

# UNIVERSITY OF ROCHESTER CAREER CENTER

## “GETTING STARTED” RESUME GUIDE AND SAMPLES

**\*\*We highly encourage you to come in to the office to review your documents with a counselor!** A counselor can help you stand out and differentiate yourself by tailoring your documents to specific fields and positions! To make an appointment, stop by the Career Center (302 Meliora Hall) or call (585) 275-2366.

### GETTING STARTED ON A RESUME

1. Start with a blank Word document. Templates can be frustrating to change later on.
2. Use 1" margins to begin with. You can go as small as .6" without cutting off a printed copy.
3. Use 12-point font to begin with – drop down to 10 or 11-point font if necessary.
4. Undergraduate resumes are generally one page. Some fields (business, communications, etc) expect one page. If you are using a resume for research or graduate school, multiple pages may be acceptable.
5. Don't worry about getting it perfect – let us help you! Bring your draft to the Career Center and go over it with a counselor or Peer Career Advisor once you get your basic ideas down.

The following headline areas are often included in resumes. Although these are typical headings, they are not the only headings that may be used. Tailoring of resumes should highlight individual differences between interests and goals.

#### Identifying Information/Personal Data

- Name, address, telephone number, e-mail address, and fax number appear at the top of the document. Include a present school and home addresses if both will be used during the search. Remember to change any of this information immediately if it changes.
- Ideally, place all of the information on one line separated by bullets, asterisks, etc.
- Information about marital status, sexual orientation, gender, race, religion, and disabilities should not be included and may not be requested by an employer unless it is job related.

#### Qualifications Summary

(Easiest when written last, even though it should appear directly after identifying information.) This section highlights why the candidate is the best fit for the job. Use information about the field and position to determine what skills to highlight (i.e., organizational, teamwork, computer knowledge, subject-specific knowledge, lab skills, etc)

1. This section tells potential employers that the student is headed in a certain direction through clearly articulated goals.
2. Lists a powerful profile of assets that enhances a resume's effectiveness
3. May be titled summary of skills, skills and capabilities, qualifications, qualifications and capabilities, or some variation.
4. Usually appears immediately after the objective statement or as a creative blending of the objective and qualifications.
5. This section headlines and previews the material that the prospective employer will read later in the resume.

#### Education or Specific Studies Summary

- Majors and minors, degrees, institutions and their locations, dates attended, and dates graduated can be included.
- Courses, projects, and areas of academic emphasis (if they are related to your objective) may also be included.
- GPA (Generally, if it is a 3.0 or above. Always list the scale: 3.5/4.0 or 3.45/4.00)

- Accomplishments/Awards/Scholarships/Clubs/Groups (can go in this section or be their own separate section if lengthy or important)

## Experience

- Experience can be traditional or non-traditional. List full-time and part-time experiences including employment, volunteer and academic projects, co-curricular projects and special events, internships, externships, and all skills that project desired qualifications. Relevant science labs, volunteer work, and clubs/organization experiences are excellent ways of demonstrating practical experience.
- Include place of employment, location, job/experience title, dates, and a clear, concise, and detailed summary of your duties/experiences.
- List in reverse chronological order.
- Describe experiences in a way that clearly highlights relevant skills.
- Describe the experiences as they relate to the targeted position.
- Try to logically group experiences together in themes by using alternate headings. If you need to, separate types of experiences (marketing experience vs. finance experience).

## Extracurricular, Leadership and Community Activities

(This section does not have to be its own heading; it may be combined under the Education heading)

- Note names of organizations, offices held, accomplishments, and special projects.
- Descriptions of these activities and roles and responsibilities should project the skills acquired.
- The nature of the experiences and their relationship to the goals should dictate how early in the document they appear.
- Headlines could include Leadership, Program Management, and Outreach Achievements: Community Outreach Achievements: Community Outreach and Event Planning experience: and Fund-raising, Leadership, and Project Management experience.

## Special Categories

- Examples of headlines are Supervisory Experience, Finance Background, Travel and Cross-Cultural Experiences, Multilingual Capabilities, and Computer Applications and Systems.
- While personal interests are recommended by some, they rarely affect a job search and are not needed.
- This category may be optional or may be used in combination with another category.

## References

- References may be handled in different ways. Currently the most common method is listing the references' names, titles, addresses, and phone numbers **on a separate sheet of paper**.
- References are people who can tell potential employers about the student's background and capabilities. Students should ask references for permission to list them on a resume.

**\* Note: Employers generally spend about 30 seconds looking at a resume. Keep in mind these important points.**

1. The appearance is important.
  2. Be clear, concise, and neat.
  3. Resumes should be well organized and easy to follow.
  4. Make sure all relevant skills and experience are clearly highlighted.
  5. Be **focused**. Employers do not want to make career decisions for you.
  6. Resumes are formal documents: spelling and grammar mistakes are not acceptable.
  7. Do not use abbreviations.
-

# JILL FIRSTYEAR

University of Rochester CPU Box 123456 ■ Rochester, NY 14627 ■ (555) 555-5555  
213 Meliora Avenue ■ Anytown, NJ 01010 ■ (555) 555-5555  
jfirstyear@mail.rochester.edu

This is an excellent example of an **internship or summer employment resume**, which uses a field focused objective with a Summary of Qualifications statement. As a first year student, sections are more generally titled. High school is still included and relevant college courses are listed prominently.

