

# Resumes & CVs for Graduate Students and Postdocs

## HOW TO USE THIS DOCUMENT

The purpose of this guide is twofold: to help you understand the key differences between a resume and a curriculum vitae (CV), and to give you concrete examples and tips for crafting a resume and/or CV of your own.

This document begins with an overview of the two kinds of document before taking them one at a time, beginning with CVs. After a breakdown of what sections to include in your CV, you will find an example of a Social Scientist's CV for applying to a research-focused job. Then, we have included an example of a STEM student's CV tailored for applying to a teaching-focused job. See the marginal notes in these two examples for tips and thoughts about how to tailor your CV for the kind of job for which you are applying.

After these examples, we turn to resumes. Here, you will learn what information to include in a resume, tips for writing effective bullet points, and the difference between Hybrid and One-Page resumes. Following these tips, you will find two examples each of Hybrid and One-page resumes, using the same example students as in the sample CVs. This continuity will help emphasize the differences between CVs and resumes and will help guide you as you tackle these documents on your own.

## WHAT ARE THE DIFFERENCES BETWEEN RESUMES AND CVS?

The curriculum vitae (C.V.) is a comprehensive list of your educational, academic, professional, research, and work experiences and a staple of the academic world. The C.V. documents your entire academic career and continues to expand each year. This is the academic resource you will need to apply for faculty positions and some administrative positions in academia.

Resumes are a required staple of the professional job market. The resume is a condensed (1-2 page) document that highlights your best and most applicable skills for a specific job/position. It can be useful to write your curriculum vitae first so that you have a master document of all of your experiences from which you can draw when drafting your resume.

*See the chart on the next page for a more detailed breakdown of these differences.*

## WHEN SHOULD I USE A RESUME AND WHEN SHOULD I USE A CV?

A CV is typically used to apply to academic jobs, or possibly for a non-academic job that is still research-based. You will also likely need a CV to apply for fellowships and grants, etc. during grad school. A resume is used for all other kinds of jobs: non-research-oriented, non-academic jobs.

## NEED HELP WITH YOUR RESUME AND/OR CV?

Stop by Quick Questions drop-in hours (Monday-Friday, 10 a.m. - 5 p.m. in DUC 110). No appointment needed. A Career Peer can review your application and provide you with edits and suggestions.

Engineers – Take advantage of Quick Advising Hours. Meet with an advisor for 15 minutes. Lopata Hall, Room 203: Monday - Thursday, 1:30 - 4:00 p.m.

All students can schedule a one-on-one career advising appointment by calling (314) 935-5930.

## CVS VS. RESUMES

C.V.	Resume
<b>Comprehensive list</b> (unlimited length) of your educational, academic, professional, and work experience	<b>Shorter more focused</b> document (1-2 pages) designed to highlight your best and most applicable skills and experiences for a specific position
<b>Does not have a specific focus</b> although it may be tailored slightly differently for a teaching position vs a research focused university position	<b>Is tailored for each job focusing on the keywords and skills</b> listed in the job ad
<b>Begins with your educational history</b> in reverse chronological order (most recent to the past)	<b>May or may not begin with your educational history</b> (in reverse chronological order). If your degree is not of primary importance compared to your skills and experiences you may list education later in the resume
Is a <b>chronological history</b> of your entire academic career	Is a <b>skills based history</b> of relevant experiences
Rarely begins with a Summary, Objective, or Professional Profile	Often <b>begins with a Summary, Objective, or Professional Profile</b> which is a brief statement of your qualifications, skills, experience, and achievements related to this position written in incomplete, resume-style sentences
Emphasizes your <b>research and teaching experiences</b>	Emphasizes your <b>relevant work (which may include research and/or teaching) and professional experiences</b> as they relate to the job ad
Uses <b>bullet points with action verbs</b> to break down some experiences, such as teaching, into <b>identifiable skills</b> that may or may not be relevant to the position	Uses <b>bullet points with action verbs</b> to break down each research or work experience into <b>identifiable skills</b> that are <b>relevant to the job</b> using the <b>keywords from the job ad</b>
Will include any <b>relevant professional certifications</b>	Will include any <b>relevant professional certifications</b>
Includes <b>technical and language skills</b>	Includes <b>technical and language skills</b>

## CVS

### What to Include

CVs typically include several standard sections. Here are some tips on how to approach each of those sections. The examples that follow contain further tips on some of these sections.

**Header:** include your name, address, and contact information (phone number and email). You may also choose to include a personal website or LinkedIn account here, but only do so if they are professional in quality and are up to date.

**Education:** include your graduate and undergraduate institutions here, with your most recent institution listed first. Include only your graduation date for your

undergraduate institution and your expected graduation date for your graduate institution if you have not yet completed your degree. You will also want to include the name of your thesis or dissertation in this section under the entry for the institution at which you completed or are completing it.

**Research Interests:** use this section to indicate the broader scope of your research interests, including those not necessarily reflected clearly in the title of your dissertation. This section also gives you the opportunity to frame your research interests in terms of the position to which you are applying.

**Publications:** list your publications in reverse-chronological order, using the documentation/style manual appropriate to your field. This section will appear near

the top of your CV if you are applying to a research position and may be lower down the CV if you are applying to a teaching-centric position.

**Research Experience:** list your research experiences in reverse-chronological order and be sure to include the title of the research project and the name of the advisor.

**Professional Experience:** include only relevant professional experiences here. These may be non-academic research experiences or other professional experience outside of academia but relevant to your field. List these experiences in reverse-chronological order. You will also want to provide a very short explanation—1-2 sentence fragments—of your duties and how they are relevant to your research.

**Presentations:** list your professional presentations in reverse chronological order, using complete citations without abbreviations.

**Grants, Awards, Certificates, and Honors:** list these achievements in reverse-chronological order. Names that are not well-recognized may require a brief explanation.

**Teaching Experience:** list your teaching experiences in reverse-chronological order. Include the title of the course as well as the course number. You may also want to include some details about the course—its size, frequency of meetings, etc.—and your responsibilities. This sort of information is more important to include if you are applying to a teaching-centric position. If you plan to include these kinds of descriptions, see our notes below in the resume section on Writing an Effective Bullet.

**Professional Development Workshops Attended:** including this section will allow you to showcase elements of your professionalization that are not otherwise reflected in your CV. This section can help emphasize aspects of your pedagogical approach and indicate your willingness to put forth the effort to be an active contributor to the culture of a department.

**Service Activities:** this section provides another opportunity to indicate your willingness to volunteer and be a good academic citizen, while also showing off your level of experience working within the context of the university. Hiring committees are looking for candidates who will be good contributors

to the department not only through research, but also through involvement and participation in committees in the department and university in general.

