
Direct	Dispatch	Compare	Drive	Imagine	Chart
Govern	Innovate	Conceptualize	File	Inspire	Check
Guide	Judge	Define	Fix	Model	Classify
Instruct	Motivate	Estimate	Install	Paint	Compute
Lead	Negotiate	Examine	Inventory	Perceive	Conserve
Manage	Orchestrate	Forecast	Lift	Photograph	Contrive
Monitor	Persuade	Inspect	Log	Play	Discover
Oversee	Promote	Interpret	Manipulate	Rehearse	Disprove
Preside	Recommend	Observe	Obtain	Sing	Dissect
Schedule	Refer	Pinpoint	Open	Sew	Experiment
	Stimulate	Project	Operate	Shape	Extract
	Suggest	Review	Pack	Share	Fabricate
<u>Assist</u>		Screen	Pilot	Sketch	Hypothesize
Accompany	<u>Put Together</u>	Solve	Process	Speak	Identify
Augment	Arrange	Survey	Purchase	Talk	Incorporate
Carry out	Assemble	Test	Receive	Understudy	Predict
Collaborate	Build	Update	Repair		Question
Fortify	Collect		Restore	<u>Edit</u>	Reason
Help	Compile	<u>Show</u>	Sell	Condense	Render
Notify	Construct	Accomplish	Ship	Correspond	Study
Protect	Coordinate	Conduct	Sort	Detail	Understand
Serve	Display	Demonstrate	Supply	Focus	Weigh
Support	Engage	Emphasize	Type	Integrate	
	Gather	Exhibit	Umpire	Prepare	<u>Other</u>
<u>Create</u>	Organize	Give	Volunteer	Publish	Activate
Compose	Plan	Illustrate		Read	Amplify
Conceive	Structure	Perform	<u>Educate</u>	Summarize	Appoint
Design		Present	Award	Transcribe	Conceptualize
Develop	<u>Efficiency</u>	Prove	Broaden	Translate	Devise
Establish	Accelerate	Symbolize	Coach	Unify	Divert
Formulate	Apply		Encourage	Verbalize	Employ
Generate	Consolidate	<u>Decision</u>	Explain	Verify	Enforce
Initiate	Expedite	Approve	Learn		Extend
Invent	Facilitate	Choose	Listen	<u>Financial</u>	Found
Launch	Improve	Determine	Mentor	Allocate	Heighten
Originate	Maintain	Enlist	Orient	Audit	Illustrate
Produce	Reinforce	Hire	Proofread	Bill	Institute
Write	Reduce	Improvise	Teach	Budget	Qualify
	Streamline	Order	Team-building	Invest	Quote
<u>Change</u>		Recruit	Tutor	Regulate	Raise
Adapt	<u>Communicate</u>	Resolve		Risk	Record
Adjust	Address	Select	<u>Medical</u>	Upgrade	Rectify
Eliminate	Broadcast		Aide		Report
Expand	Consult	<u>Achieve</u>	Diagnose	<u>Cooperate</u>	Respond
Implement	Contact	Attain	Dispense	Arbitrate	Retrieve
Increase	Express	Complete	Induce	Decide	Separate
Introduce	Inform	Deal with	Prescribe	Harmonize	Seek
Modify	Interview	Effect	Preserve	Head	Systematize
Propose	Investigate	Master	Prepare	Mediate	Tend
Reconsider	Lecture	Participate in	Problem-solve	Navigate	Uphold
Remodel	Meet with	Provide	Rehabilitate	Synergize	Utilize
Revamp	Relate	Undertake	Specialize	Unify	Validate
Revise	Train	Win	Treat	Volunteer	Yield
Transform					

SAMPLE REFERENCES PAGE:

Johns Hopkins Student

123 Campus Way
Baltimore, MD 21218
410-111-1111

johnshopkins@gmail.com

References for Project Assistant, Johns Hopkins Hospital application:

Dr. John Doe
Associate Professor
Biological Sciences Department
Johns Hopkins University
3400 N. Charles Street
Baltimore, MD 21218
(410) 516-0000
jdoe@jhu.edu

Dr. Laura West
Chief Resident, Department of Pediatrics
Johns Hopkins Children's Center
123 Monument Street
Baltimore, MD 21001
(410) 100-0000
lwest@jhmi.edu

Ms. Ana Peters
Intern Program Supervisor
Global Health Brigades
111 Jefferson St.
Washington, DC
(111)111-1111
apeters@globalhealthbrigades.org