## OBJECTIVE

### *Summer position in the field of journalism utilizing and expanding on:*

- Excellent verbal and written communication skills developed through liberal arts courses.
- Strong interest in journalism and publishing and desire to pursue career in the field.
- Interview and research skills gained through anthropology coursework and projects.
- Computer skills using Windows, MacOS, Word, Excel, PowerPoint and internet research.
- Interpersonal, organizational, and leadership skills from leadership experience and community service activities.

## LIBERAL ARTS AND SECONDARY EDUCATION

UNIVERSITY OF ROCHESTER

ROCHESTER, NY

### **Bachelor of Arts Degree**

**Anticipated May 2010**

- Overall GPA of 3.4/4.0
- Activities: Model United Nations, Residence Hall Intramurals, Hillel
- Dean's List

ANYTOWN CENTRAL HIGH SCHOOL

ANYTOWN, NJ

### **High School Diploma**

**June 2006**

- Experience in tutoring children with learning disabilities
- Estrafalarario Club: promoting cultural understanding and Spanish language skills
- Social Concerns Club: Participated in a variety of service learning experiences "Walk for Hunger" and sponsoring of children in developing countries. Helped promote community service among students and helped organize fundraisers
- Writing Tutors Club: Helped underclassmen edit and proofread read English papers
- Sports: Volleyball, Field Hockey (co-captain)

## SELECTED COLLEGE COURSES AND PROJECTS

English Literature, English Language, Cultural Anthropology, Advanced Readings in Russian, Genetics, Calculus, Spanish, Economics, International Relations, Calculus.

- Cultural Anthropology Field Work: Observed and interviewed South Sudanese community members for anthropology project, wrote final paper on field work

## LEADERSHIP AND COMMUNITY SERVICE EXPERIENCE

NICARAGUA AMIGOS

NICARAGUA

### **Correspondent Volunteer, Healthy Households Projects**

**Summer 2005**

- Educate families about health related issues, including personal and dental hygiene and environmental awareness. Present programs at schools to educate students in third through eighth grades about health related issues. Created mural on school exterior representing goals of the community.

## EMPLOYMENT

STRONG MEMORIAL HOSPITAL, OB/GYN EDUCATION OFFICE

ROCHESTER, NY

### **Office Assistant**

**2006-2007**

- Photocopied, filed medical documents, conducted internet research, and organized mail.

ASPEN SYSTEMS, INC.

STONE HARBOR, NJ

### **Assistant Accountant**

**Summer 2006**

- Utilized Microsoft Excel for accounting tasks and completed various clerical tasks.

## U.R. QUALIFIED

University of Rochester CPU Box 234571 ■ Rochester, NY 14627 ■ (555) 555-5555 ■ Ur005g@mail.rochester.edu  
213 Wyoming Avenue ■ South Orange, NJ 07074 ■ (555) 555-5555

### OBJECTIVE

#### *Summer internship in biotechnology or biomedical engineering utilizing and expanding upon:*

- Knowledge of and experience using physics and chemistry laboratory techniques and procedures.
- Skills gained from research project on the ethics of the human genome project.
- Abilities to conduct library research and document lab research in detailed or summary notes.
- Experience with: spectrometer, oscilloscope, super conducting materials and varied lab equipment.
- Capacities to use Word, Excel, Publisher, Mathematica 3.0, Works, Quicken 98, Medline, Windows 95, 3.1, NT, MacOS, C++, DOS, UNIX, FTP, Netscape, and Internet Explorer.

### BIOMEDICAL ENGINEERING AND SECONDARY EDUCATION

UNIVERSITY OF ROCHESTER

#### **Bachelor of Science in Biomedical Engineering**

- Concentration in Mechanical Engineering.
- Overall GPA: 3.58/4.0, Engineering GPA: 3.72/4.0.
- Dean's List 3 of 3 Semesters.

ROCHESTER, NY  
**Expected May 2008**

COLUMBIA HIGH SCHOOL

#### **High School Diploma, with Honors**

- Graduated in top 10% with an overall GPA of 3.8/4.0.
- Varsity Track and Field Team Member and Letter Recipient.

MAPLEWOOD, NJ  
**June 2004**

### BIOMEDICAL ENGINEERING COURSES

Introduction to Biomedical Engineering, Introduction to Computer Programming, Engineering Mechanics I, Statics, Engineering Thermodynamics, Principles of Biology, Chemistry and Physics

### COLLEGIATE AWARDS AND ACTIVITIES

- Bausch and Lomb Scholarship for Excellence in Science.
- Rush Rhees Scholarship for Academic Achievement and SAT Scores of 650 verbal and 750 math.
- Biomedical Engineering Society Member.
- Blood Drive Committee Chair.
- Men's Varsity Indoor/Outdoor Track and Field Team Member.

### TECHNICAL AND MEDICAL EXPERIENCE

UNIVERSITY OF ROCHESTER MEDICAL CENTER

#### **E.G. Miner Library Computer Assistant**

- Address Windows and MacOS software and hardware issues.