**Outreach:** outreach opportunities can reveal additional interests and willingness to be a good citizen.

**Memberships and Affiliations:** list your professional memberships, with emphasis on the major organizations within your field to which you belong. These memberships help indicate that you are an active member of your professional community.

**Languages/Skills:** list those languages that you have some familiarity with, as well as your level of proficiency with them: “familiar with” indicates some limited ability to read in the language, “Intermediate” indicates a higher level of proficiency, “Proficient” indicates that you are comfortable reading the language, and finally “Fluent” indicates that you can read and speak the language fluently. Other skills that you may include here are those important to your discipline. These could include digital humanities skills, computer skills, lab skills, etc.

## EXAMPLE CVS

On the next several pages, you will find examples of CVs. The first is from a social scientist and indicates how you might approach tailoring your CV to a job that is more research-focused. The second is from a STEM student and illustrates tailoring appropriate for a teaching-focused position.

## CV Example 1: Humanities and Social Sciences, Research-Focused

Use Conservative font (e.g. Times, Arial). 10-12 point.

Differentiate section headers with slightly larger font size and bolding, underlining, etc.

Put dates down the right margin

For a Research Focus, put Research interests, Publications, and Research Experience closer to the top. For Teaching Focus, put Teaching section higher

For publications, use the citation format appropriate to your field.

The location of your Professional Experience section will depend on the relevance of your professional experience to your research (or teaching).

Number each page of your CV at the bottom

Current Address:  
Campus Box 680  
6985 Snow Way Drive  
St. Louis, MO 63130

## Kelly McMicchaels

### Curriculum Vitae

(314) 456-891 | kmmcmicchaels@wustl.edu  
http://www.kellyMcMiccaels.com

Permanent Address:  
48 Temple Drive  
Suffield, CT 06078

#### EDUCATION

##### **Washington University in St. Louis**

Ph.D. in Anthropology

Dissertation: *Bridging the Divide: Christianity and Collective Memory in the Republic of South Sudan.*

Advisor: Dr. Henry Paul

expected May 2020

##### **University of California – Berkeley**

B.A. in Anthropology with Highest Honors

Minor in Environmental Studies

Thesis: *The Role of Architectural Acoustics on Movement Patterns of People in American Public Housing.*

Advisor: Dr Marilyn Kark

2015

#### RESEARCH INTERESTS

Christianity in Northeastern Africa, Republic of South Sudan, conflict resolution, religion and identity, collective memory

#### PUBLICATIONS

**McMicchaels, Kelly.** “The role of collective memory in digital memory archives”. In prep.

**McMicchaels, Kelly.** “Catholic Leadership and Statehood in Southern Sudan.” *Cultural Anthropology*. May 2017: 56-75. Print.

Paul, Henry and **Kelly McMicchaels.** “Healing Faith: Collective Memory and Christianity in the Sudan.” *Omni 5*, April 2018: 45-65. Print.

#### RESEARCH EXPERIENCE

##### **Washington University in St. Louis, Department of Anthropology**

2015 - Present

Research Assistant to Dr. Henry Paul

Research Project: *Bridging the Divide: Christianity and Collective Memory in the Republic of South Sudan.*

##### **University of California – Berkeley**

2013-2015

Thesis Advisor: Dr. Marilyn Kark

Senior Thesis: *The Role of Architectural Acoustics on Movement Patterns of People in American Public Housing*

##### **LAKES Undergraduate Research Experiences, University of Wisconsin-STOUT**

Summer 2012

*NSF Research Experience for Undergraduates*

Research Advisor: Dr. Tina Leah

Research Project: *The Role of Memory and Current Perception on the Value of a Lake Watershed.*

#### PROFESSIONAL EXPERIENCE

##### **U.S. Senate Office of John F. Kerry, Boston, MA Intern**

Summer 2010

Responsible for collating information about upcoming bill on healthcare. Created visualizations and summaries of data on healthcare

Kelly McMicchaels, C.V.

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If you have lots of presentations of different kinds (conferences, panels organized, invited talks, etc.) you can sub-divide this section accordingly.

Teaching experience should go right after education for a teaching-focused CV.

### **PRESENTATIONS**

- McMicchaels, Kelly and Henry Paul. "Catholic Leadership and Statehood in Southern Sudan." Society for Cultural Anthropology. 2018
- McMicchaels, Kelly. "The Role of Collective Memory in Southern Sudan religion and politics." Anthropology Departmental Seminar. 2017
- McMicchaels, Kelly, Paul, Henry, and Rosalyn Martinez. "Measuring Collective Memory. Techniques Used to Study Transactional Large-Scale Data." Graduate Student Symposium. Philadelphia, PA 2016
- McMicchaels, Kelly and Marilyn Kark. "Architectural Acoustics and Movement Patterns in Urban Housing." Undergraduate Research Symposium. Poster Presentation. University of California - Berkeley 2015
- McMicchaels, Kelly and Tina Leah. "The Role of Memory and Current Perception on the Value of a Lake Watershed". NSF Research Experience for Undergraduates Summer Symposium, University of Wisconsin - STOUT 2012

### **GRANTS, AWARDS, CERTIFICATES, AND HONORS**

- Whitmore Dissertation Completion Fellowship, Washington University in St. Louis 2019
- Teaching Citation, The Teaching Center, Washington University in St. Louis 2018
- Dean's Award for Teaching Excellence, Arts & Sciences, Washington University in St. Louis 2017
- American Council of Learning Societies Predissertation Summer Travel Grant 2016
- Undergraduate Honors Fellowship - Ten participants selected annually; Two-year research program 2013
- University of California - Berkeley - Dean's List - All semesters 2011-2015

### **TEACHING EXPERIENCE**

#### **Washington University in St. Louis, Department of Anthropology**

- Teaching Assistant - Introduction to Human Evolution (Anthro 1510) - Three semesters 2017-2018
- Designed weekly lesson plans for small group discussions (25 students in each section)
  - Graded weekly quizzes
  - Guided students in synthesizing complex theoretical concepts from weekly lectures
  - Facilitated student small group discussions in which they were able to share and compare perspectives

#### **Washington University in St. Louis, Department of Anthropology**

- Teaching Assistant - Cultural Memory (Anthro 5016) - one semester 2017
- Assisted in choosing weekly reading material for students (22 students in the class)
  - Created reading guides for weekly readings from the primary literature
  - Facilitated small group discussions on weekly readings
  - Graded weekly reflection papers and provided substantive feedback

#### **Washington University in St. Louis, University College**

- Instructor - Introduction to Cultural Anthropology (Anthro 3616) - one semester 2016
- Designed and taught a course incorporating active learning and online components for non-traditional students (26 students in class)
  - Chose the readings and wrote the weekly reading guides
  - Facilitated peer discussions of challenging topics both in the classroom and online
  - Designed writing assignments structured to allow students to develop their critical analysis and writing skills
  - Graded assignments, papers, etc. and provided substantive, constructive feedback

Kelly McMicchaels, C.V.

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You may want to list Professional Development higher on a Teaching CV if you have lots of teaching-centric professional development to include.

You can also list your selected coursework in the education section if you wish. You'll want to list Graduate Seminars and other courses that indicate specialized knowledge.

You can also include more basic computer skills here like Microsoft Office, the Google Suite, etc.

### **Washington University in St. Louis, Prison Education Project**

2016

Teaching Assistant – Anthropology and Development (Anthro 4581)

- Created handouts for class each week (12 students in class)
- Assisted in facilitating weekly class discussions
- Graded weekly essays and reflection papers

### **PROFESSIONAL DEVELOPMENT WORKSHOPS ATTENDED**

#### **The Teaching Center, Washington University in St. Louis**

Course Design Institute	2019
Pedagogies in Humanities Workshop	2019
Addressing Inclusion and Diversity in Job Market Materials	2018
Facilitating Challenging Conversations	2017
Responding to Student Writing	2017
Structuring and Facilitating Effective Discussions	2017
Designing Collaborative Learning in Groups	2016

### **GRADUATE COURSEWORK**

Social Theory and Anthropology (Anthro 4720)  
 Argumentation through Ethnography (Anthro 4123)  
 Seminar: Research Methods in Cultural Anthropology (Anthro 5010)  
 Seminar: Human Biology (Anthro 5070)  
 Norms, Networks, and Repertoires: The Anthropology of Institutions (Anthro 5312)  
 Seminar: Problems in Applied Data Analysis (Anthro 5365)  
 Advanced Social Theory (Anthro 5712)  
 Introduction to GIS for Anthropologists (Anthro 573)  
 Methods/ Proposal Writing (Anthro 5013)

### **SERVICE ACTIVITIES**

#### **Anthropology Department Graduate Council Representative**

2017-2018

Council oversees establishment and operation of committees and functions as advisory panel for the Graduate School. Served on committee to present new graduate courses to council. Courses were approved.

### **OUTREACH**

#### **International Institute of Saint Louis,**

Sept 2009-April 2010

Telephone Conversation Partner. Taught key information, over the phone, to immigrants to help them successfully pass the naturalization interview

### **MEMBERSHIPS**

American Anthropological Association  
 Society of Biblical Literature  
 Theta Alpha Kappa Religious Studies Honor Society

### **LANGUAGES**

Ancient Greek – Intermediate  
 French – Fluent

### **SKILLS**

Tableau, GIS

Kelly McMichaels, C.V.

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## CV Example 2: STEM, Teaching Focused

Current Address:  
Campus Box 44  
6985 Snow Way Drive  
St Louis MO 63130

**Graemoer Dakshin**  
**Curriculum Vitae**  
**(314) 456-1908**  
<http://www.graemoerdakshin.com>  
<https://github.com/graemoerdakshin>

Permanent Address:  
48 Sustain Drive  
Doreen, IL 60613

**EDUCATION**

**Washington University in St. Louis** expected May 2020

Ph.D. in Physics

- Dissertation: *The light-nuclei spectra of chiral interactions*
- Advisor: Dr. Maria Armanda

**California Institute of Technology** 2015

B.S. in Physics

Minor in Mathematics

- Thesis: Condensed Matter Physics
- Advisor: Dr. Jason Argyle

**TEACHING EXPERIENCE**

**Washington University in St Louis, Department of Physics** Aug 2017-May 2018

*Teaching Assistant – Physical Measurement Laboratory – Two semesters*

- Facilitated and coordinated students' weekly lab projects
- Designed interactive, weekly lesson plans for small group discussions (25 students in lab section)
- Graded lab write-ups and provided substantive, constructive feedback
- Guided students in synthesizing complex theoretical concepts from lectures and applying them to weekly lab projects

**Washington University in St. Louis, Department of Physics** Aug 2016-May 2017

*Teaching Assistant – Physics II – Two semesters*

- Delivered weekly pre-lab lectures to introduce lab concepts and important lab safety information
- Facilitated post-lab discussions to guide students in evaluating their research results and applying the complex theory from lecture to their lab research experiments

**PROFESSIONAL DEVELOPMENT**

**The Teaching Center, Washington University in St. Louis**

- Course Design Institute, The Teaching Center 2019
- Addressing Inclusion and Diversity in Job Market Materials 2019
- Mentoring Undergraduate Research, The Teaching Center 2018
- Designing Collaborative Learning in Groups 2018
- Inclusive Teaching Practices in STEM 2017
- Peer-Led Team Learning (PLTL): Philosophy and Implementation 2016

**GRANTS, AWARDS, CERTIFICATES, AND HONORS**

- **Teaching Citation**, The Teaching Center, Washington University in St. Louis 2018
- **Franklin B. Shull Prize for Excellence in Teaching**, Physics Department, Washington University 2017
- **Undergraduate Honors Fellowship** - Ten participants selected annually; Two-year research program, California Institute of Technology 2012
- **Dean's List**, California Institute of Technology – All semesters 2013

Graemoer Dakshin, C.V.

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List your Teaching Experience right after your education on a Teaching-Focused CV

Teaching-related professional development can help prospective employers see that you have pedagogical skills that your teaching experiences may not fully reflect.

Institutional service can help indicate a willingness to participate in departmental administration and mentorship.

Including a list of graduate-level coursework can suggest courses that you might be able to teach. This section can be especially useful if you haven't had any chances to teach specialized courses.

## SERVICE ACTIVITIES

- |  |           |
|--|-----------|
| <b>Physics Department Graduate Council Representative</b>  | 2017-2018 |
| <ul style="list-style-type: none"> <li>• Council oversees establishment and operation of committees and functions as advisory panel for the Graduate School</li> </ul> |           |
| <b>Physics Department Graduate Students Peer Mentoring Program</b>   | 2017-2018 |
| <ul style="list-style-type: none"> <li>• Assist new graduate students transition into graduate school</li> </ul>   |           |

## PRESENTATIONS

Graemoer, Daksin. 2018. Chiral field theory and one- and two-pion exchange. American Physical Society.

Graemoer, Dakshin, Newton, Sarah\*, Hu, Sing\*, Paori, Santorini\*, and Maria Armanda. 2017. A framework for calculating electric dipole moments using chiral field theory. Fall Meeting of the American Physical Society Prairie Section.

Graemoer, Dakshin. 2017. Chiral field theory and neutrinos double-beta decay. Nuclear Physics Seminar. Department of Physics, Washington University in St. Louis.