ROCHESTER, NY  
**2004-present**

TOWN OF SOUTH ORANGE

#### **Emergency Medical Technician**

- Licensed to practice emergency medicine at the ambulatory level.

SOUTH ORANGE, NJ  
**2002-present**

### EMPLOYMENT

ACE HARDWARE

#### **Sales Associate**

SOUTH ORANGE, NJ  
**Summers and Part-time 2002-2005**

This is an excellent example of a **targeted internship resume**, which uses a field focused objective with a Summary of Qualifications statement included in the objective. The "headlines" which broadcast education and experience, reveal to the reader that this is a "biomedical engineering" oriented candidate. High school is still included and relevant college courses are listed prominently.

# U.R. Redinow

University of Rochester CPU 873471 • Rochester, NY 14627 • (585) 555-1111 • Ure008g@mail.rochester.edu  
20 Mill Hill Road • Cincinnati, OH 40259 • (555) 123-1111

This **targeted internship resume**, which uses a field focused Summary of Qualifications statement to focus the reader quickly on the candidate's goal. The "headlines" which broadcast education and experience, reveal to the reader that this is a "business, marketing and economics" oriented candidate. Relevant courses and, most significantly, papers and projects are presented very effectively. In truth, these are the key foundations upon which the internship candidacy will be built. The presentation of courses, papers, projects and case studies can be critical, particularly for candidates with little experience.

## FINANCE INTERNSHIP QUALIFICATIONS

- Specific knowledge and analytical skills gained through Economics and Business courses.
- Interest in financial markets, financial planning, asset allocation, and portfolio analysis.
- Time management, research, data collection, data analysis, and presentation abilities enhanced through projects.
- Confidence within cold calling, client relations, and presentation roles.
- Windows, Word, Excel, Adobe PhotoShop and Internet capabilities.

## BUSINESS, MARKETING, AND ECONOMICS STUDIES

UNIVERSITY OF ROCHESTER

### Bachelor of Arts, Economics

- Completed Cluster of three thematically linked Biology and Chemistry courses.
- Anticipate completion of three course Japanese language Cluster.
- Dean's List Fall 2006.

ROCHESTER, NY  
anticipated May 2008

WILLIAM E. SIMON SCHOOL OF BUSINESS ADMINISTRATION

### Certificate of Management Studies

- Courses to include: Accounting, Microeconomics, Statistics, Computer Science and additional business focused courses and projects taught by faculty of the College and the Simon School of Business.

ROCHESTER, NY  
anticipated May 2008

## BUSINESS AND ECONOMICS COURSES AND PROJECTS

Principles of Marketing, Marketing Projects and Cases, Principles of Economics, Micro and Macroeconomics, Financial Markets, Financial Markets II, Money, Credit, and Banking, Industrial Organization, and Principles of Accounting.

- Analyzed The North Face clothing manufacturer to determine investment worthiness. Researched printed and www resources. Completed quantitative analysis to project potential returns on investments. Documented findings in written and printed report.
- In group, analyzed potential associated with a hypothetical on-line grocery service. Conducted broad industry analysis and created specific marketing plans. Presented findings in detailed and illustrated presentation.
- In group, assessed potential for an on-line investment trading service in Europe. Analyzed past consumer behaviors to predict potential usage. Calculated potential costs and profits. Presented efforts to class.

## GENERAL BUSINESS EXPERIENCE

UNIVERSITY OF ROCHESTER

### African American Students Association Treasurer and Business Manager

- Created two budgets totaling \$8000 and assisted in the general running of the organization.

ROCHESTER, NY  
2006-2007

LAZARUS DEPARTMENT STORES

### Sales Representative

- Assisted customers and created effective merchandise displays.

CINCINNATI, OH  
Summer 2006

# I. Wanda Interview

University of Rochester CPU 274811 • Rochester, NY 14627 • (585) 555-5555 • ur001j@mail.rochester.edu  
125 Old Mill Road • Dover, NJ 07801 • (973) 555-7808

## CONSULTING INTERNSHIP QUALIFICATIONS

- Knowledge of business issues including the ability to assess variables that impact profitability and implement techniques to improve strategic decision-making.
- Confidence conducting detailed research including collecting and analyzing quantitative and qualitative data.
- Written and verbal presentation skills including the ability to summarize complex information nurtured in academic and finance environments.
- Quantitative abilities demonstrated through actuarial experience and statistical courses.
- Windows, Word, Excel, Power Point, Access, HTML, Visual Basic, SAS, Mini-Tab, LexisNexis, Morning Star, Netscape, Explorer, and Internet communication utilities.

## ECONOMICS, STATISTICS, AND MARKETING STUDIES

UNIVERSITY OF ROCHESTER

**Bachelor of Arts, Economics, with a current major GPA of 3.50**

**Bachelor of Arts, Statistics, with a current major GPA of 3.40**

- Management Studies Certificate, with Marketing Track for completion of courses taught by faculty of College and the William E. Simon School of Business Administration
- Overall GPA 3.5/4.0; Dean's List two of four eligible semesters
- Completed cluster of three thematically related courses in music
- Received varsity letter in swimming

ROCHESTER, NY

**expected May 2008**

**expected May 2008**

## ECONOMICS, STATISTICS, AND MARKETING COURSES AND PROJECTS

Econometrics, Intermediate Macroeconomics, Intermediate Microeconomics, Financial Markets, Principles of Economics, Sampling Techniques, Applied Statistics II, Elements of Probability and Mathematical Statistics, Introduction to Probability, Introduction to Statistical Software I and II, Multidimensional Calculus, and Quest Calculus I and II.

- Summarized potential for a restaurant/night club business as part of a group. Analyzed local market and calculated potential costs and profits. Created full marketing plan including cost summaries, advertising campaign, and marketing strategies. Presented efforts to class.

## CONSULTING, FINANCE, AND TECHNICAL EXPERIENCE

LONGAKER, RIMKUS & ASSOCIATES

**Pension Actuarial Intern**

- Computed defined benefit and terms calculations for a third party administrator.
- Entered 403b data and generated reports.
- Performed general accounting tasks.

ROCHESTER, NY

**Fall 2006**

BUCK CONSULTANTS

**Actuarial Intern**

- Used programming language to program, run, and analyze FAS 106 data.
- Completed over 20 hours of training in actuarial, health and welfare, health care, retirement, systems, and ethics. Constructed questionnaire matrix from RFP.
- Created commissions report.

NEW YORK, NY

**Summer 2006**

SAGEMARK CONSULTING

**Financial Planning Intern**

- Analyzed, researched and constructed an optimum portfolio for customers.
- Researched background and history of companies for possible stock investment.
- Contacted businesses to set up 401(k) presentations.
- Edited phone approach used for contacting companies.

ROCHESTER, NY

**Spring 2005**

This **targeted version** reveals goals and areas of experience. It is an ideal resume for a **junior seeking an internship**. The objective is presented via a targeted Qualification headline and order of presentation supports the cited goals, with most pertinent information appearing first. The targeted Qualification section projects knowledge of the field(s) and function(s) of interest as well as knowledge of self; presenting field-focused skills and identifying their development. This section is not easy for most candidates to develop, so we encourage you to work with a counselor to do so. **You should upload at least one targeted resume into the yoURCareerLink system.**

# I. WANDA INTERVIEW

741 West Avenue • Rochester, NY 14610 • (585) 255-7249 • wi003j@mail.rochester.edu  
459 Locke Drive • Pittsford, NY 94534 • (585) 555-9877

## MARKETING, ADVERTISING AND PROMOTIONS QUALIFICATIONS

- Marketing research, strategic planning, promotions, customer service and sales talents nurtured by in depth and diverse advertising, promotions and retail internships and employment experiences.
- Technical skills and specialized knowledge gained via marketing courses including: Principles of Marketing, Marketing Projects and Cases, Psychology of Human Motivation and Emotion, Business Administration, Public Relations Writing, Advertising, Mass Media, Persuasion and Consumer Behavior.
- Knowledge of International Business approaches and cultural sensitivities gained living and working in varied North American, European and Middle Eastern settings.
- German, French, Dutch, and Farsi fluency and conversational Spanish capabilities.
- Windows and MacOS, UNIX, HTML, Word, WordPerfect, Excel, PageMaker, Adobe PhotoShop, Netscape, Internet Explorers, and Internet communications utilities.

## MARKETING, ADVERTISING, PROMOTIONS AND SALES EXPERIENCE

DAYS ADVERTISING, INC., Pittsford, NY

**Intern/Assistant to an Account Manager:** Assisted with design of television and radio ads and proposals for varied clients, including Wegmans and Bausch & Lomb. Developed customer database. May-July 2005

ADEFECTS, Rochester, NY

**Intern/Assistant to an Account Manager:** Researched and developed promotional materials for retail, manufacturing and restaurant clients. Gained knowledge of small business marketing. Suggested changes in advertising materials, consumer outreach strategies, and marketing literature. May 2003-July 2004

PEARLE VISION CENTER, Pittsford, NY

**Sales Representative:** Assisted customers. Implement strategy targeting upscale markets. May-July 2004

IT HAPPENS, Antwerp, Belgium

**Marketing Intern:** Determined target markets and developed advertisement budget for concert, event planning and entertainment agency. Collected and analyzed financial and marketing data. Conducted market surveys to determine market penetration. Assisted graphic artists producing ads, posters, brochures, and reports. May-September 2002

## BUSINESS, ECONOMICS AND LANGUAGE STUDIES

UNIVERSITY OF ROCHESTER, Rochester, NY

**Bachelor of Arts, French,** with a major GPA of 3.5, anticipated May 2007.

**Bachelor of Arts, Psychological Applications of Business,** with a major GPA of 3.3, anticipated May 2007.

Minor: **Economics,** with a minor GPA of 3.4.

- Dean's List 4 of 5 Semesters.
- Class of 1929 Alumni Academic Scholarship and Lawrence H. Smith Academic Scholarship Recipient.
- Economics Council and Activity Board Member as well as Campus Times Staff Writer and Photographer.
- Completed cluster of three thematic courses addressing issues related to ethics of genetic engineering.