Graemor, Dakshin\* and Jason Argyle. 2013. TeV emission from Quasar Jets. Undergraduate Research Symposium." Poster Presentation. Southern California Conference for Undergraduate Research

\*indicates undergraduate author

## GRADUATE COURSEWORK

Theoretical Physics (Physics 501)  
 Methods of Theoretical Physics II (Physics 502)  
 Classical Electrodynamics I (Physics 505)  
 Classical Electrodynamics II (Physics 506)  
 Quantum Mechanics I (Physics 523)  
 Quantum Mechanics II (Physics 524)  
 Statistical Mechanics (Physics 529)  
 Physics of Finite and Infinite Nuclear Systems (Physics 542)  
 Computational Methods (Physics 594)  
 Supervised Teaching of Physics (Physics 597)

## PUBLICATIONS

**Graemoer, Daksin.** In prep. Chiral field theory and one- and two-pion exchange.

**Graemoer, Dakshin,** Dee Lee\* and Maria Armanda. 2018. Lattice simulations and chiral field theory. Physical Review Letters, 110(1):092603.

Argyle, Jason and **Graemoer Dakshin\***. 2014. TeV emission from Quasar Jets. Journal of High Energy Physics, 11,145205.

\*indicates undergraduate author

## RESEARCH EXPERIENCE

**Washington University in St. Louis, Department of Physics**

*Research Assistant to Dr. Maria Armanda*

2017 - Present

*Research Project: The light-nuclei spectra of chiral interactions*

- Developed prediction using Monte Carlo methods to evaluate relevant matrix elements in Python
- Derived wave functions to describe nuclei and then evaluated the charge and current operators in

Graemoer Dakshin, C.V.

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- momentum space with Monte Carlo methods in Python
- Coordinated scientific collaborations between Washington University and Columbia University by creating and managing work timelines, facilitating frequent communications, and establishing timely workshops

**Washington University in St. Louis, Department of Physics**

*Research Assistant to Dr. Maria Amanda*

2015-2017

*Research Project: Atomic Trap Trace Analysis (ATTA)*

- Developed Atomic Trap Trace Analysis (ATTA) as a laser-based counting method that uses lasers and vacuums to analyze argon and krypton samples
- Analyzed groundwater at six sites, using ATTA method to date sites
- Coordinated and mentored 3 undergraduate researchers, created work schedules, held weekly progress meetings, trained students on techniques, data analysis, and presentation skills

**California Institute of Technology**

2013-2015

*Thesis Advisor: Dr. Jason Argyle*

*Senior Thesis: Condensed Matter Physics – Cathode Side of Lithium Batteries*

**PROFESSIONAL EXPERIENCE**

**U.S. Environmental Protection Agency, Office of Air and Radiation, Washington, DC** May-August 2013

*Summer Intern*

- Reviewed incoming data for anomalies
- Analyzed data for the National Environmental Radiation Monitoring (RadNet) System
- Created visualizations of data for policy reports

**MEMBERSHIPS**

American Physical Society

American Physical Society – Nuclear Physics Division

**SKILLS**

Java, C#, C++, Python

## RESUMES

**A word on organization:** Within each section, be sure to list your experiences in reverse-chronological order, with the most recent experience appearing at the top of the section. For tips on how to order the sections themselves, see the section on “Tailoring Your Resume” below.

### **What to Include**

**Professional Profile or Summary:** professional summaries are most frequently used when switching professional fields, in technical fields or for job applications that do not require a cover letter, and when the applicant is highly experienced. A good summary statement focuses on specific accomplishments and skills related to the position you’re seeking and can help frame your resume in terms of the position you are seeking.

**Education:** include your graduate and undergraduate institutions here, with your most recent institution listed first. Include only your graduation date for your undergraduate institution and your expected graduation date for your graduate institution if you have not yet completed your degree.

**Relevant Research Experience:** include research experience that is relevant to the position or that demonstrates a skill that is relevant to the position. Research requires organization, project management, communication, etc. It is your job in the resume to show prospective employers that your research has allowed you to develop these kinds of professional skills. Include bullets that emphasize the transferrable skills that you used or acquired through your research.

**Relevant Teaching Experience:** include a selection of your teaching experiences, again focusing on the transferrable skills that teaching demonstrates: presentation/public speaking, interpersonal communication, curriculum design, etc. Be sure to include numbers here to help quantify your experience for your reader: number of students, number of course meetings, time commitment per week, etc.

**Professional Experience:** include your most relevant professional experiences. Describe your responsibilities, but do so in such a way that the emphasis falls on the professional skills that you used to fulfill those responsibilities.

**Relevant Publications:** list publications that are relevant to the job to which you are applying. For some jobs that are going to be more interested in your research skills than in the subject of your research, consider spending less space on listing your publications and more on emphasizing your research skills in your bullet points in your “Relevant Research Experience” section.

**Relevant Presentations:** include relevant presentations, emphasizing those most related to the position to which you are applying. Consider including one or two bullet points under each presentation that you select that emphasize the transferrable skills that these presentations represent: public speaking, intellectual/professional development, research skills, etc.

**Grants, Awards, Certificates, and Honors:** again, you’ll want to consider the job for which you are applying, but including grants, awards, certificates, and honors can help you demonstrate your ability to secure outside funding and show how you have stood out in your field.

**Service and Leadership Activities:** think about these activities in terms of the transferrable skills that they required you to have and to develop. You can approach leadership and service positions the same way you would approach professional experiences: describe what responsibilities and activities the experience entailed, but do so in terms of the skills that you used to fulfill those responsibilities.

**Languages and Skills:** list those languages that you have some familiarity with, as well as your level of proficiency with them: “familiar with” indicates some limited ability to read in the language, “Intermediate” indicates a higher level of proficiency, “Proficient” indicates that you are comfortable reading the language, and finally “Fluent” indicates that you can read and speak the language fluently. Other skills will include computer skills—including proficiencies in such programs as Microsoft Excel and Word—as well as more advanced technical skills if you possess them.

## **Tailoring Your Resume**

In the above section, we have laid out some sections that you might include in your resume. Whereas tailoring in a CV mostly consists of re-ordering your sections, you are going to want to tailor your resume extensively in response to the specifics of the job to which you are applying.

The first step in tailoring your resume is carefully reading the job posting. As you read the posting, think about how you might talk about your experiences in such a way as to show that you would be a good fit for the position. You will also want to familiarize yourself with the company beyond the job description. Go to their website and read their mission statement, “about” page, etc.

Once you have researched the company and the position for which you are applying, it’s time to tailor your resume. As you do so, consider the following tips and guidelines:

**Show them where to look:** Devote the most real estate on your document to those experiences that will resonate the most with the recipient. For grad students, this might mean emphasizing those elements of grad school that come across more clearly as “jobs,” such as teaching, lab work, side gigs, etc. over things like conference presentations and even publications.