WILLIAM E. SIMON GRADUATE SCHOOL OF BUSINESS ADMINISTRATION, Rochester, NY

**Management Studies Certificate, Marketing and Finance/Accounting Tracks,** anticipated May 2007.

- Completed business focused, project oriented courses taught by Simon School and College faculty.

HOBART AND WILLIAM SMITH COLLEGES, Geneva, NY

**Completed varied Economics and Liberal Arts Courses,** 2003-2004

## FINANCE AND GENERAL BUSINESS EXPERIENCE

THE FINANCIAL GROUP, INC. DISCOUNT BROKERAGE FIRM, Pittsford, NY

**Intern/Assistant to Operations Manager:** Utilized computerized financial transaction and market tracking systems. Updated customer databases using Excel. Interacted with and completed administrative projects for licensed representatives and addressed client inquiries from throughout the United States. January-May 2006

*This **targeted version** reveals how easily one can transform a multi-purpose resume into a field focused one. The objective is presented via a targeted Qualification headline and order of presentation supports the cited goals, with most pertinent information appearing first. The targeted Qualification section projects knowledge of the field(s) and function(s) as well as knowledge of self. This section is not easy for most candidates to develop, so we encourage you to work with a counselor to do so. The other examples reveal a variety of techniques used to highlight qualifications. While this sample reveals an interest in marketing related fields, any field-focused interest can be presented using this same format. **You should, in addition to a multi-purpose version, upload at least one targeted resume into the yourCareerLink and CIC systems.** You can create and upload as many targeted resumes as you wish. Focus does **not** mean limiting options. It just requires that you state your goals and reflect these goals in your resumes and cover letters.*

# I.M. TECHNICAL

University of Rochester CPU 274 555 • Rochester, NY 14627 • 585-555-1212 • im004a@mail.rochester.edu.  
2905 Main Street • Newport, RI • 24534 • 702-555-3876

## OBJECTIVE

Software Engineering position.

## MECHANICAL ENGINEERING QUALIFICATIONS

- Ability to use various computational analysis methods and experience with finite-elements and finite-difference methods.
- Experience with: SEM, spectrometer, calorimeter, oscilloscope, optical spectrum analyzer, MTS, and various lab equipment in both academic and industry settings.
- Strong communication skills including the ability to summarize information in presentations, reports and journal articles.
- Capacity to use: FORTRAN, PATRAN, NASTRAN, ProE, MathCad, LabView, MatLab, NetObjects Fusion, HTML, BASIC, SigmaPlot, Authorware, Photoshop, Powerpoint, MS Office, DOS, UNIX.

## MECHANICAL ENGINEERING AND BUSINESS EDUCATION

UNIVERSITY OF ROCHESTER

### Bachelor of Sciences, Mechanical Engineering

- **Certificate of Management Studies in Finance** for courses taught by Simon School and College faculty.
- Overall GPA: 3.97 / 4.0; Dean's List 5 / 5 Eligible Semesters
- Tau Beta Pi National Engineering Honor Society Officer (initiated as Junior)
- Phi Beta Kappa (initiated as Junior)
- Rush Rhees Scholarship for outstanding academic achievement

ROCHESTER, NY  
anticipated May 2007

## MECHANICAL ENGINEERING AND BUSINESS COURSES AND PROJECTS

**Engineering:** Advanced Mechanical Design, Applied Finite Elements, Mechanical Systems & Vibrations, Heat Power Application, Fluid Dynamics, Mechanical Design, Fluids Laboratory, Heat & Mass Transfer, Solids Laboratory, Computational Methods, Circuit Analysis, Materials Science, Solid Mechanics, Thermodynamics, Physics: Mechanics, Physics: Electricity & Magnetism, CAD, Statics, and Dynamics

**Management:** Money, Credit, and Banking; Cost Accounting, Intermediate Microeconomics, Principles of Economics, Principles of Accounting, and Statistics

**Materials Testing Project:** Performed unconfined compression and indentation tests along with finite-element modeling to determine the elastic properties of bovine liver samples. Fall 2006.

**Dental Project:** Investigated the effects of lubrication on dental implant screws. Determined how torque and angle of rotation effected the tensile force generated in the implant screw. Spring 2006.

**Truss Project:** Used finite-element method to analyze common truss systems. Wrote FORTRAN solver code to calculate internal stresses, forces, and nodal displacements for all beams. Also applied simple Euler buckling to determine member instability. Designed original trusses in PATRAN and analyzed using solver code. Fall 2006.

## ENGINEERING AND TECHNICAL EXPERIENCE

ROCHESTER INSTITUTE OF TECHNOLOGY

### Materials Processing Center Research Intern

Investigated DWDM optical communication systems under the direction of Professor Rajeev Ram. Characterized fiber optic components including SOA, EDFA, and AWG using optical spectrum analyzer. Designed and built functional fiber optic network with 40 Gbit/s bandwidth. Wrote technical reports and presented findings to various research groups.