**Use headings that highlight critical skills:** Within each section, you should list experiences in reverse-chronological order. However, you can customize your section headings and intentionally order them in a way that draws attention to the things you most want the employer to notice. For a job that requires teaching experience, for instance, you may have a section called Selected Teaching Experience, which you will likely want to place just after your education section. For a position that is less interested in teaching experience, you may put that experience in a section called Professional Experience.

**Use key words:** Notice and match the language from the position description and the organization’s web site. This might mean slight tweaks to the way you describe your experience (saying “coached” vs. “taught,” for example), but shows that you understand your prospective employer’s goals and culture. You

could also work in key words by adding relevant coursework, grants, awards, etc.

**Be judicious about what you include:** However, you are still going to want to be selective about which experiences to include. Generally, more recent experiences are going to be more important than older ones, especially if there is a substantial overlap in skills. As you consider which things to add and which things to cut, ask yourself: does this experience show off a different set of professional skills than the other experiences I have on my resume already? If so, you probably want to add the experience, making sure to emphasize those new elements in your bullet points. If not, that experience is a good candidate to be cut.

## **How to Write an Effective Bullet**

Your goal is to make it easy for a future employer to see your capabilities, based on what you’ve done in the past. Are you good on the phone? Comfortable fielding questions from the public? Reliable with major projects requiring organization? Experienced at analyzing data on Excel? Employers will only know if you tell them. Here are some tips on how to write bullets that will make your experiences come to life in such a way as to show potential employers how you could be a great fit for the position.

**Say what you actually did:** It does no good to use fancy words if your description is unclear or doesn’t make sense. When the employer initially reviews your document, you won’t be there to provide explanations or insight. Avoid vague phrasing and state your contributions accurately, simply, and clearly. Keep in mind that job applications are frequently reviewed by someone in HR. Even if you are applying to a position that requires highly specialized knowledge, your bullet points should still be legible to the average person.

**Focus on accomplishments:** When possible, state the results of your efforts rather than just your responsibilities.

**Describe your experience through the lens of transferrable skills:** Determine which aspects of your previous work most relate to the employer’s needs and describe your qualifications accordingly. For example, public speaking skills you used in teaching could be valuable in a communications position.

**Give numbers and details, in a concise way:** How much money did you raise? How many people did you manage on the committee? Which major companies were on your client list? How, exactly, did you personally contribute to the project? Don't use a lot of words but paint a defined picture.

- Example: Taught required writing course
- Example revised: Planned and led three 1-hour course meetings per week (45 per semester total), including a mix of lectures, PowerPoint presentations, discussions, and small-group writing workshops

### **Tips on Formatting**

Employers spend just seconds reviewing each resume so it's critical to make your information easy to absorb. Grad students can expect to have enough experiences to fill two pages (although be sure to note what the job ad asks for and be ready to cut down to 1 page if they request it). Two full pages are preferable to an odd half page. Here are some other formatting tips:

**Margins and typeface:** Margins should be even on all sides but can go as low as .5 inches. With the exception of your name, which should be bigger, your typeface should be 10-11-point font. It's generally smart to use the same professional typeface throughout. Don't use a template. These lock you into formatting that can be restrictive as your document develops.

**Make each line count:** You might be able to slim down your name and contact information, or only use one address. Rephrase bullets that have one or two words that run to a second line. Condense words and phrases to make them more concise without losing meaning.

**Eliminate old or irrelevant experiences:** This is especially important if they can be replaced by more recent, similar ones.

**Format:** Check for consistency and parallel structure in the way you list key information such as headings, titles, dates, and locations. Also ensure your document is visually balanced, meaning you fill the page evenly and leave enough white space

### **Hybrid Resumes vs. One-Page Resumes**

As a graduate student or postdoc, you are usually going to want to make what is called a Hybrid Resume: a document that is somewhere between a resume and a CV. Hybrid Resumes should be two pages long and can include traditionally scholarly sections such as presentations, publications, etc.

Hybrid resumes can be particularly useful when applying to research positions or alt-ac positions that are asking for a resume, as they help you preserve your academic accomplishments while providing the kind of skills-based framing of your experiences that a resume requires.

Many non-academic jobs, however, are going to be expecting a resume that does not include academic activities and accomplishments. If you have lots of professional experience from before or during grad school, your professional resume may still stretch to two pages. But many companies will be expecting one-page resumes for entry-level positions.

Your decision about what kind of resume to submit for any given job should come from the job posting itself. Consider this part of tailoring! Many postings will ask for specific lengths for resumes, but others will not. It is up to you to infer from the type of position which style of resume is best to submit.

## EXAMPLE RESUMES

In what follows, you will find resume versions of the Humanities/Social Sciences and STEM CV examples given earlier in the packet. First, we have included Hybrid resumes for each example. One-page versions of each then follow. Feel free to compare the various documents to see how the same sets of experiences can be framed in different ways for different kinds of job applications.

## Resume Example 1: Humanities/Social Sciences, Hybrid

Current Address:  
Campus Box 680  
6985 Snow Way Drive  
St. Louis, MO 63130

**Kelly McMichael**  
(314) 456-891 | kmmcmichaels@wustl.edu  
http://www.kellyMcMichael.com

Permanent Address:  
48 Temple Drive  
Suffield, CT 06078

**PROFESSIONAL PROFILE**

Digital archivist with four years' experience developing protocols for identifying, transferring, acquiring, and storing digital and analog records. Broadly trained in processing and analyzing metadata, media, and print records for individual and collaborative research projects.

**EDUCATION**

**Washington University in St. Louis**  
Ph.D. in Anthropology

expected May 2020

**University of California – Berkeley**  
B.A. in Anthropology with Highest Honors  
Minor in Environmental Studies

2015

**PROFESSIONAL EXPERIENCE**

**Washington University in St. Louis** | *Graduate Student Researcher* 2015-Present

- Designed, implemented, and managed multi-year dissertation project, employing advanced qualitative research methods, time and project management, and coordination with a committee of 5 advisors
- Collaborate with professors across Anthropology department to produce high-quality undergraduate courses; have served as teaching assistant for total of 6 courses
- Serve in various roles across campus as a member of WashU's graduate student population, working with other graduate students and stakeholders within the university and surrounding community to improve the graduate student experience at WashU

**U.S. Senate Office of John F. Kerry, Boston, MA** | *Intern*

May-August 2010

- Collated information related to upcoming bill on healthcare to ensure that Senator Kerry was informed
- Created visualizations and summaries of healthcare data so that it could be easily understood

**RELEVANT RESEARCH EXPERIENCE**

**Washington University in St. Louis, Department of Anthropology** 2015 - Present

*Research Assistant to Dr. Henry Paul*

Research Project: *Bridging the Divide: Christianity and Collective Memory in the Republic of South Sudan*

- Collect, filter, and analyze Twitter messages to examine collective memory
- Use geographic information science (GIS) to combine information about Christian church membership with Twitter text
- Analyze patterns in social media across time frames and geographic regions of the Republic of the South Sudan using Tableau

**University of California – Berkeley**

2013-2015

*Thesis Advisor: Dr. Marilyn Kark*

Senior Thesis: *The Role of Architectural Acoustics in Movement Patterns of People in American Public Housing*

- Collected acoustical information of human movement in public housing during different times of day and in

You can list your time in graduate school as a professional experience. As with any professional experience, use your bullet points to identify and explain the transferable, professional skills you used and/or developed in Grad School.