ROCHESTER, NY  
May-August 2006

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

### Langley Research Center Research Intern

Conducted materials science research under direction of Dr. James Newman Jr on projects involving fatigue and fracture mechanics of materials. Ran computational analysis finite-element model that applied crack-propagation theory to predict the structural integrity of materials used in Space Shuttle and helicopter applications. Published technical report.

HAMPTON, VA  
May-August 2005

OHIO DEPARTMENT OF TRANSPORTATION

### Engineering Intern

Head web designer for roadway projects, including updating job web sites. Performed construction inspection including the testing concrete of various bridges and roadways.

COLUMBUS, OH  
May - August 2004

*The following pages include samples of various targeted UofResumes. They reveal a variety of techniques used to highlight qualifications, and demonstrate variations on the themes presented by the earlier two samples. You should upload at least one, and ideally three, targeted resumes into the yoURCareerLink and CIC systems. **This version** reveals how one uses an Objective statement appearing first, to express focus, followed by a Qualification section projecting field-focused skills and knowledge.*

## Reah Searcher

University of Rochester CPU 7526 • Rochester, NY 14627 • (585) 555-5555 • rs008j@mail.rochester.edu  
4787 Crestview Court • Bloomfield Hills, MI 48301 • (666) 666-6666

*This targeted version uses a field focused Qualifications statement appearing first. The objective, valuable only when focused indicates that this is a Research oriented candidate. The two categories of experience allow Reah Searcher to highlight research experiences first, with sections remaining in reverse chronological order.*

### OBJECTIVE

#### *Clinical research position in a hospital or university setting using:*

- Experience working in the laboratories, preparing solutions, following protocols associated with biology, physiology, and chemistry lab assignments, and using varied techniques and equipment.
- Abilities to conduct and document detailed library and laboratory research.
- Strong interest in neurological and psychological research topics, particularly in cognitive function.
- Moderate understanding and conversational abilities in Spanish
- Abilities to use Word, SAS, Excel, and Internet research tools.

### SCIENCE AND PRE-MED STUDIES

UNIVERSITY OF ROCHESTER

#### **Bachelor of Arts in Brain and Cognitive Science**

- Overall GPA: 3.10 and GPA in Major: 3.0 (out of 4.0)
- Fulfilling pre-medical requirements
- Build houses with Habitat for Humanity in Rochester
- Member of the University of Rochester Outing Club
- *Interpres* Yearbook Staff

ROCHESTER, NY  
anticipated May 2007

SYDNEY SUMMER INSTITUTE

#### **Sydney Summer Institute Program**

- Studied Australian culture, society, cinema and social policy

SYDNEY, AUSTRALIA  
Summer 2006

### MEDICAL, LABORATORY AND RESEARCH EXPERIENCE

STRONG MEMORIAL HOSPITAL DEPARTMENT OF NEUROLOGY

#### **Department of Neurology Researcher**

Performed neuropsychological tests and virtual reality research on young control group subjects as well as Alzheimer's Disease patients. Tested visual-spatial abilities and spatial orientation abilities.

#### **Pediatric Infectious Diseases Lab Assistant**

Enter blood sample results in database. Perform light lab work as needed.

#### **Office Assistant**

Performed library research for doctor. Assisted with administrative tasks as needed. Recommended for lab assistant position in same department.

ROCHESTER, NY  
September 2005 – present  
September 2004 – May 2005

January 2004 - May 2004

BOSTON MEDICAL CENTER

#### **Project Assistant**

Assisted in a research survey studying meningococcal meningitis in MA colleges.

BOSTON, MA  
July-August 2005

WILLIAM BEAUMONT HOSPITAL

**Intern:** Assisted with spinal research study. Corresponded with study participants.

ROYAL OAK, MI  
June-July 2004

### YOUTH SERVICES EXPERIENCE

RIVENDELL CHILD AND ADOLESCENT SERVICES

#### **Intern**

Studied medical records, acted as a mentor for adolescents. Assisted in interviewing and writing up assessments of students. Sited presenting symptoms and family histories of mental illness.

SYDNEY, AUSTRALIA  
June-August 2006

ROCHESTER LEADERSHIP ACADEMY,

#### **Mentor**

Assisted kindergarteners and first graders having problems with schoolwork.

ROCHESTER, NY  
January 2006 — present

UNIVERSITY OF ROCHESTER COMMUNITY SERVICE NETWORK

#### **Middle School Mentor**

Read books, assisted with homework, and served as positive role model for sixth grade adolescents.

ROCHESTER, NY  
2003-2004

### GENERAL EMPLOYMENT

THE GAP

#### **Sales Associate**

BOSTON, MA  
Summer 2005

## Peter Premed

77 Wood Creek Court • Pittsford, NY 14534 • (585)-555-5555 • jp123@aol.com  
University of Rochester CPU 87367 • Rochester, NY 14627 • (585)-777-7777

### Research, Science, and Medical Qualifications

- Academic background in biology, supplemented by broad based natural and physical science pre-medical studies.
- Confidence within medical and research facilities, interacting with patients, physicians, researchers, and health care professionals.
- Experience following laboratory protocols, documenting findings in detailed reports, and conducting literature searches associated with specific topics.
- Abilities to use Word, Excel, PowerPoint and Internet applications to complete research, editing, data collection, retrieval and analysis, and presentation focused projects.