Make sure you use active, descriptive verbs to explain your research experience. Your research experience is likely to be your most obviously transferable experience, but it's up to you to put it into terms employers can understand.

Make sure you are describing your teaching in terms of transferable skills. Each point should reflect a different skillset.

In a hybrid resume, publications, presentations, and institutional service can be valuable additions which show your level of professional involvement during your time in grad school or as a postdoc.

different areas of the home

- Analyzed sonograms to determine relationships between human movement, time periods, and the architectural features of rooms

### **SELECTED TEACHING EXPERIENCE**

**Washington University in St. Louis, Department of Anthropology** 2017-2018

*Teaching Assistant – Introduction to Human Evolution (Anthro 1510) – Three semesters*

- Designed weekly lesson plans for small group discussions (25 students in each section)
- Graded weekly quizzes
- Guided students to synthesize complex theoretical concepts from weekly lectures
- Facilitated student small group discussions in which students were able to share and compare perspectives

**Washington University in St. Louis, Department of Anthropology** 2017

*Teaching Assistant – Cultural Memory (Anthro 5016) – One semester*

- Assisted in choosing weekly reading material for students (22 students in the class)
- Created reading guides for weekly readings from the primary literature
- Facilitated small group discussions on weekly readings
- Graded weekly reflection papers and provided substantive feedback

### **SERVICE ACTIVITIES**

**WashU Graduate Council | Anthropology Department Representative** 2017-2018

- Presented new graduate courses to council as member of curriculum committee, resulting in approval of 10 new courses over two years

### **PUBLICATIONS**

**McMichaels, Kelly.** “The role of collective memory in digital memory archives.” In prep.

**McMichaels, Kelly.** “Catholic Leadership and Statehood in Southern Sudan.” *Cultural Anthropology*. May 2017: 56-75. Print.

Paul, Henry and **Kelly McMichaels.** “Healing Faith: Collective Memory and Christianity in the Sudan.” *Omni* 5, April 2018: 45-65. Print.

### **RELEVANT PRESENTATIONS**

McMichaels, Kelly and Henry Paul. “Catholic Leadership and Statehood in Southern Sudan.” Society for Cultural Anthropology. 2018

McMichaels, Kelly, Paul, Henry, and Rosalyn Martinez. “Measuring Collective Memory. Techniques Used to Study Transactional Large-Scale Data.” Graduate Student Symposium. Philadelphia, PA 2016

### **GRANTS, AWARDS, CERTIFICATES, AND HONORS**

Whitmore Dissertation Completion Fellowship, Washington University in St. Louis 2019

Teaching Citation, The Teaching Center, Washington University in St. Louis 2018

American Council of Learning Societies Predissertation Summer Travel Grant 2016

### **SKILLS AND LANGUAGES**

- Ancient Greek – Intermediate; French – Fluent
- Tableau, GIS

Kelly McMichaels, Resume

2

## Resume Example 2: STEM, Hybrid

Current Address:  
Campus Box 44  
6985 Snow Way Drive  
St Louis MO 63130

**Graemoer Dakshin**  
(314) 456-1908  
<http://www.graemoerdakshin.com>  
<https://github.com/graemoerdakshin>

Permanent Address:  
48 Sustain Drive  
Doreen, IL 60613

A professional summary may be useful, especially if you are applying for a position in a technical field.

A good summary will *shape* your experiences in a way that relates them to the position in question, rather than simply repeating them.

### SUMMARY

PhD-level nuclear engineer with five years experience in research, data analysis, and project management. Expertise in developing computational tools in several languages (Java, C#, C++, Python) to analyze a wide range of research data.

### EDUCATION

**Washington University in St. Louis** expected May 2020  
Ph.D. in Physics

**California Institute of Technology** 2015  
B.S. in Physics  
Minor in Mathematics

### PROFESSIONAL EXPERIENCE

**Washington University in St. Louis** 2015-Present  
*Graduate Student Researcher*

- Designed, implemented, and managed multi-year dissertation project, employing advanced quantitative research methods, time and project management, and coordination with a committee of 5 advisors
- Collaborate with professors across Physics department to produce high-quality undergraduate courses; served as teaching assistant for total of 4 courses
- Served in various roles including as Graduate Council Representative and as Peer Mentor, working with other graduate students and stakeholders within the university and surrounding community to improve the graduate student experience at WashU

**U.S. Environmental Protection Agency, Office of Air and Radiation, Washington, DC** May-August 2013  
*Summer Intern*

- Reviewed incoming data for anomalies
- Analyzed data for the National Environmental Radiation Monitoring (RadNet) System
- Created visualizations of data for policy reports

### RELEVANT RESEARCH EXPERIENCE

**Washington University in St. Louis, Department of Physics** 2017 - Present  
*Research Assistant to Dr. Maria Armanda*

*Research Project: The light-nuclei spectra of chiral interactions*

- Designed a program in C++ that analyzes light-nuclei spectra, using Markov chain Monte-Carlo techniques to examine three-nucleon reactions
- Coordinate project personnel across three universities and one private corporation to manage deadlines and distribute project tasks
- Designed C# program to troubleshoot an instrument that calculates total production rates of light-spectra nuclei and compares those with experimental data

Be sure to describe your research and teaching in terms of transferable skills. Each point should illustrate a different skill.

### Washington University in St. Louis, Department of Physics

Research Assistant to Dr. Maria Amanda

2015-2017

Research Project: Atomic Trap Trace Analysis (ATTA)

- Developed Atomic Trap Trace Analysis (ATTA) as a laser-based counting method that uses lasers and vacuums to analyze argon and krypton samples
- Wrote Python program to test and calibrate voltage amplification device to power Fabry-Perot interferometer
- Coordinated and mentored 3 undergraduate researchers by creating work schedules, holding weekly progress meetings, and training students on techniques, data analysis, and presentation skills

### SELECTED TEACHING EXPERIENCE

#### Washington University in St. Louis, Department of Physics

Aug 2017-May 2018

Teaching Assistant – Physical Measurement Laboratory – Two semesters

- Facilitated and coordinated students' weekly lab projects
- Designed interactive, weekly lesson plans for small group discussions (25 students in lab section)
- Graded lab write-ups and provided substantive, constructive feedback
- Guided students in synthesizing complex theoretical concepts from weekly lectures and applying them to weekly lab projects

#### Washington University in St. Louis, Department of Physics

Aug 2016-May 2017

Teaching Assistant – Physics II – Two semesters

- Delivered weekly pre-lab lectures to introduce lab concepts and important lab safety information
- Facilitated post-lab discussions to guide students in evaluating their research results and applying the complex theory from lecture to their lab research experiments

### PUBLICATIONS

**Graemoer, Dakshin.** In prep. Chiral field theory and one- and two-pion exchange.

**Graemoer, Dakshin, Dee Lee\*** and Maria Armanda. 2018. Lattice simulations and chiral field theory. Physical Review Letters, 110(1):092603.

Argyle, Jason and **Graemoer Dakshin\***. 2014. TeV emission from Quasar Jets. Journal of High Energy Physics, 11,145205.

### SELECTED PRESENTATIONS

**Graemoer, Dakshin.** 2018. Chiral field theory and one- and two-pion exchange. American Physical Society.

**Graemoer, Dakshin, Newton, Sarah\***, Hu, Sing\*, Paori, Santorini\*, and Maria Armanda. 2017. A framework for calculating electric dipole moments using chiral field theory. Fall Meeting of the American Physical Society Prairie Section.

### GRANTS, AWARDS, CERTIFICATES, AND HONORS

**Teaching Citation**, The Teaching Center, Washington University in St. Louis 2018

**Franklin B. Shull Research Travel Fellowship**, Physics Department, Washington University 2017

### PROFESSIONAL DEVELOPMENT

**The Teaching Center, Washington University in St. Louis**

- Designing Collaborative Learning in Groups 2018
- Inclusive Teaching Practices in STEM 2017

### SKILLS

Java, C#, C++, Python

Graemoer Dakshin, Resume

2

Grants and fellowships can show your ability to work with government and other financial institutions to secure funding

Awards can provide substantive proof that you excel at what you do



## Resume Example 3: Humanities and Social Sciences, One-Page

Current Address:  
Campus Box 680  
6985 Snow Way Drive  
St. Louis, MO 63130

**Kelly McMicchaels**  
(314) 456-891 | kmmcmicchaels@wustl.edu  
http://www.kellyMcMiccaels.com

Permanent Address:  
48 Temple Drive  
Suffield, CT 06078

**EDUCATION****Washington University in St. Louis**

Ph.D. in Anthropology

expected May 2020

**University of California – Berkeley**

B.A. in Anthropology with Highest Honors  
Minor in Environmental Studies

2015

**EXPERIENCE****Washington University in St. Louis** | *Graduate Student Researcher*

2015-Present

- Designed, implemented, and managed multi-year dissertation project, involving advanced qualitative research methods, time and project management, and coordination with a committee of 5 advisors
- Collaborate with professors across Anthropology department to produce high-quality undergraduate courses; have served as teaching assistant for total of 6 courses
- Serve in various roles across campus as a member of WashU's graduate student population, working with other graduate students and stakeholders within the university and surrounding community to improve the graduate student experience at WashU

**Washington University in St. Louis** | *Research Assistant to Dr. Henry Paul*

2015 - Present

Research Project: *Bridging the Divide: Christianity and Collective Memory in the Republic of South Sudan*

- Collect, filter, and analyze Twitter messages to examine collective memory
- Use geographic information science (GIS) to combine information about Christian church membership with Twitter text, leading to new insights about Sudanese Christians
- Analyze patterns in social media across time frames and geographic regions of the Republic of the South Sudan using Tableau

**Washington University in St. Louis** | *Teaching Assistant*

2017-2018

*Introduction to Human Evolution (Anthro 1510) – Three semesters*

- Designed weekly lesson plans for small group discussions (25 students in each section)
- Graded weekly quizzes
- Guided students to synthesize complex theoretical concepts from weekly lectures
- Facilitated student small group discussions in which students were able to share and compare perspectives

**WashU Graduate Council** | *Anthropology Department Representative*

2017-2018

- Presented new graduate courses to council as member of curriculum committee, resulting in approval of 10 new courses over two years

**U.S. Senate Office of John F. Kerry, Boston, MA** | *Intern*

May-August 2010

- Collated information related to upcoming bill on healthcare to ensure that Senator Kerry was informed
- Created visualizations and summaries of healthcare data so that it could be easily understood

**SKILLS AND LANGUAGES**

- Ancient Greek – Intermediate; French – Fluent
- Tableau, GIS

In a one-page resume, you will likely need to combine your different types of experience into one 'Experience' section.

It is crucial that you highlight your transferable skills with each of your bullet points, especially in a shorter resume like this that is explicitly aimed at a non-academic audience.

Make sure you use active, descriptive verbs to explain your research, teaching, and service experience. It is up to you to convince prospective employers that you possess transferable, professional skills!

## Resume Example 4: STEM, Technical-Style, One-page

You'll want to keep your professional summary for a technical-style resume. These usually take the place of cover letters in technical fields.

You should list your technical skills much earlier in a technical-style resume than in a standard resume. You can subdivide these skills if you have technical skills of different categories, such as programming languages, software, hardware, etc.

You will likely need to put all of your different kinds of experience together in one section for a one-page resume.

You may also wish to include a "projects" section if you have completed significant programming or design projects.

For a one-page resume, space is at a premium. You may need to cut older experiences like this (perhaps in favor of some projects or more technical skills).

Current Address:  
Campus Box 44  
6985 Snow Way Drive  
St Louis MO 63130

**Graemoer Dakshin**  
(314) 456-1908  
<http://www.graemoerdakshin.com>  
<https://github.com/graeoerdakshin>

Permanent Address:  
48 Sustain Drive  
Doreen, IL 60613

### SUMMARY

PhD-level nuclear engineer with five years experience in research, data analysis, and project management. Expertise in developing computational tools in Java, C#, C++, and Python to analyze a range of research data.