### Biology, Pre-Medical, and Research Focused Education

UNIVERSITY OF ROCHESTER

ROCHESTER, NY

**Bachelor of Arts Biology**

**May 2007**

- **Biology GPA 3.3 (out of 4.0)**
- Two Three-course Clusters to be completed in Applied Economics and Religion
- Vice-President of Sigma Alpha Mu fraternity
- 4 years of Men's Ice Hockey and Captain for 2005-2007
- ECHL 1st team all-star for 2006-2007 season
- Volunteer at Rochester Area Underprivileged Hockey Developmental Program

### Biology and Pre-Medicine Courses, Labs, and Research Projects

Principles of Genetics, Molecular Cell Biology, Mammalian Anatomy, Mammalian Physiology, General Chemistry I and II, Organic Chemistry I and II, General Physics I and II, Introduction Statistics, Introduction to Computers, Principles of Genetics, Mammalian Anatomy and Physiology

**Principles of Genetics Laboratory:** Performed various lab procedures including gel electrophoresis, and several DNA transformation and conjugation techniques

**Mammalian Anatomy:** Gained experience using a microscope and dissecting a multitude of animals and tissues as well as analyzing structures and systems

**Mammalian Physiology:** Experienced performing techniques such as ECG's, EMG's, respiratory volume tests, and urine analysis

**Organic Chemistry I and II:** Became familiar with techniques such as Northern Blotting, gel filtration chromatography, ion-exchange chromatography, size-exclusion chromatography, IR analysis, and separatory techniques

**Independent Research: Avian Ecology:** Performed field experiment and analysis of trends of species of birds in certain habitats

### Research, Science, and Medical Experience

STRONG MEMORIAL HOSPITAL

ROCHESTER, NY

**Hematology/Oncology Department Volunteer**

**Summer 2005**

- Experienced working with physicians and patients, participated in medical team meetings and patient clinics, watched several procedures such as spinal taps, brain tumor analysis, and general chemotherapy techniques

### Employment

WILMORITE INC.

ROCHESTER, NY

**Maintenance/Landscaping**

**2002 - 2006**

*This targeted version uses a field focused Qualifications statement appearing first. The "headlines" which broadcast education and experience, reveal to the reader that this is a Medicine and Research oriented candidate. Peter Premed has included descriptions of laboratory, coursework, and project experience, an excellent way to highlight experience gained via education.*

# Ima Rochesterian

222 University Avenue • Rochester, NY 14224 • (585) 555-6639 • Imar@aol.com  
4554 Oakview Manor • Plymouth, MN • 44550 • (423) 555-9832

## YOUTH SERVICES, TEACHING AND COUNSELING SKILLS

- Experience in counselor, teaching, tutorial and related roles in classroom and recreational settings.
- Experience with children involved in healthcare linked recreational and counseling programs.
- Creativity and knowledge to plan and implement lessons for subjects including English, Math, Religion and Art
- Capacities to develop relationships with youth of varied socioeconomic and cultural backgrounds.
- Knowledge of child development gained through courses including Social Psychology, Abnormal Psychology, Language Development, Development of Mind and Brain, Social and Emotional Development, and Adolescent Development.
- Training in American Sign Language and special interest in hearing, language and related issues.
- Windows and MacOS skills using, Microsoft Word, WordPerfect, Works, and Internet applications.

## UNDERGRADUATE PSYCHOLOGY EDUCATION

UNIVERSITY OF ROCHESTER, Rochester, NY.

**Bachelor of Arts in Psychology, Magna Cum Laude, with minor in American Sign Language, May 2007**

- Overall GPA 3.77 (out of 4.00) and Inducted into Phi Beta Kappa, Spring 2006
- Served as Drama Coordinator for InterVarsity Christian Fellowship
- Cross-Country and Track: New York State and UAA Scholar-Athlete, and Division III Intercollegiate All-Academic Team

UNIVERSITY OF ADELAIDE, Adelaide, Australia

Studied and researched Australian and Aboriginal Cultures, Fall 2005

## TEACHING AND COUNSELING EXPERIENCE

THE SECOND CHANCE PROGRAM, Londonderry, NH

**Cabin Counselor:** Will be a role model for ten-and eleven-year-old “at-risk” boys. Expected to encourage the growth of self-esteem and self-discipline by promoting positive ways to approach group and individual decision-making. Will lead outdoor group activities which foster creative thinking, responsible behavior, and the courage to try. Spring 2007

MT. HOPE FAMILY CENTER, Rochester, NY.

**After-School Program Counselor:** Planned and led activities aimed at improving the social skills of children ages 6 to 10 identified to be at-risk by social services. Participated in monthly supervisor meetings to become a more knowledgeable and effective counselor as well as to discuss curriculum topics (drugs, respect, relationships). 2005-2006

KIDS ADJUSTING THROUGH SUPPORT (KATS) PROGRAM, Rochester, NY.

**Child Illness Program Group Co-Leader:** Led sharing times to help campers talk about dealing with serious illness, particularly in school. Supervised recreational activities. Learned ways in which children cope with illness. 2004-2005

ST. JOSEPH'S PARISH, Rochester, NY.