### EDUCATION

**Washington University in St. Louis** expected May 2020  
Ph.D. in Physics  
**California Institute of Technology** 2015  
B.S. in Physics; Minor in Mathematics

### TECHNICAL SKILLS

Java, C#, C++, Python

### RELEVANT EXPERIENCE

**Washington University in St. Louis** | *Research Assistant to Dr. Maria Armanda* 2017 - Present  
*Research Project: The light-nuclei spectra of chiral interactions*

- Designed a program in C++ that analyzes light-nuclei spectra, using Markov chain Monte-Carlo techniques to examine three-nucleon reactions
- Coordinate project personnel across three universities and one private corporation to manage deadlines and distribute project tasks
- Designed C# program to troubleshoot an instrument that calculates total production rates of light-spectra nuclei and compares those with experimental data

**Washington University in St. Louis** | *Research Assistant to Dr. Maria Armanda* 2015-2017  
*Research Project: Atomic Trap Trace Analysis (ATTA)*

- Developed Atomic Trap Trace Analysis (ATTA) as a laser-based counting method that uses lasers and vacuums to analyze argon and krypton samples
- Wrote Python program to test and calibrate voltage amplification device to power Fabry-Perot interferometer
- Coordinated and mentored 3 undergraduate researchers by creating work schedules, holding weekly progress meetings, and training students on techniques, data analysis, and presentation skills

**Washington University in St Louis, Department of Physics** | *Teaching Assistant* Aug 2017-May 2018  
*Physical Measurement Laboratory – Two semesters*

- Facilitated and coordinated students' weekly lab projects
- Designed interactive, weekly lesson plans for small group discussions (25 students in lab section)
- Graded lab write-ups and provided substantive, constructive feedback
- Guided students in synthesizing complex theoretical concepts from weekly lectures and applying them to weekly lab projects

**U.S. Environmental Protection Agency, Office of Air and Radiation** | *Summer Intern* May-August 2013

- Reviewed incoming data for anomalies
- Analyzed data for the National Environmental Radiation Monitoring (RadNet) System
- Created visualizations of data for policy reports

## JUMP TO THE ACTION

To craft a powerful resume, begin each bullet point with a strong action verb using active voice, which makes you the actor of your statements instead of a passive bystander. Moreover, using active voice prevents excessive wordiness, helping to keep statements brief, clear, and simple. Avoid empty words like “responsibilities included.”

### *Led a Project*

Chaired	Executed	Orchestrated	Planned
Controlled	Headed	Organized	Produced
Coordinated	Operated	Oversaw	Programmed

### *Researched*

Analyzed	Calculated	Explored	Investigated	Quantified
Assembled	Discovered	Forecasted	Mapped	Surveyed
Assessed	Evaluated	Identified	Measured	Tested
Audited	Examined	Interpreted	Qualified	Tracked

### *Changed or Improved Something*

Centralized	Integrated	Refined	Restructured	Streamlined
Clarified	Merged	Refocused	Revamped	Strengthened
Converted	Modified	Remodeled	Revitalized	Transformed
Customized	Overhauled	Reorganized	Simplified	Updated
Influenced	Redesigned	Replaced	Standardized	Upgraded

### *Envisioned and Brought a Project to Life*

Administered	Designed	Engineered	Formulated	Instituted
Built	Developed	Established	Implemented	Introduced
Charted	Devised	Formalized	Incorporated	Launched
Created	Founded	Formed	Initiated	Pioneered

### *Increased Efficiency, Sales, Revenue, or Customer Satisfaction*

Accelerated	Boosted	Expanded	Generated	Outpaced
Achieved	Capitalized	Expedited	Improved	Stimulated
Advanced	Delivered	Furthered	Lifted	Sustained
Amplified	Enhanced	Gained	Maximized	

### *Brought in Partners, Funding, or Resources*

Acquired	Navigated	Partnered
Forged	Negotiated	Secured

## MORE ACTION WORDS

### *Managed a Team*

Aligned	Facilitated	Inspired	Recruited	Taught
Cultivated	Fostered	Mentored	Regulated	Trained
Directed	Guided	Mobilized	Shaped	Unified
Enabled	Hired	Motivated	Supervised	United

### *Informed*

Resolved	Audited	Explored	Mapped	Tested
Researched	Calculated	Forecasted	Measured	Tracked
Analyzed	Discovered	Identified	Qualified	
Assembled	Evaluated	Interpreted	Quantified	
Assessed	Examined	Investigated	Surveyed	

### *Wrote or Communicated*

Authored	Composed	Counseled	Edited	Promoted
Briefed	Conveyed	Critiqued	Illustrated	Publicized
Campaigned	Convinced	Defined	Lobbied	Reviewed
Co-authored	Corresponded	Documented	Persuaded	

### *Saved the Company Time or Money*

Conserved	Decreased	Diagnosed	Reconciled	Yielded
Consolidated	Deducted	Lessened	Reduced	

### *Supported Customers*

Advised	Arbitrated	Consulted	Fielded	Resolved
Advocated	Coached	Educated	Informed	

### *Achieved Something*

Attained	Demonstrated	Outperformed	Succeeded
Awarded	Earned	Reached	Surpassed
Completed	Exceeded	Showcased	Targeted

### *Oversaw or Regulated*

Authorized	Dispatched	Inspected	Screened
Blocked	Enforced	Itemized	Scrutinized
Delegated	Ensured	Monitored	Verified

## SUBMITTING YOUR APPLICATION MATERIALS

Pay close attention to what the position description says about submitting your materials.

### **Hard Copy**

If you will be handing someone your resume and cover letter in person, or mailing hard copies, be sure to print them on quality 24 lb. white or off-white paper rather than regular copy paper.

### **Email**

It is extremely important to exercise professionalism when corresponding with employers through email. Be sure to use a concise, business-like style and check for spelling, punctuation and grammar. Choose an appropriate subject line. When applying for a job, an example of an appropriate subject is “Tom Lauer, Public Relations Assistant application.”

When you send your cover letter and resume via email, we generally recommend that you send it as one PDF attachment so it will print out as nicely as if you had mailed it. In a professional manner, introduce your attachments with a brief three to four sentence note in the body of the email. Your note must reference the position for which you are applying. Be sure to include your contact information.

If you choose to make your cover letter the body of the email, we suggest you draft it in a Word document first to ensure thoughtfulness and professionalism.

### **Online Application Forms**

Some employers require applicants to paste resume information into online application fields. In this case, you may want to remove your resume formatting so that the information is organized and easy to read in electronic form. If an application requires you to list your skills, carefully consider those you wish to include and provide a comprehensive list. Applicants are often sorted by the skills and experiences provided on the application.

Most electronic resumes are sent in Microsoft Word (.doc) or Adobe Acrobat Reader (.pdf). However, some guidelines might ask you to submit your resume as text-based or ASCII format. A text-based resume will eliminate most of the formatting such as bold, italics, bullet points and underlining. Review your text-based resume before you submit it to the employer. Be sure to check spacing and page alignment if you are pasting it from a Microsoft Word document.

Employers in some industries use computer systems that use OCR (Optical Character Recognition) technology to scan and screen resumes. You may want to work with someone at the Career Center if you have questions about preparing a scannable resume. Electronic and scannable resumes are only to be used at the employer’s request.