**Vacation Bible School Fourth Grade Teacher:** Planned daily lessons. Organized balloon scavenger hunt. Created and became “Zucchini-Man,” a masked mascot to help teach Bible stories in an exciting way. Summer 2004

ST. MARY'S SCHOOL, Bronx, NY.

**Summer School Program Sixth Grade Religion and Fourth-Eighth Grade Art Teacher:** Created daily lesson plans. Taught drawing skills. Oversaw production of backdrop for musical production. Chaperoned outings. Summer 2003

CORPUS CHRISTI, Rochester, NY.

**After School Program Supervisor/Aide:** Supervised approximately fifteen elementary school children in arts and crafts. Managed childhood behavior in a group setting. Fall 2003

ST. PAUL'S SUMMER DAY CAMP, Bronx, NY.

**Counselor:** Supervised twenty 7-8 year olds during daily activities such as Art, Gym, and English class. Taught math and computer skills. Chaperoned weekly outings to Bronx Zoo, movies, roller-skating, and swimming. Summer 2002

## ADMINISTRATIVE EXPERIENCE

UNIVERSITY OF ROCHESTER, Rochester, NY

**Interfaith Chapel Administrative Assistant, Winter 2005-Spring 2005**

*This targeted version uses a field focused Summary of Qualifications statement appearing first. The “headlines” which broadcast education and experience, reveal to the reader that this is a “psychology, teaching and counseling” oriented candidate. Headlines can be subtle, yet very effective. Also, by using varied headlines, you can present most pertinent experience first, and diminish the importance of other experience by presenting it later in the document.*

# Senior Analyst Resume

30 State Road, Belmont, MA 02478 • 555-555-5278 • [senior@mail.rochester.edu](mailto:senior@mail.rochester.edu)

## OBJECTIVE

An analyst position requiring strong quantitative, qualitative and interpersonal skills.

## EDUCATION AND ACADEMIC HONORS

### University of Rochester

*Bachelor of Arts Degree, Political Science*

*Simon Graduate School of Business, Management Studies Certificate in Marketing*

### Bosphorus University

*Study Abroad*

### St. Petersburg University

*Study Abroad*

- Cumulative GPA: 3.81, Dean's List five out of five Eligible Semesters
- 2006 Garnish Award (seven out of one thousand) recognizing academic and athletic achievement through junior year
- 2006 Susan B. Anthony Scholarship (one woman in junior class) for demonstrating outstanding leadership and academic achievement
- **Relevant Courses:** Accounting, Applied Data Analysis, Principles of Marketing, International Management, Economics, Calculus, Entrepreneurship, Business and Politics, International Relations

**Rochester, NY**

*anticipated May 2007*

*anticipated May 2007*

**Istanbul, Turkey**

*Spring 2006*

**St. Petersburg, Russia**

*Summer 2005*

## FINANCIAL SERVICES EXPERIENCE

### Liberty Mutual Group (LMG)

*Sales & Marketing Intern, Personal Markets*

- Conducted research for reports detailing sales growth, penetration and retention rates, using Microsoft Excel
- Completed projects creating communications for Affinity Group marketing and research
- Collaborated with colleagues to analyze and enhance sales and marketing plans and reviewed plans to achieve results
- Participated at formal presentations given by the heads of LMG's SBUs and CEO Edmund Kelly

**Lexington, MA**

*Summer 2006*

### Appropriations Committee for Student Association (SAAC)

*Accountant*

- Tracked budgetary expenditures on a daily basis and advised student leaders on budget management
- Evaluated budget proposals and allocated the SA budget of \$747,000 accordingly with committee members

**Rochester, NY**

*Spring 2004 and Fall 2005*

## RESEARCH EXPERIENCE

"State Energy Policy and Venture Capital", Honors Thesis, Fall and Spring 2006

- Research and conduct analysis on the relationship between state energy policies and venture capital investment flows

"Entrepreneurship in Russia and China", for "Nature of Entrepreneurship" course, Spring 2005

- Conducted research which concluded that entrepreneurs create and utilize informal networks in order to overcome obstacles arising from the lack of political and lending institutions. Presented findings using PowerPoint.

## LEADERSHIP, TEACHING AND COMMUNITY SERVICE ACTIVITIES

### University of Rochester's Varsity Women's Field Hockey

*Co-Captain of the Team, for three seasons*

- Lead practices and games and consult with coaches and team members in order to formulate effective strategies
- Hold team discussion meetings to determine areas for improvement and focus training to address these issues

**Rochester, NY**

*Fall 2003 – Present*

### Rochester Center for Community Leadership

*Co-Founder of Project CARE Tutoring and Mentoring Program*

- Designed a tutoring and mentoring program for students in the Rochester City School District
- Collaborated with City School officials and The College's administration to ensure the program's continuity and success

**Rochester, NY**

*Spring, Fall 2005*

### University of Rochester's Political Science Department

*Teaching Assistant for course "Argument in Political Science"*

- Prepared and led weekly one-hour discussion sessions for 15 students on class topics

**Rochester, NY**

*Fall 2005*